

# Castle View High School

## 2017-2018 Student Handbook



5254 North Meadows Drive  
Castle Rock, Colorado 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,

A handwritten signature in black ink, appearing to read "Rex Corr", written in a cursive style.

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

## Table of Contents

Castle View High School Information	3
Administration and Support Staff	4
Phone Numbers, Hours of Operation, Directions	5
Schedules	6-10
Bell, Adjusted Bell, Terms/Semesters, Student Conferences, Finals	
Academic Information	10-16
Counseling and Student Support Services	16-21
Post Grad Center	
Attendance	21-24
Athletics and Activities	24-29
Advisement	29-30
Open/Closed Campus	30-31
General Information	31-32
Vehicle Registration, Operation, and Parking	32-34
Health Services	34-35
Safety and Security	34-36
Emergency Situations	36-38
Student Conduct	38-44
Weapons, Drugs/Alcohol/Tobacco, Non-Discrimination/Non-Harassment, Bullying ( <b>refer to District Student Rights and Responsibilities</b> )	
Student Dress	
Transportation ( <b>refer to District Student Rights and Responsibilities</b> )	
Library/Media Center and Technology Use	
Student Possession and Use of Portable Electronic Devices	
Commons Behavior	
Hallway/Classroom Behavior	
Dance/Social Function Behavior	
Forgery	
Profanity	
Gambling	
Student Discipline	44
Suspension/Expulsion, Habitually Disruptive Students, Searches ( <b>refer to District Student Rights and Responsibilities</b> )	

**Castle View High School**  
**Home of the Sabercats**  
[www.castleviewhs.com](http://www.castleviewhs.com)

**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  
Katie Winsor – Assistant Principal – 303-387-9015

Amanda Malson – Dean of Students (BHS/VPA) – 303-387-9042  
Patrick Simpson – Dean of Students (LGC/STEM/Mosaic) – 303-387-9018

Debbie Gentry – Principal's Secretary – 303-387-9004  
Sabrina Gentry – AP Secretary (Farrier) – 303-387-9012  
Mabel Reineke – AP/Dean Secretary (Hollingshead, Simpson) – 303-387-9008  
Val Peoples – AP/Dean Secretary (Winsor, Malson) – 303-387-9014  
Jennifer Frost – AP/Athletic Secretary (Cordes) – 303-387-9013  
Lisa Coney – Bookkeeper – 303-387-9007  
Delana Hoogeboom – Attendance – 303-387-9010  
Nancy Wiesenmeyer – Attendance – 303-387-9009  
Karin Wessbecker – Volunteer Coordinator – 303-387-9038  
Tricia Moore – Receptionist/Health Assistant – 303-387-9011  
Bev Sullivan – Library Assistant – 303-387-9100

Heather Golden – Counselor (LGC-10<sup>th</sup>/11<sup>th</sup> and VPA-12<sup>th</sup>) – 303-387-9024  
Tim Sumerlin – Counselor (STEM 10<sup>th</sup>-12<sup>th</sup>) – 303-387-9021  
Aaron Kellar – Counselor (BHS 10<sup>th</sup>-12<sup>th</sup>) – 303-387-9022  
Caitlin Williams (VPA-10<sup>th</sup>/11<sup>th</sup> and LGC-12<sup>th</sup>) – Counselor – 303-387-9023  
Kaycee Semple – Counselor (All Freshmen) – 303-387-9201  
Amy Montague – Professional Learning Specialist (PLS)  
Ryan McClintock – Teacher/Interventionist  
Kari Stevenson – Librarian – 303-387-9100  
Rhonda Motsko – Registrar – 303-387-9033  
Lori Burgos– Counseling Secretary – 303-387-9029  
Abbi Bay – Counseling/Special Education Secretary – 303-387-9034  
Sabrina Gentry – Post Grad Secretary – 303-387-9012  
Stacy Hancock – Internship Coordinator – 303-387-9027

Kari Sears – Response to Intervention (Rtl)/504 Coordinator – 303-387-9041  
Caroline Curtiss – School Psychologist – 303-387-9035  
Tracy Bowman – School Psychologist – 303-387-9051  
Annette Vanvleet – Social Worker – 303-387- 9031  
Stacey Barlow – District Nurse – 303-387-9040  
Glenn Stark – School Resource Officer – 303-387-9032

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

## Important Phone Numbers

Main Number	303-387-9000
24-hour Attendance Number	303-387-9002
CVHS Fax Number	303-387-9001
Counseling Office	303-387-9029
Douglas County School District Main Number	303-387-0100
District Security	303-387-9999
CVHS Security	303-387-9116
Text-A-Tip	text 274-637
Douglas County Website – <a href="http://www.dcsdk12.org">www.dcsdk12.org</a>	
Castle View Website – <a href="http://www.castleviewhs.com">www.castleviewhs.com</a>	

## Hours of Operation

School Hours	6:30 a.m. – 4:00 p.m.
Main Office	6:30 a.m. – 4:00 p.m. Monday-Thursday 6:30 a.m. – 3:30 p.m. Friday
Counseling	7:00 a.m. – 3:30 p.m.
Media Center	7:00 a.m. – 4:00 p.m. Monday-Thursday 7:00 a.m. – 3:00 p.m. Friday
Bookkeeper	7:00 a.m. – 3:30 p.m.
Athletics	7:30 a.m. – 4:00 p.m.
Security	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. Teachers report at 7:30am and are available until 3:00pm unless specific arrangements are made. The main office cannot provide teachers' home telephone numbers to parents or students. Parents/Guardians are encouraged to utilize the Infinite Campus parent portal to review student progress and attendance records, as well as to the email link to communicate with teachers directly regarding student issues and questions related to classes. Teachers may also be reached by email using [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, teachers can be reached by calling the main office number, 303-387-9000. The parent/guardian will then be directed to the teacher's voicemail box. Dates for Student-Led Conferences are September 15<sup>th</sup> and February 9<sup>th</sup> from 4:00 – 8:00 p.m. 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.

