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Vision: Commitment to Excellence (A Commitment to Excellence- Measurably delivering beyond expectations)

Mission: We develop and honor the curiosity of our students by uncovering their passion for, and motivation to learn, in a fun and relevant environment, creating dynamic citizens who will strengthen their community and add to the narrative of Rangeview High School.

Core Values:

<table>
<thead>
<tr>
<th>Accountability</th>
<th>We believe it is a personal choice to rise above one’s circumstances and demonstrate the ownership necessary for achieving desired results. “See It, Own It, Solve It, and Do It.” (QBQ)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passion</td>
<td>We believe that our passions result in limitless possibilities. We strive to inspire and create citizens who can create their own solutions and transform their possibilities into realities.</td>
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<tr>
<td>Relevance</td>
<td>We believe if students are to enjoy greater academic success, they must believe in themselves, be excited about their learning and see the link between what they learn today and who they want to become tomorrow.</td>
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<tr>
<td>Fun</td>
<td>We believe that a fun work environment intentionally impacts the attitude and productivity of all members of its community.</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
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<td>--------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Lisa M. Grosz</td>
<td>Principal, Instructional Leadership</td>
</tr>
<tr>
<td>RyAnn Nelson-Jaiyesimi</td>
<td>Assistant Principal, Instructional Assessment and Planning</td>
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<tr>
<td>Jennifer M. Rahn</td>
<td>Assistant Principal, Instructional Improvement and Professional Development</td>
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<tr>
<td>Tammy D. Strouse</td>
<td>Assistant Principal, Activities/Instructional Resources and Planning</td>
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<tr>
<td>Caleb Tucker</td>
<td>Assistant Principal, Instructional Improvement and Professional Development</td>
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<tr>
<td>Shawn Palmer</td>
<td>Athletic Director/ Instructional Support</td>
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<tr>
<td>Terry Anderson</td>
<td>Dean of Students</td>
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<tr>
<td>Yvonne Cunningham-Csehi</td>
<td>Dean of Students</td>
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<tr>
<td>Ryan Sladek</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>DeLisha Boyd</td>
<td>Dean of Students</td>
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</tbody>
</table>
## Rangeview High School
### 2019 - 2020 Bell Schedule

<table>
<thead>
<tr>
<th>Periods</th>
<th>Monday - Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period 1</strong></td>
<td>7:30 to 8:28</td>
</tr>
<tr>
<td><strong>Period 2</strong></td>
<td>8:33 to 9:31</td>
</tr>
<tr>
<td><strong>Period 3</strong></td>
<td>9:36 to 10:34</td>
</tr>
<tr>
<td><strong>Lunch A</strong></td>
<td>10:39 to 11:09</td>
</tr>
<tr>
<td><strong>Period 4</strong></td>
<td>11:14 to 12:12</td>
</tr>
<tr>
<td><strong>Lunch B</strong></td>
<td>10:39 to 11:37</td>
</tr>
<tr>
<td></td>
<td>11:42 to 12:12</td>
</tr>
<tr>
<td><strong>Period 5</strong></td>
<td>12:17 to 1:15</td>
</tr>
<tr>
<td><strong>Period 6</strong></td>
<td>1:20 to 2:18</td>
</tr>
<tr>
<td><strong>Period 7</strong></td>
<td>2:23 to 3:21</td>
</tr>
<tr>
<td></td>
<td>(58 minute periods)</td>
</tr>
</tbody>
</table>

**What lunch do I have?**

**A Lunch:** If your 4th period class is Art, Physical Education, Science, STEM/CTE, Student Services or Math

**B Lunch:** If your 4th period class is Business, Journalism, Language Arts, Performing Arts, Social Studies or World Language
ATTENDANCE (all staff)

Specific information regarding the teacher duty day and teaching hours can be found in Article 13 of the Master Agreement. Teachers have a 40 hour work-week with a 30 minute duty free lunch daily. A typical duty day consists of five periods of instruction and two periods of planning. The instructional staff duty day is 7:25 am to 3:25 pm.

Supervision time may vary based on school size and needs. At Rangeview, each teacher is assigned a 30-minute supervision duty each week. If a teacher is unable to fulfill their assigned duty and cannot find a replacement, they must notify administration. Teachers should include supervision duties in their substitute plans including the date, time, and location.

Classified staff members have varied duty days and times. The main office, counseling office, and library are open from 7:00 a.m. to 3:30 p.m.

Teacher Attendance

Any staff member who knows they will not arrive on campus by 7:25 a.m., regardless of whether planning or class time is impacted, must notify the substitute clerk. If calling before 6:30 a.m., please put your absence in to Kelly Services via the link found on the RHS website under Staff Links.

- Kelly phone: 1-866-535-5998
- Aesop Website: [http://www.aesoponline.com](http://www.aesoponline.com)
- Login is your telephone number and your password is the last four digits of your social security number.

If an emergency arises and you need coverage after 6:30 a.m., please dial the main number, 303-695-6848, ext. 27622. Indicate in your message whether you will need to arrange class coverage. The substitute clerk will enter your absence into the Kelly system after 6:30 a.m. (See Staff Leave and Substitutes.)

Any staff member leaving campus during the duty day, discounting lunch, must make contact with an administrator and sign out in the main office. When signing out indicate the time you are leaving and the time you expect to be back. Except in an emergency, do not ask office staff to sign out for you.

Article 23 of the Master Agreement provides information regarding paid leave. Please read the master agreement on the APS website for more information regarding paid leave. Please make an effort to avoid personal appointments during the duty day, including professional development and duty times. If the principal feels that it is necessary, the employee may be required to furnish a medical statement.

Classified staff requesting paid health leave will follow the same procedure as licensed staff. (see above)

Article 33 of the Master Agreement provides information regarding unpaid leave. Teachers may submit a request for unpaid leave for up to one calendar month. The leave must be granted by the Superintendent or the Board. Unpaid leave is not typically granted to permit an employee to work elsewhere.

Classified staff requesting unpaid leave will follow the same procedure as licensed staff. (see above)
Article 34 of the Master Agreement provides information regarding Special Leave. Teachers may request three duty days per school year for Special Leave. Special leave is intended to provide an opportunity for teachers to attend to personal matters and may not be used for recreational purposes. No Special Leave is granted on the day before or the day after a holiday or vacation period unless the teacher wishes to attend the high school or college graduation of an immediate family member.

Please note, in compliance Article 34 of the AEA Agreement, the district limits the number of personal day slots each day. The district’s approval is primarily based on first-come-first-serve.

Classified staff requesting special leave will follow the same procedure as licensed staff. (see above)

**Staff Leave and Substitutes**
Teachers need to be familiar with leave provisions as outlined in the current APS teachers’ contract. It is important that you report your absence online in the AESOP - Kelly Services system before 6:30am. The link for AESOP/Kelly is on the Rangeview website under Staff Links. The online system is in operation 24 hours per day, 7 days per week. All absences must be reported whether or not a substitute is needed.

Classified staff are also required to report absences in the AESOP/Kelly system.

The AESOP/Kelly system will not allow you to report an absence after 6:30. If this emergency situation occurs, please call the substitute clerk at 303-695-6848 Ext. 27622 as soon as possible to report your absence. Substitutes must work the entire duty day, including planning periods for teachers. If you pre-arrange a substitute, please do not advise them to report late or leave early due to a planning period. Substitutes must be available to cover other classes during emergency situations.

**School Business Leave (District)**
Staff members who plan to be out for district school business must have administrative approval. There is a set amount of days for business leave. Contact the substitute clerk for help with business leave.

**School Business Leave (School-Funded)**
Staff members who plan to be out for school-funded meetings or events.

**Jury Duty/Witness Leave**
Please report your absence in AESOP/Kelly as soon as you confirm your jury duty summons or when you receive a subpoena. Please turn in your subpoena or the jury duty form that you receive from the jury commissioner to the substitute clerk when you have completed your leave. Human Resources must have documentation for jury/witness leave.

**Substitute Unavailability**
When substitutes are unavailable the following steps will be taken by the substitute clerk:
1) In-building substitutes will be used during planning periods;
2) Part-time teachers will be offered sub pay;
3) Teachers who traditionally volunteer to sub on their plan periods to earn extra pay will be asked to cover;
4) Teachers will be asked to cover using an alphabetical schedule by planning period. Per the AEA Master Agreement, staff may not opt out of this request. Staff members who cover a class will be compensated.

