

# **Castle View High School**

## **Student Handbook 2020-2021**



5254 North Meadows Drive  
Castle Rock, CO 80109  
303-387-9000  
[www.castleviewhs.com](http://www.castleviewhs.com)

## Principal's Welcome

Welcome Castle View Community!

As the principal of Castle View High School, it is my great pleasure to provide this prelude to our student handbook. I encourage you to take the time to familiarize yourself with the contents of this book, as it provides a great deal of important information, as well as the dates, schedules, and policies that serve as the structure of "how we get things done" at CVHS. The handbook enables our fantastic students, staff, and parents to create and maintain an optimal environment for excellent teaching and learning.

Castle View is a large, comprehensive high school that is organized and structured in a non-traditional way. At the foundation is our academy model. Our learning academies help to create several smaller learning environments, where students can concentrate on focused instruction within various disciplines. Our academies, our advisement program, and our commitment to student-centered learning strategies, help us to craft the strong relationships, rigorous academic environment, and relevant learning experiences that make up the core of our mission.

The information in the student handbook is provided to help you get to know and understand the many aspects that make Castle View a great school. Other helpful resources include the school website ([www.castleviewhs.com](http://www.castleviewhs.com)) and our app (available for Android and iPhone). If you can't find an answer to your questions through these resources, please feel free to contact me by phone or email.

It's a great day to be a Sabercat!

Sincerely,



Dr. Rex Corr  
Principal  
(303) 387-9005  
[rex.corr@dcsdk12.org](mailto:rex.corr@dcsdk12.org)

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# Castle View High School Information

**Mascot: Sabercats**

**School Colors: Red, Black, and Gold**

## **School Fight Song**

Go, pride of Castle View! Sabercats attack!  
With our colors flying, we will wave the red and black! Go! C! V!  
Go, pride of Castle View! Fight for victory!  
Spread far the fame of our fair name  
Go, CVHS win this game!  
Let's Go CV! Go! Let's Go CV! Go!  
Hit' em hard! Hit' em low! Let's Go CV ! Go!  
Go, pride of Castle View Sabercats attack!  
With our colors flying, we will wave the red and black! Go! C! V!  
Go, pride of Castle View! Fight for Victory!  
Spread far the fame of our fair name  
Go, CVHS win this game!

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

**Our Mission:** To transform high school learning through meaningful relationships, relevant learning, and a rigorous academic environment. Every Castle View student will graduate with the skills and knowledge to succeed in the 21<sup>st</sup> century.

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

**Biotechnology and Health Sciences (BHS):** students explore the expanding world of biotechnology, bioengineering, and a wide range of opportunities in health and medical sciences. Students develop skills in problem solving, critical thinking, communication, and teamwork.

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

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

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

## Administration and Support Staff

Rex Corr	Principal	303-387-9005
Derek Cordes	Assistant Principal/Athletic Director	303-387-9016
Brad Farrier	Assistant Principal	303-387-9020
Ryan Hollingshead	Assistant Principal/Activities Director	303-387-9017
Amanda Malson	Assistant Principal – Attendance/Discipline Last Names H-O	303-387-9042
Katie Winsor	Assistant Principal	303-387-9015
Stephanie Morris	Dean of Students – Attendance/Discipline Last Names A-G	303-387-9099
Jordan Ivey	Dean of Students – Attendance/Discipline Last Names P-Z	303-387-9018
Scott Gillespie	School Resource Officer	303-387-9032
Aaron Kellar	Counselor – Last Names A-B	303-387-9022
Emma Hranchak	Counselor – Last Names C-Dn	303-387-9043
Tim Sumerlin	Counselor – Last Names Do-Fo	303-387-9021
Caitlin Williams	Counselor – Last Names Fr-G	303-387-9023
Kaycee Tormoen	Counselor – Last Names H-Ke	303-387-9201
Tara Nordstrom	Counselor – Last Names Kf-Ma	303-387-9044
Kambi Crabb	Counselor – Last Names Mb-O	303-387-9036
Alicia Rippy	Counselor – Last Names P-Sa	303-387-9051
Julie Wright	Counselor – Last Names Sb-Th	303-387-9038
Kelli Clay	Counselor – Last Names Ti-Z	303-387-9024
Nicol Bessette	Psychologist	303-387-9045
Amy Fowler-Funk	Social Worker	303-387-9035
Annette VanVleet	Social Worker	303-387- 9031
Julia Green	Response to Intervention (RtI)/504 Coordinator	303-387-9041
Ryan McClintock	Professional Learning Specialist/ Gifted-Talented Coordinator	303-387-9026
Amy Montague	Professional Learning Specialist	303-387-9000
Jordi Owens	Librarian	303-387-9101
Debbie Gentry	Principal's Secretary	303-387-9004
Shannon Schott	AP Secretary – Winsor	303-387-9014
Sabrina Gentry	AP/Post Grad Secretary – Farrier and Hollingshead	303-387-9012
Terri Rovig	AP/Athletic Secretary – Cordes	303-387-9013
Michele Scheibe	AP/Dean Secretary – Ivey, Malson, and Morris	303-387-9008
Renee Susman	Bookkeeper/Purchasing	303-387-9007
Cindy Rychlick	Attendance	303-387-9010
Nancy Wiesenmeyer	Attendance	303-387-9009
Karin Wessbecker	Volunteer Coordinator	303-387-9038
Ashley Frick	Receptionist/Health Assistant	303-387-9011
Stacey Barlow	District Nurse	303-387-9040
Delana Hoogeboom	Registrar	303-387-9033
Abbi Bay	Counseling Secretary	303-387-9029
Marnie Lansdown	Counseling/Special Education Secretary	303-387-9034
Becky Hundley	Library Assistant	303-387-9100

**Email addresses are [firstname.lastname@dcsdk12.org](mailto:firstname.lastname@dcsdk12.org)**

## Important Contact Information

Main Number	303-387-9000
24-hour Attendance Number	303-387-9002
CVHS Fax Number	303-387-9001
Counseling Office	303-387-9029
Douglas County School District Main Number	303-387-0100
District Security	303-387-9999
CVHS Security	303-387-9116
Text-A-Tip or Safe2Tell	Download App

Douglas County Website – [www.dcsdk12.org](http://www.dcsdk12.org)  
Castle View Website – [www.castleviewhs.com](http://www.castleviewhs.com)

## Hours of Operation

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

## Teacher Contact Time

Teachers are available during various periods of the day for parent and student contact within the following parameters:

- Teachers report at 7:30am and are available until 3:00pm unless otherwise previously arranged.
- The main office cannot provide teachers' home telephone numbers to parents or students.
- Those wishing to communicate with teachers via email should direct emails to [firstname.lastname@dcsdk12.org](mailto:firstname.lastname@dcsdk12.org).
- Teachers do not have individual phones available, thus making email the most reliable method of communication. If a parent/guardian does not have access to email, he or she may reach a teacher by calling the main office number, 303-387-9000. The parent/guardian will leave a voicemail and a teacher will return communication within one school day.
- All in-person or other contact or communication will occur only after agreed appointment between the teacher and the student or the teacher and the parent.

Castle View High School encourages communication between home and school. Building a strong relationship between parent, student, and teacher is essential to supporting student achievement.

# **From this point on:**

**Aspects of this handbook highlighted in yellow have been amended for the 2020-2021 school year only.**

**Please see the CVHS Student Handbook Addendum for alterations to this policy for THIS SCHOOL YEAR ONLY.**

**All specific dates and schedules are subject to change based on District and Board of Education guidance, as well as necessary site-level adjustment.**

## Regular Bell Schedule

Period 0		6:45 – 7:35am
Period 1		7:40 – 9:05am
Advisement		9:10 – 9:40am
Period 2		9:45 – 11:10am
Period 2A	(M/W/F)	
Period 2B	(T/Th/F)	
Period 2A/2B	(F)	9:45 – 10:25
		10:30 – 11:10
Period 3		11:15am – 1:25pm
Period 4		1:30 – 2:55pm
Period 5		3:05 – 4:30pm
FIRST LUNCH		11:10 – 12:00
SECOND LUNCH		12:40 – 1:30

### Extended School Day

To meet individual needs and provide more flexible scheduling opportunities for students, the length of the CVHS school day has been expanded on a limited basis to include a “0” period. Zero “0” period meets from 6:45-7:35am every day. Students who select the “0” period course options are responsible for their own transportation.



## CVHS Adjusted Bell Schedules

Regular Schedule		Advisement First		Extended Advisement	
Period 0	6:45 - 7:35	Period 0	6:45 - 7:35	Period 0	6:45 - 7:35
Period 1	7:40 - 9:05	Advisement	7:40 - 8:10	Period 1	7:40 - 9:00
Advisement	9:10 - 9:40	Period 1	8:15 - 9:40	Advisement	9:05 - 10:05
Period 2	9:45 - 11:10	Period 2	9:45 - 11:10	Period 2	10:10 - 11:30
Period 3	11:15 - 1:25	Period 3	11:15 - 1:25	Period 3	11:35 - 1:35
Period 4	1:30 - 2:55	Period 4	1:30 - 2:55	Period 4	1:40 - 2:55
1st lunch	11:10 - 12:00	1st lunch	11:10 - 12:00	1st lunch	11:30 - 12:20
2nd lunch	12:40 - 1:30	2nd lunch	12:40 - 1:30	2nd lunch	12:50 - 1:40
Friday 2A	9:45 - 10:25	Friday 2A	9:45 - 10:25	Friday 2A	10:10 - 10:48
Friday 2B	10:30 - 11:10	Friday 2B	10:30 - 11:10	Friday 2B	10:52 - 11:30
Short Assembly		Long Assembly		60 Min Delayed Start	
Period 0	6:45 - 7:35	Period 0	6:45 - 7:35	Period 0	7:50 - 8:35
Period 1	7:40 - 8:55	Period 1	7:40 - 8:50	Advisement	8:40 - 9:10
Advisement	9:00 - 9:30	Advisement	8:55 - 9:25	Period 1	9:15 - 10:25
Period 2	9:35 - 10:50	Period 2	9:30 - 10:40	Period 2	10:30 - 11:40
Period 3	10:55 - 12:55	Period 3	10:45 - 12:40	Period 3	11:45 - 1:40
Period 4	1:00 - 2:15	Period 4	12:45 - 1:55	Period 4	1:45 - 2:55
Assembly	2:20 - 2:55	Assembly	2:00 - 2:55	Period 5	3:05 - 4:30
1st lunch	10:50 - 11:40	1st lunch	10:40 - 11:30	1st lunch	11:40 - 12:30
2nd lunch	12:10 - 1:00	2nd lunch	11:55 - 12:45	2nd lunch	12:55 - 1:45
Friday 2A	9:35 - 10:10	Friday 2A	9:30 - 10:03	Friday 2A	10:30 - 11:03
Friday 2B	10:15 - 10:50	Friday 2B	10:07 - 10:40	Friday 2B	11:07 - 11:40
60 Min Delay Assembly		90 Min Delayed Start		90 Min Delay Assembly	
Period 0	7:50 - 8:35	Period 0	8:15-9:00	Period 0	8:15 - 9:00
Period 1	8:40 - 9:40	Advisement	9:10-9:30	Advisement	9:10 - 9:30
Advisement	9:45 - 10:15	Period 1	9:35-10:40	Period 1	9:35 - 10:30
Period 2	10:20 - 11:20	Period 2	10:45 - 11:50	Period 2	10:35 - 11:30
Period 3	11:25 - 1:10	Period 3	11:55 - 1:45	Period 3	11:35 - 1:20
Period 4	1:15 - 2:15	Period 4	1:50 - 2:55	Period 4	1:20 - 2:15
Assembly	2:20 - 2:55	Period 5	3:05 - 4:30	Assembly	2:20 - 2:55
1st lunch	11:20 - 12:10	1st lunch	11:50 - 12:40	1st lunch	11:30 - 12:15
2nd lunch	12:25 - 1:15	2nd lunch	12:55 - 1:45	2nd lunch	12:25 - 1:20
Friday 2A	10:20 - 10:48	Friday 2A	10:45 - 11:15	Friday 2A	10:35 - 11:00
Friday 2B	10:52 - 11:20	Friday 2B	11:20 - 11:50	Friday 2B	11:05 - 11:30

## Term and Semester Important Dates

August 17	First day for 9 <sup>th</sup> graders/New students
August 18-21	First days for all students
August 18	Beginning of 1 <sup>st</sup> Term/1 <sup>st</sup> Semester
October 9	End of 1 <sup>st</sup> Term
October 19	Final Grades Due (2pm)
October 19	Beginning of 2 <sup>nd</sup> Term
December 17	End of 2 <sup>nd</sup> Term/1 <sup>st</sup> Semester
December 18	Final Grades Due (2pm)
January 4	Beginning of 3 <sup>rd</sup> Term/2 <sup>nd</sup> Semester
March 12	End of 3 <sup>rd</sup> Term
March 22	Final Grades Due (2pm)
March 22	Beginning of 4 <sup>th</sup> Term
May 12	Last Day for Graduating Seniors
May 14	Senior Grades Due (2pm)
May 19	Graduation (2pm at Red Rocks)
May 25	End of 4 <sup>th</sup> Term
May 26	Final Grades Due (2pm)

Students and parents can access in-progress and final grades through Infinite Campus Student/Parent Portal. Courses worth 1.0 credit, such as Humanities, will accrue credit at the end of the semester. Typical courses worth 0.5 credit will accrue credit at the end of the term.

