

Rangeview High School



2019 - 2020

Parent-Student Handbook

Rangeview High School Purpose Statement



We develop and honor the curiosity of our students by uncovering their passion 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.

Rangeview High School has earned The Anti-Defamation League “No Place for Hate” designation for 10 years. All students and staff are provided the opportunity to sign the following Resolution of Respect:

I pledge from this day forward to do my best to combat prejudice and to stop those who, because of hate or ignorance would hurt people or violate their civil rights.

- I will think about specific ways Rangeview can promote respect for people and create a prejudice-free zone.
- I will try at all times to be aware of my own biases and seek to gain understanding of those I perceive as being different from myself.
- I will speak out against all forms of prejudice and discrimination.
- I will reach out and support those who are targets of hate.

TABLE OF CONTENTS

| | |
|--------------------------------------------------------------------------------------|-----------|
| SCHOOL DESCRIPTION | 5 |
| Rangeview Core Values | 6 |
| “Expectations – Excellence” - The Rangeview Challenge | 7 |
| Rangeview Raider Expectations | 9 |
| When or Where can a Rangeview Raider... | 10 |
| RANGEVIEW HIGH SCHOOL SONG | 11 |
| GENERAL INFORMATION | 12 |
| BELL SCHEDULE | 13 |
| ENROLLMENT | 14 |
| RANGEVIEW CODE OF CONDUCT | 15 |
| ACADEMIC DISHONESTY | 15 |
| CONSEQUENCES of Plagiarism/Academic Dishonesty: | 15 |
| DRESS CODE | 16 |
| PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING | 16 |
| BULLYING | 17 |
| WEAPONS NOT COVERED IN DANGEROUS WEAPON | 17 |
| PROTECTION OF PROPERTY | 18 |
| CONTROLLED SUBSTANCES | 18 |
| CELL PHONES/ELECTRONIC DEVICES | 18 |
| FINES AND FEES | 19 |
| BICYCLES | 19 |
| FOOD AND DRINK | 19 |
| SMOKING | 19 |
| HALL PASSES | 19 |
| IDENTIFICATION CARD | 19 |
| LOCKERS | 20 |
| LOCKER ROOMS | 20 |
| MESSAGES | 20 |
| PUBLIC DISPLAYS OF AFFECTION | 20 |
| SKATEBOARDS/IN LINE SKATES | 20 |
| Vehicle Registration/Parking | 20 |
| PARKING LOT PERMITS (for parking in the lot at front of or on the south side of RHS) | 20 |
| PARKING TICKETS AND TOWING (issued for parking lot violators) | 20 |
| BEHAVIOR EXPECTED IN SPECIAL AREAS OR SITUATIONS | 21 |

| | |
|-----------------------------------------------------------|-----------|
| ATTENDANCE PROCEDURE | 22 |
| NOTIFYING THE SCHOOL OF AN ABSENCE | 23 |
| SCHOOL NOTIFICATION TO THE HOME | 23 |
| EXCUSED ABSENCES | 23 |
| HABITUAL TRUANCY | 24 |
| UNEXCUSED ABSENCES | 24 |
| TARDY POLICY | 24 |
| PRINCIPAL’S PASSES | 25 |
| REQUESTS FOR HOMEWORK | 25 |
| MAKE-UP WORK DURING ABSENCES | 25 |
| ABSENCES DUE TO SCHOOL ACTIVITIES | 25 |
| EXCESSIVE ABSENCES: | 26 |
| EARNED ELIGIBILITY | 26 |
| COURSE SELECTION AND STUDENT SCHEDULES | 26 |
| REGISTRATION AND THE PROGRAM PLANNING GUIDE | 26 |
| MINIMUM NUMBER OF CLASSES | 26 |
| CONSECUTIVE SCHEDULING | 26 |
| SCHEDULE CHANGES | 26 |
| STUDENT ENROLLMENT DEADLINES | 27 |
| COURSE EXPECTATIONS | 27 |
| WITHDRAWING FROM OR DROPPING CLASSES | 27 |
| ASSISTANTSHIPS | 27 |
| INDEPENDENT STUDY | 28 |
| JULY CHECK-IN | 28 |
| END OF YEAR | 28 |
| SPECIAL PROGRAMS | 29 |
| CREDIT RECOVERY | 28 |
| PATHWAYS/INSTITUTES | 28 |
| CONCURRENT ENROLLMENT AND DUAL CREDIT OPPORTUNITIES | 28 |
| PICKENS TECHNICAL COLLEGE | 28 |
| GRADE PLACEMENT | 28 |
| CREDITS EARNED OUTSIDE REGULAR HIGH SCHOOL PROGRAM | 29 |
| GRADING SYSTEMS | 29 |
| PROGRESS REPORTS AND PARENT/TEACHER CONFERENCES | 29 |
| PROGRESS REPORTS | 29 |
| PARENT / TEACHER CONFERENCES | 29 |
| REPORT CARDS AND HONOR ROLL POLICY | 30 |
| REPORT CARDS | 30 |
| HONOR ROLL POLICY | 30 |

