

Woodland Park High School

9th – 12th GRADE

PANTHER HANDBOOK 2019-2020

Welcome to Woodland Park High School – grades 9-12. We will do all we can to make it an enjoyable and productive learning experience that is safe and respectful of diversity among students and staff. It is our philosophy that this school is your school; it “belongs” to the parents and taxpayers who built it and support it, and to the students who spend a large part of their lives here. This handbook is an excellent resource for students and their parents.

“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 go marching

Onward to victory RAH! RAH!!

MESSAGE TO THE STUDENT

We are excited to welcome you to Woodland Park High School! Your high school years 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 habits only become habits when we practice them or develop them intentionally time after time after time. Our students know the habits when they see them, and when they experience them daily both in school and at home.



Based on the Building Blocks for Learning Framework. Stafford-Brizard, K. B. (2016). Turnaround for Children.

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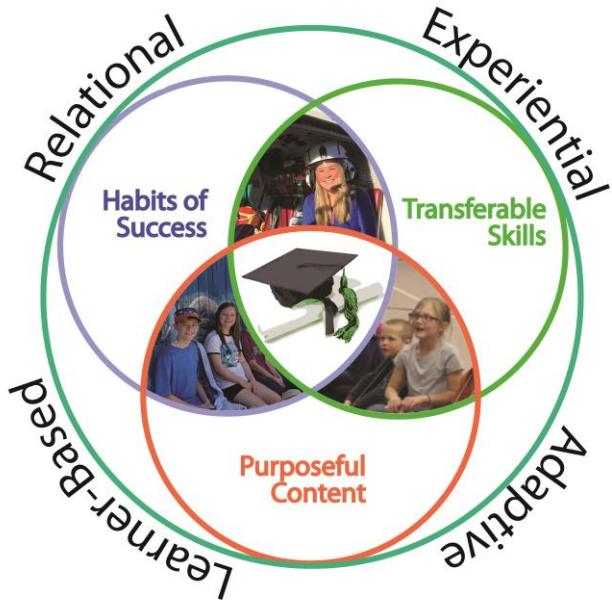
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Real Learning. Real Life.



INTRODUCTION

WOODLAND PARK SCHOOL DISTRICT VISION

Woodland Park School District – A Place of Becoming

EQUAL EDUCATION OPPORTUNITIES (WPSD Administrative Manual Policies AC, ACA, ACA-E & ACE)

The Woodland Park School District Re-2 does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates and provides equal access to the Boy Scouts and other designated youth groups.

The superintendent, or his/her designee, has been designated as the responsible employee to coordinate school district compliance with Title IX, Section 504 of the Rehabilitation Act and Americans with Disabilities Act. In the event students or employee believes that there has been a violation of Title IX or Section 504, they shall mail or deliver to the superintendent a written statement setting out the alleged violations in specific terms, describing the incident or activity involved, the individuals involved and the dates, times, and locations involved. The superintendent shall provide the individual filing the written statement an opportunity to discuss the matter personally, if requested. The superintendent shall make additional investigations as is necessary to determine the complete facts involved. The matter shall be reported to the school board for its review. If the student or employee submitting the written statement is not satisfied with the handling of the matter by the superintendent, he/she may appear before the Board of Education and present the matter directly to the Board.

BOARD OF EDUCATION/ADMINISTRATION**2019-20 School Year**

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.

Board of Education

President	Beth Huber
Secretary	Nancy Lecky
Vice-President	Gwynne Dawdy
Director	Corbin Graber
Director	Vacant

Administration

Superintendent	Steve Woolf
Principal	Kevin Burr
Assistant Principal	Cindy Gannon
Assistant Principal	Karen Hamlow
Dean of Student Services/Activities Director	Sara Lee
Athletics Director	Joe Roskam

GENERAL INFORMATION

ANNOUNCEMENTS AND STUDENT MESSAGES

Announcements are posted on the school's website and sent to students' email. 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 turned in to the main office no later than 7:30 a.m. if you want it included that same day.

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

ATTENDANCE/TARDIES (WPSD Administrative Manual Policy JH)

Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For these reasons, the School District believes that to be successful in academic accomplishment, students should exhibit good attendance habits. 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.

Under CRS 22-33-104 and Woodland Park School District Policy JEA attendance is an integral part of the educational process. Students who are absent miss experiences that cannot be recreated through make up work or discussions with the teacher. Interactions with student and teacher 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.

1. Absenteeism

Students who are excessively absent may not receive credit for courses in which they are enrolled. Excessive absenteeism shall be defined as: absences more than 12 days of a class period within 1 school term (semester).

2. Class Absence Totals

For the purpose of computing excessive absenteeism, all absences shall be counted in the class absence total. The only exceptions are as follows:

- a. Absences approved in advance by the administration for school-sponsored or community/civic-sponsored activities
- b. College visitations arranged in advance through the counseling center
- c. Emergencies resulting in illness, injury, and/or bereavement (verified document required)
- d. Absences due to being in the custody of the court or law enforcement agency (verified document required)
- e. Religious holidays
- f. Absences during which the student is involved in home-bound education

- g. Absences of students with exceptional medical conditions shall be handled on an individual basis by administration working in conjunction with the student's physician
3. Notification

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

 - a. Phone and/or email (auto-dialer) contact will be made on each unverified absence during the term.
 - b. 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 student's counselor will be held to determine a plan of success.
 - c. When a level of chronic or habitual truancy is reached, and it is clear that the plan of success is not being followed - notification in the form of a certified letter 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.