### General Directions to Castle View HS

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

**Regular Bell Schedule**  
**2017-2018**

<b>Period 0</b>	<b>6:45 – 7:35</b>
<b>Period 1</b>	<b>7:40 – 9:05</b>
<b>Advisement</b>	<b>9:10 – 9:40</b>
<b>Period 2</b>	<b>9:45 – 11:10</b>
<b>(2A M/W/F – 2B T/TH/R)</b>	
<b>A/B classes both meet on Friday</b>	
<b>Period 2A</b>	<b>9:45 – 10:25</b>
<b>Period 2B</b>	<b>10:30 – 11:10</b>
<b>Period 3</b>	<b>11:15 – 1:25</b>
<b>Period 4</b>	<b>1:30 – 2:55</b>
<b>Period 5</b>	<b>3:05 – 4:30</b>
<b>FIRST LUNCH</b>	<b>11:10 – 12:00</b>
<b>SECOND LUNCH</b>	<b>12:40 – 1:30</b>

# 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



## **2017-2018 Term and Semester Dates**

August 10	Beginning of 1 <sup>st</sup> Term/1 <sup>st</sup> Semester
September 12	Mid-term Grades Due (8am)
October 6	End of 1 <sup>st</sup> Term
October 16	Final Grades Due (12pm)
October 16	Beginning 2 <sup>nd</sup> Term
November 15	Mid-term Grades Due (8am)
December 21	End of 2 <sup>nd</sup> Term/1 <sup>st</sup> Semester
December 22	Final Grades Due (12pm)
January 8	Beginning of 3 <sup>rd</sup> Term/2 <sup>nd</sup> Semester
February 6	Mid-term Grades Due (8am)
March 16	End of 3 <sup>rd</sup> Term
March 26	Final Grades Due (12pm)
March 26	Beginning of 4 <sup>th</sup> Term
April 19	Mid-term Grades Due (8am)
May 25	End of 4 <sup>th</sup> Term
May 29	Final Grades Due (12pm)

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

## **2017-2018 Student Conferences**

Thursday, September 14<sup>th</sup> – 4:00 – 8:00pm  
Thursday, February 15<sup>th</sup>– 4:00 – 8:00pm

# CVHS Finals Schedule

2017-2018

## Term 1 Finals

### Oct. 4 (Wed.) 2A Final

#### Oct. 5 (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

#### Oct. 6 (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

### Dec. 19 (Tues.) 2B Final

#### Dec. 20 (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

#### Dec. 21 (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

### Mar. 14 (Wed.) 2A

#### Mar. 15 (Thurs.)

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

#### Mar. 16 (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 14th-2A, May 15th-2B, May 17th-2B, May 18th 2A

May 16th (Wed) Graduation 2pm

### May 23 (Wed.) 2A Final

#### May 24 (Thurs.)

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 (Fri.)

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

## **Final Exam Days**

Finals will be given in the morning. Buses will run at the end of finals at 11:20am and again at the regular 2:55pm time slot except at the end of 4<sup>th</sup> term, when bus service is only provided at 11:20am. Lunch will not be provided on final exam days. Students who do not take the 11:20am bus and remain on campus are expected to remain in the commons unless under the direct supervision of a staff member.

## **NO EARLY FINAL EXAMS 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 should make prior arrangements with teachers for a make-up time after they return to school. In case of illness or unanticipated excused absences, students should 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 after the final exam has been graded. Students have 10 school days from the time grades are posted to complete the final exam.

**2017-2018 CVHS SENIOR FINALS TBD**

## **ACADEMIC INFORMATION**

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

Students are able to **think critically** using reason and logic when facing decisions about what to believe or do.

Students **embrace universal ethical principles** such as honesty, integrity and justice.

Students **demonstrate the self-motivation and resourcefulness** to continue their learning.

Students **apply what they have learned**. They go beyond merely knowing to using their knowledge and skills productively.

Students **develop and demonstrate leadership skills**. They are influential in creating a vision of what the future can be.

Students take **ownership and accept responsibility for their wellbeing**. Students have the knowledge, skills and ability to make educated choices concerning their social, emotional and physical health.

Students **demonstrate the essential skills of reading, writing, listening, speaking and numeracy**

Students **understand a core body of knowledge**

Students are **exposed to the fine arts**

Students **explore areas beyond the liberal arts foundation that may expand future opportunities**

## **Academic Course Requirements**

All 9<sup>th</sup> grade students will be enrolled in a full schedule which is a maximum of 8 credits. Credits surpassing 8.0 total credits must be approved by the principal or designee. Students on attendance contracts may be denied administrative options.

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 and 3.0 credits in the first semester. Students on attendance contracts may be denied administrative options. As scheduling decisions are made, 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. Students must be full-time students (3 courses per term) to be eligible to participate in athletics and activities.

## **Academic Dishonesty/Plagiarism**

Students, staff, and parents at Castle View High School are committed to academic integrity. Students attending CVHS are responsible for their academic work in all instances. Students will maintain academic integrity by exercising self-discipline, determining the right thing to do, doing it, and working cooperatively with others and independently when appropriate. Academic dishonesty is not tolerated. Academic dishonesty may include plagiarism, cheating on tests, copying papers, sharing work on individual assignments, forging signatures of teachers and/or parents, calling in posing as a parent to excuse an absence, and/or lying to a school staff member. Academic dishonesty also includes 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. At Castle View High School, plagiarism is not tolerated. Castle View High School teachers have access to online tools to detect plagiarism and complete comprehensive online searches to determine if student writing has been plagiarized from the internet.

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

**Graduation Requirements**

Passed 24 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 credits of core classes and pertinent electives to meet the 24-credit graduation requirement. Students must be enrolled for a minimum of 2 terms (quarters) in order to graduate from CVHS. Deviations from graduation requirements can be appealed by completing a waiver of credit form, available from a counselor. In order to graduate from Castle View High School, a senior must be enrolled during third and fourth terms or his/her senior year.

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

- Successfully complete and document all of the “academic requirements,” specific to year of graduation, including online, correspondent, and other out-of-school course work, no later than **48 hours** prior to graduation exercise
- Complete, document, and submit at least 20 hours of acceptable community service activity
- 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.
  1. 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.
  2. Students’ attire will be evaluated 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, continued attendance would 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 freshmen year. Documentation forms are available in the counseling office. The form

provides guidelines for accepted and non-accepted activities. Community service hours documentation must be submitted no fewer than 48 hours prior to graduation to ensure participation in the graduation ceremony

### **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 can enrich a student's high school education beyond the basic requirements for graduation. However, those students who select the early graduation option must follow the procedures listed below.

- 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.
  1. **The Early Graduation Request form must be submitted before the end of the first week of term in which the student expects to graduate.**
- Personally conference with the principal or his designee.
  1. Early graduation will not be approved without completion of this conference.

### **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. There is no designated Valedictorian or Salutatorian.

- Students will be evaluated for 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

Students are not ranked within these designations, nor is there any limit on the number of designated students within each honors designation. Additional ceremonial honors and recognitions will be determined by the academy and content leadership teams.

### **Academic Lettering**

Academic letters are awarded to those students who attain a weighted GPA of 3.75 or above and enroll as full-time students. Part-time (less than 5 credits per year) and dual-enrolled students are not eligible for academic lettering. Freshmen students at Castle View High School must meet the GPA requirement for 3 consecutive terms prior to award conferral. Sophomore, junior, and senior students must meet the GPA requirement for 4 consecutive terms prior to award conferral. Students whom transfer to Castle View HS will be awarded academic lettering after 3 consecutive terms of academic excellence at Castle View, and then after each subsequent 4 terms. 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 the weighted grade point average (GPA) categories of 4.0 or higher (Principal's Honor Roll), 3.75 – 3.99 (High Honor Roll) and 3.5 to 3.74 (Honor Roll). Honor roll is posted at the end of each term.