| | |
|--------------------------------------------------------------------------------------------------------------------------------|-----------|
| REQUIREMENTS FOR ACADEMIC LETTERING | 30 |
| WEIGHTED GRADES | 30 |
| GRADE POINT AVERAGES AND HONORS AT GRADUATION | 30 |
| CHANGING GRADES & GRADE APPEALS | 31 |
| COUNSELING SERVICES | 31 |
| COLLEGE PLANNING | 31 |
| MEDIA CENTER | 32 |
| LIBRARY GUIDELINES | 32 |
| CIRCULATION POLICY | 33 |
| ONLINE DATABASES | 33 |
| CYBER BULLYING | 33 |
| COMPUTER POLICY | 33 |
| PRINTING | 34 |
| LIBRARY STORE | 34 |
| ADDITIONAL INFO/SERVICES | 34 |
| INFINITE CAMPUS | 34 |
| STUDENT ORGANIZATIONS AND CLUBS | 34 |
| CLUB PARTICIPATION | 34 |
| ATHLETICS AND ACTIVITIES | 35 |
| RANGEVIEW HIGH SCHOOL'S PHILOSOPHY ON THE USE OF MOOD ALTERING CHEMICALS AND ITS RELATIONSHIP TO THE ADOLESCENT ATHLETE | 38 |
| HEALTH OFFICE | 41 |
| IMMUNIZATIONS | 41 |
| RANGEVIEW STUDENT HELP LINES | 41 |
| OTHER INFORMATION | 42 |

SCHOOL DESCRIPTION

FACILITIES

Rangeview High School, located on 32 acres, has 95 classrooms. There are two grass fields, one lighted artificial turf field, two softball fields, one baseball field, and one all-weather track to facilitate athletic and other activities as well as a pool and lighted racquetball and tennis courts. A weight room, two wrestling rooms, one dance room, training room, two gymnasiums, community room, and an auditorium are also available.

STUDENT BODY

Rangeview High School averages 2,200 students in grades 9 - 12. The community supports several businesses, and family incomes range from upper-middle to mid-lower. The student body is approximately 27% Anglo and 73% minority. African Americans make up 21% of the student body, Hispanics 36%, Asian American 6%, Native American 4%, Pacific Islander 1% and two or more races 5%. Columbia and Mrachek are the feeder middle schools for Rangeview High School.

ACADEMIC PROGRAMS

Rangeview offers general education classes, honors and advanced placement courses, post-secondary education opportunities, online classes, a Science, Technology, Engineering, Math pre-engineering program, a Business Pathway, and special education curriculum to meet the educational needs of all students. Honors courses are available in English, Math, Science, and Social Sciences. Rangeview also offers AP Language and Composition, AP Literature, AP U.S. History, AP Biology, AP Chemistry, AP Environmental Science, AP Physics, AP Computer Science A, AP Computer Science Principles, AP Calculus AB, AP Calculus BC, AP Spanish, AP Art, and AP Human Geography.

RANGEVIEW CORE VALUES

| Our Values | Definitions |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accountability | <p>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)</p> |
| Passion | <p>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.</p> |
| Relevance | <p>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.</p> |
| Fun | <p>We believe that a fun work environment <i>intentionally</i> impacts the attitude and productivity of all members of its community.</p> |

Rangeview High School



“EXPECTATIONS – EXCELLENCE”

THE RANGEVIEW CHALLENGE

1. EXCELLENCE – the goal which must control our every action as we come together in Rangeview High School.
2. EXCELLENCE – the objective we must achieve in academics, activities, and citizenship as quickly as it is possible to realize it.
3. EXCELLENCE – the challenge given to us by the Board of Education and expected of us by the citizens of the community of Aurora.
4. EXCELLENCE – PRIDE – ACHIEVEMENT – WINNING TRADITIONS! Anything less than “Excellence” is not good enough for the Rangeview Community!