AUTOMOBILES

Parking on school grounds is a privilege. In order to park on school property, a student 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 owner's expense.

PARKING

- All students must park in **designated student parking lots!**
- Any horseplay, careless or reckless driving, speeding, etc., may cause forfeiture of driving privileges on the school grounds.
- 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.
- Students shall not drive any vehicle on school business. Students must 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.
- Tickets will be issued for violations of the parking contract. Appeal forms may be picked up in the bookkeeper's office.

SCHOOL DAY

Student entry into the school is through the Panther Patio doors. In order to accommodate students who must be dropped off before the building opens at 7:15 a.m., students are allowed into **only** the commons at **6:45 a.m.** The remainder of the building will open to students at **7:15 a.m.** Students must leave the building by **3:30 p.m.** unless they are working with a staff member, practicing for an extracurricular activity or serving detention. Students found unsupervised in the main building prior to 7:15 a.m. or after 3:30 p.m. may receive consequences.

SCHOOL HOURS AND BELL SCHEDULE

School is in session from 7:45 a.m. to 3:07 p.m. The first class begins promptly at 7:45 a.m. The exception to that start time occurs on 2-hr Delay days (class begins at 9:45 a.m.). In either case, the ending time of 3:07 p.m. remains the same. Music plays one minute prior to the bell which indicates the beginning of class time. Passing periods are 5 minutes except for 2nd Chance Breakfast noted on the bell schedule below. When the bell rings at the beginning of the period students are expected to be in their classroom.

Monday thru Thursday Schedule

Mon/Wed – ODD blocks

Tue/Thu – EVEN blocks

*8 min passing period between the first class and Advisory to accommodate 2nd chance breakfast
Announcements made during Advisory*

<u>Period</u>	<u>Class Time</u>	<u>Period</u>	<u>Class Time</u>
1 or 2 (88)	7:45 – 9:13	1 or 2 (88)	7:45 – 9:13
Advisory (32)	9:21 – 9:53	Advisory (32)	9:21 – 9:53
3 or 4 (88)	9:58 – 11:26	3 or 4 (88)	9:58 – 11:26
First Lunch	11:31 – 12:01	5 or 6 (88)	11:31 – 12:59
5 or 6 (88)	12:06 – 1:34	Second Lunch	1:04 – 1:34
7 or 8 (88)	1:39 – 3:07	7 or 8 (88)	1:39 – 3:07

Friday Schedule

*8 min passing period between the 2nd and 3rd period to accommodate 2nd chance breakfast
Announcements during 2nd*

<u>Period</u>	<u>Class Time</u>	<u>Period</u>	<u>Class Time</u>
1 (46)	7:45 – 8:31	1 (46)	7:45 – 8:31
2 (47)	8:36 – 9:23	2 (47)	8:36 – 9:23
3 (46)	9:31 – 10:17	3 (46)	9:31 – 10:17
4 (46)	10:22 – 11:08	4 (46)	10:22 – 11:08
First Lunch	11:13 – 11:43	5 (46)	11:13 – 11:59
5 (46)	11:48 – 12:34	Second Lunch	12:04 – 12:34
6 (46)	12:39 – 1:25	6 (46)	12:39 – 1:25
7 (46)	1:30 – 2:16	7 (46)	1:30 – 2:16
8 (46)	2:21 – 3:07	8 (46)	2:21 – 3:07

WPHS 2019-20 ACADEMIC CALENDAR

	AUGUST					SEPTEMBER					2 Labor Day (District Closed)
	M	T	W	Th	F	M	T	W	Th	F	
13-14	New Teachers Report					1	2				
15	All Staff Report					5	6	7	8	9	
15-20	Collaboration Days					12	13	14	15	16	
19	Open House					19	20	21	22	23	
21	First Semester Begins					26	27	28	29	30	
OCTOBER											
14,15	Collaboration Days (No classes)					M	T	W	Th	F	
16,17,18	District Closed					1	2	3	4		
						7	8	9	10	11	
						14	15	16	17	18	
						21	22	23	24	25	
						28	29	30	31		
DECEMBER											
18-20	First Semester Finals					M	T	W	Th	F	
20	First Semester Ends					2	3	4	5	6	
12/23-1/3	Winter Break (District Closed)					9	10	11	12	13	
						16	17	18	19	20	
						23	24	25	26	27	
						30	31				
FEBRUARY											
17,18,19	District Closed					M	T	W	Th	F	
20,21	Collaboration Days (No classes)					3	4	5	6	7	
						10	11	12	13	14	
						17	18	19	20	21	
						24	25	26	27	28	
MARCH											
						M	T	W	Th	F	
						2	3	4	5	6	
						9	10	11	12	13	
						16	17	18	19	20	
						23	24	25	26	27	
						30	31				
APRIL											
17,20	District Closed					M	T	W	Th	F	
21	Collaboration Day (No classes)					1	2	3			
						6	7	8	9	10	
						13	14	15	16	17	
						20	21	22	23	24	
						27	28	29	30		
MAY											
						M	T	W	Th	F	
						22	HS Graduation (7-9 PM)				
						25	Memorial Day				
						26-28	EOY Final Exams				
						28	Second Semester Ends				
						29	Teachers Last Day 2nd Semester grades due Teacher Check-out				

	New Teachers Only		Grades Due
	Collaboration/Workday		Graduation
	District Closed		Start Semester
	Final Exams		End Semester

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

In the event of an emergency or a severe storm, please tune to **RADIO**: KRDO 1240; KSSS 740; KILO 94FM; KVOR 1300 & 93 FM; KKCS 1460 and 101.9 FM; KKFM 96.5 FM; KIKX 102.7 FM; KCMN 15530; KVUU 99.9 FM; KKL1 106.3 FM; KRCC 91.5 FM; **TELEVISION** KRDO Channel 13; KKTV Channel 11; KOAA Channel 5; Woodland Park Cable; **DENVER** Stations: KOA Radio 850; KCNC TV Channel 4. Information can also be found on the district website. (www.wpsdk12.org)

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. Parents **will be contacted when necessary** to obtain permission to send the student home.