## **National Honor Society**

Sophomores and juniors who attain at least a weighted cumulative GPA of 3.5 on a 4.0 scale meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, characters and citizenship. Membership is established through an application process at the school level. Students will be required to perform community service hours as established by this chapter in excess of the 20 hours required for graduation.

## **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 grades nine through twelve. Castle View High School has adopted a philosophy of full inclusion and will exercise that philosophy wherever the 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, and learning. Information regarding 504 designation may be obtained in the main office or from the District Department of Instructional Support Services.

## **Grading Policies**

Grades A, B, C, and D are considered "passing" and generate credit. 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, and "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 grade system. Only Advanced Placement courses are given 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

- 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 class 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. It is designated on the transcript, along with the student's class rank.

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

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

## **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 show "course repeated". No credit will be awarded, nor will the grade for the first class be factored into the GPA. The second class will bear credit and be factored into a student's GPA.

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

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

## **Transfer Credit**

Transcripts of transferring students will be evaluated by the registrar. 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 credits of core classes and pertinent electives to meet the 24-credit graduation requirement. Students must be enrolled for a minimum of 2 terms (quarters) in order to graduate from CVHS. Deviations from these requirements can be appealed by completing a waiver of credit form, available from a counselor.

## **Transfer of Progress Grades**

Students who transfer will bring transfer grades for applicable courses with them. These grades will be applied to corresponding courses and will be calculated 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 be calculated into the final grade.

## **Outside Credits**

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

## **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 makeup work rests entirely with the student. A student missing work due to an excused absence is given one class day to make up work for each excused day of absence, plus one day. A student with an unexcused absence is expected to turn in assignments and take tests immediately upon their return to school.

## **Late Work**

Work handed in late by students in regular attendance will be given 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 should make prior arrangements with teachers for a make-up time after they return to school. In case of illness or unanticipated excused absences, students should 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 after the final exam has been graded. Students have 10 school days from the time grades are posted to complete the final exam.

## **Collecting Homework for Absent Students**

Students should contact individual teachers directly by email to request homework assignments. Parents/guardians should notify counselors for periods of extended absence (in excess of 5 days) to act as liaison between the teachers and parents and students.

### **Assignments Due During Field Trips**

Assignments due on the day of a field trip must be turned in to the teacher **on the day of the field trip**. A teacher may penalize a student, per class policy, if the work is not turned in on the due date. It is the student's responsibility to inform the teacher **prior to the field trip**. Arrangements for make-up work will be made between the teacher and student.

### **Sanctions for Habitual Absence**

Students attending Castle View High School are expected to make a good faith effort to succeed in their classes. If a student is unsuccessful, the student's counselor/administrator may meet with the student to determine steps to help the student improve.

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

1. A student who is 17 years of age or older and is habitually truant risks being withdrawn from Castle View High School. This decision is made in conjunction with the student, the student's family, teachers, counselors, the dean of students, and the principal.
2. A student who is under the age of 17 and who has 5 or more unexcused absences or 12 total excused and/or unexcused absences from a class will be referred to the truancy process through the dean of students in charge of attendance.
3. Any student with habitual attendance concerns, meaning 5 or more unexcused absences to any given class or 10 or more total absences to a class, will be referred for an attendance review meeting facilitated by the dean of students.
4. It is the policy of Castle View High School to always work for student success. Options in lieu of loss of credit may include implementation of required attendance at advisement and/or Saturday School to demonstrate the student's intention to progress toward graduation.

### **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:
  1. Return of all books
  2. Payment of fines
  3. Return of the CVHS student ID
  4. Return of CVHS parking tag (unless a graduating senior)
  5. Collection of funds from lunch account
- If a student withdraws before the end of a term no credit can be awarded.
- **Records will be held by the registrar until the process is complete.**

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

To provide communication between students, teachers, and parents, the Douglas County School District utilizes the student information system known as Infinite Campus. 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. It is expected that teachers update their grades once a week.

### **Report Cards – Progress Grades**

Report cards and progress grades are not mailed. Parents and students may view and print unofficial transcripts and progress reports using parent/student portal on Infinite Campus.

### **Parent-Teacher Conferences**

Conferences are held twice during the year, once during each semester. Castle View believes student learning is a collaborative process between parents, students, and teachers. With that in mind, Castle View has implemented parent/student/teacher conferences. Students are expected to accompany parents to conferences and to actively participate in the discussion of their academic progress. Prior to the conference dates, students will have the opportunity to discuss their academic progress with their content teachers. Parents, teachers, and students will collaborate during the



conference to examine the factors responsible and necessary for success in the course. Teachers are available to meet with students and discuss student progress between 4:00-8:00 in their assigned school location. 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. Also, conferences should be limited to 7 minutes on conference night. If the need for a longer conference arises, please schedule time outside of the conference evening. Parents are encouraged to monitor student progress on parent portal and to maintain contact with teachers on a regular basis both prior to and following scheduled conference dates when there are questions and concerns arise.

## **COUNSELING AND STUDENT SUPPORT SERVICES**

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

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

### **Counseling Student Support Services Assignments**

Heather Golden/ Lead Counselor	VPA (12 <sup>th</sup> ) and LGC (10 <sup>th</sup> and 11 <sup>th</sup> )
Tim Sumerlin/Counselor	STEM (10 <sup>th</sup> -12 <sup>th</sup> )
Aaron Kellar/Counselor	BHS (10 <sup>th</sup> -12 <sup>th</sup> )
Caitlin Williams/Counselor	LGC (12 <sup>th</sup> ) and VPA (10 <sup>th</sup> and 11 <sup>th</sup> )
Kaycee Semple/Counselor	ALL FRESHMEN

### **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 Worker: Annette VanVleet**

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

### **School Psychologists: Caroline Curtiss and Tracey Bowman**

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: Glenn Stark**

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: Rhonda Motsko**

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: Lori Burgos**

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

**Internship Coordinator: Stacy Hancock**

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) Coordinator: Kari Sears**

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

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

**Course Description Guide**

The course description guide is available on the CVHS website at [www.castleviewhs.com](http://www.castleviewhs.com). This guide 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.

**Expanded School Day**

To meet individual needs and provide more flexible scheduling opportunities for students, the length of the CVHS school day has been expanded 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.

**Advanced Placement Classes (AP Program)**

Castle View High School offers a wide variety of advanced placement classes. Students taking AP classes are expected to take the AP exam. The score a student receives on the exam may qualify the student for college credit at some colleges and universities. Typically, a score of 4 or 5 will earn college credit, but a score of 3 is considered a passing score and may earn credit in some situations. Students earning a 3, 4, or 5 on an AP exam should check with an advisor at his/her prospective institution in order to determine credit applications. There is a fee for the exam and the classes require the purchase of a textbook and/or materials.