### **CVHS Back to School Night**

Conducted Virtually-Videos Available Beginning Friday, August 21, 2020

**All Other Family Engagement Night Dates TO BE DETERMINED**

# CVHS Finals Schedule

## Term 1 Finals

**October 7 (Wed)** 2A Final

**October 8 (Thurs)**

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

**October 9 (Fri)**

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

## Term 2 Finals

**December 15 (Tues)** 2B Final

**December 16 (Wed)**

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

**December 17 (Thurs)**

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

## Term 3 Finals

**March 10 (Wed)** 2A Final

**March 11 (Thurs)**

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

**March 12 (Fri)**

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

## Term 4 Finals

**May 19 (Wed)** Graduation 2pm

**May 21 (Fri)** 2B Final

**May 24 (Mon)**

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

**May 25 (Tues)**

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

\* Senior final exams will take place on Tuesday, May 11 (Periods 2B, 3, and 4) and Wednesday, May 13 (Periods 1 and 2(A))

\* Finals schedules for Period 0 classes will be determined and communicated by individual teachers

# SCHOOL FRAMEWORKS, SERVICES, AND SUPPORTS

## Academic Information

Castle View High School supports the Douglas County School District's End Statement regarding academic success, as well as the following indicators:

- All students have **equitable access** to a Douglas County public school that promotes **growth in their cognitive, physical, social and emotional needs** and builds on their strengths.
- Academic expectations are **clearly articulated** and supported with an appropriate curriculum that includes content, scope and sequence.
- Every student has **equitable opportunity** to acquire the knowledge and skills that will ensure performance at his/her **highest individual potential**.
- A **diverse set of educational options** are provided which enables students to pursue different post-secondary options (e.g. college, career and technology education, independent living, military or direct entrance into the workforce).
- Students graduate with acquired **content and cultural knowledge, workforce readiness, interpersonal skills, civic responsibility, global awareness, independent living and an understanding of the essentials for health and wellness**.

### Academic Credit Requirements and Caps

Castle View High School will adhere to the following expectations for yearly credit acquisition:

- All 9<sup>th</sup> grade students will enroll in a full schedule, or 8.0 credits.
  - Student surpassing 8.0 total credits must obtain principal or designee approval.
  - 9<sup>th</sup> grade students who which to have an administrative option period must register accordingly and may only have one off-period, or 7.5 total credits
- All 10<sup>th</sup> and 11<sup>th</sup> grade students may register for a maximum of 7.0 credits and must register for at least 6.0 credits.
- All 12<sup>th</sup> grade student may register for a maximum of 6.0 credits and must register for a minimum of 5.0 credits
- All students must maintain enrollment in at least 3.0 credits in the first semester.
- Students must be full-time students (three courses per term) to be eligible to participate in athletics and activities.

As students and families make scheduling decisions, it is important to remember that a rigorous academic schedule during junior and senior years is one of the top criteria for acceptance into most colleges and universities.

### Academic Dishonesty/Plagiarism

Students, staff, and parents at Castle View High School are committed to academic integrity. Students attending CVHS are responsible for their academic work in all instances. Students will maintain academic integrity by exercising self-discipline, determining the right thing to do, doing it, and working cooperatively with others and independently when appropriate.

Academic dishonesty includes:

- plagiarism
- cheating on tests
- copying assignments or portions of assignments
- using one's own work from a previous course without teacher permission
- using anyone else's work as one's own
- sharing work on individual assignments not intended for group completion
- forging signatures of teachers and/or parents
- calling in posing as a parent to excuse an absence
- lying to a school staff member regarding academic work or performance
- providing personal work to a peer for his or her use.

Plagiarism involves the use of another's ideas, words, or creative products without due credit or proper citation. Due credit includes, but is not limited to, using quotation marks around direct quotes taken from a source. Proper attribution also includes citing the source(s) in a parenthetical citation and/or a bibliography. Castle View High School students, teachers, and administrators do not tolerate academic dishonesty. Castle View High School teachers have access to online tools that detect plagiarism and complete comprehensive online searches to determine if student writing is plagiarized.

Any student who violates academic integrity or commits academic dishonesty will receive no credit for the assignment, test, or project in question and will receive a written disciplinary referral. A second incident of academic dishonesty will result in disciplinary action by the dean of students and can result in loss of academic credit for the course and/or out-of-school suspension for up to three days. If the student is a member of National Honor Society, he/she will forfeit membership in the society.

### **Graduation Requirements**

Passed 24.0 credits in grades 9-12, including:

Language Arts	4.0 credits	Fine Arts	1.0 credits
Social Studies	3.0 credits	Physical Education	1.0 credits
Mathematics	3.0 credits	Practical Arts	1.0 credits
Science	3.0 credits	Elective Credits	8.0 credits

Students are required to complete 16.0 credits of core classes and pertinent electives to meet the 24-credit graduation requirement. Students sustain enrollment for a minimum of two terms (quarters) in order to graduate from CVHS. In order to graduate from Castle View High School, a senior must hold enrollment during third and fourth terms or his/her senior year.

### **In addition to the above, students must complete the following in order to participate in the graduation ceremony:**

- Successfully complete and document all of the “academic requirements,” specific to year of graduation, including online, correspondent, and other out-of-school course work, no later than **48 hours** prior to the ceremony
- **Complete, document, and submit at least 20 hours of acceptable community service activity no later than 48 hours prior to the ceremony**
- Be a full-time student in the third and fourth quarters of the school year
- Wear, without alteration, the designated cap and gown, as well as maintain appearance and dress that conforms to standards established by the Board of Education and/or building principal
  - Appropriate attire for men is a solid color, collared shirt with a tie, dress pants, and dress shoes/boots. Attire for women is dress shoes/boots, dress pants, dress, or skirt and blouse. Flip flops, tennis shoes, and shorts are not acceptable attire for men or women
  - Deans and Advisement teachers will evaluate student dress prior to boarding the bus. Those not dressed appropriately will be required to change into appropriate attire or will not be allowed to walk in the ceremony
- Demonstrate behavior during the final term of senior year that is deemed by the building principal to be compatible with the District’s behavioral expectations as described in IKF-R and in no way causes damage or disruption to the learning environment
- Cooperate fully with the school’s staff during all school-sponsored activities, including graduation practice
- Return all school/District property and clear all outstanding debts owed to the school and/or the District
- If required, enroll in their chosen credit recovery option by May 1 and complete/record the work no fewer than 48 hours prior to graduation
- Complete District required Naviance Student Exit Surveys

### **Extended Senior Year**

Students scheduled to graduate, but returning due to lack of sufficient credits, will check out with their class on the seniors’ last day. If, based on the judgment of the individual teacher or counselor, continued attendance will allow the student to obtain credit in one or more classes and therefore continue to progress toward graduation, that student should continue to attend the course through the end of the school year.

### **Community Service**

**In addition to the academic requirements for graduation, Douglas County School District also requires that students complete, document, and submit 20 hours of community prior to graduation. Students may begin completing these hours the summer before the start of their freshman year. Documentation forms are available in the counseling office. The form provides guidelines for accepted and non-accepted activities.**

### **Graduation Participation by Foreign Exchange Students**

Senior foreign exchange students who begin and end the year at Castle View High School and are in good academic standing may participate in the graduation ceremony and will receive a certificate of attendance.

### **Early Graduation**

Castle View High School staff and administration encourage students to attend a full four years of high school in order to take advantage of the many course offerings and activities that enrich a student's high school education beyond the basic requirements for graduation. However, those students who select the early graduation option must complete the following:

- Discuss early graduation with his/her parents/guardians
- Schedule an appointment with his/her counselor and parent/guardians to determine if he/she can complete the credits required for early graduation
- Submit the Early Graduation Request form explaining the plan for completing graduation requirements, as well as an indication of plans following early graduation. Parents must sign indicating their approval of the student's request
  - **Students must submit the Early Graduation Request form before the end of the first week of term in which the student expects to graduate.**

### **Academic Honors Designation**

The designation of academic graduation honors is determined at the end of the 4<sup>th</sup> term of the senior year. Castle View High School does not designate a Valedictorian or Salutatorian.

- Students will receive honors designations based on final cumulative weighted grade-point average.
- There will be three honor designations:

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

Academy and content leadership teams will determine additional ceremonial honors and recognitions.

### **Academic Lettering**

Students receive academic letters on the following basis:

- A student must attain a weighted GPA of 3.75 or above as a full-time student.
  - Part-time (less than 5.0 credits per year) and dual-enrolled students are not eligible for academic lettering.
- Students entering 9<sup>th</sup> grade and/or new students at Castle View High School must meet the GPA requirement for three consecutive terms prior to award conferral.
- 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> students must meet the GPA requirement for four consecutive terms prior to award conferral.
- Castle View High School will not honor the GPA attained at another school when considering academic letters.

### **Honor Society Cording**

Upon graduation, select students are eligible for academic honor cords based on participation in nationally recognized honor societies and organizations. In order to earn honor society cords, students must retain membership in and meet the academic requirements of a national organization or honor society that exists as a club or activity at Castle View High School. Additionally, students must maintain a 3.5 cumulative GPA.

### **Honor Roll**

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is separated into three designations based on weighted GPA and at the end of each grading period (term).

- Principal's Honor Roll 4.0 or higher
- High Honor Roll 3.75 to 3.99
- Honor Roll 3.5 to 3.74

### **Special Education Services**

Castle View High School has comprehensive Special Education services. Learning specialists (teachers) meet state certification standards and are highly qualified. Programs for students with handicapping conditions extend to students from 9<sup>th</sup> through 12<sup>th</sup> grade. Castle View High School believes in full inclusion and will exercise that philosophy wherever a program creates the least restrictive educational environment for a particular student.

### **504 Designation**

Section 504 of the Rehabilitation Act of 1973 provides accommodations for a student when he/she has a physical or mental impairment that substantially limits one or more major life activities that may prevent the student from receiving the benefits of the school's educational programs as adequately as their non-disabled peers. Life activities specified include:

- caring for one's self
- performing manual tasks
- walking

- seeing
- breathing
- hearing
- speaking
- working
- learning

For additional information regarding 504 designations, visit the CVHS main office or the District website.

### **Grading Policies**

Grades A, B, C, and D constitute “passing” and generate credit. However, some content area classes use letter grades to demonstrate progress toward proficiency in state content standards and thereby may require higher than a grade of D to move to the next level of course content.

- “A” indicates exceptionally fine work
- “B” represents better than average work
- “C” depicts average work
- “D” denotes poor work
- “F” indicates failure to earn credit.

The official grading system of the Douglas County School District is A=4.0, B=3.0, C=2.0, D=1.0, F=0.0. All courses, with the exception of Advanced Placement courses, are calculated on the official 4.0 system. Only Advanced Placement courses carry weighted grade values for “A”, “B”, and “C” grades. The official weighted grade system is A=5.0, B=4.0 and C=3.0. “D” and “F” grades in an AP course are NOT weighted. Other designations that may appear on the transcript, such as:

- S/U (satisfactory or unsatisfactory) – reflected on the transcript, but not calculated into cumulative GPA
- WM (withdrawal medical) – reflected on the transcript, but is not calculated into cumulative GPA
- F (failing) – is reflected on transcript and is calculated in cumulative GPA as 0.0

If a student drops a class after the deadline for course corrections, an F will appear on the transcript and will factor into the calculated cumulative GPA.