5) Available administrators;

6) Educational assistants, paraprofessionals or clerical staff who are qualified may be asked to substitute. Contact your administrative liaison or the substitute clerk if you have questions.

**Emergency Lesson Plans**

All teachers must submit emergency lesson plans (RHS Sub-Plan Template) to the substitute clerk by the end of the first week of school. Lessons should be engaging and provide students with a quality learning experience for the entire class period. Emergency lesson plan information should also be provided to the department chair so they can supplement where needed and support the substitute. The substitute clerk will make the plans available to the substitute in the case of an emergency.

**Attendance: Staff Professional Learning and Professional Learning Communities**

To support Blueprint APS and the Rangeview mission and goals, RHS teachers are expected to attend and fully participate in building and district professional development including in-services and weekly PLC meetings.

Professional Learning Communities are an essential part of who we are at RHS and in APS. PLCs improve student achievement and growth by allowing teachers time to look at common data and to share their best practices and ideas with each other. PLCs should continually ask:

1. What do my students know and are able to do based on grade level standards?
2. If they did not meet grade level benchmarks, how do I plan to reteach using best practices (modeling, small group instruction, workshop model, etc.)?
3. How do I reassess to ensure they have mastered the standard(s) being taught?

Every teacher is a member of a PLC based on a common class or common skills being taught within a department. It is the expectation at RHS that PLCs meet a minimum of once a week throughout the school year during common planning time.

**EXPECTATIONS**

**Classroom Supervision**

Absences from a classroom and/or locker room that a teacher is responsible for supervising are not acceptable, no matter how short the duration. Courts have ruled in many cases that a teacher's absence from the classroom was the proximate cause of a pupil’s injury, and that the teacher was liable for damages. If it becomes necessary to leave their room, request help from an administrator or another staff member. A monitor or an educational assistant can supervise a class if a teacher is not available to cover a class in an emergency.

**Building Supervision/Duty**

DutyTime: 30 min each week during one of your planning periods
Expectations for duty time are below:

- When you are on duty, please ask students where they are coming from, where they are headed, and if they have a pass.
- **If students do not have a pass, they must return to class to get one.**
- If a student does have a gold or red pass, please look at it to make sure it is current. Students have abused this in the past by ditching with old passes.
- **If a student does not respond, or is defiant in any way, please radio a campus monitor with your name and location student is headed.**
  - An example of what you could say is, "This is _________. I have a student heading up the south stairs and is ignoring me/not showing me their pass/etc. Can I please have a campus monitor for support?". Please write a referral.
- Duty person does not need to follow student.
- **If student uses profanity toward you, they will be suspended.**

If you have duty in the Commons:

- Please make sure the red doors going into the academic hall are closed. No students should be going in and out of these doors unless they are just arriving for the day or have a pass to the office or nurse.
- **No student is permitted to go to the Locker (School Store) unless they have an off period. You can see if they have an off period by checking the back of their ID. They will have a sticker with their off period written on it.**
- If students enter the Commons while your are on duty, please check their ID to ensure they have the class period off and are not ditching.
- **Please do an ID check in the Commons for students who are sitting at the tables within the first 5 minutes of your duty.**

Important Information:

- Student assistants have a gold lanyard. If they are walking around without it, they need to return to their teacher/staff member to get one.

**Locking Classroom Doors**

For safety and security reasons, when a staff member leaves the classroom, including gyms, theater, dance room, weightroom, etc, you MUST lock doors to those spaces.

**Food in Academic Areas**

Students are permitted to eat and drink in the Commons or outside of the building only. Food and drink, with the exception of water, is not allowed in instructional areas or classrooms.

**Dress Code: Staff**

The general appearance of all school district employees, especially those who interact with the public, is an important aspect of the professional image the Board of Education wishes the district to reflect. In general, staff dress should be consistent with the essential functions of the job and reasonable standards of professionalism, safety, cleanliness and hygiene. In most cases, the staff dress code is
business to business casual. Fridays are Rangeview Spirit Days and Rangeview clothing with jeans is acceptable.

**Mail and Mailboxes**
Each staff member will be assigned a mailbox in the main office. Staff members should check their mailboxes daily. Because some of the material in the mailboxes is of a confidential nature, it is advised that students should not be assigned the task of picking up staff members’ mail. Items too large for the mailbox will be placed outside the bookkeeper’s office and a notice will be placed in the staff member’s mailbox.

**Personal Mail/Packages**
The delivery of personal mail/packages during the school day, once in a while, is acceptable. However, excessive or personal business items delivered to school on a regular basis is not acceptable.

**Inter-School Mail**
Mail may be sent to other district schools and administrative offices through inter-school mail. An out-box is located under teacher mail boxes near the storage room as are inter-school envelopes. Please return inter-school envelopes to the shelf next to the outgoing mail.

**Copy Machines**
In order to use a copy machine you must have your own personal identification number and receive training. You may obtain your identification number from the bookkeeper. This number is used to count the number of "clicks" to be charged to your department each month.

Students are not allowed to operate copy machines.

If there is a copy machine problem, notify the bookkeeper for assistance.

**Extra Duty Opportunities and Pay**
Staff members who work extra duty, which includes athletics and activities, will be paid at a rate of $19.00 per hour. Staff members who wish to sign up for extra duty may contact the athletic/activities secretary.

**Assessment Forms and Fines**
Staff should assess fines for lost books, classroom materials, etc. each semester. A copy of the assessment form should be given to the student, the bookkeeper, and one should be retained for the teachers records. If you do not give a copy of the assessment form to the student, an email should be sent to the bookkeeper with the fine information.

All textbooks must be checked in using Destiny. The teacher should ensure that the student turning in the book corresponds with information in Destiny. Grade cards and transcripts will be held for lost books and unpaid fines. Seniors may not pick up their cap and gown until all fines are paid, and underclassmen will not be able to pick up their schedules at check-in unless all fines are cleared or a payment plan is developed. Staff must notify the bookkeeper as soon as fines are cleared. Assessment forms are available from the bookkeeper.
Financial responsibilities for a class or program should be discussed with students at the beginning of the semester or year. Students should not be given materials before payment is received. Teachers should not collect cash. All payments should be made directly to the bookkeeper or paid directly online through the Pay-For-It system.

**Smoking Areas**
Rangeview High School is a Tobacco Free Campus.

**Lounge Use, School Store, Concession Stand, and Clean Up**
Public places are used by all staff members. Please clean up your own mess (wash dishes, clean appliances, wipe up spills, etc.). Cover food in microwaves and clean microwave after use.

**COMPUTER GUIDELINES**

**General Expectations**
Computers at Rangeview are available for the use of students, faculty and staff. When using the computer, you agree to comply with the conditions stated in the Internet Acceptable Use Policy (AUP) and other guidelines outlined below. Teachers are responsible for supervising students when classes are in a lab or using computer carts.

All computers are purchased with public funds, and are intended to be available primarily for student use directly related to course work. Unless students are with a class, they must always ask for permission before working on a computer. Individuals using computers may have to sign a user log. Users must identify themselves and/or provide a student ID when requested to do so by a member of the lab staff.

An academic atmosphere is to be maintained at all times. Be considerate of other users; a computer work area is not a social club. There will be no excessive, loud or offensive talking. Inappropriate language or behavior will not be tolerated.

School computers do not have space for students to store data files. Students should be sure to backup in their Student UserDirectory on RHSMEDIA or on flash drives.

All computers at Rangeview are required by law to adhere strictly to copyright and licensing requirements that govern software and hardware use. Any attempt to copy software for personal use or use on other computers is illegal. Materials in the public domain (Freeware) may be copied without cost or penalty, but you must receive permission prior.

Game playing is prohibited at all times. Use of social media during school business hours may result in disciplinary action.

When printing, limit the number of pages to be printed. If a printer does not respond to a print command, do not repeat the command. Contact a lab assistant or adult for help.

Under no circumstances shall any system or program files be altered. This includes the background, desktop layout, screensavers if equipped, etc.
Intentional breakage, misuse, and/or theft of equipment and/or software will result in disciplinary action.

Violations of these regulations constitute cause for the revocation of all user privileges and may result in formal disciplinary action by Rangeview administration and/or restitution for any damages to equipment or software in the lab.

Cyber bullying is the act of being cruel to others by sending or posting harmful material using the Internet, cell phone, or any social media. Any student engaged in cyber bullying will face disciplinary action. Cyber bullying is a criminal offense and police will be notified.