Symptoms that may 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 may face suspension.

Please be sure your child's registration card lists a method of contacting you and gives an emergency contact number. At the beginning of each year, returning students need to verify their registration card 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:

1. 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.)
2. Parent's signature for permission to dispense any medication.
3. If a parent chooses, they may come to school themselves and administer required medication.

LOCKER AND LOCK POLICY

Lockers are school property and as such should be respected as any other school property. **School officials have access to all school lockers at all times.** If a locker is damaged the principal will determine if the student that was issued the locker is at fault. If the student is at fault he/she will be financially responsible for repair. Sexually suggestive material as well as material advertising drug, alcohol, or tobacco use may not be displayed in or on any student lockers. **Students are discouraged from keeping money or other valuables in their lockers (including P.E. lockers). THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN ITEMS.**

All Freshman have been assigned a locker for the 2019-2020 school year and will need to provide their own lock to secure it. You can either provide one from home or purchase one from Mrs. Zeller in the front office for \$5 at any time during the school year. Sophomores, Juniors and Seniors will need to request a locker from Mrs. Zeller. We hope to cut down on the number of students not using their assigned locker. Students requesting a locker need to bring their lock or purchase a lock from Mrs. Zeller at the time of the request before a locker will be assigned. If there is a situation where administration needs access to a locker and they are unable to open it, the school maintains the right to cut the lock off of the locker. Every attempt will be made to contact the student prior to cutting the lock.

All students are expected to:

- Keep the locker and locker area neat and clean.
- Keep their lock combinations confidential.
- Refrain from storing food or other perishable items in the locker.
- Avoid damaging or defacing the locker in any way.
- Stay out of any locker other than their own.
- NOT change lockers without permission from the administration.
- Remove their personal lock and clean out their locker before leaving for summer break.
All items left in lockers after the school year ends will be discarded. Any locks left on lockers will be removed and discarded.

SKATEBOARDS AND SCOOTERS

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 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.

PUBLIC CONCERNS

Concerns are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of concerns involving activities, instruction, discipline or learning materials will be as follows:

1. Teacher/Coach
2. Building Administrator
3. Superintendent
4. Board of Education

Any concern about school personnel shall always be referred through proper administrative channels before it is presented to the Board for consideration and action. When a complaint is made directly to an individual board member, the procedure outlined below shall be followed:

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

PROGRAM AND ACADEMIC INFORMATION

DISTRICT ACCOUNTABILITY COUNCIL (DAC)

The District Accountability Committee is the research arm of the Board of Education, commonly known as the "School Board." The committee is charged by the Board of Education 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 the School Board 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.**

BUILDING ACCOUNTABILITY COUNCIL (BAC)

The principal's Building 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. **If you are interested in joining, please call 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 in the office, in the classroom, or on school committees should contact the Central Office. All volunteers must check in with the building receptionist to receive a visitor's pass and sign-in prior to commencing their volunteer services in the high school.

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 social-emotional 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 required for graduation by the state for each student.

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 attendance (50/50).

ATHLETICS/ACTIVITIES AND FEES

For students interested in interscholastic athletic/activity competition, Woodland Park High School has extensive programs outside the regular education courses. 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, and may be found on the Athletics/Activities Fee Schedule.

For a complete updated listing of opportunities available at the high school, please contact the Athletics/Activities office (719) 686-2016.

The following guidelines and procedures have been incorporated:

1. Approved athletics/activities fees apply to all sports and activities listed in the activities/athletic handbook.
2. Participating students shall pay their fee(s) at the beginning of each athletic/activity season.
3. 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.
4. Please contact the Activities Director to make alternate payment arrangements. A fee payment schedule may be arranged and submitted to the Athletic Director for consideration.
5. Any unpaid fee remaining at the conclusion of the activity will prevent the student from participating in any further activities.
6. Fees may be paid online through the parent portal.

Please see the Athletic/Activity Handbook for additional information.

EXTRACURRICULAR ACTIVITIES

School Dances: Only currently enrolled WPHS students and pre-approved guests 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/guardian 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.

Students who wish to bring an out-of-school guest 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 7 days in advance of the event.

Failure to receive permission from the high school administration for the guest to attend could result in denial of attendance at the event.

Clubs, Activities, Other: At Woodland Park High School, we offer a variety of clubs for our students. For the most up-to-date listing of clubs available, please contact the activities office (719) 686-2016.

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 values:

- There are specific elements of *content knowledge* and *transferrable 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, 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.

GRADING SCALE

Critical Concept scores (content knowledge and transferrable skills) will be recorded on a .5 scale from 1-4 (4 being the best) (4, 3.5, 3, 2.5, 2, etc.). Several demonstrations of proficiency such as assignments, project, presentations, etc. will be used to calculate a Critical Concept score (see chart below).