The Rangeview staff believes that achieving Excellence begins with establishing good attitudes, strong self-discipline and appropriate school behaviors. Good discipline at all times during school hours and at school activities is essential and is our highest expectation.

Students at Rangeview will be expected to:

1. Be in all scheduled classes or in an appropriate authorized location at all times while on the campus.
2. Obey all laws of the State of Colorado and follow all policies of Aurora Public Schools and Rangeview High School at all times.
3. Treat the facility and all supplies, equipment and materials of Rangeview High School as you would your most valuable personal possession.
4. Honor the rights and possession of your fellow students by giving them the respect you in turn deserve from them.

5. Represent families, the school, and the community with appropriate good citizenship at all time when acting in the name of Rangeview High School.

While in classes at Rangeview High School student will be expected to:

1. Be in assigned seats ready to work when the bell rings to signify the beginning of the class period.
2. Bring paper, pencils, books and completed assignments every day.
3. Keep hands, feet, books, and objects to oneself.
4. Avoid use of vulgar language and all forms of bullying.
5. Follow directions of the teacher and school supervisors.

In pursuing academic endeavors, students will be expected to:

1. Complete all assignments on time.
2. Make all written assignments attractive and easy to read.
3. Complete all assignments with correct spelling, designated format, and proper English.
4. Maintain academic honesty in all assignment, avoiding plagiarism while documenting sources of information the correctly.
5. Accomplish extensive reading and writing assignments on a regular basis to develop these skills to the student's potential.

While participating in school activities, students will be expected to:

1. Follow all policies and regulations of the Aurora Board of Education, Rangeview High School Handbook, and the individual coaches and sponsors.
2. Conduct oneself with standards of good sportsmanship and excellence citizenship in all intra and inter school competitive events.
3. Give 100% personal effort to endeavors undertaken in the school program.
4. Participate in varied activities to develop personal, cultural, physical, social skill to a high level of competence.
5. Contribute constructive ideas through Student Council/Student Leadership activities to promote high peer standards of achievement among students.

*Based on the original expectations of Rangeview High School written by its first principal Joe Flierl in 1983.



**RANGEVIEW RAIDER
EXPECTATIONS**



Be on time!

Say “please and “thank you”

Cover up the 3 B’s

Be honest!

Clean up after yourself.

Own your mistakes- we all
make them.

Be kind to everyone!

Work hard to play hard.



**WHEN OR WHERE CAN A
RANGEVIEW RAIDER...**



| | |
|-------------------------|--------------------------------------------------------------------------------------------|
| Use Profanity | Nowhere, since Raiders do not use profanity. |
| Eat & Drink | Commons Only (Water is okay everywhere) |
| Listen to music* | Commons & Hallways (*1 headphone/earbud only, please!) |
| Be late to class | Never, Since Raiders are never late |
| Use my phone | Commons & Hallways (Teachers will let you know if/when to use them in class) |

RANGEVIEW HIGH SCHOOL SONG

“Go mighty Raiders,
Put them to the test
With our colors flying
Red and Black will be the best
GO FIGHT WIN
We have the power
And we have the might
We’ll never stop
Till we get to the top
Rangeview Raiders win this
fight”

GENERAL INFORMATION

MAIN OFFICE – 303-695-6848

| | |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| General information on Rangeview; Administrative help and/or appointments, Bus schedule | Main Desk, ext. 27679 |
| Information pertaining to student schedules; Concerns pertaining to learning and classroom performances | Administration, ext. 27601 |
| Activities, clubs | Athletic/Activities Office, ext. 27629 |
| Athletics | Athletic/Activities Office, ext. 27629 |
| Calendar, use of building after hours | Athletic/Activities Office, ext. 27629 |
| Reporting absences, pre-arranging absences, lost and found, homework requests, admit to class | Attendance Office, English ext. 27609 Spanish ext. 27602 |
| School fees and/or fines | Bookkeeper, ext. 27620 |
| Theft and vandalism reports | Deans' Office, SRO, ext. 27634 or ext. 27632 |
| Information and assistance concerning medical questions and/or problems; 504s | Nurse, ext. 27604 |
| Report cards, transcripts, permanent records, student schedules, withdrawal from school | Records Office, ext. 27626 |