**Hall Passes**
Staff members will be given and must use a plastic hall pass with their name engraved on it and a pad of goldenrod paper passes. Please adhere to the following hall pass rules:

- Students without an ID should not be given a hall pass except in an emergency or as part of a medical plan.
- Teachers must use an official hall pass. Notes on scratch paper or teacher-provided objects (like toilet seats, rocks or blocks of wood) are not acceptable.
- Avoid sending students to their lockers for pencils, books, homework, etc.
- A teacher should have only one student out with a hall pass at a time.
- Teachers may use the goldenrod passes for students who are not expected to return, for example a student going to the nurse. The pass must be fully written-out by the teacher.
- If the plastic pass is lost, contact the principal's secretary in the main office as soon as possible so it may be retrieved or replaced.
- Students who abuse hall pass privileges should be referred to a dean for placement on the "No Pass List." Students on this list should not receive a hall pass from any staff member. The No Pass List is published in the weekly staff bulletin.

**Accident Reports**

**Employees**
If a staff member is injured on the job, he/she must fill out a First Report of Injury Form within 48 hours with the school nurse or principal's secretary, which will then be forwarded to the Risk Management Office. Employees needing medical attention must see the authorized medical provider. Unless you need emergency treatment, get an authorization form either from the nurse or principal's secretary and take it to the following doctor:

Dr. Annu Ramaswamy  
Rocky Mountain Medical Group 14100 E. Jewell Ave., Suite 15  
720-748-7072

Minor injuries may be taken care of by the school nurse. For emergency medical attention after hours, go to the emergency room at Aurora Medical Center - South.

**Students**
Any student accident occurring while students are under the teacher's supervision must be reported to the school nurse. If the accident happens while the nurse is out of the building,
notify the main office. An accident report must also be made within 24-hours by the supervising teacher or coach. The nurse has Accident/Injury Report forms for students.

**Child Abuse**
Any person who has reasonable cause to know or suspect that a student has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, shall immediately report such fact to the nurse, a counselor, or an administrator.

## INSTRUCTION RELATED

### Student Assistant Guidelines
The DCC has developed guidelines for student assistants which adhere to legal and ethical issues, and management issues. Students receive a pass/fail grade for assistantships and this grade is not figured into the GPA. Teachers are allowed no more than two student assistants per quarter.

#### Confidentiality
- Due to confidentiality laws, no one may have access to student records other than APS employees, the student, and their parents or legal guardians. For more information refer to District Policy and Regulation JRNJRC - Student Records/Release of Information on Students - APS policy Web site [http://aps.k12.co.us/pol/reg/index.html](http://aps.k12.co.us/pol/reg/index.html). Student assistants should not be allowed to view a teacher's grade book or other student information protected by privacy laws.

#### Supervision
- Student assistants are under the supervision of the assigned staff member for the full class period.
- Student assistants must have a hall pass with the staff member's name if they are running errands in the building.
- Student assistants should be expected to bring homework and/or a book to read when they have completed the teacher's task(s). Students may be sent to the Media Center or to another teacher if they have specific work to be accomplished, but not just to "hang out."
- Student assistants may not leave campus during their assistantship class period. Exceptions will only be allowed if the students have appropriate "Use of private transportation" forms with a parent signature on file with the teacher.

#### Food
- Food and drink, with the exception of water, is not allowed in classrooms.

#### Copy Machines
- Students, including student assistants, may not use the copy machines.

### Course Syllabus
Teachers must complete a RHS Course Syllabus using the template provided and submit it electronically to their administrative liaison. The administrative liaison will send an approved
sylabus to the webmaster to post on the RHS website for public viewing. The course syllabus should be distributed to students during the first week of school. (See Appendix B)

**Academic Dishonesty**
Academic dishonesty as defined by our safe schools policy is: Untruthful or deceptive behavior in connection with academics, including plagiarism, cheating on tests or assignments or changing grades without authorization. Plagiarism is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.

**First Offense**
- In the event that a student submits work that has been plagiarized or engages in any form of academic dishonesty, the student and teacher or designated staff member will meet to determine the reason this occurred. The next steps are then based on the identified support needed in order for the student to successfully complete the assignment or alternate assignment.

**Subsequent Offenses**
In the event that a student continues to demonstrate academic dishonesty the following may apply:
- Successfully completing the assignment or alternate assignment.
- Teacher will not accept the assignment or alternate assignment as a part of the body of evidence
- Conference with teacher, parent, student
- If a student continues academic dishonesty a referral to the Dean for up to two days of out of school suspension

ALL offenses MUST be entered in Infinite Campus under the behavior tab and parental contact will be made. The student’s counselor must also be notified with each offense. Repeated academic offenses could impact student’s post-secondary plans.

**Class Size**
Class size is influenced by multiple variables and is an administrative responsibility. The administrative team, in cooperation with the instructional and counseling staff, will decide when a particular class is to be "closed."

The instructor, because of class size, should never deny a new student admission to a class. The teacher should admit the student and contact administration outside of class time to discuss the size of the class.

**Room Assignments**
Room assignments are made during the scheduling cycle in the spring of each year. Department chairs give input to the assistant principal in charge of scheduling. It may be desirable to change rooms after school starts in the fall. Please consult with your department head and administration before a change is made. It is imperative we know the location of every student and teacher.

If your class leaves the assigned room for any reason, the new location of the class should be posted on the door and the main office notified. It is an essential communication tool for students who are tardy, excused or unexcused, messages which need to be delivered to either students or the
teacher, or for administration. Please shut and lock the classroom door and turn off the lights when the room is unoccupied.

**Student Registration and Schedule Changes**
Student selection for classes is completed in the spring. Every attempt is made to ensure students receive their selections. It should be noted, however, that in some instances, class leveling, class size, non-consecutive scheduling or poor course selection, may necessitate a change in the student's selection.

The purpose of spring scheduling is to reduce the number of changes at the beginning of the school year. Schedule changes at the beginning of the year will be limited to those that meet the following criteria:

- The student does not meet the prerequisite of the class or does not have a teacher recommendation.
- The student is a senior needing specific classes to meet graduation requirements.
- The student has a physical disability that would not allow participation in a course. The student must provide a written excuse from a doctor for physical disability.
- The student wishes to add a class due to non-consecutive scheduling or delete a class due to double scheduling.

**Schedule Change Forms**
There are forms that must be filled out for two schedule changes in particular: General and Level changes.

- **General Schedule Changes:** Students seeking schedule changes should go to the Counseling Office and pick up the "Schedule Change Form". The form includes specific times and dates in which changes will take place. The form also gives guidelines for what types of changes can be made. Generally speaking, these changes only occur during the first week of each SEMESTER. Please advise students to go to the Counseling Office and get a form if they are seeking a schedule change.

- **Level Changes:** For students needing level changes in an English, Math, Science, Social Studies, or World Language (level 1) course, there is a special form that needs to be filled out by teachers available in the Counseling Office. These changes would occur when students are taking an honors/AP/or higher level course and need to be moved to regular or down a level, and vice versa. The form requires parental contact and a signature from the grade level administrative liaison prior to counseling moving forward with the change request. If you foresee needing to request such a change for a student, please give yourself enough time to complete the necessary steps so you don't miss the deadline.

If you have questions about either type of schedule change mentioned above, please see one of the counselors or the counseling administrative liaison for more information.

**Grade Changes**
When a change to a student's quarter grade needs to be changed, email the student’s counselor and the registrar.
**New Student Enrollment**
When students enroll at Rangeview from another district, we are obligated to give them, as close as possible, the same schedule they had at their former school. This may necessitate placing students in a large class or even a "closed" class. Students must be admitted to class. Any problem with class size shall be discussed with leadership as to the possibility of "closing" a section.

**Withdrawal from School**
Withdrawals are processed in the front office by the Registrar (Records Clerk). In the event that a staff member finds out that a student is permanently leaving school, the student should be directed to the registrar who will assist the student in the appropriate withdrawal process. Teachers should continue to take accurate attendance and indicate academic progress/eligibility as long as the student's name appears in IC. Please call home and contact a dean of students if a student has excessive absences from your class.

**Academic Referrals**
With the variety of programs that Rangeview has to offer students, there are many occasions for staff to refer students for consideration in a unique program. Below are some of those programs and general directions for staff.