Students must demonstrate proficiency. Minimum proficiency will be scored as a “C.” Therefore, students whose proficiency has not yet met the minimum will be considered ‘Not Yet Proficient.’ Multiple opportunities to meet minimum proficiency will be provided. However, seniors (class of 2020) will still allowed to earn a D and an F for this school year.

Advanced Placement, Concurrent Enrollment, Project Lead the Way, and Online courses will use a conversion scale to translate traditional percentage-calculated grades to the scale below. These special courses will include D and F grades.

A = 3.0 – 4.0 (90% - 100%)

B = 2.5 – 2.9 (80% - 89%)

C = 2.0 – 2.4 (70% - 79%)

Not Yet = 1.9 and below (69% and below)

GRADUATION REQUIREMENTS (WPSD Administrative Manual Policy 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.

MOST 4-YEAR COLLEGES REQUIRE

Credits	Content Area
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

WPHS GRADUATION REQUIREMENTS Classes Graduating in 2020

Credits	Content Area
3.0	Mathematics
3.0	English
2.0	Science
3.0	Social Studies to include: 0.5 Civics/Government 0.5 Economics 1.0 World History 1.0 American History
1.5	Physical Education to include: 0.5 Health
12.0	Elective Credits
25.0	Total Credits

WPHS GRADUATION REQUIREMENTS Classes Graduating in 2021 & all subsequent

Credits	Content Area
3.0	Mathematics
3.0	English
3.0	Science
3.0	Social Studies to include: 0.5 Civics/Government
1.5	Physical Education to include: 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, classes graduating in 2021 and all subsequent years 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 can meet this requirement in their Advisory class.
- Graduates must demonstrate college or career readiness in **both** English and Math based on a minimum of successful completion of **at least ONE** measure from the following list:

Demonstration	English	Math	Description	
Accuplacer	\geq 62 on Reading Comprehension	\geq 61 on Elementary Algebra	<u>Accuplacer</u> 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 counselors to place students in college courses that match their skill levels.	Provided at WPHS - Free
ACT	\geq 18 on English	\geq 19 on Math	<u>ACT</u> is a national college admissions exam. It measures four subjects – English, reading, math and science. The highest possible score for each subject is 36.	Testing Locations, including WPHS - Fee starting at \$39.50
ACT Work Keys*	\geq Bronze	\geq Bronze	<u>ACT WorkKeys</u> is an assessment that tests students' job skills in applied reading, writing, mathematics and 21 st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce. Students who score at the bronze level (at least 3) in applied mathematics, mapping and reading earn the ACT's National Career Readiness Certificate.	Provided at WPHS - Free with Intervention Course; Testing Centers - Fee starting at \$35
Advanced Placement	\geq 2	\geq 2	<u>AP</u> exams test students' ability to perform at a college level; scores range from 1 to 5.	Provided at WPHS - Fee starting at \$92

ASVAB	≥ 31	≥ 31	<p>The <u>Armed Services Vocational Aptitude Battery (ASVAB)</u> 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.</p>	Provided at WPHS - Free
Concurrent Enrollment	Passing grade	Passing grade	<p><u>Concurrent enrollment</u> 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. A passing grade is determined by district and higher education policy for concurrent enrollment. An eligible concurrent enrollment course is 1) the pre-requisite directly prior to a credit-bearing course or 2) a credit-bearing course.</p>	Provided at WPHS - Fees vary
District Capstone	Individualized	Individualized	<p>A <u>capstone</u> is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects are district determined and often include a portfolio of a student's best work.</p>	Provided at WPHS (Coming)-Free

Industry Certification	Individualized	Individualized	An <u>industry certificate</u> 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.	Provided at WPHS - Fees vary (in development)
International Baccalaureate	≥ 4	≥ 4	IB exams assess students enrolled in the official IB Diploma Program. Courses are offered only at authorized IB schools. Scores range from 1 to 7 (highest).	Transfer Credit
SAT*	≥ 430	≥ 460	The <u>SAT</u> is a college entrance exam that is accepted or required at nearly all four-year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800.	State Test for 11 th Grade (free); Testing Locations, including WPHS - Fee starting at \$43
Collaboration developed, standards-based assessment	(In development)			

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

- Credit assignments are delineated in course descriptions that follow.
- 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.
- 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. Students will receive a grade at the end of each quarter and a semester grade at the end of first and second semester.

- Grade point averages are computed at the end of each semester. Only semester grades are included in the student's cumulative grade point average.
- Any student who withdraws from a course after the tenth school attendance day of any quarter will receive a withdrawal failing "WF" grade for the course. Any exceptions to this policy will be handled on an individual basis.
- If a student fails 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.
- Any student who is enrolled in an AP course but does not take the AP test will have the advanced placement designation removed from his/her transcript and it will be replaced with an honors designation for the class. Weighted grade points for achieving an "A" in the course (5 for AP and 4.5 in Honors will be adjusted accordingly).
- **Not all courses described in the Course Description Guide may be offered in the current school year.**

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 7:30 a.m. to 3:30 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. Additional information on the library may be found on their webpage at: <https://sites.google.com/a/wpsdk12.org/wphslibrary/>.

Chromebooks – Each student will check out a Chromebook and charger from the Library Media Center (LMC) while enrolled at Woodland Park High School. 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.

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 computer 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.

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 may not be applied to the Chromebook without consent of the LMC.

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, ISS, or OSS, 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, working lunch, 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 complete a pre-arranged absence form before they leave. Students are responsible for getting course work completed in a timely manner that supports the formative learning-feedback loop.