COUNSELING OFFICE

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Appointments with counselors, information pertaining to class schedules, course offerings, college or vocational planning, scholarships, graduation, parent appointments with teachers, social and/or personal problems, job referrals | Counseling Office, ext. 27652 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|

BELL SCHEDULE

Rangeview High School 2019-20 Bell Schedule

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

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**

ENROLLMENT

All families new to Aurora Public Schools must contact the Aurora Public Schools Central Admissions office to complete the registration process. All current families who have changed their address must notify their student's school as soon as possible to either complete admissions forms and/or verify their address at the school or at the Central Admissions office.

Enrollment in Rangeview is a simple two-step process:

- Step 1: Visit the Aurora Public Schools Centralized Admissions site at 1085 Peoria St. or go to the Aurora Public Schools website/central admissions page to complete all admissions forms and verify your address. You may register all of your school-aged children into the school district at one time. Please bring all required documents to the centralized admissions site. Families who have changed their address and currently have a student enrolled in Rangeview will need only to verify their new address. No appointment is necessary.
- Step 2: Parents and students call Rangeview at 303-695-6848 to schedule an appointment to enroll and obtain class assignments, schedules and other information.

Students who reside with their parent or legal guardian in Rangeview's attendance area have an entitlement to attend Rangeview.

- Any continuously enrolled on-track-to-graduate student who completes the eleventh grade at Rangeview is entitled to complete their senior year and graduate from Rangeview.
- Any continuously enrolled students who have a change of residence, which takes them out of the Rangeview attendance area during the school year, may continue at Rangeview for the remainder of the year only. If they wish to continue their enrollment at Rangeview beyond that school year, they must apply for open enrollment under the policies of the Board of Education.
- Students who reside outside of the Rangeview attendance area may apply for open enrollment. These applications will be considered annually on the basis of space, programs, and teacher availability only.
- Students and their parents are required to inform the school district of their true address of residence and any subsequent change of address prior to the move. Students who reside outside of the Rangeview attendance area and/or fail to inform the school of their true address will be required to transfer immediately to the appropriate school for their true residence. They will not be granted continued enrollment under this regulation.

Families who are considering a move, but would like to stay in Rangeview's attendance area, should call the district centralized admission office to confirm that their new address is within Rangeview High School's boundaries. Applications for continued enrollment and for open enrollment are available from the Aurora Public Schools website and from the offices at RHS and will be accepted from January 15 through May 1 of the preceding school year.

CHANGE OF ADDRESS AND PHONE NUMBER

When a student has a change of address, records should immediately be contacted by Rangeview HS for next steps. Phone number changes can be made by contacting Rangeview HS.

Parents must set an appointment to meet with the Registrar to officially withdraw from Rangeview, preferably before the date of withdrawal. All textbooks and other school materials must be returned and all fees paid at the time of withdrawal.

RANGEVIEW CODE OF CONDUCT

For Rangeview to be the kind of place where 2,200 students and 150 staff members can get along safely and happily, it is important for all people to understand what is expected of them. It is equally important for people to understand the consequences of not living up to those expectations.

It is our expectation that students will demonstrate “school appropriate behavior” whenever they are on school property, during school hours, on the way to or from school, and at any school-sponsored activity. The school will respond to a student’s behavior no matter where or when it occurs if it is detrimental to the health, safety, or welfare of other students or staff, or if it interferes with the school’s ability to educate other students, or to provide a safe and secure environment on campus for all students, staff, and visitors.

We recommend that you know your rights, and we also urge you to know your responsibilities as a student at Rangeview High School.

The Aurora Public School Board of Education has adopted a philosophy statement on student discipline and shared responsibilities. Students and parents are expected to read and adhere to these conduct codes, giving special attention to policy ADH, ADHA, JK Student Discipline, JKD/JKE Student Suspension and Expulsion and JICI Weapons. These policies are detailed in the Rangeview High School Student-Parent Handbook and Safe Schools Policy and Regulations handbooks.