**Students who transfer to CVHS from a high school that has a weighted grade system for honors coursework will have their GPA recalculated to reflect the official 4.0 grading system. DCSD does not weight any honors classes or dual-enrollment courses, but only AP classes.**

### **Cumulative Grade Point Average**

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

Weighted grades for Advanced Placement course work also calculate into the cumulative grade point average and class rank.

Although honors classes do not receive weighted grades, honors courses are denoted on the transcript with an Honors designation.

### **Course Description Guide**

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

### **Advanced Placement (AP) Classes**

Castle View High School offers a wide variety of advanced placement classes. Students taking AP classes shall take the AP exam. The score a student receives on the exam may qualify the student for college credit at some colleges and universities. Students should check with an advisor at his/her prospective post-secondary institution in order to determine credit applications. There is a fee for the exam, assessed at the beginning of the school year for all AP courses, and the classes require the individual purchase of a textbook and/or materials on the part of the student and family. Financial assistance is available for students wishing to participate in AP courses and for whom finances pose a hardship.

## **Concurrent Enrollment**

Students can earn concurrent high school and college credit through Arapahoe Community College (ACC). Interested students should contact their counselor for more information.

## **Credit Recovery**

Students seeking credit recovery in order to graduate (on time) have options through Brigham Young University (BYU Online) and Summer School OdysseyWare credit recovery software. Credit recovery requires a contract with the counselor and students and their families will incur the cost of the recovery program.

## **Grade Replacement**

When a student retakes a course for a second time, the student may select one of the following options:

- Option A: A record of both classes, along with grade received for both classes, will remain on the student's transcript. The first class will denote "course repeated". The student will not receive credit and the grade in the first course will not factor into the GPA. The second class will bear credit and factor into a student's GPA.
- Option B: Record of both classes will remain on the student's transcript. The student will earn credit for both classes, provided he/she passed both. One will record as an elective credit, and both grades will factor into the GPA.

Students may take the same PE course multiple times in order to fulfill physical education credits. All other courses that a student takes more than once will roll over into elective credit.

## **Transfer Credit**

The registrar will evaluate the transcripts of students transferring into CVHS. Students who transfer from a school outside of the United States will receive P/F grades, but retain credits. Students who transfer are required to complete 16.0 credits of core classes and pertinent electives to meet the 24-credit graduation requirement. Students must maintain enrollment for a minimum of two terms (quarters) in order to graduate from CVHS. Those seeking to deviate from these requirements may appeal by completing a Waiver of Credit form, available from a counselor.

## **Transfer of Progress Grades**

Students who transfer will bring transfer grades for applicable courses with them. These grades will apply to corresponding courses and will calculate into the final grade for the course. Students currently enrolled at Castle View High School who transfer from one teacher to another will bring the progress grade to the new teacher and it will calculate into the final grade.

## **Outside Credits**

Courses taken outside the normal Douglas County School District programs require documentation on an official transcript from an accredited school. **A student may earn a maximum of 6.0 credits in outside credits.** Students must consult with a school counselor prior to enrolling in outside courses.

## **Transcripts**

Current Castle View High School students can make transcript requests through their Naviance account. The cost of each transcript is \$1.00, payable by cash or a check to the Post Grad secretary.

Former CVHS students make transcript requests by calling or emailing the Post Grad secretary and paying the \$1.00 transcript fee by cash or check.

## **Withdrawal Procedures**

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

- The parent/guardian completes the official withdrawal form, available in the counseling office. The form requires a reason for withdrawal and a transfer destination.
- The student obtains and completes a checkout form and returns it to the registrar. Additionally, the student completes the checkout process, including:
  - Return of all books
  - Payment of fines
  - Return of the CVHS student ID
  - Return of CVHS parking tag (unless a graduating senior)
  - Collection of funds from lunch account
- If a student withdraws before the end of a term, the student will receive no credit.
- **The registrar will hold all student records until the process is complete.**



## **Infinite Campus – Parent/Student Portal**

To provide communication between students, teachers, and parents, Douglas County School District utilizes the student information system known as Infinite Campus. This system allows parents and students online access to teachers' web-based grade books, attendance information, unofficial transcripts, immunization records, class schedules, and teacher email. CVHS expects all parents and students to utilize this valuable tool.

## **Learning Management System (LMS)- Canvas**

Beginning in the 2020-2021 school year, CVHS has adopted Canvas, a universal Learning Management System that allows students and staff to interface digitally to provide classroom resources, assignments, submissions, and grades. All classroom teachers and certified staff will use Canvas as the sole LMS for their courses.

Students are required to log onto Canvas at least daily to perform class tasks as assigned by teachers, administrators, or other members of CV staff. Teachers can and will use student Canvas activity as a portion of learning expectations in their room.

Students having technological issues with Canvas should find Mike Smith in the library or work with their classroom teacher to address those issues immediately so that they can reengage with Canvas immediately.

## **Report Cards**

CVHS does not mail report cards. Instead, parents and students should view and print unofficial transcripts and progress reports using Parent/Student Portal on Infinite Campus.

## **Parent-Teacher Conferences**

Conferences will take place in November. Students should accompany parents to conferences and actively participate in the discussion of their academic progress. Teachers are available to meet between 5-8pm in their assigned school locations. Conferences will be "arena-style," so parents and students do not need to schedule a conference prior to the evening. Please be prepared to wait in line, as many teachers have many students. Conferences should be limited to **seven** minutes on conference night. If the need for a longer conference arises, please schedule time outside of the conference evening.

# **Counseling and Student Support Services**

Support services and counseling are available for all students. These services meet the educational, vocational, and personal needs of each student, including:

- assistance with educational planning
- occupational and college information
- organizational study problems
- home, school, and social/emotional concerns
- ideas for community service
- any questions the student would like to discuss with the counselor.

## **Counseling Student Support Services Assignments**

### **Counselors:**

Aaron Kellar	Counselor – Last Names A-B
Emma Hbranchak	Counselor – Last Names C-Dn
Tim Sumerlin	Counselor – Last Names Do-Fo
Caitlin Williams	Counselor – Last Names Fr-G
Kaycee Tormoen	Counselor – Last Names H-Ke
Tara Nordstrom	Counselor – Last Names Kf-Ma
Kambi Crabb	Counselor – Last Names Mb-O
Alicia Rippy	Counselor – Last Names P-Sa
Julie Wright	Counselor – Last Names Sb-Th
Kelli Clay	Counselor – Last Names Ti-Z

Castle View High School maintains a counseling office staffed with full-time licensed counselors because the school recognizes that each student is unique and that economic, cultural, and social forces, as well as emotions and feelings, deeply impact student learning.

**Nurse:** Stacey Barlow

The school nurse is available to counsel students and/or parents with regard to health-related issues and concerns, as well as to help counselors and administrators evaluate problems and seek solutions.

**Social Workers:** Amy Fowler-Funk and Annette Vanvleet

The social worker is available to work with students facing difficult situations, as well as to help counselors and administrators evaluate health-related problems and seek solutions.

**School Psychologist:** Nicol Bessette

The school psychologist is available to work with students and parents facing difficult situations, as well as to help counselors and administrators evaluate problems and seek solutions.

**School Resource Officer:** Scott Gillespie

The SRO provides police presence on campus and is available to provide law enforcement support. The SRO is also available to counsel students and parents with legal issues and concerns, as well as to assist counselors and administrators evaluate problems and seek solutions.

**Registrar:** Delana Hoogeboom

The registrar registers and withdraws students and maintains students' cumulative records.

**Post Graduate Secretary:** Sabrina Gentry

The post-grad secretary serves as a resource to assist students and parents with the college and scholarship application process.

**Counseling Secretary:** Abbi Bay

The counseling secretary assists counselors and the registrar with the daily operation of the Student Support Center. She also assists students with access to counseling/support resources and facilitates completion of community service.

**Internship Coordinator:** Brittney Stratton

The internship coordinator recruits and assists in the placement of senior students in unpaid internships as a capstone to the academy experience.

**Response to Intervention (RtI)/504 Coordinator:** Julia Green

The RtI/504 Coordinator is available to work with students referred by classroom teachers or staff when identified as experiencing academic or behavioral difficulties. The coordinator will work with families, teachers, and counselors to evaluate problems and seek solutions.

**Schedule Corrections**

Student course requests, made during the registration process in January of the preceding school year, guide all student schedules and school staffing. Students have the opportunity to adjust their course requests in the spring preceding the school year. Thus, students may not make schedule changes. Instead, students seeking to correct their schedule must fill out the "Schedule Correction" Google form linked on the school website. Counselors and administrators will then use the information to make appropriate schedule corrections.

A schedule correction will be granted if, and only if:

- the student did not pass the course prerequisite or is placed in the wrong level of a course
- the student is physically unable (by doctor's note) to participate in the class
- the student is not placed in both terms of a course
- the student has an "Empty" or "See Counselor" in their schedule

**Castle View High School does not honor schedule correction requests based on teacher or lunch preferences.**

Students in Advanced Placement classes have signed a contract and may not drop an AP course.

### **Counseling Appointments**

Students may schedule appointments with counselors during Academic Travel Advisement, before or after school, lunch, or during administrative option. **Students may not enter counseling or schedule an appointment during class time without a specific pass to the counseling office from the classroom teacher.**

Students must attend appointments with their counselor when they receive a pass to do so.

### **Course Drop Policies**

A student may drop a class without grade penalty during the first ten school days of the course, pending the approval of a counselor. In order to gain counselor approval, students must fill out the online "Schedule Correction" Google form. The student will not be able to add a class in place of a dropped class and students must maintain at least three classes in both Terms 1 and 2. Students may not drop AP classes. Drop dates for the 2018-2019 school year are:

**Any class dropped after the above dates will result in an F on the transcript. The cumulative GPA and class rank will reflect this F grade. The student is not eligible to enroll in another class. Students enrolled in a semester (1.0 credit) course will remain in the class for the entire enrollment period.**

### **Homebound Instruction**

Parents/Guardians or school personnel may request homebound services. Parents and a physician must complete and submit a homebound application form, available through the nurse, to the school nurse in order to request homebound services consideration. The nurse then forwards the application to Instructional Support Services, who in turn give final approval and notify the school.

### **Student Records**

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

### **Post Graduate Center**

The Post Grad Center is a part of the Student Support Center at CVHS and serves as a resource center designed to help students and parents with the college and scholarship application process. The post-grad secretary, in collaboration with the counselors, is available to help students utilize resources and formulate post-secondary plans. The post-grad secretary is also available to assist students in utilizing and maximizing the capabilities of the Naviance and College in Colorado websites to investigate colleges and careers, as well as complete college and scholarship applications.

Materials available in the Post Graduate Center include:

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

### **Naviance**

Naviance is a web-based college and career research program available to all CVHS students and their parents. Naviance aides extensively in the college and scholarship application process. Students, teachers, and parents can access Naviance at [www.castleviewhs.com](http://www.castleviewhs.com) and scroll to Naviance. Students can log in with their DCSD school email account and student ID number and parents can set up access using a personal email and personal password.

If a parent does not have an account and needs assistance in establishing an account, call the Post Grad Center at 303-387-9012 or send an email to [sabrina.gentry@dcsdk12.org](mailto:sabrina.gentry@dcsdk12.org) to request help.

### **Make-Up Work**

In the event that a student misses class time, the student must ask teachers immediately upon return for assignments missed and must arrange to complete the work promptly. Responsibility for completing make-up work rests entirely with the student. A student missing work due to an excused absence has one class day to make up work for each excused day of absence, plus one day. A student with an unexcused absence must turn in assignments and take tests in accordance with individual classroom policies and/or immediately upon his/her return to school.

### **Late Work**

Work handed in late by students in regular attendance will earn credit based on individual teachers' class policy.