**Multi-Tiered System of Support**
When a concern, either academic or behavioral, is identified, teachers have a responsibility to identify Tier1 interventions. If these documented interventions do not provide the needed support, teachers will refer the student to the Instructional Support Team which, in conjunction with the teacher, will develop an intervention plan. RTI questions should be directed to the Rtl coordinator. Teachers may be requested to document student data in Enrich and attend an Rtl meeting to discuss progress, data collection, and or design an intervention plan.

**Special Education**
Any staff members who wish to refer a student for special education services must first refer the student to the Instructional Support Team. Teachers are legally obligated to be aware of and comply with IEP accommodations. Please contact the student's Case Manager for specific information or for assistance in developing effective accommodations. Contact administration for additional information.

Teachers are legally obligated to be aware of and comply with 504 and temporary medical plans. Contact Tammy Wollbrink if you have questions or concerns.

**Advanced Classes**
Staff members are encouraged to recommend students for honors or Advanced Placement, or dual credit classes by contacting the student's parents and counselor.

**Requests for Homework for Extended Absences**
Parents may call the attendance office to request homework for students who will be absent for three or more days. The attendance office will email the expected length and the reason for the absence, if known, to each of the student's teachers. It is required that all teachers provide assignments or expectations/instructions to the attendance office within 24 hours.
Homebound or Home/Hospital Instruction

Program Description
Students who are unable to attend school for at least three weeks due to an identified health condition may receive academic instruction on an itinerant basis. This instruction should only be considered as a temporary measure. It is not intended to replicate the student's school program, but rather to provide "maintenance" instruction. A student may receive a maximum of 10 hours of instruction a week at the secondary level.

Eligibility
Students must meet the following criteria:
- Enrollment in APS
- Absence of communicable disease
- The student's health condition is of such severity that he/she is unable to attend any class on a daily basis.

Referral
All requests for home/hospital instruction shall be directed to the nurse. The decision to place a student on home/hospital instruction will be made by the health services consultant in the student services department based upon 1) parent and physician application, 2) a current health history and recommendation by the school nurse and 3) other pertinent information regarding current status of the student.

Teacher/Counselor Responsibility
- Work cooperatively with the home/hospital teacher to help plan a program for the student, keeping in mind the ability and health of the student.
- Coordinate with the home/hospital teacher to provide textbooks, workbooks, and materials for instruction.
- Coordinate with the home/hospital teacher to plan for the student to reenter school.

Guest Speakers
Our staff is encouraged to utilize outside speakers and other community resources when such expertise is available and relevant to the educational program. Such outside sources will be used only if the material is pertinent to the age level and maturity of the students.

Guest speakers should be approved by the administrative liaison prior to inviting them to speak.

Once guest speakers are approved, teachers should notify the receptionist and the front security desk so a guest pass can be issued and they can be directed to the correct area when they arrive. Teachers may want to send a student to the office to meet and escort the speaker.

Controversial Issues
Controversial issues inevitably become part of the educational program and may provide students with opportunities for free expression, exchange of ideas and viewpoints, and foster critical thinking.

Controversial issues, materials and topics may be introduced into classrooms provided:
- They meet the goals and objectives of the course.
\begin{itemize}
  \item They are appropriately related to the topic currently being studied.
  \item They are appropriate to the age and grade level of the student(s).
  \item No attempt is made by the teacher, speakers or other person(s) to persuade or propagandize students to accept a particular point of view.
  \item All sides of the issue are presented equally and fairly to the students.
  \item The teacher receives approval of the assistant principal in charge of curriculum prior to presenting a planned program or lesson plan that is expected to be controversial.
\end{itemize}

\textbf{Text Material Adoption}

The board of education shall determine the text material for all courses of instruction and all instructional text and material to be used. See the Aurora Public Schools website under Instruction for textbook or supplemental materials adoption details.

In the event an assignment requires the use of instructional materials offensive to a student or parents/guardians, alternative material may be requested.

\textbf{Non-district Approved Resources}

Anyone wishing to use a non-district approved resource must have it approved by their administrative department liaison. To have the resource approved, teachers must submit an Instructional Materials Use Approval (Beyond Text and Approved Supplementary/Media Materials) Form along with the resource to the appropriate administrator at least three days prior to the scheduled showing of the film.

Teachers should also consider the following guidelines before using feature-length films or videos.

\begin{itemize}
  \item Copyright - Feature-length films are copyrighted and generally contain the notation "For Home Use Only." However, use of the film in "face-to-face teaching activities" is exempted from the exclusive rights of the copyright holder. This means that these materials can be used for instructional purposes. The use of these discs or films for entertainment or recreation is a copyright violation. Anyone who shows feature-length videos or films in schools for entertainment or recreational purposes may be personally liable if a copyright infringement suit is brought by the copyright owner.
  \item Film rating - Any feature-length film or entertainment film must be previewed by the teacher before use in the classroom. Films rated PG, PG-13, or R must have careful teacher, media specialist and administrator review as to suitability for a classroom setting. Films should be consistent with the age, maturity and interest level of the student. Principal review and approval is necessary before showing of "PG" or "PG-13" or "R" rated films. Any rated “R” movie must have parent permission forms completed by students and parents prior to showing.
  \item Selection - All films or videos shall be selected to meet specific objectives of the curriculum. Teachers must be able to articulate this relationship and should do so in communicating with students, parents, colleagues and administrators.
  \item Instructional time - Most feature-length films are one and one-half to two and one-half hours in length, requiring a significant portion of instructional time. Teachers and administrators must weigh the appropriateness of the time required for showing with other types of instructional activity.
  \item Instructional techniques - Good instructional techniques are required for successful use of films or videos. Among these are: a) required pre- and post-discussion; b) stopping and
starting of the film for emphasis and analysis; c) only using pertinent parts of the material; d) presentation of background information to emphasize the purpose of viewing; e) follow-up activities and discussion to summarize the concepts learned.

**Copyrighted Material - Reproduction**

This guideline is a simplified pragmatic approach to understanding of the copyright procedure adopted by the APS Board of Education. It is presented as an approach for those involved in the copying of copyrighted materials to help assure that advantage is taken to copy when permissible, but at the same time acknowledging the rights of the copyright holder.

Several authoritative works have been published covering the copyright law that went into effect on January 1, 1978. Those who have further questions are encouraged to reference these works. A guideline for typical school use is available from the media specialist. Please refer to District Policy EGAD.

**Athletic Academic Eligibility**

- RHS is on a 9 week eligibility cycle.
- A student who fails more than .5 Carnegie units (one F on a semester system, 2 F’s on a quarter system) is ineligible to participate in athletics for the designated period of time.
- An athlete is ineligible:
  - An athlete failing 3 or more classes a quarter will be ineligible the next Quarter.

**Athletic Attendance Policy**

- Every student athlete is required to maintain a 90% attendance rate throughout the school year in order to participate in Rangeview High School’s athletic program. This includes excused and unexcused absences.
- Hardship waivers of the 90% rule can be granted by the Athletic Director in the event of serious illness or for circumstances beyond the athlete’s control.
- If an in-season Athlete drops below 90% they have one week to raise their percentage.
- If an out of season Athlete has below 90% attendance for a previous quarter, they need to sit out the first contest and re-establish a 90% attendance rate.

**Progress Reports and Parent Communication**

Teachers have a professional obligation to update grade books in Infinite Campus every two to three weeks (grades and work habits) and to communicate with parents when concerned about a student's performance. At least two parent contacts must be made prior to a student receiving a failing grade for a quarter. Contact must be documented in the Infinite Campus contact log. All students will have access to their progress grades through Infinite Campus each quarter. Teachers are required to report a grade and at least one comment for each student. When a senior is in danger of failing, teachers will contact parents as early as possible. This is very important during 4th quarter as graduation approaches.
COMMUNICATIONS

Inter-School Mail
Mail may be sent to other district schools and administrative offices through inter-school mail. An out-box is located under the teacher mailboxes at the end near bookkeeping as are inter-school envelopes. Please return inter-school envelopes to the shelf next to the outgoing mail.

Email and Voicemail Guidelines
All staff members are requested to reply to all email and voicemail within 24 hours of the day/time it was received in the building barring extenuating circumstances. E-mail messages addressed to Rangeview (Rangevu) must be approved in advance by an administrative liaison and must be professional in nature and not used for personal advertisements or announcements. All computers are owned by Aurora Public Schools, are intended for professional use and are subject to examination.