**Concurrent Enrollment**

Juniors and seniors 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 OdysseyWare credit recovery software. Enrollment must be completed no later than mid-term of term 4 and completed ,with grade documentation, no later than senior check-out day. Underclassmen must complete OdysseyWare courses by the last day of school in order to receive credit. Credit recovery requires a contract with the counselor.

**Schedule Corrections**

Student schedules and school staffing are based on student course requests. Thus, student schedules reflect current course and staff availability. If a student schedule requires a correction, the following process is in place as of the 2017-2018 school year. Students were granted the opportunity to adjust their course requests in the spring preceding the school year. Thus, students will not be allowed to 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

**Please remember that Castle View does not honor schedule correction requests based on teacher or lunch preferences.**

Students in Advanced Placement classes must follow the policies described above. Students may not drop an AP class.

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

### **Drop Dates for 2017-2018 School Year**

- **August 17, October 20, January 12, and March 30:** A student may drop a class without grade penalty during the first five 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 3 classes in both terms 1 and 2. Students may not drop AP classes.

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

### **Testing Programs at Castle View High School**

- **PSAT (Grades 9-10) April 2018**
- **CMAS Science and Social Studies (Grade 11) April 2018**
- **CO SAT (Grade 11) April 9-13, 2018**– This test is free and is required of all juniors. The score received may be used for college entrance requirements. **Make-up date-TBD**
- **ACCESS for ELLS January-February 2018**

### **Homebound Instruction**

Homebound services can be initiated by either the parent/guardian or school personnel. A homebound application form, available through the nurse and completed by the parent and physician, must be returned to the school nurse in order to receive homebound services consideration. The application is then forwarded to Instructional Support Services who 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 made 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 and serves as a resource center designed to help students and parents with the college and scholarship application process. The post graduate secretary, in collaboration with the counselors, is available to help students utilize resources and formulate post-secondary plans. The post graduate secretary is also available to assist students in utilizing and maximizing the capabilities of the Naviance ([www.castleviewhs.com](http://www.castleviewhs.com) and scroll to "Naviance") and College in Colorado ([www.collegeincolorado.org](http://www.collegeincolorado.org)) 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. It is designed to simplify searches and provide concise information. Naviance is used 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.

Parents are a vital component in the post-secondary process and are expected to log on and support their student in this important task. 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.

## College Planning Schedule of Events

Register online for the ACT: [www.actstudent.org](http://www.actstudent.org) and SAT: <http://sat.collegeboard.org>

**CVHS school code is 060193** – Be sure to send 3 scores for free to colleges when you take the tests

### National ACT Dates

September 9, 2017  
 October 28, 2017  
 December 9, 2017  
 February 10, 2018  
 April 14, 2018  
 June 9, 2018  
 July 14, 2018

### Registration Deadline

August 4, 2017  
 September 22, 2017  
 November 3, 2017  
 January 12, 2018  
 March 9, 2018  
 May 4, 2018  
 June 15, 2018

### Late Reg. (Late fee)

August 5-18, 2017  
 September 23-October 6, 2017  
 November 4-17, 2017  
 January 13-19, 2018  
 March 10-23, 2018  
 May 5-18, 2018  
 June 16-22, 2018

### National SAT I & II Dates

August 26, 2017  
 October 7, 2017  
 November 4, 2017  
 December 2, 2017  
 March 10, 2018  
 May 5, 2018  
 June 2, 2018

### Registration Deadline

July 28, 2017  
 September 8, 2017  
 October 5, 2017  
 November 2, 2017  
 February 9, 2018  
 April 6, 2018  
 May 3, 2018

### Late Registration Deadline (Fee)

August 15, 2017  
 September 27, 2017  
 October 25, 2017  
 November 21, 2017  
 February 28, 2018  
 April 25, 2018  
 May 23, 2018

SAT I and SAT II tests cannot be taken on the same date

**Colorado SAT** (required for all juniors) and **PSAT** (required for all sophomores), April , 2018

### FREE SAT and ACT Prep

**Douglas County Libraries:** Highlands Ranch September 10<sup>th</sup>, Parker October 8<sup>th</sup>

### CVHS Workshops

College Workshop                      Thursday, Sept 14, 2017                      During Conferences at CVHS

### RMASS/ZAPS Workshops Offered for Test Prep

PSAT/SAT Test Prep                      Wed & Thurs, September 21-22, 2016                      6:30 – 9 p.m., Castle View HS  
 ACT/SAT Test Prep                      Wed & Thurs, October 5-6, 2016                      3:00 – 6:00 p.m., Douglas County HS

Register online at [www.doorwaytocollege.com](http://www.doorwaytocollege.com) & check for more classes and locations

### College Fairs (Register online [GoToCollegeFairs.com](http://GoToCollegeFairs.com))

Colleges That Change Lives	August 16, 2017	7:00 PM	Convention Center
Denver National College Fair	September 24, 2017	1:00 – 4:00 PM	Denver Mart
Out-of-State College Night	September 27, 2017	6:00 – 8:00 PM	Monarch HS
	September 28, 2017	6:30 – 8:00 PM	Lakewood HS
Greater Denver College Fair	September 30, 2017	10:00 – 12:00 PM	Mountain Vista HS
Castle View Fair	September 28, 2017	9:00 – 10:00 AM	CVHS Commons NACAC Arts
College Fair	November 6, 2017	1:00 – 3:00 PM	D CPA

## **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, and should be submitted 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.

## **ATTENDANCE**

**Refer to District Code of Conduct Policy: JH**

### **Attendance Expectations**

It is most important to a student's education to be in regular and punctual class attendance. Frequent absences from the regular classroom disrupt the student's educational process and his/her acquisition and demonstration of learning outcomes. The value of regular classroom interaction and instruction cannot be replaced by extra schoolwork, after school instruction, or by make-up assignments. Educational research shows a direct correlation between regular attendance and success in school. The necessity for consistent attendance is even more important due to the pace at which material is covered daily in a 4x4 block schedule. Colorado Compulsory Attendance law requires regular attendance for every child from the ages of six through 16 years of age and parents, guardians, and legal custodians of these students are obligated by state law to ensure the child's attendance. A student is considered "habitually truant" under state law if the student has the equivalent of 4 or more days of unexcused absences in one month or the equivalent of 10 or more days of unexcused absences in a school year. Absences due to suspension or expulsion are not considered for purposes of determining habitual truancy. Parents are notified via automated phone messenger following each unexcused absence and parents are encouraged to monitor attendance through Parent Portal on a daily/weekly basis based on the needs of the student. The District office generates weekly reports to schools indicating when contact should be made with parents/students and the level of contact to be made in accordance with attendance laws. Excessive absences may result in loss of credit in the class.