### **Final Exam Policy**

It is the CVHS policy that students MAY NOT take final term or semester exams before the scheduled date. Those students who miss a final exam due to anticipated excused absences must arrange a make-up time with teachers for after they return to school prior to the absence. In case of illness or unanticipated excused absences, students must contact the teacher as soon as possible to make similar arrangements. Those students who miss a final exam will receive a final grade based on the work completed, not an "incomplete" on the report card. This final grade will reflect a zero for the final exam. Teachers will submit a grade change to the registrar upon grading the final exam. Students have 10 school days from the time grades are posted to complete the final exam.

### **Grade Change Process**

If a student's grade requires a change based on a final exam or additional work completed after the official end of a grading period, the following process will apply:

1. The student will complete the work within 10 school days from the beginning of the term preceding the incomplete grade.
2. The teacher of record will assess the work and, when the addition of credit for the work constitutes a change in a letter grade, the teacher will complete a Grade Change form no longer than two school days after completion of the work by the student.
3. The teacher will submit the Grade Change form to the registrar no longer than 12 school days after the end of the last grading period.
4. The registrar will submit the Grade Change form to the principal for signature and approval.
5. Upon approval by the registrar and principal, the registrar will submit a Grade Change Request form to the District Student Records office, and the transcript grade will change within a week of submission.

Grade changes may only occur for incomplete or additional work from the preceding grading periods. The principal will deny grade changes sought for work completed in previous school years or terms not directly preceding the request.

## **Activities**

### **Forming A New Club**

Students and/or staff interested in starting a new club at CVHS must obtain a Club Application packet from the Activities Director. When the form is complete, the student/teacher should submit it to the Activities Director for approval. Each year, existing clubs must renew by submitting the required documentation to the Activities Director. The Club and Activities Handbook, available on the District Google site "Activities, Athletics and Enrichment," provides additional information. CVHS will not officially recognize a club until the packet is completed and approved. No new clubs may be chartered after January 1<sup>st</sup> of current school year.

### **Club and Activity Information Source**

CVHS club and activity information, including sponsor and meeting times/locations, is available at [www.castleviewhs.com](http://www.castleviewhs.com) under the tab for Clubs/Activities.

### **Douglas County School District Activity Participation Requirements**

Participation in extracurricular activities is encouraged as a part of Castle View High School's total educational programming. In order to enjoy the privilege of extracurricular involvement, students must meet the eligibility requirements established by the Colorado High School Activities Association (CHSAA), as well as standards of personal behavior, attendance, and academic performance.

These activities include band, choir, orchestra, speech, DECA, theatre productions, FBLA, TSA, and any other organization that represents or competes at the high school level, as well as any activity that is scored, ranked, or rated.

Students must attend at least ½ of any given school day in order to participate in any after-school activities on that day or the following weekend if the absence occurs on a Friday. This includes practices, work sessions, rehearsals, performances, and contests. Students who participate in evening performances shall attend school the following day.

### **Activity/Club Participation Requirements**

Forms for participation are available from club and activity sponsors or the activity director. Students may be responsible for completing one or more of the following in order to participate in clubs/activities:

- Participation fee
- Transportation Consent and Release
- Activity Rules and Expectations Contract
- Field Trip Participation and Medical Release
- Emergency Information Card

### **Colorado High School Activities Association (CHSAA) Guidelines**

A student may participate in CHSAA sanctioned activities only if she/he has fulfilled the following eligibility requirements as determined by the CHSAA & CVHS:

#### **ACADEMICS:**

- Students who are enrolled in 3 classes each term are registered for the equivalent of 1.5 Carnegie units of credit.
- During the period of participation, the student must be enrolled in courses, which offer, in aggregate, a minimum of 1.5 Carnegie units of credit per term and must pass a minimum of the equivalent of 1.5 Carnegie units of credit. An Incomplete grade is not a passing grade.
- During the period of participation, the student must be enrolled in courses amounting to, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must pass a minimum of the equivalent of 2.5 Carnegie units of credit.
- Eligibility is checked weekly. The athletic secretary will provide a report to the sponsor each Thursday. If a student has more than one F, that student may not compete from Monday through Saturday the following week.

#### **OTHER:**

- Age Limit: A student is ineligible to compete in CHSAA sanctioned activities upon reaching age 19 except if his/her 19th birthday occurs on or after August 1.

### **Activity Rules and Expectations**

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

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

### **Scope of Rules**

From such time that a student begins participation in a DCSD high-school activity until that student graduates from high school, these rules remain in effect throughout the school year, during summer, fall, winter and spring breaks, on weekends, vacations, and on holidays, regardless of whether the student is on or off DCSD property.

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

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

### **Prohibited Behaviors**

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

### **Consequences**

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

- **First offense:** Activities student is suspended from a current or future event.
- **Second offense:** The student is suspended from all activities throughout DCSD for one full year from the date of the infraction.
- **Third offense:** The student is suspended from all activities throughout DCSD for one full year from the date of the infraction. If a second offense suspension is still in effect, the date of the third offense suspension will not begin on the date of the infraction, but rather on the day after the second offense suspension ends.

### **Tobacco Consequence Only**

- **First offense:** The student receives a warning, must attend a site-based tobacco education course or perform community service, and is suspended from a current or future event.
- **Second offense:** Activities student is suspended from participation in the activity for the remainder of the season.
  - If, however, a student initiates contact with school authorities to voluntarily report his or her involvement in conduct prohibited by these rules, then the student will receive the following, lesser second offense penalty:
    - The student is suspended for the remainder of the season of the activity in which he or she is participating at the time of the conduct. Upon proof that the student has successfully completed an intervention class chosen by the school activities director, the student will only remain suspended for the first 50% of the regularly scheduled contests in which the student participates for an entire season.

- **Third offense:** The student is suspended from all activities throughout DCSD for one full year from the date of the infraction. If a second offense suspension is still in effect, the date of the third offense suspension will not begin on the date of the infraction, but rather on the day after the second offense suspension ends.

### **A Note on Consequences**

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

Any student who is involved in activities and is suspended or expelled from school is required to sign the Training Rule and Contract Violation Form. This document will remain on file for the remainder of the student's attendance at Castle View High School.

## **Athletics**

### **Athletic Information Source**

CVHS athletic program information, including individual sports, coaches, schedules, and directions to participating school locations are available at [www.castleviewhs.com](http://www.castleviewhs.com) at the Castle View Calendar of Events tab. It is also available at [sabercatsports.org](http://sabercatsports.org).

### **Douglas County School District Athletic Requirements**

Participation in extracurricular activities is encouraged as a part of Castle View High School's total educational programming. In order to enjoy the privilege of extracurricular involvement, students must meet the eligibility requirements established by the Colorado High School Activities Association (CHSAA), as well as standards of personal behavior, attendance, and academic performance. This includes all athletics and any other organization that represents or competes at the high school level, as well as any activity that is scored, ranked, or rated.

It is the responsibility of each coach or sponsor to submit a list of participants to the activities director prior to student participation.

### **Athletic Participation Requirements**

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

- CHSAA account for both student athlete and parent
- Emergency Information Card
- Interscholastic Participant Form
- Athletic Medical Information
- Transportation Consent and Release
- Training Rules and Expectations
- Sporting Behavior Acknowledgement Form
- \$185 Participation Fee

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

### **General Information**

The following is general information that applies to all athletics, including sports, spirit teams, and club sports:

- Physicals are current for 365 days or one year from the date of the physical
- Athletics will refund fees any time a coach determines the athlete lacks the athletic ability to make the team. It will refund on a prorated basis if the student moves from the school's attendance area or from the district; the fee **will not** be refunded if a student quits a sport or is dropped from the team for disciplinary and academic reasons.
- Athletes will ride the bus, when provided, both to and from all athletic events unless he/she makes arrangements with the coach no less than 24 hours in advance. In case of emergency or extreme situations, a student may leave with his or her own parent only if that parent speaks directly to the coach at the time the player leaves.
- Athletes may not join another sport in the same season in which he/she is removed from participation for disciplinary reasons.

- Athletes may not join another CV sport in the same season he/she quits a different CV sport.
- Athletes are required to attend at least ½ of a school day in order to participate in an evening's after-school athletic event unless otherwise approved by an administrator. This includes practice, scrimmage, and competition. If the absence occurs on a Friday, the student may not participate in weekend athletics.
- Athletes are to inform the coach prior to leaving school on the day of practice.
- Athletes must arrive at practice on time and remain until it is over, unless excused by the coach in the case of a special circumstance.
- Athletes may lose the privilege to participate in a sport for the rest of the season if he/she violates Sections 1 (a, b, c,) of the District Interscholastic Athletic Regulations.
- Athletes will lose the privilege to participate in a sport for the rest of the season for intentional equipment or facility abuse and will be responsible to pay for damages before he/she may participate in any further athletic program at CVHS.
- Athletes are responsible for securing all items in a locked locker in the designated locker room.
- Student athletes must comply with Student Athlete Attendance policy.
- The above code is a minimum Code of Conduct. Any sponsor or coach may use a stricter set of rules.
- Athletes shall participate in summer strength and conditioning program.

### **Athletic Training Rules and Expectations**

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

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

### **Scope of Rules**

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

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

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

### **Prohibited Behaviors**

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

### **Consequences**

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

- **First offense:** For activities with 11 or fewer regular-season contests, the student is suspended for the next contest; for those with more than 11 regular-season contests, the student is suspended for the next two contests. These



suspensions occur regardless of whether the next contest or contests are regular-season contests or are special events, tournaments, or qualifiers.

- **Second offense:** Activities student is suspended from participation in the activity for the remainder of the season.
  - If, however, a student initiates contact with school authorities to voluntarily report his or her involvement in conduct prohibited by these rules, then the student will receive the following, lesser second offense penalty:
    - The student is suspended for the remainder of the season of the activity in which he or she is participating at the time of the conduct. Upon proof that the student has successfully completed an intervention class chosen by the school activities director, the student will only remain suspended for the first 50% of the regularly scheduled contests in which the student participates for an entire season.
- **Third offense:** The student is suspended from all activities throughout DCSD for one full year from the date of the infraction. If a second offense suspension is still in effect, the date of the third offense suspension will not begin on the date of the infraction, but rather on the day after the second offense suspension ends.

### **A Note on Consequences**

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

Any student who is involved in activities and is suspended or expelled from school is required to sign the Training Rule and Contract Violation Form. This document will remain on file for the remainder of the student's attendance at Castle View High School.

### **Colorado High School Activities Association (CHSAA) Guidelines**

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

#### **RESIDENCY:**

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

#### **ACADEMICS:**

- Students who are enrolled in three classes each term are registered for the equivalent of 1.5 Carnegie units of credit.
- During the period of participation, the student must be enrolled in amounting to, in aggregate, a minimum of 1.5 Carnegie units of credit per term and must pass a minimum of the equivalent of 1.5 Carnegie units of credit. An Incomplete grade is not passing grade.
- During the period of participation, the student must be enrolled in amounting to, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must pass a minimum of the equivalent of 2.5 Carnegie units of credit.
- Eligibility is checked each week. The Athletics Secretary will provide a report to the coach each Thursday. If an athlete has more than one F, that athlete may not compete from Monday through Saturday the following week.

#### **OTHER:**

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

# STUDENT RIGHTS, RESPONSIBILITIES, and EXPECTATIONS

## Refer to DCSD Student Code of Conduct

### Attendance

#### Compulsory Attendance

Regular and punctual class attendance is integral to a student's personal development and achievement. Educational research shows a direct correlation between regular attendance and success in school. Colorado Compulsory Attendance law requires regular attendance for every child from the ages of six through 16 years of age. Parents, guardians, and legal custodians must ensure the child's attendance.

A student is "habitually truant" under state law if the student has the equivalent of four or more days of unexcused absences in one month or the equivalent of 10 or more days of unexcused absences in a school year.

Unexcused absence is defined as any class period absence or class period tardy exceeding 25 minutes that has not been excused by parent phone call and/or does not qualify under the principal's designation as excused.

#### General Attendance Policy

Below are general clarifications for attendance at Castle View High School:

- Advisement is an assigned class and thus considered in overall attendance.
- Open campus applies ONLY to lunch periods and specifically designated off-hours for 10th, 11th, and 12th grade students.
- Arrival more than 25 minutes late to a regular class period or 15 minutes late to Advisement will be considered an unexcused absence unless otherwise appropriately documented by the check-in process at the main office
- For the purposes of school enforcement, five tardies will be equivalent to one unexcused absence in each class.
- Periods of absence exceeding three consecutive days or five overall days in a term will ONLY be considered excused if it is:
  - Accompanied by a doctor's note that outlines the medical necessity of absence, OR
  - Approved by the student's dean and accompanied by a pre-arranged absence form AT LEAST 48 hours prior to departure.
- A student must be present at school for **greater than 50% of the assigned school day, which includes Advisement**, in order to participate in after school rehearsals, practices, and competitions.