The Department Chairs Council agreed to the following phone guidelines for all staff:
- Both external and internal greetings for voice mailboxes must identify the employee and have a tone appropriate for a school and/or business setting.
- All calls must be returned within 24 hours, barring extenuating circumstances.
- All communication with parents should be documented in the Infinite Campus contact log.
- All voice mail numbers and email addresses are published and distributed to parents and students via the Rangeview Web site(http://rangeview.aurorak12.org) and in course expectations.

Telephones and Voicemail
Teachers will be called from class to receive emergency phone calls. Other telephone calls will be forwarded to the teacher's voice mailbox unless the switchboard is notified that a call should be directed to a specific extension. If you are expecting a phone call, please alert the front desk so they know to send the call through at the extension you request. Whenever possible please communicate your DID# to parents and the community so they may call you directly.

School personnel may make school related long-distance calls with administrator approval. Care should be taken when attempting to dial a long distance numbers as many accidental 911 calls are made when dialing 9 to get an outside line and 1 for long distance. If you accidentally dial 911, please notify the main office immediately.

Staff should only be taking emergency phone call on personal cell phones during teaching times.

Written Communications
Leadership approval must be granted prior to sending parent/community letters or surveys.

Posters
Posters must be approved by the Athletic or Activities Director prior to them being posted on walls.

Social Media
While social media sites may be used as a teaching tool in limited circumstances, staff and students should refrain from using social media during the duty/school day unless directly tied to instruction or RHS activities.
**Surveys**
Student surveys generated by the building staff or students must be submitted to building leadership for approval before being distributed. Survey questions are subject to district guidelines and need district approval if they address controversial or sensitive subjects such as suicide, personal health, sexuality, etc. Guidelines for teaching about controversial/sensitive issues can be found on BOE website.

**Staff Bulletin**
The *Weekly Staff Bulletin* is the primary mode of communication by and for the staff. All staff members are expected to read the bulletin on arrival each week. Anyone wishing to contribute an article, announcement, or information should send it to the principal's secretary by 1:00 p.m. the afternoon before the item is to be published.

**Daily Announcements**
Announcements are broadcast daily during the 3rd period block over the school PA system. It is an expectation that instruction does not begin until after announcements are completed and that all students are able to listen to daily announcements in a quiet classroom.

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**SECURITY**

**School Keys**
All keys issued to a staff member are the responsibility of that staff member. Staff may pick up their keys from the bookkeeper at the beginning of the school year. All keys are loaned to staff members and must be returned to the office at the end of the school year. Keys are not to be duplicated without proper prior administrative approval.

Keys are not to be loaned to students without prior administrative approval. The security of the building depends on the careful use of keys. Do not leave keys unattended where they might be picked up or misplaced. Lost keys or IDs must be reported immediately.

**Building Hours**
The building is typically available on weekdays from 6:00 a.m. to 10:00 p.m. and on Saturdays from 7:00 a.m. to 3:00 p.m., exclusive of holidays and district vacations. Anyone wishing to access the building outside of these hours must get a security code from the athletic office. When you enter the building after hours, you are responsible for disarming the building with your security code and arming the building when you leave.

**Maintenance**
Maintenance concerns should be reported to our head custodian via email or phone. If you have a damage or repair request, please submit it to the head custodian for action.

**Harassment/Bullying**
Staff members are expected to address or report harassment. A person commits harassment if they threaten, abuse or intimidate another person. A person commits harassment if they strike, shove, kick, or otherwise touch a person; directly or indirectly subjects them to harmful or offensive
contact; directs obscene language; makes an obscene gesture to or at another person; or blocks a person's movement or prevents a person from moving freely.

**Ethnic Intimidation**
- Ethnic intimidation includes the use of symbols, clothing, drawings, literature or offensive language and may result in suspension or possible expulsion.

**Sexual Harassment**
- Kissing, touching, or holding a person against his or her will
- Sending or transmitting electronic messages or images that are sexual in nature

**Verbal Sexual Harassment**
- Comments about body parts or rating people's bodies; sexual suggestions or threats
- Spreading sexual rumors or stories
- Sexual jokes
- Offensive comments toward sexual orientation

**Cyber Bullying**
- All concerns of threat and/or rumors must be reported to an administrator.
- Spreading rumors or threats via social media is a serious offense.
- Transmitting pornographic or nude images is a crime and individuals will be prosecuted.

**Two-Way Radios**
To improve safety, security, and communication, Rangeview High School has established a building radio system. Radios are distributed among administrators, monitors, clerical staff, custodians, teachers and counselors.

**Basic Radio Information**
- Rangeview uses Channel 2
- Hold button down a second before speaking. If you talk too soon, the first part of your transmission will be cut off.
- ONLY use the word "immediately" in an emergency situation where ALL security staff and administrators are needed as quickly as possible.
- Switch to channel 3 when there is a power outage. The repeater does not operate when there is a power outage; therefore Channel 2 will not work.
- Keep your radio in good operating condition. If it is malfunctioning, please notify a Dean of Students.
- Keep your radio and charger in a secure place.
- Only those who have authority to use the equipment should operate the radio.
- Accidentally pressing the transmit button or leaning against it will render a frequency useless to everyone on the frequency.
- Recharging Batteries: To get the longest life and use time, keep the radio out of the charger until it is completely discharged.
- Leaving the radio in the charger while you are using it is not recommended. However, it will not hurt to leave batteries in the charger.
**Radio Channels**
- Channel 1-Facilities, Security
- Channel 2-Main Building on Repeater
- Channel 3-Administrative Talk
- Channel 4-Radio to Radio
- Channel 5-Transportation
- Channel 6-Security after 6:00 P.M.

**Radio Protocol**
- Identify yourself first by your name and then identify the person you are calling
- Always monitor (listen), before transmitting a message.
- Let the other party finish talking before you begin transmitting your message. This will ensure that you do not interrupt other communications, especially emergency and safety messages.
- Speak clearly and in a normal conversational tone.
- Hold the microphone 2 to 3 inches away from your mouth. Speak across the face of the microphone, not directly into it. Shouting or a louder tone of voice reduces clarity.
- Use the radio for business related transmissions only. Keep messages brief.
- Plan what you have to say before keying the microphone. Get to the point. Use the telephone or alternate channels for extensive conversations.
- Allow a pause between transmissions.
- A pause of approximately three seconds between transmissions will ensure that your transmission or the other person's transmission will not be cut off or "walked on." A pause will also allow time for the other person to respond.
- Be a courteous and confidential user.
- The FCC monitors all radio transmissions and it is against regulations to use indecent or profane language.
- Avoid transmitting anything not directly related to business activities. Your conversation will be heard by others on the same frequency. It is illegal to divulge or use information overheard on your radio which was not intended for your use.
- When talking about a student, avoid using student names if at all possible for confidentiality and security reasons.

**Visitors**
Student-age visitors are not allowed unless they are part of an exchange or administrative approved program. If students ask staff members for permission to bring a school-age friend or relative to class, they should be reminded visitors are not allowed and referred to an administrator if needed. Rangeview does not allow student shadowing.

Parents wishing to visit must give 24-hour notice. The office will contact the teachers when a request for a parent visit is received.

All visitors must sign in at the main entrance security desk and show a photo ID to receive a visitor's pass. When expecting a visitor, please notify the main office with the visitor's name and expected time of arrival. The main office will issue a visitor's pass. Any person without a district ID or visitor's pass should be directed back to the security desk. In the event a visitor is
uncooperative or there is a safety concern, immediately contact the main office or a campus monitor.

**ID Cards**
All Rangeview staff must wear the official APS photo ID whenever on APS property. Please be a good role model for students and display your ID consistently. Contact APS Human Resources if you need a new ID.

All RHS students are required to wear their student identification card on a lanyard whenever they are on campus or at an APS event. Staff is expected to enforce students wearing an ID card whenever they are on campus. Please consider implementing a plan which would positively motivate students to wear their ID in your classroom. For example, students may have hall pass privileges with an ID. Teachers may also implement a reward system (not extra credit).

**On Campus but Out of Building Activities**
All Rangeview High School teachers, coaches, or staff members who engage in any organized instructional, athletic, or extra-curricular activity on the Rangeview property, but outside of the building, are required to have a building security radio with them or in their immediate vicinity at all times outdoors.

**Student Privacy**
Any adult other than a RHS staff member who requests information or visitation must show a photo ID and staff must check Infinite Campus to ensure the person requesting the information is a legal guardian. If they are not the legal guardian, information should not be shared. If you have questions, call the student's counselor or administration.