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.

SCHEDULE CHANGE REQUIREMENTS

Woodland Park High School students are encouraged to carefully consider their course selections since opportunities to change classes are limited. The number of sections for each class is determined by the number of students who select that class during registration so there is little room for change in the schedule. Many class sections are full at the beginning of the year and some scheduling conflicts cannot be resolved.

Schedule changes will be very minimal. Once classes begin, students requesting a schedule change may meet with their counselor BEFORE school, AFTER school, or AT LUNCH. Counselors will NOT see students for schedule changes during class time. Schedule changes, within the following guidelines, will be made after students have picked up their schedules through the end of the **5th day** if full attendance each semester.

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

- Change in post-secondary plans that require a certain course change
- Error in the schedule
- Incomplete schedule
- Unresolved class conflicts
- Failure of a prerequisite
- Moving from one weight of a course to a higher or lower weight. This may occur only during the first nine weeks of each semester if the change is teacher and or administratively initiated.
- If a student receives an ‘F’ as a fall semester grade for a course, the student may drop the course provided there is an opening in another class during the same period.
- Taking a different course within a required discipline (i.e. Chemistry in lieu of Biology)
- Administrative approval

Schedule will not be changed for the following reasons:

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

Requests for late arrival or early dismissal for seniors will be honored if the request does not conflict with a required class.

STUDENT COURSE LOAD

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

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 turn in damaged, a fine will be assessed. Chromebooks "belong" to the student for the duration of their time at Woodland Park High School. It is theirs to take care of and be responsible for. It is 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.)

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

Reduced/Free Breakfast/Lunch Program: For families needing assistance, there is a "Reduced Lunch and Free Lunch" program offered by the Federal School Lunch Program. 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.

WITHDRAWALS AND TRANSFERS

If a student intends to withdraw from WPHS, written notification from his or her legal guardian is necessary prior to the day of withdrawal or transfer. It is the responsibility of the student and parents/guardian to return all school property. All fees or charges for damage of school material or property must be paid before the school will provide a report card.

WOODLAND PARK ALTERNATIVE SCHOOL (PANTHER ACADEMY)

Woodland Park School District offers an alternative high school program for students eligible for high school enrollment. Panther Academy is housed on the high school campus at the north end of the campus (700 hallway area). An application must be submitted and approved in order to be enrolled in this program. Students may be recommended for placement as an alternative to the regular high school campus. Contact the high school Dean of Student Services, the Panther Academy Staff or the WPHS counseling office for more information.

BEHAVIORAL EXPECTATIONS

RIGHTS AND RESPONSIBILITIES

Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. Also, the purpose of the school and the requirements of the educational process must be weighed in deciding who has a right to do what and what behavior needs to be punished. That is why our society has laws and why a school has rules. However, if you are one of those students who want to take full advantage of your rights and opportunities at this school, while at the same time respecting the rights of the others, we at Woodland Park High School will support and help you.

You will be held responsible only for the things YOU do or fail to do. What others choose to do or not do is of little importance in determining whether or not you have accepted your responsibility as a student of Woodland Park High School. If you choose to follow bad examples set by a few of the other students; you will be held responsible for your actions and your actions only. The decision will be yours, and so will be the consequences. Your first responsibility is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

The policies and procedures outlined in the next two 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 has 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.

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.

- To help students learn to direct themselves.
- To help students attach with others by developing an emotional bond across time and space: Forming a community
- To help students foster a sense of belonging: That one has a rightful place in an academic setting; can claim full membership in a classroom community; internalizes society's values, including democracy, truth, respect for themselves and their fellow citizens; leads active, productive and meaningful lives.

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 through:

- Setting appropriate limits for students and publishing consequences if a student should choose to violate those limits.
- Modeling appropriate behavior and standards for students.
- Working closely with families, the primary teachers of students, to insure a positive, mutually supportive and coordinated effort on behalf of the students in the high school.

- Providing consequences for infractions that will be appropriate to the level and severity of the infraction which may include, but may not be limited to the following: loss of privileges, transportation privileges, participation in clubs, athletics or activities; detention before or after school, at lunch; behavior contracts, Saturday workdays; community service, suspension, and possible expulsion from school.

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.

Woodland Park High School will maintain a safe and positive environment that allows productive learning to occur. The following rights are based on common sense, courtesy, consideration of safety, and respect for the rights of others:

- The right to a positive learning environment. Everyone has the responsibility and the right to learn, and no one has the right to interfere with learning. Students have the obligation to be prepared to learn. This includes attending school regularly, on time, and completing assignments.
- The right to be respected. Teachers' and students' dignity, welfare and material possessions shall be respected.
- The right to learn in a safe, positive environment. Fighting, threatening behavior and possession of any type of weapon will not be tolerated. Weapons, drugs, drug paraphernalia, alcohol and tobacco products are not allowed in the schools.

LEVEL I DISCIPLINARY INFRACTIONS AND RESPONSES

LEVEL I:

Level I disciplinary infractions are those infractions that are to be addressed by the teacher or staff member responsible for supervision of the student(s) when the infraction(s) occur(s). Disciplinary action, intervention, or prevention shall be optional.

- Repeated infractions may result in further disciplinary action.