#### Excused Absences

Excused absences are those resulting from:

- temporary or extended illness or injury (with a doctor's note if the absence extends longer than three consecutive days or five days in any given grading period)
- physical, mental, or emotional disability (accompanied by appropriate medical documentation)
- family emergencies
- absences excused by the principal or designee through prior requests of parents or guardians
- absences pursuant to school release permits under District policy JGD
- absences which occur when a student is in custody of a court or law enforcement authority
- absences due to suspension or expulsion
- any school-based absence approved by the principal, including field trips and extracurricular early release
- If a student is in out-of-home placement as defined by C.R.S. 22-32-138(1) (e), absences due to court appearances and participation in court-ordered activities shall be excused

Absences that do not meet these criteria will be unexcused. The school may require medical verification in order to excuse absences that exceed three consecutive days or five total days in any given term. To be excused, the school must concur with the parent that the reason for the absence and/or tardy is valid.

Parents may not excuse students from class because they are not prepared or because they need to do work for another class.

Only parents, legal guardians, and eligible students may call to excuse a student. Eligible students are those that are no longer the dependent of a parent or guardian for tax purposes and have appropriate documentation as an emancipated or unaccompanied youth.

Students who are excused absent must leave school grounds.

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

Students with excused absences have one day for every day absent plus one day to complete make up work for full credit. The deadline may be extended only by mutual agreement between the student and teacher. Specific due dates for long-term assignments given prior to the absence are not extended by excused absences, meaning students must turn the assignment in on the due date regardless of absence.

### **Extended Absences**

Absences of three or more days for any reason other than emergency or medical reasons require completion of a pre-arranged absence form, which must be signed by all the student's teachers and submitted for approval to the dean of students at least 48 hours prior to departure for absences.

Teachers may require that all work missed due to pre-arranged absence be completed and turned in before the student leaves, with the exception of finals, which are not given early. Extended absences due to trips or family vacations are discouraged. Such absences are by choice of the parents; consequently, students and families cannot expect teachers to provide tutoring or help with make-up work or to provide special equipment/supplies in excess of what would be provided for students absent for other excused absences.

### **Unexcused Absences**

Unexcused absences are those for reasons that, with or without knowledge and approval of the parent, are not acceptable to the principal. These include, but are not limited to:

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

Students with unexcused absences are responsible for work missed and shall complete the work for their own benefit upon return to school.

Behavioral consequences for unexcused absences can include, but are not limited to, required attendance at Academic Advisement and/or detention as a demonstration of the student's intention to progress toward graduation.

Each teacher will establish a classroom policy regarding the acceptance of late work incurred as a result of unexcused absence.

### **Absence Notification**

Parents are required to notify the attendance office of any absence, late arrival, or early departure.

A parent or guardian must call the Attendance line within 48 hours of an absence in order to provide an appropriate excusal. The call MUST include a reason for absence or departure.

- Any message that does not contain a reason for absence will be unexcused.
- Any absence not phoned in within 48 hours will be considered and remain recorded as unexcused.

If arriving late or leaving early with an appropriate excusal:

- A parent must call the Early Release line or provide a written note. If excusing after 1pm each day, the parent must enter the building to sign the student out.
- A student must obtain a pass from the front office and must sign in or out at the attendance window.
- Any violation of these procedures will result in a recorded unexcused absence or tardy.

**Students seeking to correct an absence designation made by a teacher within 48 hours of the recorded absence must obtain, fill out, and return a signed Absence Correction form, available at the attendance window in the main office.**

### **Partial Day Absence**

In the event of a partial-day absence, parents/guardians should call the attendance office or provide a written note at least two hours prior to the desired time of dismissal.

Attendance secretaries will not answer attendance phones after 1:00pm in order to reconcile daily attendance. If an unexpected emergency necessitates that a parent must release a student after 1:00pm without prior notice, the parent must come into the school building and sign out the student in person. The notification information for all dismissals must include:

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

The student may pick up the pass before school, during passing period, or during unscheduled class time.

**Students leaving school for a partial day absence must follow check-out and check-in procedures. Failure to do so will result in an unexcused absence.**

### **Check-In/Late Arrivals Procedures**

Students with excused absences must check in at the attendance office, even if arrival is during passing period. To receive an excused tardy or absence for late arrival prior to second period, the student must provide a doctor or appointment notice/note/card at the time of check-in. The parent/guardian may call ahead to the attendance office (303-387-9010) to explain the late arrival; however, common problems such as car trouble, running late, oversleeping, or forgetting materials are unacceptable reasons for late arrival to school and will be marked as unexcused.

### **Check-Out Procedures**

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

#### **PLEASE NOTE:**

**Ill students must report to the health room. Parents will be called and the student must follow check-out procedures before leaving the building. Failure to do so will result in an unexcused absence being recorded.**

### **Sanctions**

In accordance with state law and DCSD policy, students may be denied credit for a course if, in the estimation of the teacher and CV administration, the student has missed so much class that he or she will not be able to meet academic standards of the course.

Teachers or administrators may initiate this process once a student has reached:

- Six period absences in a course in any given term
- 12 period absences in a course in any given semester
- 24 period absences in a course in any given year.

Teachers and an administrator will contact parents and students regarding any concerns about attendance prior to initiating this process.

A student who is 17 years of age or older and who is habitually truant from a class during a term may be administratively dropped with no credit in the course unless, in the judgment of the principal or principal's designee, the student can meet the course requirements satisfactorily in other ways. Loss of credit will result in an F grade on the transcript, will calculate as a zero in the cumulative GPA, and will be included in athletic/activity eligibility.

Additionally, students who have attained 17 years of age or older may be administratively withdrawn from Castle View High School if, by decision of the principal or designee, the student cannot progress toward graduation in the given term. Students who have been administratively withdrawn may reenroll at their own discretion as early as the semester following his/her withdrawal. Reenrollment is the responsibility of the student and family. Withdrawn students are not automatically reenrolled.

### **Suspension**

Suspension is the result of a serious academic or disciplinary infraction. However, in accordance with state law, students are allowed to make up work missed as a result of suspension for credit. Students must follow the CVHS make-up work policy regarding missed assignments and must make every effort to contact teachers during absence. Failure to complete make-up work by the deadline will result in credit given at the discretion of the classroom teacher.

Absences due to suspension do not calculate into a student's total absences from a class. It is the responsibility of the suspended student to email teachers and/or visit the teachers' websites to secure assignments. Teachers receive an email indicating the student's status and instruction to respond to the student's request for make-up work.

### **Expulsion**

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

In the event of an interim time between removal from school and formal expulsion, the student should continue to make up work in accordance with suspension procedure.

### **Class Tardy Policy**

Tardiness is a failure to appear on time and, when excessive, is a form of absence. If tardy, students are to report directly to class.

Each teacher is responsible for tracking tardies and taking appropriate action for students with excessive tardies:

- 1<sup>st</sup> tardy – conference with student
- 2<sup>nd</sup> tardy – conference with student, warn student of after school detention if late for 3<sup>rd</sup> time, and notify parent
- 3<sup>rd</sup> and subsequent tardies - teacher assigned after-school detention, notify dean, and notify parent

Failure to attend teacher-assigned lunch detention will result in a referral to an administrator.

For the purposes of attendance enforcement, five tardies equate to one unexcused absences from the course.

### **Ditch Day**

Castle View High School and Douglas County School District do not sponsor, nor do they condone, "ditch days".

Unverified absences and those not approved by the principal are recorded as unexcused. Students participating in these activities are subject to disciplinary action in accordance with standard attendance policies

### **Absence and After School Activities**

Students not present in school for more than one half of their scheduled academic periods, unless excused for a doctor's appointment with a note from the doctor, shall not participate in after school activities and/or athletics – rehearsals, contests, performances, athletic practices, or games – for that day or that weekend, if the absence occurs on Friday.

## Attendance Contracts

Students with unique attendance-related problems may receive a personalized attendance contract to meet their individual needs. In these instances, students are accountable to their contracts rather than the general school attendance rules. Violation of the contract could ultimately result in loss of the ability to participate in athletics, activities, open campus, administrative option, and/or parking. Failure to comply with an attendance contract will result in District-level truancy proceedings, administrative withdrawal from CVHS, or removal from co-curricular and extracurricular activities.

## **Advisement**

### General Advisement Information

Advisement is an integral part of Castle View High School's educational programming, as it supports the Three Rs – rigor, relevance, and relationships. The school assigns Advisement classes and teachers based on students' academy selections.

Advisement carries a non-credit Satisfactory/Unsatisfactory grade that appears on the transcript but does not calculate into the cumulative GPA.

Attendance at and productive use of advisement is crucial to academic success. **Pride Advisement is not an Open Campus option for any grade level.** Students will remain in the building and use it for the purposes for which it was established – relationship building and academic assistance.

### Pride Advisement

On Tuesday and Thursday of each week, all students remain with their advisement teacher to develop an ongoing relationship with an adult who will act as a mentor and advocate for the student during their enrollment at CVHS. It also provides a small group of students who share similar interests.

As Advisement is part of the academic school day, attendance at Pride Advisement is required and monitored for all students, **including those with first and/or second period administrative option.** Senior interns who have first and second period release are exempt from this rule only during the term of their internships.

Pride Advisement is an opportunity to provide information to students, allow for quiet study, and participate in CVHS activities without interrupting instructional time. **Pride Advisement is a no-travel time for all students.** Staff will not provide or honor passes during this time.

### Academic Advisement

Academic Travel Advisement is every Monday, Wednesday, and Friday. This time allows students to travel to teachers' rooms for additional academic support, visit with college representatives, attend club meetings, participate in counseling groups, remain in their advisement room for quiet study, and/or socialize in the commons.

**All students must check in IN PERSON on Academic Travel days and must remain in their advisement classes for the first 5 minutes (9:15am) in order to hear announcements. Academic Advisement is closed campus for freshmen, as well as sophomores, juniors, and seniors with D or F progress grades.** Staff may direct a student to travel to specific location based on a review of academic and attendance status of the student.

A student may be restricted to the advisement room for failure to use Academic Advisement for academic assistance as directed by the advisement teacher. The Advisement teacher monitors and follows up on student academic progress. All students will attend and participate in one of the options provided during Academic Advisement.

## **Open/Closed Campus**

### Castle View High School Open Campus

Castle View High School functions as an open campus for 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students, meaning students may leave the immediate campus during lunch and assigned administrative off-periods without checking in or out.

Students exercising the privilege of open campus are required to follow standard attendance expectations for punctuality and regular attendance to their scheduled classes and Advisement. **Failure to follow attendance guidelines or maintain**

**academic expectations will result in disciplinary consequences, loss of open campus option, and/or possible academic sanctions.**

Students who aid other students who are not eligible for open campus in leaving campus will face disciplinary consequences, including the loss of parking privileges and/or their own open campus privilege.

Castle View High School is not responsible for a student's actions during the time the student is off campus, nor is the school liable in the event the student is involved in any type of accident traveling to or from an off-campus destination. Parents and students accept responsibility for student passengers that they and/or their son/daughter permit to ride in a vehicle owned by the parent.

**Acceptable locations for students who choose not to leave campus during unscheduled time are:**

- Commons, if available
- Patio
- Library

**Unacceptable locations for students with open campus option who choose not to leave the building include:**

- Bathrooms
- Main hallways and pod hallways except with a pass from a staff member or during passing periods
- Parking lots/cars except when leaving or arriving to campus- students are not allowed to sit in cars parked in the parking lot at any time during the day
- Athletic Fields
- Auditorium
- Gym
- Teacher Offices
- Locker Rooms
- Empty Classrooms

### **Closed Campus for Freshmen**

Ninth grade students will follow a closed campus model. They are required to be on campus from arrival until departure time. They may not leave campus for lunch. Failure to follow attendance procedures will result in disciplinary consequences and possible academic sanctions.