**Locked Doors**
All exterior doors will be secured by campus monitors with the exception of the main entrance. All interior doors should be locked and closed or locked and propped. It is the specific responsibility of the last teacher using a classroom to secure and lock the door every time the adult leaves the classroom.

**Staff Parking**
The east side of the parking lot plus the row opposite the handicapped area in the south lot is reserved for staff. Staff must display a parking tag on their rear view mirror and park only in staff designated areas. If a staff member needs a new parking tag, please contact the receptionist. If any staff member needs a temporary or permanent handicapped permit, please contact a dean of students.

**Custodial and Maintenance Area**
All custodial and maintenance areas, including the receiving room, custodial storage areas, electrical rooms, boiler rooms, and the like, are to be kept closed and locked at all times.
STUDENT ACTIVITIES

Field Trips/School Activities
Staff initiated occasions that cause students to miss their regularly scheduled classes will be considered field trips or school activities. Some of these activities take students off campus while others involve participation in special events or projects at school.

Request and Student Clearance Forms
Field Trip Request forms must be submitted to the activities office at least two weeks prior to the instructional trip. Field trips may not be scheduled during the last week of a grading period. Before submitting an instructional field trip request, staff must have departmental approval and budget code.

Field trip sponsors must have both a parent signature and signatures from each of the student's teachers on the Student Clearance for Field Trip form before the student may attend the trip. A teacher's signature on this form acknowledges awareness, not consent. If there are concerns regarding the impact of a trip on a student's grade, please contact the supervising teacher. This form should be collected from students at least one week before the trip. Forms are available from the activities office.

Overnight Travel
See the Athletic Secretary in the activities office for overnight travel applications and forms. Applications must be submitted at least six weeks prior to the travel date for in-country travel and twelve weeks prior to the travel date for international travel. Please refer to Board Policy JJH, JJH-1-R, JJH-1-E through JJH-10-E for student travel policy and forms.

Transportation
Two kinds of district transportation are available, full size school buses and 13-passenger/1 driver vans. If a bus is needed, a Requisition for Transportation form must be submitted to the athletic office as soon as possible. Bus charges are the responsibility of the department. Each bus must have one adult supervisor. There are some activities and places where it is appropriate to have more than one sponsor for each bus.

Vans will be scheduled on a first request basis to those who have completed district training to acquire a small vehicle operator's permit. Those without a permit cannot drive the vans. Training can be scheduled with the transportation department at 303-326-1986 ext. 28814. The charge for transportation varies according to gas prices.

Private vehicles may be used if drivers and passengers complete forms indicating insurance coverage and parent permission. Your forms and proof of insurance with liability statement should be turned in to the activities office at least two weeks prior to the activity. Approval to use private vehicles is valid for one school year.

Mandatory Field Trips
The Student Clearance for Field Trip form asks the sponsoring staff member to indicate if the field trip is a mandatory or enrichment activity. If it is "mandatory" and required within
the student's body of evidence, an alternative assignment must be provided if the student is unable to participate. There are some exceptions to this policy in co-curricular classes; however, teachers should make this clear to students and parents at the beginning of the year by including it in the course syllabus.

A student's proficiency grade should not be impacted as a result of a student missing class to attend a field trip unless, of course, the student fails to make up the work missed while he/she was gone.

**Attendance**

The sponsoring staff member must provide the attendance office with a list of students attending the field trip/school activity at least **three days in advance**. The day of the activity, the staff member should take attendance and notify the attendance office with any corrections.

**Activity Conflicts**

Where sports or other activity conflicts occur, the following policy will apply:

- The "performance," i.e., the athletic game or meet at sports, or concert at music, has priority over any practice or extra rehearsal. In the event a practice, extra rehearsal or even final dress rehearsal is scheduled at the same time an athletic game or meet occurs in which the student is participating, the game or meet has priority, and the music member is excused without penalty. Conversely, in the event the music performance conflicts with an athletic practice (even a final practice), the performance takes priority.
- In the event practice occurs at the same time as both music and sports, the practice time is divided equally between the two activities.
- In the event a music performance conflicts with a game both being scheduled at the same time, the student is permitted a choice without penalty. If this causes a problem, the athletic and activity director will act as arbitrators.

**Fundraisers**

All fundraisers must be approved by the activities director. Applications for fundraising can be picked up at the front desk. All fundraised money must be turned in to the bookkeeper on a daily basis. All collected cash and checks must be in a locked drawer prior to being turned in to the bookkeeper. Funds must go into a Rangeview student activity account.

**P-Cards**

Some staff members have been supplied a P-Card. Cardholders are responsible for informing vendors that the Aurora Public Schools is exempt from sales tax. The state sales tax exempt number is printed on the card. Unauthorized use of the District's tax exempt status is strictly prohibited. Refunds and exchanges must be credited directly back to the Purchasing Card account. Under no circumstances should cash be received for refunds or exchanges. All ORIGINAL and ITEMIZED receipts will be reconciled by the bookkeeper and forwarded to your Principal/Department Supervisor for review and approval. After approval, all documentation will be forwarded to the Accounts Payable Department. The Purchasing Card should be treated with the same level of security as cardholders treat their own personal credit cards. Lost or stolen cards should be immediately reported to UMB Bank (1-800-821-5184) and then to the Purchasing Department.
STUDENT DISCIPLINE

Discipline Referrals
Discipline problems requiring administrative support should be directed to the Deans' office. A discipline referral must be completed for any students who are sent to the Deans' office. Two types of discipline problems may occur.

- **Minor offenses** do not require the student to be removed from the class immediately. Teachers must initiate a parent contact, and document it in IC, to try to intervene before sending a student to a Dean. When sending a student to the office for minor offenses, complete a discipline referral, indicating the problem and parent contacts. If necessary, the student may be sent to the office immediately and the form updated as soon as possible. If a student is sent to the office unescorted, please notify the attendance office.

- **Major offenses** are those in which the student must be removed from the classroom immediately due to a safety concern. These may include fighting, abusive profanity, sexual harassment, suspected substance abuse or distribution, threats, or actions which affect the safety of others. Major offenses generally result in more severe intervention and the deans will contact the parent. Teachers must complete a referral form at their earliest opportunity.

In-School/House Suspension
In-school suspension is used as a learning intervention usually after other interventions have been tried. Students may be placed in in-house suspension anywhere from one class period to multiple days. Teachers are notified of a student's in-house placement and must send academic work when requested. Completed assignments will be placed in the teachers' mailboxes as soon as possible. Students may be allowed to leave in-house suspension to attend a class if requested by a teacher. Students who are not successful in in-house suspension may be suspended off campus.

Restorative Justice
Teachers may be requested to participate in a Restorative Justice process as an alternative to the typical intervention program.

Cell Phones/Electronic Devices
Cell phones may be used by students in the Commons and hallways. Cell phone usage in the classroom is permitted at the teacher's discretion if used for academic purposes.

Students are permitted to listen to music through one headphone/earbud while they are in the academic hallways. They are permitted to use both headphones/earbuds in the Commons or outside. If a student violates the cell phone policy in a classroom, a staff member will confiscate the item and turn it into the Dean's Office. It is the staff members responsibility to inform the parent/guardian that the device has been taken and document in IC. The Dean will return the confiscated items to a parent/guardian only. Multiple violations will result in more serious disciplinary action.

Rangeview High School is not responsible for lost, damaged, or stolen phones or other electronic devices.

Dress Code
Student ID's must be worn and visible at all times while on APS property.
All students’ attire must adhere to the following standards of appropriateness for school and for an academic environment as determined by the staff. We require all our students to dress in a manner we have deemed suitable for learning.

- Clothing for all students must fully cover the abdomen, midriff, chest, cleavage, and buttox at all times while sitting or standing.
- No hats, no headgear allowed during the academic day to include, but not limited to:
  - Ball caps/visor hats
  - Stocking hats
  - Bandanas/do-rags/hair nets
  - Beanies
  - Sweatbands
  - Articles that may be worn on the head or around the neck
- No pajamas, lingerie, slippers/house shoes
- Clothes with offensive puns, language or graphics (including music groups or product names) or which are alcohol or drug related are not allowed.
- Clothes that have gang affiliation or that are identical or similar to other students - other than school related - are not allowed.
- Sunglasses may not be worn inside the school building.
- Students may wear graphic representations of flags but may not wear or display flags of any country.
- Students must wear hard-soled, street appropriate shoes. House slippers regardless of sole are not allowed.
- Face paint is not allowed.