Academic Misconduct	Utilizing an inappropriate or unethical manner for completion or submission of academic work; including, but not limited to, plagiarism, claiming another student's work, cheating, improper use of technology to gain an advantage
Campus Misconduct	Inappropriate conduct on school property or at a school event, that includes but is not limited to: hallway misconduct, cafeteria misconduct, inappropriate public displays of affection or inappropriate use of personal electronic devices
Classroom Misconduct	Inappropriate conduct during an academic class that includes, but is not limited to: off task behavior, general horseplay
Dishonesty	Giving false information to a staff member or teacher
Inappropriate Dress	Wearing clothes that are unacceptable for school or school sponsored events; violation of dress code (not including personal exposure)

Inappropriate Use of a Personal Electronic Device	Inappropriate use of a personal electronic device, to include but not limited to: cell phones, MP3 players or video games, that is disruptive to the classroom or learning environment
Inappropriate Use of Language	The use of intimidating language, foul language, or gestures that are meant to threaten, harass, harm, or embarrass another student
Insubordination – Level I	Refusing a reasonable request from a staff member
Tardiness**	Being late to class or school activities without permission

*Indicates Restorative Practices **Out of school suspension is not a disciplinary measure for truancy, even when repeated

Level I Discipline Responses:

- Buddy Teacher system
- Classroom Behavior Plan/ Tardy Contracts
- Confiscation of items or contraband disruptive to the learning environment
- In-Class refocus sheet*
- Loss of privileges/ participation in class - sponsored activities
- MTSS Referral
- Parent/Guardian Contact
- Parent/Guardian/Student/ Teacher Conference
- Restorative Practices*
- Teacher Supervised School-Based Community Service*
- Teach and Re-Teach Expectations
- Teacher/Student Quick Conference*
- Teacher-Supervised Detention
- Verbal Warning
- Written Reflection/Apology*

LEVEL II DISCIPLINARY INFRACTIONS AND RESPONSES

LEVEL II: Level II disciplinary infractions are those infractions that may be addressed by the Principal or his/her designee. School based alternatives, intervention, or prevention shall be required. • Repeated infractions may result in further disciplinary action.	
Bullying	Bullying is verbal or physical behavior that is intentional and targeted towards an individual or group; resulting in an imbalance of power. Bullying is usually ongoing, not an isolated incident.
Campus Misconduct	Substantially inappropriate conduct on school property or at a school event, to include but not limited to: hallway misconduct, cafeteria misconduct, and/or inappropriate public displays of affection.
Continued Level I Infractions	Continued/documentated Level I infractions (Similar Level I Disciplinary Infraction)
Cutting Class**	Absences from class for reasons that do not meet the statutory criteria to be excused.
Defacing School Property	Damage to school property; damage to the appearance of something, especially intentionally

Failure to Complete a Level I Discipline Assignment	Failure to complete a disciplinary consequence assigned by a staff member for a Level I behavior violation
Gambling	Participation in games or activities for the exchange of money or other valuables
Inadvertent Possession of a Standard Weapon	The inadvertent carrying or possession of a standard weapon on school grounds, school district property, or at school events
Inappropriate Dress	Wearing clothes that are unacceptable for school or school sponsored events; violation of dress code (personal exposure or repeated violations)
Inappropriate Use of Language with Staff	The use of foul language or gestures with a staff member
Inappropriate Use of Personal Electronic Device	Inappropriate use of a personal electronic device, to include but not limited to: cell phones, MP3 players, or video games, that, regardless of means, is harmful to other students, staff and/or is detrimental or disruptive to the learning environment
Physical Altercation	Physical contact between two or more students that does not result in serious injury and ... (not premeditated or intent to harm)
Physical Mistreatment of Another Student	The physical mistreatment of another student, on school grounds or at school-sponsored events, that does not warrant fighting, bullying, Level III violent acts, or violent acts prohibited by law.
Possession of Contraband	Anything that may cause a disruption to the educational environment; including: cell phones, audio or game devices, sports equipment, chains, printed material considered obscene or promotes alcohol/drug use, i.e. any disruptive item.
Taking without Permission	Willfully taking the property of another without permission
Tormenting	Behavior by a student or group of students aimed at tormenting, embarrassing or confusing, by continual persistent attacks, questions, or pestering, another student or group of students
Unauthorized Leaving Campus	Leaving school campus in violation of Closed Campus policy
Violation of the Acceptable Use Agreement	Violation of the Acceptable Use Agreement. Behaviors include but are not limited to: possession or loading of unauthorized software; theft or destruction of technology; altering workstation(s) configuration; or using a District computer to cause harm.

*Indicates Restorative Practices

**Out of school suspension will not be used as a disciplinary measure for truancy, even when repeated

Level II Discipline Responses:

- Compensation for damages determined by administration or policy*
- Lunch Detention
- After-school Detention
- All day detention
- School-Based Community Service
- Behavior Plan/Tardy Contracts
- Assignment to Refocus Room
- Confiscation of items or contraband disruptive to the learning environment
- Loss of privileges

- MTSS Referral
- Parent Contact
- Parent/Teacher Student conferences
- Restorative Practices*
- Warning
- Written Reflection/Apology*

LEVEL III DISCIPLINARY INFRACTIONS AND RESPONSES

LEVEL III:

Level III disciplinary infractions are those infractions that are to be addressed by the Principal or his/her designee, and for which suspension by the Principal or his/her designee shall be mandatory.

Level III disciplinary infractions are behaviors considered material and substantial disruptions to the learning environment and will be presumed to be initiated, willful, and overt on the part of the student.

Level IV consequences may be imposed if the infraction warrants further disciplinary action, including expulsion and involvement of law enforcement, shall be optional.