### **Excused Absences**

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

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

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

## **Extended Absences**

Absences of 3 or more days for any reason other than emergency or medical reasons require completion of a pre-arranged absence form. The form must be signed by all the student's teachers and an administrator before the absence commences. Teachers may require 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, teachers cannot be expected 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
- Reporting the absence did not occur within 48 hours
- The parent or school did not grant permission for the absence

Students with unexcused absences are responsible for work missed and are expected to complete the work for their own benefit upon return to school. Excessive unexcused absences place the student at risk of being dropped from the class with an F and receiving no credit. Because Castle View always supports student success, options in place of loss of credit may be implemented and include: required attendance at academic advisement and/or detention as a demonstration of the student's intention to progress toward graduation.

## **Absence Notification**

Parents are required to notify the attendance office on or before the day of an absence. In order to do so, parents or guardians should call CVHS attendance line at 303-387-9002 within 48 hours of the absence.

- Please know that absences not excused within 48 hours will be recorded as unexcused and disciplinary consequence may be assigned.
- Absences will not be excused for students who leave campus during unscheduled time and do not return, unless pre-approval has been obtained through the office or unless the student produces a doctor/dentist note.

**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, a detailed parent/guardian note should be delivered or a phone call should be made to the attendance office at least 2 hours prior to the desired time of dismissal. Attendance secretaries will not answer attendance phones after 1:00 p.m. so that daily attendance can be reconciled. If an unexpected emergency necessitates that a parent have a student released after 1:00 p.m. and no previous notice has been made to the attendance office, the parent needs to come into the school building and sign out the student in person. The notification information for all passes should include:

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

The student may pick up the pass 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 the absence being recorded as unexcused.**

## **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:**

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

## **Academic Sanctions**

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

A student who 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. Students with 5 or more unexcused absences or 10 or more total absences to an individual class must attend a school truancy meeting with their parent/guardian. The dean of students will facilitate this meeting and determine appropriate consequences.

It is the policy of Castle View High School to always work for student success. Options in place of loss of credit may include: implementation of required attendance at advisement and/or Saturday School to demonstrate the student's intention to progress toward graduation.

## **Suspension**

Suspension is the result of a serious academic or disciplinary infraction. The loss of instructional time cannot be replaced. However, students are allowed to make up work missed as a result of suspension for credit. Students must follow the policy of one day of makeup time for each day absent + one day. 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 are not calculated 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 is considered a form of absence. Classroom instruction is bell-to-bell. When students arrive late to class, they miss introductory comments and instruction necessary for the smooth operation of class and delivery of instruction. Additionally, they disrupt the learning environment for others. If tardy, students are to report directly to class, unless they are more than 10 minutes late, at which time they must sign in at the attendance window.

Each teacher is responsible for tracking tardies and taking appropriate action for students with excessive tardies. Those actions could be, but are not limited to:

- 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 after-school detention will result in a referral to an administrator. Tardies in excess of ½ of a class period will be treated as an unexcused absence.



### **Ditch Day**

“Ditch Days” are not sponsored or condoned by Castle View High School or Douglas County School District. Absences that cannot be verified and that are not approved by the principal will be recorded as unexcused. Students participating in these activities will be subject to disciplinary action in accordance with standard attendance policies

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

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

### **Attendance Contract**

Students with unique attendance-related problems may be placed on a personalized attendance contract to meet their individual needs. In these instances, students are held 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. The student could also incur loss of credit or withdrawal from Castle View High School for lack of attendance. Students on an attendance contract are expected to maintain a full schedule with no administrative option.

## **ATHLETICS AND ACTIVITIES**

**Refer to District Code of Conduct Policy: JJI**

CV students are encouraged to actively participate in one or more of the many athletic teams, clubs, and/or activities available to them. Student participation not only develops a connection to the school community, but also encourages leadership skills and fosters friendships. Students who are involved in their school demonstrate better attendance and higher achievement.

## **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. A club/activity is not officially recognized or placed on the Castle View website 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 extra-curricular activities is encouraged as a part of Castle View High School's total educational programming. In order to enjoy the privilege of extra-curricular 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. It is the responsibility of each coach or sponsor to submit a list of participants to the activities director prior to student participation. Students who have not attended at least 1/2 of any given school day will not be allowed 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 are expected to attend school the following day. Academic eligibility is determined weekly.

## **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 eligibility requirements as determined by the CHSAA & CVHS, listed below:

### **ACADEMICS:**

- Students who are enrolled in 3 classes each term are registered for the equivalent of 1.5 Carnegie units of credit.
- During the period of participation, the student must be enrolled in courses, which offer, in aggregate, a minimum of 1.5 Carnegie units of credit per term and must pass a minimum of the equivalent of 1.5 Carnegie units of credit. An Incomplete grade is not considered to be a passing grade.
- During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must pass a minimum of the equivalent of 2.5 Carnegie units of credit.
- Eligibility will be checked each week. A report will be provided 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 will be allowed to participate in any activities or events. All participants should understand the following:

- It is a privilege and honor to wear my school colors.
- I am a leader in and out of uniform.
- My actions are a reflection of myself, my family, my school, and 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, 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.

Although some prohibited behaviors listed below refer to DCSD's Code of Conduct, because these training rules are in effect at times and in places when the Code of Conduct may not be, and because students who participate in activities are held to higher behavioral expectations than other students, the Principal or designee may determine that a student's conduct constitutes grounds for 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 will be suspended from a current or future event.
- Second offense: The student will be suspended from all activities throughout DCSD for 1 full year from the date of the infraction.
- Third offense: The student will be suspended from all activities throughout DCSD for 1 full year from the date of the infraction, except that if a second offense suspension is still in effect, then the date of the third offense suspension will not begin on the date of the infraction, but rather will begin on the day after the second offense suspension ends.

### **Tobacco Consequence Only**

- First offense: The student receives a warning and must attend site-based tobacco education course or perform community service and is suspended from a current or future event.
- Second offense: Activities student will be 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 be eligible for the following lesser second offense penalty: The student will be suspended from the remainder of the season of the activity he or she was participating in at the time of the conduct and, upon proof that the student has successfully completed an intervention class chosen by the school activities director, the student will only be suspended from the first 50% of the regularly scheduled contests that the student participates in for an entire season.
- Third offense: The student will be suspended from all activities throughout DCSD for 1 full year from the date of the infraction, except that if a 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 will begin 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 extra-curricular activities is encouraged as a part of Castle View High School's total educational programming. In order to enjoy the privilege of extra-curricular 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. Academic eligibility is determined weekly.