Students are not allowed in the parking lots, athletic fields, or open spaces adjacent to Castle View High School property. Acceptable locations for freshmen are the building and the patio adjacent to the commons. Due to the number of exits from the building, CVHS staff is not able to guarantee students remain on campus. It is the responsibility of the student to remain on campus if not granted open campus privileges.

## **Communication On and Off Campus**

### **Use of Posters as Means of Communication**

Students will adhere the following guidelines when using posters as a means of school communication:

- All posters/flyers and signs must be approved by the Activities Director or designee and have an official stamp.
- Posters/flyers may only advertise school-sponsored events/
- The sponsoring organization must remove all posters/flyers immediately following the event.
- No posters/flyers on the outside of the building or placed on cars.
- No posters/ flyers attached to a glass, brick, wood, or painted surfaces.
- Use only staples to attach posters/flyers to bulletin boards or tack strips.
- Communication is limited to one poster/flyer per bulletin board/tack strip.
- Custodians will hang posters/flyers requiring a ladder.
- "Commercial" posters/flyers are limited to posting on the job opportunities board outside the counseling office.
- Posters/flyers sized 8x11 inches are limited to 20 due to the number of requests for posting.
- Posters can be no larger than 24x36 inches.
- No posters/flyers with torn edges.
- No posters/flyers hung earlier than two weeks prior to the event.

- Custodians or staff will remove posters/flyers not following guidelines, unless exempted from the Activities Director or designee.

### **Deliveries for Students**

Due to the school's large enrollment, we do not accept delivery of flowers, balloons, gifts, etc., nor should students carry such items through the halls or classrooms. This includes birthday and Valentine's Day deliveries. We ask that parents celebrate these occasions at home.

### **Telephone Messages and Items for Students**

Staff will not deliver items left at the school for students to students directly unless it is an extreme emergency. Students may retrieve items in the Main Office between classes and at the end of the school day. It is the student's responsibility to report to the office when paged to pick up such items. During special testing dates, (i.e. CSAP, ACT testing, midterms, and finals) students cannot be paged or called to the office.

### **Media**

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

### **Solicitations**

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

## **Vehicles, Registration, and Parking**

### **General Parking Guidelines**

Only licensed drivers in 11<sup>th</sup> and 12<sup>th</sup> grade will receive parking privileges.

**The use of the student parking lot is a privilege, not a right**, and all CVHS students must follow the vehicle registration, operation, and parking rules. All 11<sup>th</sup> and 12<sup>th</sup> graders who are licensed drivers are eligible to obtain a parking permit. Students with outstanding fees must meet with the dean to create a payment plan before they received a permit.

**Vehicles, and their drivers, parked on campus without a valid parking hangtag or vehicles violating registration, operation, and/or parking rules with or without a valid parking tag are subject to any or all of the following:**

- Ticketing
- Fines
- Disciplinary action
- Booting
- Towing
- Loss of parking privileges for the remainder of the school year without a refund of the parking fee
- Loss of parking privileges in the following school year

### **Parking Passes and Registration**

The Board of Education's yearly student parking fee is \$50.00 per student. Students are charged a fee of \$25.00 for the second semester only. Only ONE permit per student. **The student must display the current parking tag on the rear view mirror visible from the front of the vehicle at all times.** The parking tag is transferrable between registered family vehicles, but the student must register each vehicle and provide the required information. If a registered vehicle is replaced, new registration forms must be completed at no additional cost. If a rental or loaner vehicle is in use, a student must obtain a temporary parking pass from the main office before he/she parks the vehicle on school grounds. Students may not transfer or sell parking tags to another student. Loss of an assigned parking tag will result in a \$10.00 replacement fee. When a student withdraws, transfers, or graduates early, he/she must return the parking tag to the main office.

**Students must submit the following required documents with the parking fee before receiving a parking tag:**

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



**The School will not accept any of the above items individually and all items must be current.**

### **Parking Guidelines**

Students may only park in designated parking spaces. No parking in white-striped areas, end caps, or fire lanes. Only vehicles with a handicap tag may park in handicapped spaces. No students may park in the visitor lot in front of the school or in the staff parking spaces. This includes the yellow striped area behind the gym along the fence. Additionally, students may not park in the Castle Rock Middle School lot. Demonstrate respect for homeowners in the immediate neighborhood by not parking in the residential area.

**DCSD and CVHS are not responsible for damages or towing costs for booted or towed vehicles due to violation of parking provisions.**

**After a third violation, parking lot violations such as parking in a handicapped space or fire lane will be subject to ticketing by the Castle Rock Police Department or another law enforcement agency.** In addition to illegal parking, violations include exceeding the 10 MPH speed limit, careless or reckless driving, and collisions on school property. **If an accident occurs on school property, Castle Rock Police files a report. Castle View security cannot take accident reports.**

**In addition to registration, operation, and parking violations, other school issues may result in the loss of parking privileges without a refund. Such issues could include, but are not limited to, poor attendance, loitering in the parking lot, and/or occupation of cars during the school day.**

**The school is not responsible for any vehicle or its contents while parked on school grounds. Vehicles are subject to search by administration/security at the discretion of the principal or designee. Tobacco, tobacco paraphernalia, drugs, drug paraphernalia, and alcohol are prohibited on school premises and in cars on campus. "Tagging" cars is also prohibited.**

### **CONSEQUENCES FOR PARKING WITHOUT A VALID PARKING TAG, PARKING IN STAFF OR CRMS LOTS, PARKING IN A NON-DESIGNATED SPACE, or SNOWBANKS ARE:**

1<sup>ST</sup> VIOLATION - \$20 FINE - Parking Fee Assessed in Infinite Campus

2<sup>ND</sup> VIOLATION - \$20 FINE - Fee Assessed in IC, Parent Email Notification, and Discipline Referral

3<sup>RD</sup> VIOLATION - \$20 FINE - Fee Assessed in IC, Parent Email Notification, Referral, & Loss of Parking Privileges

### **CONSEQUENCES FOR PARKING IN FIRE LANE, VISITOR LOT, or HANDICAPPED SPACES ARE:**

1<sup>ST</sup> VIOLATION - \$50 FINE - Vehicle Booted, Discipline Referral, and Parent(s) Notified

2<sup>ND</sup> VIOLATION - \$50 FINE - Vehicle Booted, Discipline Referral, and Parent(s) Notified

3<sup>RD</sup> VIOLATION - \$50 FINE - Vehicle Booted, Discipline Referral, and Loss of Parking Privileges

**CONTINUED VIOLATIONS - \$50 FINE – Recommendation for towing, referral to law enforcement, Record in IC**

**IF A STUDENT FEELS THAT A PARKING VIOLATION IS IN ERROR, HE/SHE MUST GO TO THE SECURITY/MAIN OFFICE THE SAME DAY OF RECEIPT OF THE NOTICE; OTHERWISE YOU WILL BE CHARGED.**

**Violations are assessed to the owner of the tag – not to the vehicle. Parking fines are added to the student's "student fee" account. Students with outstanding fees/fines from previous years are not eligible for parking tags.**

**Boots are removed from cars between 3:15-4:30pm. Students must contact school security.**

**ANY STUDENT WHO TAKES A FRESHMAN OFF CAMPUS WILL LOSE THEIR PARKING PRIVILEGES FOR THE REMAINDER OF THE YEAR.**

### **Motorcycles**

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

### **Bicycle Rack and Rules**

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

### **Skateboards/Roller Blades**

The use of skateboards and roller blades on school property is prohibited at all times. Students may not carry skateboards in the building and must store them in a locker from arrival until departure. Staff may confiscate such items when used in an inappropriate location or manner.

## **Transportation**

Castle View High School follows all DCSD expectations with regarding to student behavior on and student use of District transportation. This applies to students on field trips, students on athletics/activities busses, and students riding to and from school. District transportation is an extension of the school building itself. For further details, Refer to District Code of Conduct POLICY: JICC/JICC-R-1/JICR-2/JICC-R-3 AND JQ/JQ-R.

## **Student Conduct**

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

### **Due Process Information**

Each year, Douglas County Schools provide students and parents access to updated information regarding school board policies and state laws, which govern student behavior in the schools, on the CVHS and DCSD websites.

During Advisement classes the first two weeks of school, the staff will review the *District Student Code of Conduct & Discipline* and the *CVHS Student Handbook* with all students as part of due process for every student at Castle View High School. **However, this is NOT a comprehensive review and students are responsible for reading and reviewing their rights and responsibilities.** Students are responsible for and accountable to the information provided in the *District Code of Conduct* and the *CVHS Student Handbook*.

Though a student must sign a Verification form as proof of receipt of information, students are accountable to the expectations outlined in these documents regardless of signature. Attendance at any DCSD school implies understanding of and adherence to school and District policies, procedures, rights, and responsibilities. Failure to comply will result in disciplinary action up to and including expulsion.

It is every student's and parent's responsibility to be familiar with and understand the policies outlined in the *District Student Code of Conduct and Discipline* and the *CVHS Student Handbook*.

### **District Code of Conduct**

Any student who attends a Douglas County School District school is responsible for upholding the conduct expectations outlined in the *DCSD Code of Conduct*. Students are accountable to these expectations when on school property, during school hours, and when attending school-related or school-sponsored events. Athletes and activity participants agree to expectations beyond those of other students.

### **CVHS Student Handbook**

All policies outlined in the *CVHS Student Handbook* exist as site-based extensions of District policy. All CVHS policies follow and adhere to District precedent. CVHS and its staff and students must uphold both CVHS and District policies. Those policies or expectations not specifically addressed in the *CVHS Student Handbook* exist in accordance with District policy or expectation as outlined in the *DCSD Code of Conduct*.

As such, students and families are responsible for reading and becoming familiar with both documents.

## **Weapons in School**

### **Refer to District Code of Conduct Policy: JICI**

In accordance with District policy and federal law, possession of a firearm on school property, whether on someone's person or in someone's belongings, will result in expulsion and referral to appropriate law enforcement.

Possession of any other dangerous weapon, as defined by DCSD, may result in up to a referral for expulsion.

## **Student Involvement Regarding Drugs and Alcohol**

### **Refer to District Code of Conduct Policy: JICH/JICH-R**

Castle View High School adheres to all DCSD policies regarding student involvement with drugs and/or alcohol.

## **Smoking and Other Uses of Tobacco by Students**

### **Refer to District Code of Conduct Policy: JICG**

In accordance with District policy, as well as state and federal law, use of any tobacco product or tobacco paraphernalia is strictly prohibited on any school campus. This applies to students, staff, and visitors, regardless of attainment of legal age to use tobacco products off-campus.

Possession of, use of, or exchange of any tobacco product on school property will result in student suspension. Confiscated items will be turned over to appropriate law enforcement.

## **Nondiscrimination/Non-Harassment of Students**

### **Refer to District Code of Conduct Policy: JBA**

Castle View High School adheres to all DCSD policies regarding nondiscrimination and harassment of students.

## **Prevention of Bullying**

### **Refer to District Code of Conduct Policy: JICB**

Castle View High School adheres to all DCSD policies regarding bullying prevention.

## **Student Dress**

### **Refer to District Code of Conduct Policies: JICA/JICF**

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

A safe and disciplined learning environment is essential to a quality educational program. Dress standards are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety.

Any student deemed in violation of the dress code will change or remove and surrender the inappropriate article of clothing (if appropriate) and change into appropriate clothing in their possession or change into appropriate clothing provided by CVHS. Students may retrieve confiscated hats at the end of the term in which they were confiscated. Whenever there is a disagreement between the school and the student about appearance/dress, the school reserves the right to determine what is or is not appropriate.

Chronic offenders will receive disciplinary consequences.

### **Guidelines for Proper Attire at CVHS:**

- School attire should adhere to accepted standards of decency.
- As outlined in District policy, students may not wear hats, hoods, bandanas, and/or sunglasses on campus during school hours unless the student is involved in an outdoor PE activity. Headwear should be stored in a locker or backpack upon entering the building. Hats will remain off until the student exits the building.
- Clothing must cover the mid-section/stomach, chest, lower back, and buttocks.
- Clothing should be clean and in good repair.
- No visible undergarments.
- Shirts must be worn at all times when on campus.