APPROPRIATE LEARNING ENVIRONMENT

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.

INFRACTIONS TO THE ACADEMIC HONESTY CODE INCLUDE:

- Looking on another’s paper during a test/quiz
- Allowing someone to look at your paper during a test/quiz.
- Copying, using text-messages, verbally sharing, or using a cell phone camera to share any ideas or items on a test, quiz, or assignment.
- Using any kind of notes or information to complete a test or quiz without the instructor’s permission.
- Turning someone else’s work as your own.
- Allowing another to turn in your work as their original work whether in part or as the whole assignment.
- Misrepresenting information from another source as your own whether it’s a phrase, sentence, or paragraph.
- Sharing/showing another student a test, quiz, or assignment that another student has not completed.
- Asking another student to show you a test, quiz, or assignment you have not completed.
- Turning in work done with others when the assignment was to be completed independently.
- Buying, stealing, or borrowing someone else’s work and claiming it as your own work. For example, using/accessing someone’s server file to copy that person’s work.
- Selling any portion of your work for another student to use.
- Hiring someone to write your paper or do your assignment.
- Seeking credit for work that is not your own.

CONSEQUENCES of Plagiarism/Academic Dishonesty:

Students, who do any of these identified behaviors, are violating the Rangeview High School Honesty Code. The consequences of the behavior will be as follows:

FIRST OFFENSE

A zero on the assignment, test, or quiz with no opportunity to make up the work for credit. Parents will be notified by the teacher.

SUBSEQUENT OFFENSES

A zero on the assignment, test, or quiz with no opportunity to make up the work for credit AND referral by an RHS Faculty member to the Dean of Students and documentation into the Infinite Campus conference log. This information will be flagged on your High School transcript.

Parent notification will be made in all circumstances. Multiple offenses of any of the above may result in failing a class.

IMPROPER DRESS

Students at Rangeview High School are expected to dress for academic success. All staff members are requested to strictly enforce the following building dress code policy:

DRESS CODE

- Student ID's must be worn at all times while on APS property.
- Hats or headgear are not allowed including caps, bandanas, stocking hats, do-rags, visors, and any other garment or article worn on the head that would not be appropriate to wear during the academic day. However, religious garments including hijabs, headscarves, turbans, etc. are permitted, as well as hats for celebration events or dress-up days hosted by Student Council. Any other exemptions must be requested through the dean's' office on a case-by-case basis.
- Shorts, skirts, rompers, and dresses may be worn as long as they are no shorter than halfway above the mid-length of the thigh. Leggings may be worn alone only if they are of an opaque color and tights cannot be worn alone.
- Tops exposing large areas of skin including cleavage, bare midriff, sides, etc. may not be worn unless paired with appropriate garments underneath (fitting tank top) or over (cardigan, long sleeve, hoodie, etc.). This rule applies to students of all genders.
- Exposed undergarments are not allowed.
- Clothes promoting brands or merchandise (including music groups and product names) are allowed, but images or language with offensive puns or slurs cannot be worn. Any images or language relating to alcohol or drug use, racial and/or orientation slurs are also not allowed.
- Clothes with gang affiliation or identical non-school related affiliations to other students are not allowed.
- Sunglasses should not be worn during the academic day.
- Gloves may not be worn or dangling from pockets or other parts of clothing inside the building.
- 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.

Any clothes not listed but deemed inappropriate will not be allowed. Students whose clothing violates these rules will not receive an additional warning, but will be given an appropriate consequence on the first offense.

PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING

FIGHT ENCOURAGEMENT

Students will promote non-violent solutions to problems which arise on or off campus. Any student who incites or encourages fighting on school grounds or at school sponsored activities will be suspended. If a conflict appears to

be imminent, if at all possible under the circumstances, the student is expected to make all efforts to avoid the conflict and seek the help of an adult.

Students who attend a fight on or off campus involving Rangeview students - including weekends and vacations - may be given consequences up to and including suspension or expulsion depending on the nature of the fight and the impact on the learning environment at Rangeview. This includes fights documented using social media or police reports.

FIGHTING WITH STUDENTS

Students involved in a fight are subject to disciplinary action that may include suspension and or expulsion.