Students should wear the appropriate clothing with modesty and in a neat fashion.

The faculty and staff of Rangeview High School reserve the sole right to interpret and enforce the student dress code. Any clothes not listed but deemed inappropriate will not be allowed. Any attire determined by a staff member to be distracting to the academic environment or pupil behavior in or about the school will not be permitted regardless of current fashion trends. These rules apply any time a student is on campus or at any school activity.

Please refer to APS Board of Education policy JICA.

**STUDENT ATTENDANCE**

**Unexcused Absences**

Teachers are expected to contact parents via phone or email on the first, second and third unexcused absence and document this in the IC contact log. Notify the Dean for additional support following the third unexcused absence. The teacher should always make the initial contact with a parent or guardian.
Excused Absences While on Campus
Teachers should never allow students to miss another teacher's class to work on assignments without the consent and PRIOR notice of the other teacher(s) involved. Students may not be excused by parents and remain on campus.

Students Arriving Late and Leaving Early
Teachers should be at their door during passing periods encouraging students to arrive on time. Students will be marked tardy in the teacher grade book and in Infinite Campus. Students who arrive during the first half of the period will be marked tardy. Students who miss more than half of the period will be marked absent. On a regular day, this would be 29 minutes into the period. It is recommended that teachers document the time of arrival in the IC attendance field. A parent must contact the attendance office to excuse a tardy. The following interventions have been designed to prohibit habitual tardiness:

- Students who accumulate 10 unexcused tardies will be assigned after-school detention. Students who do not show up for the detention will be assigned Saturday School and parents will be contacted. Students who do not show up for Saturday School will serve an out-of-school suspension.
- Three unexcused tardies is equivalent to an unexcused period absence.
- Students who accumulate 30 tardies in one quarter will be placed on the no privileges list and will not be admitted to school dances, plays, concerts, games, etc.

A student leaving class unexcused is a discipline, not attendance, issue unless they are absent for more than 50% of the instructional time. If less than 50% is missed, discipline procedures should be followed.

Notes from Parents
Teachers cannot accept notes or phone calls from parents to excuse absences. Notes or calls may be helpful to understand the circumstances of the absence; however, teachers should direct parents to call the attendance office or administration.

MAKE-UP WORK
When a student misses class, the student is expected to make-up work in order to achieve the daily learning goals. Students who have been absent from class must request make-up work from the teacher no later than the next class meeting. Teachers will determine a reasonable amount of time for make-up work when students are absent, using a two-days-for-every-one-day-absence guideline.

Teachers may opt to provide an "alternative" learning experience. For example, a daily learning goal may have been achieved by means of a class discussion and the student must achieve the goal using alternate resources. At the teacher's discretion, students who were absent during that discussion might be assigned an essay due three or four days after the student's return to class.

Teachers must provide feedback for all makeup work that complies with the above guidelines. If the absence was unexcused, teachers are encouraged to require students to complete the missed work and must provide feedback to the student. Teachers have the choice whether to record a proficiency mark or a "missing" in their grade book.
EMERGENCY AND SPECIAL SITUATIONS

Emergency Code Word “Immediately”
Rangeview’s code word for an emergency is "IMMEDIATELY." Any staff member who needs emergency assistance should call the switchboard and use the word "immediate" with a specific location. Please DO NOT use the word "immediately" unless you require all available administrators and monitors at your location. Examples might include fights, assaults, weapons, trespassers, threat of personal injury, etc. If you require immediate medical assistance for staff or students, please specify that it’s a medical emergency and the nature of the emergency should be reported so the nurse may respond with necessary emergency equipment.

Calling from a Classroom
Please use the classroom telephone and dial zero to report an emergency. Intercom buttons are not always operational.

Emergency School Closing

Closure Prior to the School Day
The Superintendent of schools is responsible for closing schools in inclement weather or other emergencies. All employees will be notified using the ConnectEd system. If school is canceled, all athletic and other extra-curricular activities will also be canceled, including practice.

Late Start
If the Superintendent of schools is responsible for calling a "one hour delayed start". Please see APS policy regarding staff responsibilities on a late start. Staff members are expected to report at their regular time (or as close as possible given the weather and driving safely) and may be asked to supervise students who arrive early.

Early Dismissal
If weather or other emergency conditions are serious enough to close schools prior to the end of the school day, employees will remain on duty until dismissed by the principal.

Delayed Dismissal
If delayed dismissal should be necessary at regular closing time due to unsafe conditions keep all students in the classroom until dismissal is announced or other instructions are given.

Black Outs/Power Failure
During a power failure, each department should select a person to come to the main office to receive further instructions.

- Keep all students in the classroom.
- Teachers who do not have scheduled students during a blackout should assist with supervision in the media center, hallways or instructional areas.

Fire Drills
All staff should be aware of fire drill directions posted in each classroom and office areas. When the alarm sounds, evacuate immediately. Please see published Emergency Evacuation Plans.
Tornado Warnings and Watches
All staff should be aware of the tornado warning and watch directions posted in each classroom and office areas. When a tornado-warning announcement is made, staff should move their classes immediately to their designated area. Teachers should assist getting the students seated against the walls away from any glass once they are in their designated areas. Please see Emergency Evacuation Plans for further information.

After Normal School Hours Events
- Staff and parents proceed to safe areas.
- If a parent wants to leave with their children, do not try to stop them.

Classroom Safe Zones
Classrooms will report to their designated safe areas. Safe areas are to be away from windows and on the first floor of the building.

Evacuations
Please be familiar with Emergency Evacuation Plans. Exit the building as you would for a fire drill!

<table>
<thead>
<tr>
<th>Exit</th>
<th>Short Term Staging Area</th>
<th>Long Term/Inclement Weather Staging Area</th>
<th>Route</th>
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<tbody>
<tr>
<td>Media Center Exit</td>
<td>JV Varsity (Upper)Softball Field</td>
<td>Mrachek (Lower Gym)</td>
<td>Take path between the Baseball field and Tennis courts</td>
</tr>
<tr>
<td>Main Entrance/Performing Arts Exits</td>
<td>Varsity (Lower)Softball Field</td>
<td>Mrachek (Lower Gym)</td>
<td>Take path between the Baseball field and Tennis Courts</td>
</tr>
<tr>
<td>South East Science/New Wing Exits</td>
<td>An area of the South or Faculty parking lot closest to iliff.</td>
<td>Mrachek (Upper Gym)</td>
<td>Take Telluride sidewalk North to Mrachek</td>
</tr>
<tr>
<td>North PE/Athletic Exits and Mobiles</td>
<td>North end of Football Field</td>
<td>Mrachek (Upper Gym)</td>
<td>Take bike path to the corner of Telluride and Evans. Sidewalk to Mrachek</td>
</tr>
</tbody>
</table>

Each Classroom will have an evacuation plan and map located by the main entrance door of the room.
**Department Chairs**
Take radio! Go to channel 2. Use 4 if 2 is not responsive. Designate another teacher to take the radio if you are absent!

**Teachers**
Take your class roster. Take your Emergency Procedures Guidebook. Lead your students to the appropriate staging area. Stay with students and keep them together as a group. Take attendance and account for each one of your students. Use your red/green cards to communicate if you need or don't need assistance! Do NOT release any student.

All students must go through the reunification system to be released to a parent or guardian.

**Mobiles and Classes Outside at the Time of the Evacuation**
Do NOT allow students to enter the building. Teachers should take their class to the nearest staging area.

**Lockdown Procedures**
Throughout the year, there will be announced drills to practice the procedures outlined within this plan. Make sure you are familiar with these procedures. Procedures are published.

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**COMMITTEES AND DEPARTMENT**

**Department Chairs Council**

**Department Chair Responsibilities**
In addition to the responsibilities outlined in the Master Agreement, department chairs are responsible for the following:

**Instructional Leadership**
- First and foremost, the Department Chairperson must be a strong educational leader.
- Support the mission and vision of APS, Rangeview High School, and our Unified Improvement Plan. This includes, but is not limited to, supporting Professional Learning Communities, Response to Intervention, Standards Based Grading, ELD, ALP & SPED support, and equitable practices in instruction.
- Assist building administration in supporting and implementing district and building policies and directives.
- Support and carry out decisions of the Department Chairs Council in an unbiased manner.
- Assist department members in implementing decisions made by the Department Chairs Council and administration.
- Attend Department Chairs Council meetings or send a representative if unable to attend.
- Participate in the interview and selection process for new department members.
- While not in an evaluative role, mentor and assist department members in understanding and meeting instructional standards.
- Promote department representation on building and district committees.
● Represent or provide department representation for building academic programs (Academic Awards Ceremony, Eighth Grade Parent Orientation, Convocation, etc.)
● Lead your department in developing a professional, positive, collaborative climate.