Alcohol	The possession, purchase, use, or distribution of substances that contain any amount of alcohol on school grounds or during school-sponsored events.
Any Act Prohibited by Federal, State or Local Law	Behavior that violates federal, state, or local law, including but not limited to: arson, false alarms, malicious mischief, traffic violations occurring on school property, any type of direct or implied threat to secure money or any favor from a fellow student (extortion), use of fireworks, initiation of underclass students, hazing or interference with staff and faculty.
Assault – Third Degree	The commission of an act by a student that would be third degree assault, if committed by an adult; when a person knowingly or recklessly causes bodily injury to another person
Bullying	Bullying is verbal or physical behavior that is intentional and targeted towards an individual or group; resulting in an imbalance of power. Bullying is usually ongoing, not an isolated incident.
Continued Level II Infractions	Continued/documentated Level II infractions (Similar Level II Disciplinary Infraction)
Damage to Property	Substantial Damage to school property or the personal property of a District employee, on school grounds, at school events, or off of school property where the behavior is detrimental to the welfare or safety of the school, students, or school personnel
Drug Offense: Schedule IV or V Substances	The possession, purchase, use, distribution, sale, or possession of paraphernalia, on school grounds or at school-sponsored-activities, of a schedule IV or V controlled substance as defined by Colorado law.
Drug Offense: Marijuana Violation	The use, possession, purchase of less than two ounces of marijuana, excluding the lawful use of Medical Marijuana, on school grounds, in a school vehicle, or at a school activity or sanctioned event.
False Reporting	A person who, with intent to deceive, knowingly makes a false statement that is material to the criminal investigation of a crime and makes the statement to a peace officer or law enforcement official.

Fighting	Physical contact between two or more students that does not result in serious injury (Premeditated and intent to harm)
Harassment	Behavior by students or a group of students aimed at intimidating or aggressive pressure of others
Inappropriate Use of Language with Staff	The use of language, foul language or gestures that is meant to threaten, harass or bully a staff member
Menacing	Threats against another student that are malignant and hostile; threat with a weapon
Physical Mistreatment of Another Student	The physical mistreatment, causing physical harm, to another person or another student, on school grounds or at school-sponsored events, that does not warrant assault, fighting, or other acts prohibited by law,
Possession of Staff Personal Information	Possessing or accessing staff personal information from district resources, regardless of means
Possession or Distribution of Obscene or Harmful Materials	The possession or distribution of materials, on school grounds or at school-sponsored events, which slanders, defames, harms another or is obscene to the educational environment
Sexual Harassment	Bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors.
Theft	The taking of another person's property or services without that person's permission or consent with the intent to deprive the rightful owner of it.
Tobacco	The unlawful possession or use of tobacco or nicotine delivery devices or simulations on school property or at school sponsored events
Violation of the Technology Acceptable Use Agreement – Level III	Violation of the Acceptable Use Agreement. Behaviors include but are not limited to: use of hacker/cracker utilities; possession of personal data without consent; installing audio, video, or music servers; or transmitting, accessing, or possessing inappropriate/harmful material
Weapons Infraction:	The carrying, bringing or possession of a standard weapon or a weapon facsimile on school grounds or at school sponsored events

*Indicates Restorative Practices

**Out of school suspension will not be used as a disciplinary measure for truancy, even when repeated

Level III Discipline Responses:

- Out of School Suspension
- In-school Suspension
- Charges filed with civil authorities
- Loss of privileges/ participation in extracurricular or school sponsored activities
- Referral for student support services for frequent and habitual infractions or, as required by policy
- Parent/guardian conference following suspension for the purpose of discussing reentry*
- Compensation for damages determined by administration*
- Development of a student support plan*
- Threat assessment
- Exclusion from ceremonies, activities, and/or commencement exercises
- Confiscation

LEVEL IV DISCIPLINARY INFRACTIONS AND RESPONSES

LEVEL IV:

Level IV disciplinary infractions are those infractions that are to be addressed by the Principal or his/her designee, and for which suspension by the Principal or his/her designee shall be mandatory. In addition, expulsion may be mandatory. Further disciplinary action, including involvement of law enforcement, where allowed by law, shall be optional.

Level IV disciplinary infractions are behaviors considered material and substantial disruptions to the learning environment and will be presumed to be initiated, willful, and overt on the part of the student.

All recommended expulsions must be approved by the Superintendent or his/her designee.

Assault – First or Second Degree	The commission of an act by a student that would be first or second degree assault, if committed by an adult; when one, with intent to cause serious bodily injury to another person, causes serious bodily injury to any person by means of a deadly weapon, or with intent to cause bodily injury to another person, causes such injury to any person by means of a deadly weapon
Drug Offense: Distribution or Sale	The distribution or sale of any schedule I, II, or III controlled substance on school grounds or at school-sponsored events
Drug Offense: Schedule I, II or III Controlled Substances	The possession, purchase, or use of any amount of a schedule I, II or III controlled substance on schoolgrounds or during school-sponsored events.
Drug Offense: Marijuana Violation	The use, possession, purchase of marijuana in excess of two ounces, or sale of marijuana, excluding the lawful use of Medical Marijuana, on school grounds, in a school vehicle, or at a school activity or sanctioned event.
Menacing	Threats against another student that are malignant and hostile; threat with a weapon
Robbery	The commission of an act that would be robbery if committed by an adult
Violation of the Acceptable Use Agreement – Level IV	Violation of the Acceptable Use Agreement. Behaviors include but are not limited to: deliberately disabling or circumventing the District networking device or system, the loading or execution of unauthorized software creating denial of district network resources
Weapons Infraction: Standard with Intent	The carrying, bringing, possession, or use of a standard weapon or a weapon facsimile, on school grounds or at school-sponsored events, with the intent of causing harm or death to a student or staff member
Weapons Infraction: Dangerous	The carrying, bringing or possessing of a non-standard weapon with the intent to do harm.