- Dress may not pose a threat to public or personal health or safety in the classroom.
- Students must wear shoes at all times while on campus.
- Personal grooming and/or dress may not be disruptive or distracting to classroom activity or student behavior.
- Student dress and/or grooming may not inhibit ability of staff to clearly identify the student upon sight.
- Clothing or personal possessions that advertise or promote/facilitate the use of drugs, alcohol, tobacco, or weapons, make sexual or racial innuendoes, are obscene, profane or vulgar, and/or threaten the safety or welfare of others are prohibited. This includes trenchcoats, which are prohibited inside the building.
- Clothing that, by virtue of color, arrangement, trademark, or other attribute, denotes membership in gangs is prohibited.

## **Hallway and Classroom Expectations**

### **Hall Pass Policy**

As a Castle View community, we are committed to student safety, health, and productivity. For that reason, it is important that students are where they are supposed to be, when they are supposed to be there.

Castle View High School will operate on a pass system that allows students to move within the hallways during academic time under the following expectations:

- Students must have one of two items with them any time they are in the hallway during an academic time. Those two items are:
  - A pass from a teacher, administrator, or other staff member, including the permanent bathroom pass for a room, OR
  - A copy of his/her schedule to confirm an off-hour
- Academic time occurs during any class period or Advisement. Students do not need passes during lunch periods, passing periods, or off-hours.
  - Students with off-hours may not remain in the hallway. They must move to the library, commons, or off-campus (10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade only)
- When a student does not have either a pass or copy of his/her schedule, staff will escort the student to class or the main office in order to confirm schedule.
- During class time, students will not be issued passes to leave the building, buy food, or communicate with students in other classes, except when academically appropriate.

### **Hallway and Classroom Behavior**

Students should not be in the hallways during academic or unscheduled time outside of passing periods. However, in the event that students must access the hallway, the following behavioral guidelines apply to all hallways and classrooms:

- Behavior and language will be appropriate to the learning environment. No profanity.
- Shoes must be worn at all times.
- No excessively romantic and physical demonstrations of affection.
- No standing or sitting in hallways or classrooms in a manner that blocks traffic flow or interferes with academic activity.
- Open food and drink containers are not allowed in the hallways. Teachers determine the food/drink policy in their individual classrooms. However, it is the teachers' and students' responsibility to maintain the clean condition of the room for the benefit of others who use the room.
- No writing on or defacing lockers, walls, or other school property.

These expectations are in addition to, not in lieu of, specific expectations set out by teachers and other staff in individual spaces or classrooms.

## **Commons Behavior**

Castle View High School is an open campus school for 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students during lunch, but 9<sup>th</sup> grade students must remain on campus. They may purchase a school-prepared meal or bring a lunch from home. Food is available for purchase in the commons for all students from 11:10am-12:00pm and from 12:40-1:30pm. All students shall exhibit responsible behavior in the commons area.

Students shall:

- Dispose of litter and garbage in the trash/recycle barrels provided.
- Confine eating to the table area of the commons and the outdoor patio. **No food in the lobby of the commons, the upstairs lobby, main hallways, athletic and performing arts hallways, or academy pods.**
- Notify the staff supervisor or custodian of spilled food and/or beverages and participate in the cleanup.
- Refrain from removing open food and/or drink containers from the commons or patio area.
- Refrain from throwing food and/or drink. Throwing food or drink is grounds for suspension from school.
- Refrain from carrying backpacks through the food service line.
- Refrain from removing food items without paying.
- Refrain from activities regarded as “horseplay” or “roughhousing”.
- Comply with requests by staff or custodians with regard to behavior in the commons area.
- Refrain from sitting on the eating surface of commons tables.
- Refrain from playing hacky sack inside the building – the patio is the designated area for this activity
- Remain in the commons during lunch and shall not lift the gate to the lower hallway, as to prevent distractions to classes in session in the lower hallway pods.
- Teachers who request a student eat lunch with them in a classroom or request that the student go to the library during lunch must provide the student with a specific pass. The student must present the pass to security prior to leaving the commons area.

## **Student Use and Possession of Personal Electronic Devices**

### **Cell Phones**

Students may use cell phones before and after school, during passing periods, and during lunch if the student is in the commons or on the patio. **STUDENTS ARE NOT ALLOWED TO USE CELL PHONES FOR ANY REASON WHEN IN A CLASSROOM IN CLASS.** This includes use for text messaging; taking or receiving calls; checking time; accessing calendars; listen to music; accessing research; calculating; or taking photographs, videos, or audio recordings during instructional time unless authorized by the teacher for a clearly articulated academic purpose.

Cell phone must remain in backpacks, lockers, cars, or out of student and teacher sight at all times while in class. If instructed by the teacher for a clear academic purpose, the student must return his/her cell phone to his/her backpack after use for that purpose has concluded.

If parents need to contact a student during the school day due to an emergency, they may call the school office at 303-387-9000. A phone is available in the Main Office for students who need to contact parents.

Inappropriate use of cell phones or other electronic devices will result in the item being confiscated and submitted to the Main Office, where reasonable care will be taken of the item. Students who refuse to relinquish their electronics when requested will be removed from the classroom, as they have committed insubordination, and are subject to disciplinary action. Disciplinary action for confiscated cell phones will follow the following escalating series of consequences:

- First Offense in a Classroom- cell phone is confiscated by teacher and returned at the end of class with the expectation of no further issues
- Second Offense in a Classroom/First Office Offense- cell phone confiscated by teacher and turned into the administrative assistant to the Deans of Students in the Main Office
  - Administrative assistant will record incident and student may pick phone up at the end of the school day
- Third Offense in a Classroom/Second Office Offense- cell phone is confiscated by teacher and turned into the administrative assistant to the Deans of Students
  - Administrative assistant will record incident and student’s parent must pick up no earlier than the end of the day
- Fourth Offense in a Classroom/Third Office Offense- cell phone is confiscated by teacher and turned into the administrative assistant to the Deans of Students
  - Administrative assistant will record incident and student and parent must come in for a meeting with a dean
  - Student will turn in cell phone to the Main Office at the beginning of the day for the remainder of the term

### **Other Devices**

Students bring laptops, iPads, and other personal electronic devices to school in order to complete work during off-hours and as instructed by classroom teachers. Access to these devices are restricted in the same manner as cell phones.

Any access to District assigned email or any access to District servers or WiFi is a privilege and will be revoked if used inappropriately, even when accessed from a personal device.

### **General Personal Technology Policies**

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

**In certain emergent situations, the use of cell phones can pose a danger. Students may not use cell phones in emergent situations such as lockdowns or lockouts until a teacher or staff member instructs them to do so.**

**Students who choose to bring valuable personal items and/or electronic devices do so at their own risk.** If personal electronic items are lost or stolen, the school is unable assist students in their recovery. Students are encouraged to contact school security or the CVHS School Resource Officer in order to file a theft report.

Use of electronic media to support deliberate, repeated, and/or hostile behavior by an individual or group directed another individual or group with the intention of doing harm is disruptive to the learning environment and is prohibited. This behavior is bullying and students who engage in this behavior risk the loss of electronic media use at school, as well as disciplinary consequences.

### **Confiscation**

**There is a hold policy on all confiscated electronics until the end of the day.** In the case of a first confiscation, the student may pick up the confiscated item from an administrator at the end of the school day on which the confiscation takes place. The second confiscation of a cell phone and/or electronic device will require a parent pick-up from an administrator on the day the confiscation takes place. If three or more offenses occur within the course of a year, the student will acquire a contract requiring the electronic device remain in the main office each day from arrival until departure from school.

## **Library Media Center and Technology Use**

### **LMC Hours of Operation**

Monday – Thursday	7:00am – 3:30pm
Friday	7:00am – 3:00pm
Weekends	CLOSED

### **LMC Policies**

The Library Media Center (LMC) is available for use by individual students, as well as classes, within the following parameters:

- A student ID card is required to check out all materials and students will be solely responsible for all books checked out to their accounts.
- Computer use is limited to students with legitimate school-related needs and is subject to limits in the event of other events or classes in the LMC.
- Students **MAY NOT** access the LMC when they are assigned a class unless directly instructed by a teacher and sent with a pass
  - All students must sign in and out of the library
- No food or drink except water permitted in the LMC, and water must remain away from computers and stacks.
- Students may check out up to five books at a time for a period of two weeks, at which point the books must be returned or renewed.
- No additional checkout if three or more books are overdue.

### **Textbooks**

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

### **Overdue Materials Policy**

Books become “overdue” the day after the two-week circulation period ends. Advisement teachers notify students of overdue materials. Students will incur a replacement cost for books, magazines, and other materials that are lost, damaged, or destroyed, which will appear on students’ Student Fees accounts.

### **Internet Access Policy**

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

### **Technology Use**

In addition to the District Code of Conduct provisions for technology use, Castle View High School enforces the following additional policies:

- Playing games is not allowed unless for educational purposes under the direct supervision of a staff member
- No storing of inappropriate contents in any memory space owned by the School or District
- No downloading of unapproved programs/software to School or District property

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

**Students will follow established District and School Codes of Conduct when visiting the LMC. Expectations include:**

- Respect for the rights of others to enjoy a calm, quiet, studious library atmosphere.
- Respect for common library property, including furnishings, materials, and equipment.
- **Absolutely no food or drink allowed in the LMC**, except water.
- Following library circulation procedures, which require check-out of any item prior to removal, as well as prompt return, so that others may have access to the materials.
- Respect for the privacy of electronic databases and files, which belong to LMC management, teachers, or other students.

## **Dance Policies and Procedures**

### **General Dance Policies**

In order to promote a healthy, safe, enjoyable evening for all students, the following procedures will be in place for CVHS dances:

- Dances are school-related events and all school rules apply.
- Those who are not current CVHS students must have a signed permission form in order to attend.
  - The school must receive permission forms on the assigned date.
- All guests must provide a picture ID.
- Middle school students and adults, age 21 and older, may not attend.
- Entry will not be permitted to students if it is determined they have been drinking alcohol or using drugs and disciplinary action will be taken.
- Inappropriate behavior at school events may result in loss of privilege to attend future games/activities and could result in suspension and/or expulsion.
- Students who leave a social event may not re-enter.
- Parents/guardians must pick student up promptly at the conclusion of the event.
- **Students may not enter the dance if dressed inappropriately for a school function. Two CVHS dances are semi-formal events (homecoming and prom).**

### **Ladies: Semi-formal/Formal Dress**

- Strapless/spaghetti straps are allowed
- Slits no higher than fingertip length
- No excessively low cut dresses or tops
- Dress/skirts must be at least fingertip length
- Backless to waist is permitted—below waist not permitted

- No garters or other exposed lingerie/undergarments
- No sheer/see-through dress

**Gentlemen: Semi-formal/Formal Dress**

- Collared dress shirt (tie recommended)
- Shirts must remain on
- No bandanas, chains or canes
- Shirts must have sleeves
- Dress pants or slacks; no jeans

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

**Dancing Behavior**

Staff will ask students who do not maintain an appropriate style of dance to stop once and once only. Lewd and inappropriate dancing will result in removal. These behaviors include, but are not limited to,

- Inappropriate or suggestive dancing
- Simulated sex acts (front to back dancing, grinding, etc.)
- “Making out” (no overt and/or prolonged public displays of affection)
- Dancing which could cause harm to one’s self or others (moshing, slam dancing)
- Hands anywhere other than shoulders or waist

Students addressed about their dance behavior will face the following consequences.

- First offense – students who display any type of behavior listed above will be warned and their names will be noted by a chaperone or school administrator (wristband will be removed if applicable).
- Second offense – (absence of wristband if applicable) students will be removed from the dance by a CVHS administrator. This may make him/her ineligible to attend future dances.

**Miscellaneous**

**Laser Pointers**

Students may not use laser pointers without expressed permission and supervision of a staff member at Castle View High School. Any unauthorized use will result in confiscation of the pointer without return.

**Forgery**

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

**Profanity**

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

**Gambling**

Any form of gambling or betting at school is prohibited and subject to disciplinary action.

**STUDENT WELFARE**  
**Refer to District Code of Conduct Policy: JLCD**

**Safety and Security**

Castle View High School staffs several full-time security personnel on a daily basis. Security staff also attends major activities and athletic events. In addition to security staff and in partnership with the town of Castle Rock, CVHS has a



School Resource Officer (SRO) to provide police presence on campus and provide law enforcement support to the school.