In-Building Communication
● You are your department liaison to the administrative team. Departments eligible for a chair and assistant chair position may choose to have co-chairs. However, one will be designated as the primary communicator. Furthermore, it is the primary communicator's responsibility to communicate with the other Chair.
● Organize and conduct department meetings at least monthly. Present official Department Chair Council minutes to the department and record minutes.
● Make sure relevant information about workshops, professional learning, seminars, and professional organizations is made available to all department members.
● Present and advocate for department thoughts, wishes, and positions fairly and accurately. Communicate these thoughts to other departments, the Department Chairs Council, the Administrative Team, individuals and vice-versa.
● Provide an opportunity and encourage all voices in the department to be heard.

Department Management
● Prepare and present the department budget to building administration following communicated timelines and processes.
● In conjunction with the administration, develop an equitable department course schedule (who is teaching what, when, where).
● Assist in arranging coverage when substitutes are not available for your department. Help substitutes assigned to the department.
● Manage technology issues (develop department tech plan, coordinate teacher and student access, maintenance).
● Order materials and supplies and oversee maintenance of department equipment (textbooks, computers, software, consumable materials, book rebinding, etc.)
● Inventory department assets.
● Carry out and/or understand any other duties specific to a department (hazardous materials disposal, chemical inventory, co-curricular programs, etc.).

COUNSELING DEPARTMENT
The counseling office is typically open from 7:00 AM to 4:00 PM. Counselors are available from 7:25-3:25

The counseling staff will work toward the development and maintenance of a comprehensive counseling program that aligns with the American School Counselor Association (ASCA) National Model. Each counselor will strive to help all students in the areas of academic, career/college and social/emotional well-being. As counselors, we work to advocate and collaborate with all stakeholders to ensure that each student can acquire the tools to become successful contributing citizens of our community. The department chair will meet with the principal at the beginning and end of each school year, to lay out counselor responsibilities, summarize the program and suggest improvements for the upcoming year.
The primary objectives of the counseling staff are as follows:

**To Parents**
- Provide current information relative to sources of assistance in school and community
- Provide feedback relative to student progress toward graduation and post-high school opportunities
- Provide the opportunity for active parent involvement in the counseling program
- Provide opportunities for conferences with parents and/or students, staff and referral agencies
- Provide information about student attendance problems

**To Students**
- Assist students to gain social/emotional skills and better cope with conflict, decision-making and stressful situations
- Assist students in an awareness of social/emotional strengths and weaknesses
- Facilitate an adult and peer support system when individual problems may arise
- Facilitate student understanding and improvement of academic skills
- Assist students in the development of effective communication skills and behavior patterns
- Assist students in academic planning relative to graduation requirements and college/career opportunities
- Inform students of opportunities, requirements, application procedures and assistance available for further education and training after high school

**To Staff**
- Serve as a resource person to instructional departments in their career education activities, curriculum development and meeting the developmental needs of students
- Serve as a resource to those staff members wishing to enhance their individual and group guidance and counseling skills
- Make presentations to the faculty on topics of interest relative to the guidance and counseling program

**What is Counselor of the Day (COD)?**
Counselor of the Day is the counselor who does not have appointments and are available to see students who need social/emotional support that day or are new students.

**What is the Individual Career and Academic Plan (ICAP)?**
ICAP is a state and district requirement of each student. The tasks are designed to encourage post-secondary exploration. They are part of the graduation requirements of APS and therefore a building-wide responsibility.
The aim of Rangeview's Library Program is to assist students in developing a commitment to informed decision-making and in developing the skills of lifelong learning that integrates media into the total educational process. Our goal is to ensure that students and staff are effective users of ideas and information. This mission will be accomplished by supporting the curriculum of each academic area.

The library is typically available to students from 7:00 AM to 4:00 PM. Please check with the library staff in advance to schedule the library space before or after school.

**Technology Resources and Equipment**
The following technological resources are available in the library:
- Automated library catalog
- Internet
- Telefacsimile Services for media resources (magazine articles, etc.)
- Online Databases

Information from databases may be downloaded. Students will be charged 10 cents per page to print hard copies and 25 cents per graphic page.

**Scheduling Classes for the Library**
Class usage of the library MUST be scheduled in advance. The library schedules a maximum of two classes per period. Students on open periods are also permitted to use the center provided seating is available. When the center is booked, occasionally individuals and small groups are admitted into the center with a pass only. Groups of three or larger should be scheduled in advance.

Teachers may schedule library usage by signing up on the clipboard or notebook located on the circulation desk. Teachers must write their name, research topic, and number of students. Teachers must also complete a "library research" form before their classes use the center.

**Teacher Checkout of Materials**
Each teacher has a barcode on file in the library and all materials are available for teacher check-out. Teachers may keep materials as long as needed; however, keep in mind that the books need to be available for others.

Given a minimum two days' notice, carts of books on specific topics can be pulled for teacher check out and use in the classroom. Accompanying each cart of books will be a list indicating the titles and number of books on the cart. Teachers may also pull their own cart of books, but time must be provided for the media staff to check the books out. Teachers are responsible for maintaining the collection of books that are sent to their classrooms. When the cart is shared, teachers are responsible for returning all titles to the cart. Upon returning the cart, any titles not returned will need to be replaced by the teacher. The library will not check books out to students in the teacher's name without a written request from the teacher.
**Overdue Notices**
Overdue notices for students will be put in teacher's mailboxes on Monday of each week. Please distribute these notices to students. Any discrepancies or questions should be brought to the attention of the library staff as soon as possible.

**New Purchases**
Suggestions for purchasing new materials to support the curriculum may be communicated with our Librarian. Specific department purchase requests that are to be used by individual teachers and that remain with that teacher all year should be purchased through department budgets rather than through the library.

Periodically a "NEW BOOKS" list will be distributed to all teachers along with the Rangeview Library Update newsletter. If a teacher has made a specific request for purchase, the teacher will be made aware of the arrival of this item as soon as possible.

**Textbooks for Checkout**
The library maintains a small collection of some of the academic textbooks for check out. If your textbook is not available in the center, you might consider giving one or two copies to the center, and the library staff will make them available for student check out.

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**HEALTH OFFICE**
The health office is staffed by a registered nurse who will provide minor health care and make health assessments to determine if a student should remain at school, be sent home, or be referred to an outside health care provider (with parent permission.)

Students should report to class and obtain teacher permission and a hall pass before coming to the health office. Emergencies are exceptions. Students will be sent back to class for a pass if they arrive without one. When students return to class, their pass will have the time they left the health office on it. The passes will be placed in the teacher's box with the outcome of the visit if the students do not return to class.

Tylenol, Excedrin, Maalox and Ibuprofen will be available in the Health Office for staff. District policy now allows for the occasional use of Tylenol and Ibuprofen to be available for students providing appropriate paperwork is submitted by a parent/guardian.

When the nurse is out of the health office, students should go to the main office. The receptionist will contact the nurse. If the nurse is out of the building, the attendance office will contact the parent if the student needs to leave school.

Feminine hygiene items are available only in the health office and the women's P.E. office. The main office and the attendance office have a small supply for times when the nurse is not available.

In case of emergencies, staff should call or send a student to call the nurse at ext. 27604. The nature of the emergency should be reported so the nurse may respond with necessary emergency equipment.
The nurse is available as a resource to provide health information to teachers and their students.

**SWIMMING POOL**

Swimming Pool Use
For safety and liability reasons, staff may only use the swimming pool when lifeguards are on duty on the deck.

**Recreational Swimming**
Recreational swimming includes use by:
- PE classes during school hours that do not involve swim stroke instruction,
- school athletic teams during, before, or after school hours for fitness or recreation,
- any individual or group either during, before, or after school hours for fitness or recreation.

The following is REQUIRED for recreational swimming:
- 1-50 swimmers: Two certified lifeguards
- 51-100 swimmers: Three certified lifeguards
- 101-150 swimmers: Four certified lifeguards