Level IV Discipline Responses:

**Indicates Restorative Practices*

- Suspension
- Charges filed with civil authorities
- Compensation for damages*
- Expulsion, transfer, or other alternative placement
- Recommendation of referral for evaluation/services
- Referral to substance abuse counseling
- Loss of privilege/ participation in extracurricular or school sponsored activities
- Parent/guardian conference following the suspension with an appropriate administrator for the purpose of discussing reentry*
- Exclusion from ceremonies, activities, and/or commencement exercises

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.**

STUDENT CONSEQUENCES DEFINED

- **After-School Extended Learning Opportunity:** 3:15–3:45 p.m.
- **Lunch Extended Learning Opportunity:** Served during student's lunch period.
- **School Community Service:** will be determined based on event
- **ISS/All Day Extended Learning Opportunity (In-School Suspension):** (up to five days may be assigned). ISS begins at 7:45 a.m. and ends at 3:07 p.m. for all students regardless of late arrival/early dismissal.
- **OSS (Out-of-School Suspension):** Students are not allowed on school grounds without the permission of an Administrator if they are serving OSS.

Students are responsible for completing their assigned Extended Learning Opportunity.

Parents will be notified for all offenses that a student is disciplined for by the high school administration. A Extended Learning Opportunity room/area monitored by the high school administration or designated staff member will be available for students to complete After-School Extended Learning Opportunity. Students and parents are responsible for transportation upon completion of After-School Extended Learning Opportunity consequences.

CLASSROOM REMOVAL (WPSD Administrative Manual Policy JKBA)

In accordance with Senate Bill 133, C.R.S. 22-32-109.1, 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 the student code of conduct 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 profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school will not be tolerated.

PASSES

All students must have a pass to be out of class for any reason.

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 had 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 control of a student.
4. For the purpose of self-defense.
5. For the protection of persons or property.
6. 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

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 (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 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 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 GUESTS

Students may bring a guest to school who is considering admission to Woodland Park High School. Students must complete the Visiting Student Form (including obtaining all necessary signatures) **24 hours in advance of the guest's visit.** The guest will be asked to leave if the form has not been completed according to this policy. The guest must follow all school rules and is limited to a one-day visit.

All visitors must report to the administration office upon arrival and departure from the school 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 may be contacted. See the Discipline Code/Behaviors Expectations section for discipline consequences.

STUDENT SUSPENSION/EXPULSION (WPSD Administrative Manual Policy JKD)

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.

1. **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.

2. **Contents of Notice.** The notice shall contain the following basic information:
 - a. A detailed statement of the charges against the student.
 - b. A statement of what the child is accused of doing.
 - c. 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
ADMINISTRATION. STUDENTS WILL NOT BE ALLOWED TO
PARTICIPATE IN OR ATTEND ANY EXTRACURRICULAR ACTIVITIES
WHILE SUSPENDED.**

3. **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.
4. **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.
5. **If 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.
6. **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.
7. **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: In the event that the Superintendent, or 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:

1. **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 or the student or the student's parent/guardian.
2. **Emergency Notice.** In the event it is determined that an emergency exists necessitating a shorter 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.
3. **Contents of Notice.** The notice shall contain the following basic information:
 - a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
 - b. 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.
 - c. A statement of date, time and place of the hearing, in the event one is requested.
 - d. 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.
 - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. **Conduct of Hearing.** A hearing may be requested by the parent/guardian. Such hearing will be conducted by the superintendent. 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.
 - a. 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.
 - b. A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party requests. Preparation of the transcript will be at the expense of the party requesting the same.
 - c. The superintendent will prepare specific factual findings and issue a written decision within five days after the hearing.

TOBACCO USE (WPSD Administrative Manual Policy JICG)

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."

APPENDIX

ADDITIONAL RESOURCES

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 contact our District Office if you have questions regarding the district policy manual.

BIMAS PARENT NOTIFICATION

As part of our advisory program, a universal assessment in the social-emotional domain will be administered twice annually, fall & spring, to all students, grades 6-12. Data outcomes will be used to provide students with additional social-emotional supports and to provide staff with targeted professional development. Parents may Opt-Out their student or obtain additional information regarding the universal assessment by contacting the building administration.

HKCS PARENT NOTIFICATION

During the Fall of odd numbered years, students in grades 6 through 12 will take the Healthy Kids Colorado Survey (HKCS) regarding student health and behavior. All survey responses remain anonymous. Survey results help state health agencies, our schools, and community groups plan programs and services for youth. Parents may Opt-Out their student or obtain additional information regarding the universal assessment by contacting the building administration.

EQUAL OPPORTUNITY

Woodland Park School District Re-2 does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates and provides equal access to the Boy Scouts and other designated youth groups. Complaint procedures have been established for students, parents, employees and members of the public. The following person has been identified as the compliance officer for the District – Mr. Steve Woolf, Superintendent of Schools • P.O. Box 99, Woodland Park, Colorado 80866 • (719) 686-2000 • swoolf@wpsdk12.org.