### **Access to the Building**

In order to provide a safe environment for students and staff, entrance into the main building is limited to the following:

- Main front doors 6:30am-4:00pm
- Doors in commons/atrium 7:00am-2:55pm
- Doors at north end of lower hallway 7:30am-7:45am and passing periods

All doors are accessible as exits.

Students may not open locked doors for ANYONE, including staff, students, or any other CVHS or DCSD personnel. Students who open locked doors to allow entrance by students, staff, or visitors will receive disciplinary consequences.

### **School Security Staff**

Castle View High School staffs full-time security personnel daily. School security also supervises all major activities and athletic contests.

### **School Resource Officer (SRO)**

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

### **Visitors to the School**

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

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

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

To ensure that unauthorized persons do not enter the building with wrongful intent and that the educational process or other school operations remain undisrupted, all visitors must report to the security office and provide a government-issued photo ID to receive a visitor's pass. School security will scan the identification card using the Raptor System and a visitor pass generated. This requirement does not apply when visitors are attending events outside of school hours.

If, in the judgment of the principal or designee, a visitor's presence may have or is having a disruptive effect on school operations or is interfering with the educational process, the visitor may be denied access to the school or school site. The visitor's access may be restricted as to time or place, and/or the visitor may be directed to leave the school or school site.

Unauthorized persons, including students of other DCSD schools, shall not loiter on school property at any time. Law enforcement authorities will respond if necessary to enforce the provisions.

### **Trespassing**

Students who are withdrawn, graduated, suspended, expelled, or enrolled at another DCSD school may not come on campus during the school day without prior administrator approval. Violators may be cited for trespassing by Castle Rock Police.

### **Animals in School**

Students and staff may not bring pets of any kind to school.

### **Lockers and Locks**

Students may receive a locker with lock and combination to use for the school year, assigned by their advisement teacher. Students may only use the locker assigned to them and keep it secured. Students may not share the combination with others. The school's insurance policy does not cover items stolen from student lockers.

Do not write, mark on, or in any way deface a locker. Students should immediately report any damage to the locker and/or lock to security. Students will be charged for the repair and/or cleaning of lockers.

School lockers are the property CVHS and may be opened and searched at the discretion of the principal and/or his designee. The school will conduct locker checks in order to dispose of waste materials, recover missing books and other school property, or for other reasons deemed necessary.

Students should lock PE lockers at all times when in use using a school provided lock. Students may purchase locks on a first-come, first-serve basis when enrolled in PE or Strength and Conditioning classes. The principal or his designee has the right to use any method necessary to remove a personal lock in order to gain access to the school's locker. In the event of an emergency, school administration may access any locker on CVHS or DCSD property.

### **Personal Items**

**Castle View High School is not responsible for students' personal property. Students who choose to bring valuable personal items and/or electronic devices do so at their own risk. The school does not carry theft insurance and is not responsible for lost or stolen items. Students should report loss of expensive personal items to the SRO.**

### **Lost and Found**

Lost and Found is located in the security office. Security hours are 6:00am–4:30pm. Students should turn in any found articles promptly and check there for any lost items. Security will hold items for one term, at which point they donate them to charity. If students or staff bring large sums of money or valuable personal items to school, it is at the student's own risk.

### **Identification Cards and Schedules**

Students receive Identification cards containing a photo and pertinent information at the beginning of the year at no charge. **Students must carry this card at all times.** A student must surrender his/her ID to CV staff members upon request. ID cards are mandatory for checking out library materials, obtaining locker information, and attending school dances and activities. Students may replace lost or damages cards for \$5.00 in the counseling office.

Additionally, students are required to carry a copy of their schedules at all times, either digitally or in hard copy. Students must present their schedules at the request of any member of Castle View or District staff.

### **Use of Video Cameras**

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

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

### **Early Arrival**

Parents who drop their students off early in the morning should remember that there is no supervision provided until 7:00am with **the exception of students who are scheduled for Zero (0) Hour.**

### **Building Usage Rules Under Direct Faculty Supervision**

Before 7:00am, after 3:00pm, and on weekends, all students must be with a supervisor in order to remain on campus. Home athletic events are the exception, at which time the administration automatically assumes the necessary sponsorship. Students **MUST** prearrange with any additional supervision beyond regular school hours with a faculty member.

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

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

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

## **Crisis Situations and Drills**

### **Planning/Preparation**

Castle View High School administration, staff, and district security, in conjunction with the town of Castle Rock and Castle Rock Police and Fire Departments, work collaboratively to plan and prepare responses to a wide range of emergency situations. Emergency planning and preparation, as well as a safe and orderly educational environment, are the top priorities of Castle View High School, Douglas County School District, and the town of Castle Rock.

### **Safe2Tell**

Schools are required by law to provide an anonymous method for students to notify the administration of safety concerns. Students may access Safe2Tell by downloading the app on any phone or device.

The use of Safe2Tell is a right, but carries a responsibility, as well. Tips must be restricted to serious concerns about the following: the health, safety, and/or welfare of another student; suspicious individuals on school property; possession and/or use of a weapon on campus and the possession; or use or distribution of drugs, including alcohol, on campus. The text should include sufficient specific information to enable school administration and/or law enforcement to address the issue.

Safe2Tell is not for minor complaints, nor is it to be used as a joke or a means of getting another student in trouble. False reporting is a crime.

### **Parent Communication**

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

### **Fire Drills**

CVHS is required by law to practice emergency procedures in order to develop an orderly process for the evacuation or sheltering of students in case of an emergency. ALL ALARMS ARE TREATED AS A REAL EMERGENT SITUATION.

In case of a fire, teachers lead students out of the building to the assigned area indicated on the evacuation map located in each room in a rapid and orderly fashion. Students remain in their assigned location with their teacher until the administrator gives the all-clear signal.

TAMPERING WITH A FIRE ALARM or FIRE EXTINGUISHER, or TURNING IN A FALSE ALARM, IS A STATE OFFENSE AND WILL RESULT IN A REFERRAL TO LAW ENFORCEMENT.

### **Shelter in Place**

When a tornado or severe thunderstorm impacts or affects the school, students and staff members will be informed by a special announcement over the PA system. Everyone should follow the instructions of their teacher or supervisor immediately and without question.

Staff and students will move to the designated areas as indicated on the map posted in each classroom, office, or common area. Individuals who are on campus during a severe storm warning are expected to remain in a safe area until the "ALL CLEAR" announcement is issued.

### **Lock Down – Danger Inside the Building**

Certain situations require that the schools move into a "lock down" status. In the event of a lock down, no visitors may enter or exit the facility without administrative approval. Everyone is assigned to a secure location until the "ALL CLEAR" announcement is issued.

## **Lock Out – Danger Outside the Building**

Students will remain in their classrooms or move to a safe location within the main building (if appropriate) and remain there with adult supervision until the situation has been resolved. Classroom instruction can continue during a lock out. Exterior doors remain locked and monitored, and no one may enter or leave during a lock out unless authorized by the incident commander or his designee.

## **911**

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

## **Release of Students**

In all emergent situations, the school will release students when the situation is deemed safe for all students, staff, parents, and community members. In certain warranted situations, parents and community members must remain on campus or in the safety of the building.

## **School Closing/Delayed Start**

In the event of severely inclement weather or mechanical breakdown, school close for the day or require a delayed starting time. The same conditions may also necessitate early dismissal.

Notification of school closure, delayed start, or early dismissal will take place over radio and television stations, as well as on the area weather hotline (303-387-7669) and the District's website, [www.dcsdk12.org](http://www.dcsdk12.org). Reports in the morning will occur between 5:00am and 8:00am. In the absence of a report, assume that school will be in session at the regularly scheduled time. **PLEASE DO NOT CALL THE SCHOOL.**

A delayed schedule means high school starts 90 MINUTES later than normal school start time. In this case, morning buses **will run 90 minutes** later than normal. Afternoon buses will run at the regular time. Parents should formulate plans with their student such as meeting locations, car pool options, and communication plans in the event of school delays.

In the event that required days are lost because of snow or other emergency closings, it may be necessary to extend the school year calendar. Note: If necessary, the schedule reflects up to three additional days for storm make-up days(see calendar).

# **Health Services**

## **Accidents and Health Information**

Douglas County Schools do not have a full-time nurse on staff at each school. If a student becomes ill, he/she will ask permission from the teacher to come to the health room, managed by a designated health assistant. If the student is unable to go to the office unassisted, an educator should call the office and a wheelchair will to transport the student to the office.

**Ill students must report to the health room for evaluation by the health assistant prior to calling parents and leaving school.** Students are limited to a 15-minute stay in the clinic before returning to class or being picked up by parents. Students leaving school due to illness without following checkout procedures will remain unexcused.

All parents must have an updated Student Health and Emergency Information page in IC for occasions when staff is unable to contact the parents.

Students who are in the clinic for an extended time during the day may not stay to participate in after-school activities. If the parents have not picked up their student, he/she will be required to go home in the normal manner. Only administrator may excuse those students assigned after-school detention.

## **Immunizations**

Under law, all students entering school for the first time are required to present certification from a licensed physician, an authorized representative of the Department of Health, or the local health department stating the child has received

immunizations against communicable disease as specified by the Department of Health. Students enrolled at any Douglas County School must have a completed Immunization Record on file with the school. All immunizations must be current with the Department of Health requirements.

### **Insurance**

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

### **Medications at School**

**High school students may carry and self-administer ONE day's dose of their own prescribed medication, aspirin or Tylenol, and/or other over-the-counter medications as long as they do so in a responsible manner.** The medication should be in the original manufacturer's container or pharmacy-level container with the student's name.

Students who appear to be using poor judgment in carrying and taking their own medication will have such medication confiscated by school personnel and the school will notify parents or guardians.

<b>STUDENT DISCIPLINE</b> <b>Refer to District Code of Conduct Policy JK</b>
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## **Student Discipline Procedures**

Public schools provide students with the opportunity for self-improvement and individual growth. School authorities have the right to control student conduct. Students will conduct themselves at all times in a manner compatible with the school's function as an education facility and in accordance with District policies and regulations governing student conduct and discipline. This includes, but is not limited to, policies regarding the grounds for suspension, expulsion, and classroom removal in policy JKD/JKE.

Conduct which disrupts or threatens to disrupt the operation of a school, which interferes in any way with the rights and privileges of other students or citizens, which endangers the health or safety of any person, or which damages property, will not be tolerated and will result in disciplinary action. All employees of the District shall share responsibility for supervising behavior of students and for seeing that students abide by the established rules of conduct.

### **Teacher-Supervised Detention**

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

Because after-school detention should be time spent productively, students will be expected sit quietly while reading or working on missing or upcoming assignments.

Failure on the part of the student to attend an assigned after-school detention without prior approval of an excused absence will result in a referral to his/her dean of students.

### **Lunch Detention**

A student may be assigned lunch detention by a dean of students for academic, attendance, or disciplinary concerns. Lunch detention is supervised by a member of the Castle View staff and is held in room 8450. Deans will inform parents of lunch detention assignments.

Because lunch detention should be time spent productively, students will eat lunch quietly while reading or working on missing or upcoming assignments.

Failure on the part of the student to attend an assigned lunch detention without prior approval of an excused absence will result in a referral to his/her dean of students.

### **Student and Property Searches**

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

Castle View High School adheres to all DCSD policies regarding student and student property searches. CVHS administration and security may search any property located on District property. Whenever possible, an administrator and security staff member of the same sex as the student in question will conduct the search. Two staff members will conduct every search, with at least one of them being an administrator and at least one of them being of the same sex as the student in question.

### **Suspension, Expulsion, and Classroom Removal**

#### **Refer to District Code of Conduct Policy: JKD/JKE/JKE-R**

Castle View High School adheres to all DCSD policies regarding procedures surrounding suspension, expulsion, or classroom removal.

### **Grounds for Suspension, Expulsion, and Classroom Removal**

#### **Refer to District Code of Conduct Policy: JKD/JKE/JKE-R**

Castle View High School adheres to all DCSD policies regarding grounds for student suspension, expulsion, and classroom removal.

### **Habitually Disruptive Students**

#### **Refer to District Code of Conduct Policy: JKC/JKC-R**

Castle View High School adheres to all DCSD policies regarding nondiscrimination and harassment of students.