### **Athletic Participation Requirements**

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

- Emergency Information Card
- Interscholastic Participant Form
- Athletic 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
- Athletic fees will be refunded anytime a coach determines the athlete lacks the athletic ability to make the team and will be refunded on a prorated basis if the student moves from the school's attendance area or from the district; the fee **will not** be refunded if a student quits a sport or is dropped from the team for disciplinary and academic reasons.
- Athletes will ride the bus, when provided, both to and from all athletic events unless arrangements are made with the coach 24 hours in advance. In case of emergency or extreme situations, a student may leave with his or her own parent only if that parent speaks directly to the coach at the time the player leaves.
- Athletes may not join another sport in the same season in which he/she is removed from participation for disciplinary reasons.
- Athletes may not join another 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 be denied participation in a sport for the rest of the season if he/she violates Sections 1 (a, b, c,) of the District Interscholastic Athletic Regulations.
- Athletes will be denied participation in a sport for the rest of the season for intentional equipment or facility abuse and will be responsible to pay for damages before being allowed to participate in any further athletic program at CVHS.
- Athletes are responsible for securing all items in a locked locker in the designated locker room.
- The above code is a minimum Code of Conduct. Any sponsor or coach may use a more strict set of rules.
- Athletes are expected to 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 will be allowed to participate in any activities or events. All participants should understand the following:

- It is a privilege and honor to wear my school colors.
- I am a leader in and out of uniform.
- My actions are a reflection of myself, my family, my school, and 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.

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

## **Prohibited Behaviors**

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

## **Consequences**

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

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

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

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

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

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

#### **OTHER:**

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

## **ADVISEMENT**

Advisement is an integral part of Castle View High School's educational programming, as it supports the 3 Rs – rigor, relevance, and relationships. Students are assigned to advisement teachers based on their academy selection. Advisement carries a non-credit Satisfactory/Unsatisfactory grade that is reflected on the transcript but not calculated in the cumulative GPA. CVHS believes attendance and productive use of advisement is crucial to academic success.

**Pride Advisement is not an Open Campus option for any grade level.** Students are encouraged to remain in the building and use it for the purposes which it was intended – relationship building and academic assistance.

**During Pride Advisement** on Tuesday and Thursday, 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. Because of the importance of developing relationships that support school success, 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 excepted from this rule. Failure to attend may result in disciplinary actions. At graduation, students are seated by advisement class and their names are called by their advisement teacher. Pride Advisement is an opportunity to provide information to students, allow for quiet study, and participate in CVHS activities without interrupting instructional time. **Pride Advisement is a no-travel time for all students.** No passes will be given or honored for students to travel to any location in the building.

**Academic Advisement** is scheduled for 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. Student travel may be directed to a specific location by the advisement teacher based on a review of academic and attendance status of the student. Food and drink except water is confined to the commons area during Academic Advisement. A student may be restricted to the advisement room for failure to use Academic Advisement for academic assistance as directed by the advisement teacher. Follow up on academic progress is monitored by the advisement teacher. All students are expected to attend and participate in one of the options provided during Academic Advisement.

## OPEN/CLOSED CAMPUS

### **Castle View High School Open Campus Option**

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. The open campus opportunity is a privilege extended to students by the school that allows students to make choices about their unstructured time. Students who have open campus option may arrive and depart the campus during unscheduled time without checking out or checking in. Lunch on campus is optional for these students. However, with additional freedom comes additional responsibility. Students are required to follow standard attendance expectations for punctuality and regular attendance to their scheduled classes and advisement. Additionally, student academic performance should not suffer as a result of open campus privileges. **Failure to follow attendance guidelines or academic expectations will result in disciplinary consequences, loss of open campus option, and/or possible academic sanctions.**

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

Castle View High School is not responsible for a student's 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 with open campus option who choose not to leave campus during unscheduled time are:**

- Commons, if available
- Patio
- Library
- 9000/8000 Study Area

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

### **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

### **Procedures for Leaving Campus**

10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students who have open campus option may leave during unscheduled class time and/or lunch. Exiting by car down the bus lane is prohibited. Open campus option students who leave campus during unscheduled class time and/or lunch must return and be in their assigned classroom by the time the tardy bell rings. Absences will not be

excused for students who leave campus during unstructured time and do not return, unless pre-approval has been obtained through the attendance office or the student produces a doctor/dentist note. Re-entry to school is restricted to the front doors or commons doors only. Students who return from open campus option before students are released from the commons at the end of lunch should remain in the commons area and not enter main hallways and/or pod areas.

### **Closed Campus Option for Ninth Graders**

Ninth grade students will follow a closed campus model. They are required to be on campus from arrival 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.

## **GENERAL STUDENT INFORMATION**

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

- All posters/flyers and signs must be approved by the Activities Director or designee and have an official stamp.
- Only posters/flyers advertising school-sponsored activities will be approved.
- All posters/flyers should be removed by the sponsoring organization immediately following the event.
- No posters/flyers are permitted outside the building or placed on cars.
- No posters/ flyers may be attached to a glass, brick, wood, or painted surfaces.
- Posters/flyers attached to bulletin boards or tack strips will be done so with staples.
- Communication is limited to one poster/flyer per bulletin board/tack strip.
- Posters/flyers requiring a ladder will be hung by custodians.
- "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 will be posted.
- Posters/flyers may not be posted earlier than two weeks prior to the event.
- Posters/flyers not following guidelines will be removed 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 those items be taken through the halls or classrooms because of the disruption they cause to the learning environment. This includes birthday and Valentine's Day deliveries. We ask that parents celebrate these occasions at home.

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

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

### **Media**

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

### **Solicitations**

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

### **Textbooks**

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



## **Identification Cards**

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

# **VEHICLE REGISTRATION, OPERATION, AND PARKING**

Parking privileges will be granted to licensed drivers in 11<sup>th</sup> and 12<sup>th</sup> grade only.

**The use of the student parking lot is a privilege, not a right,** and all CVHS students are expected to follow the vehicle registration, operation, and parking rules. All 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. **If a vehicle is parked on campus without a valid parking hang tag or the vehicle violates registration, operation, and/or parking rules with or without a valid parking tag, the driver is subject to ticketing, fines, disciplinary action, booting, towing, and/or loss of parking privileges for the remainder of the school year without a refund of the parking fee.**

## **Parking Passes and Registration**

The Board of Education's yearly student parking fee is \$50.00 per student. A fee of \$25.00 is charged per student for the second semester only. Only ONE permit is issued 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 each vehicle must be registered and the required information provided. 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 the car is parked on school grounds. Students are not allowed to 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 a parking tag is issued:**

- **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**

**None of the items will be taken individually. All items must be current; no expired items will be accepted.**

## **Parking Guidelines**

Parking is allowed only 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, indicated with yellow lining, on the north and south ends of the building. This includes the yellow striped area behind the gym and 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. **Students who park without a valid parking tag or who park in unauthorized areas are subject to ticketing, fines, disciplinary action, booting, towing, and/or loss of parking privileges for the remainder of the school year without refund of the parking fee. DCSD and CVHS are not responsible for damages or towing costs if a vehicle is booted or towed due to violation of parking provisions.**

**After a 3<sup>rd</sup> 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, a report is made to Castle Rock Police. 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 may be searched by administration/security at the discretion of the principal. No tobacco or tobacco paraphernalia, drugs or drug paraphernalia, or alcohol is allowed on school premises or in cars at any time. "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
- 3<sup>rd</sup> VIOLATION - \$20 FINE - Fee Assessed in IC & Parent Email Notification
- 4<sup>th</sup> VIOLATION - \$20 FINE - Fee Assessed in IC, Phone Call Notification to Parents, Discipline Referral, & Loss of Parking Privileges Warning
- 5<sup>th</sup> VIOLATION - \$20 FINE - Fee Assessed in IC, Phone Call Notification to Parents, Discipline Referral & Loss of Parking Privileges

**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.**

**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 will be 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 may be removed from cars between 3:15-4:30pm by contacting school security.

***ANY STUDENT WHO TAKES A FRESHMEN 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, bicycles and motorized scooters may not be ridden on campus.

**Skateboards/Roller Blades**

The use of skateboards and roller blades on school property is prohibited at all times. Skateboards may not be carried in the building and are to be stored in a locker from arrival until departure. Such items may be confiscated by school administrators or staff when used in an inappropriate location or manner.

## HEALTH SERVICES

Refer to District Code of Conduct Policy: JLCD

### Accidents and Health Information

Douglas County Schools do not have a full-time nurse on staff at each school. If a student becomes ill, he/she should ask permission from the teacher to come to the health room, which is 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 be provided to transport the student to the office. **Students who are ill must report to the health room for evaluation by the health assistant prior to calling parents and leaving school.** Students may be admitted to the health room and allowed to stay for a limited amount of time, depending on individual circumstances, before being sent back to class or being picked up by parents. Parents/guardians will be contacted to give the staff further instructions. Students leaving school due to illness without following checkout procedures will be recorded as unexcused. All parents should have an updated Student Health and Emergency Information page in IC for occasions when staff is unable to contact the parents. Students are limited to a 15-minute stay in the clinic before being sent back to class.

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

## SAFETY AND SECURITY

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

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

### Access to the Building

In order to provide a safe environment for students and staff, access to the building is restricted to the front doors (6:00am-4:30pm) and doors to the commons (7:00am-2:55pm). All other doors are not available for students to enter. All doors are accessible as exits. Students who open locked doors to allow entrance by students, staff, or visitors are subject to disciplinary consequences.

### Visitors to the School

It is the policy of the Board of Education and CVHS to encourage parents/guardians to visit school. DCSD will make reasonable efforts to accommodate parent/guardian requests to visit a school, yet it also recognizes concerns for the welfare

of 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 no unauthorized persons enter the building with wrongful intent and that the educational process or other school operations are not disrupted, all visitors must report to the security office and provide a government-issued photo ID to receive a visitor's pass. The ID will be scanned using the Raptor System and a visitor pass generated. This requirement does not apply when visitors are attending events.

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

### **Trespassing**

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

### **Animals in School**

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

### **Lockers And Locks**

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

### **Personal Items**

**Castle View High School is not responsible for students' personal property. Lockers should not be used to store money or valuable personal items.** 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. Any valuables should be kept in the student's possession at all times and not left in unattended purses, backpacks, or classrooms. Loss of expensive personal items should be reported to the SRO.**

### **Lost And Found**

Lost and Found is located in the security office. Security hours are 6:00am– 4:30pm. Student should turn in any found articles promptly and check there for any lost items. Items will be held by security for one term, at which point they will be donated to charity. If large sums of money or valuable personal items are brought to school, it is at the student's own risk and should be carefully monitored by the student at all times.

### **Identification Cards**

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

### **Laser Pointers**

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

### **Use of Video Cameras**

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

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

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

## **EMERGENCY SITUATIONS**

### **Planning/Preparation**

Castle View High School administration, staff, and district security, in conjunction with the town of Castle Rock and Castle Rock Police and Fire Departments, work collaboratively on an ongoing basis in the planning and preparation of responses to a wide range of emergency situations. Emergency planning and preparation, as well 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.

### **School Security**

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

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

Castle View High School, in partnership with the town of Castle Rock, has a school Resource Officer (SRO). The SRO program is designed to provide 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. The SRO is designated specifically to Castle View High School and does maintain an office on campus.

### **Text-a-Tip**

Schools are required by law to provide an anonymous method for students to notify the administration of safety concerns. Students may access Text-a-Tip by downloading the Text-a-Tip app on any phone or device. The use of Text-a-Tip 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. Text-a-Tip is not to 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 emergency 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.

## **DRILLS/CRISIS SITUATIONS**

### **Fire Drills**

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

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

### **Shelter in Place**

When a tornado or severe thunderstorm is approaching the school, students and staff members will be informed by a special announcement over the P.A. system. Everyone should follow the instructions of their teacher or supervisor immediately and without 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 will be expected to remain at the designated area until the "ALL CLEAR" announcement is issued.

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

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

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

Students are directed to a safe location within the building and remain there with adult supervision until the situation has been resolved. Classroom instruction can continue during a lock out. Exterior doors are locked and monitored, and no one is allowed to enter or leave during a lock out unless authorized by the incident commander or his designee.

### **911**

In each emergency situation, the magnitude of the emergency must first be assessed 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 emergency situations, students will be released when the situation is deemed safe for all students, staff, parents, and community members. In certain warranted situations, parents and community members may be asked to 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 may be closed or require a delayed starting time. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over radio and television stations, as well as on the area weather hotline (303-387-7669) and the school district's website, [www.dcsdk12.org](http://www.dcsdk12.org). Reports in the morning will occur between 5:00am and 8:00am. If no report is made, it can be safely assumed that school will be in session at the regularly scheduled time. **PLEASE DO NOT CALL THE SCHOOL**. Telephone lines must be kept open for emergencies. A delayed schedule means high school starts 90 MINUTES later than 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 are urged to 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, up to three additional days are scheduled for storm make-up days (see calendar).

## **STUDENT CONDUCT**

**Refer to District Code of Conduct Policy: JIC/JICDA**

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

### **Due Process Information**

Each year, Douglas County Schools provide students and parents access to updated information on the District and CVHS websites regarding school board policies and state laws which govern student behavior in the schools. 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. Students are held responsible for the information provided in the District Code of Conduct and the CVHS Student Handbook. A student signature is required as proof of receipt of the information. It is every student's and parent's responsibility to be familiar with and understand the policies outlined in the District Student Code of Conduct and Discipline and the CVHS Student Handbook.

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

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

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

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

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

## **STUDENT DRESS**

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

The 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. Students are encouraged to dress appropriately for all school activities and parents are encouraged to monitor student dress to support the positive learning environment. Part of the school's responsibility is to prepare students to enter the work place with an idea of employer expectations for a reasonable dress standard.

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

**Guidelines for Proper Attire at CVHS:**

- School attire should adhere to accepted standards of decency.
- Hats, hoods, bandanas, and/or sunglasses cannot be worn on campus during school hours unless the student is involved in an outdoor P.E. activity. Headwear should be stored in a locker or backpack upon entering the building. Hats will remain off until the student exits the building. Headwear worn in the building will be confiscated and returned at the end of the term in which it was surrendered.
- Clothing must cover the mid-section and chest – no strapless, halter, spaghetti strap (straps must be 2 fingers wide) or tube tops.
- No shorts or skirts shorter than an extended arm with a closed fist.
- Leggings must be covered with skirts, shorts, or long shirts.
- Clothing should be clean and in good repair.
- No visible undergarments.
- Pants must fit the student’s waist; they must be large enough to be pulled up to the waist and must not sag below the waist.
- Shirts must be worn at all times when on campus.
- Dress should not pose a threat to public or personal health or safety in the classroom.
- Shoes must be worn at all times while on campus.
- Personal grooming and/or dress should not be disruptive or distracting to classroom activity or student behavior.
- Clothing or personal possessions that advertise 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.
- Clothing that, by virtue of color, arrangement, trademark, or other attribute, denotes membership in gangs is prohibited.

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

**LIBRARY/MEDIA CENTER & TECHNOLOGY USE**  
**Refer to District Code of Conduct Policies JICJ/JICJ-R**

**LMC Hours of Operation**

Monday – Thursday 7:00am – 4:00pm  
Friday 7:00am – 3:00pm  
Weekends- CLOSED

**LMC Policies**

- 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.
- No food or drink may be brought into the LMC, except H2O, which must remain away from computers and stacks.
- Up to 5 books may be checked out at a time for a period of 2 weeks, at which point the books must be returned or renewed.
- Additional checkout will not be allowed if 3 or more books are overdue.



### **Overdue Materials Policy**

Books become “overdue” the day after the two-week circulation period ends. Students are notified of overdue materials through their advisement teacher. A replacement cost will be assessed for books, magazines, and other materials that are lost, damaged, or destroyed. These costs will be placed 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 student internet access is permitted.** The agreement clearly states the student’s responsibilities with regard to use of the internet. If a student violates any of the guidelines, his/her account will be terminated and future access could be denied. Possible disciplinary action could also result. Copies of the “Internet User Agreement” are available in the main office. Permission slips will be valid for one school year only.

### **Technology Use**

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

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

Consequences for violating any of the above will result in 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 any item removed from the LMC to be checked out before being removed and returned on time so that others may have access to the materials.
- Respect for the privacy of electronic databases and files which belong to LMC management, teachers, or other students.

## **STUDENT POSSESSION AND USE OF PORTABLE ELECTRONIC DEVICES**

**Refer to District Code of Conduct Policy: JIHA**

Cell phones may be used before and after school, during passing periods, during lunch, and during advisement time if the student is in the commons or on the patio. Students are not allowed to use cell phones for text messaging, taking or receiving calls, checking time, accessing calendars, calculating, or taking photographs, videos, or audio recordings during instructional time unless authorized by the teacher for academic purposes. 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 provided in the main office for students who need to contact parents. Inappropriate use of cell phones or other electronic devices may result in the item being confiscated and turned in to the main office, where reasonable care will be taken of the item. Students who refuse to relinquish their electronics when requested may be removed from the classroom, as they have committed insubordination, and are subject to disciplinary action.

**There is a hold policy on all confiscated electronics until the end of the day.** The confiscated item can be picked up by the student 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 3 or more offenses occur within the course of a year, the student will be placed on a contract requiring the electronic device be left in the main office each day from arrival until departure from school.

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

The use of headphones in the classroom is up to the discretion and decision of each individual teacher. Students are expected to follow the rules as specified by each teacher and respect those rules.

In certain emergency situations, the use of cell phones can be a danger. Please do not use cell phones in crisis situations such as lockdowns or lockouts unless informed by your teacher that it is safe 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 considered bullying and students who engage in this behavior risk the loss of electronic media use at school, as well as disciplinary consequences.

## 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 are expected to exhibit responsible behavior in the commons area.

Students are to:

- Dispose of litter and garbage in the trash/recycle barrels provided.
- Confine eating to the table area of the commons and the outdoor patio. **Food is not consumed 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. Food and/or beverages, with the exception of water, are not consumed in the hallways, stairways, academy pods, or main lobby.
- Refrain from throwing food and/or drink. Throwing food or drink is grounds for suspension from school.
- Refrain from carrying backpacks through the food service line.
- Refrain from removing food items without paying.
- Refrain from activities regarded as “horseplay” or “roughhousing”.
- Comply with reasonable requests by staff or custodians with regard to behavior in the commons area.
- Refrain from sitting on the eating surface of commons tables.
- Refrain from playing hacky sack inside the building – the patio is the designated area for this activity
- Remain in the commons during lunch and do not lift the gate to the lower hallway. Access is prohibited 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.

## HALLWAY/CLASSROOM BEHAVIOR

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

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

## DANCE/SOCIAL FUNCTION BEHAVIOR

### 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 will not be permitted to re-enter.
- Students are expected to be picked up by parents promptly at the conclusion of the event.
- **Students will not be admitted to the dance if dressed inappropriately for a school function. Two CVHS dances are considered semi-formal events (homecoming and prom).**

#### **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 and no see-through sides or bare sides
- No bare midriffs

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

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

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

### Dancing Behavior

Students who do not maintain an appropriate style of dance will be asked to stop once and once only. Lewd and inappropriate dancing will not be tolerated. 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 who are confronted about their dance behavior will face the following consequences.

- 1<sup>st</sup> 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 (wrist band will be removed if applicable).

- 2<sup>nd</sup> offense – (absence of wrist band if applicable) students will be removed from the dance by a CVHS administrator. This may make him/her ineligible to attend future dances. Parents will be notified by the student of his/her removal from the dance.

## **FORGERY**

Any form of forgery will be considered a serious violation of school rules and may be grounds for suspension. Forgeries may include but are not limited to: 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 DISCIPLINE** **Refer to District Code of Conduct Policy JK**

Public schools provide students with the opportunity for self-improvement and individual growth. School authorities have the right to control student conduct. Students are expected to conduct themselves at all times in a manner which is compatible with the school's function as an education facility and in accordance with District policies and regulations governing student conduct and discipline. 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 be expected to share responsibility for supervising behavior of students and for seeing that students abide by the established rules of conduct.

### **Teacher Supervised After-School Credit Recovery/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 to eat lunch 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 security team and is held in room 8450. Deans will inform parents of lunch detention assignments.

Because lunch detention should be time spent productively, students will be expected to 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.

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

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

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

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