PHYSICAL AGGRESSION TOWARDS A STAFF MEMBER

A student involved in physical or verbal aggression against a staff member, regardless of the circumstances or intent, will be subject to disciplinary action that may include suspension and or expulsion. Destruction of an employee's property at any time or place would also be viewed as aggression.

BULLYING

Definition: Any written, verbal or pictorial expression, physical or electronic act or gesture, or a pattern thereof by a student that is intended to coerce, intimidate or cause any physical, mental, or emotional harm to any student. This includes the creation of an intimidating, hostile, or significantly offensive environment that interferes with the learning or performance of school-sanctioned activities of any student.

Examples of Bullying

- Derogatory written or pictorial communications in any media (e.g., letters, notes, cellphones, social networks, voicemail, text messages, pager messages, newspaper articles, invitations, posters, photos, cartoons);
- Derogatory verbal comments (e.g., name-calling, taunting, hostile teasing, spreading rumors, epithets, jokes or slurs);
- Threats of force or violence against a person's body, possessions or residence (e.g., obtaining food or money by threats of force); or
- Physical conduct (e.g., provocative gestures, overly rough horseplay, restricting freedom of action or movement, violence, defacing or destruction of property).

Any student engaged in bullying will face disciplinary action. All concerns of threats or rumors must be reported to a staff member as soon as possible.

CYBERBULLYING

Definition: Being cruel to others by sending or posting harmful material using the Internet, cell phone, or any social media. Spreading or forwarding rumors or threats or photos via social media is a serious offense.

Any student engaged in cyberbullying will face disciplinary action. All concerns of threats or rumors must be reported to a staff member as soon as possible. Cyberbullying is a criminal offense and police will be notified.

WEAPONS NOT COVERED IN DANGEROUS WEAPON

The possession of an imitation weapon (i.e. toy guns & knives) will result in disciplinary action. The APS Weapons policy provides that dangerous weapons and facsimile weapons are not to be on campus. However, some programs (e.g. ROTC) may legitimately involve the use of such weapons. An exception to the weapons policy may be made by obtaining prior permission from the site administrator for students participating in an authorized program involving the use of dangerous weapons.

Where an exception to the policy is made, staff members supervising the program or activity should work with school administrators about advance arrangements for the bringing, storing, demonstration during the authorized

program, and return of the dangerous weapon to the parent/guardian. The permission form can be obtained from the main office.

PROTECTION OF PROPERTY

Theft

Students are expected to respect the property of others. Those who are involved in theft will face disciplinary actions that may include suspension or recommended for expulsion.

Gambling

Gambling is not allowed on campus. Students who are involved in gambling will be assigned consequences depending on the seriousness of the situation.

CONTROLLED SUBSTANCES

- Transaction of drugs or alcohol:
 - The school will recommend expulsion of no less than two semesters in all incidents involving the sale, purchase, distribution, receiving or possession with intent to distribute drugs, alcohol, controlled substances or any material which a student has claimed to be one of those substances.

- Possession or being under the influence of alcohol OR possession of controlled substance paraphernalia will result in the following:
 - A 5 day out of school suspension if chosen*
 - A police report
 - A parent/student conference

*The 5 day out of school suspension can be replaced with a 1 day out of school and completion of the APS Substance Abuse course. The course includes six 1-hour classes in six consecutive weeks. Additionally, a parent/guardian/caring adult should attend four of the six sessions with his or her child. A fee is associated with this course.

If the requirements are not met, then the student will serve the remaining days for the original 5 day out of school suspension.

1. A student with multiple offenses may be recommended for expulsion.
2. During the period of off-campus suspension and/or expulsion, students are not to be on campus or any APS property. Violations of this rule will result in additional days of suspension and/or trespassing charges through APD. Suspended and expelled students are excluded from and may not attend all school sponsored events.
3. Students who are suspended are required to complete and turn in make-up work. Students who are expelled will receive a withdraw passing or withdraw failing reflecting the course grades at the time of the suspension leading to the expulsion. (APS policy IKA-R)
4. Aurora police will be notified any time a student is involved in criminal activity.

Other School Rules

CELL PHONES/ELECTRONIC DEVICES

Cell phones may be used by students in non-academic spaces. Cell phones may be used outside the building; however, students should not be late, or miss class, due to cell phone usage. Consequences may incur if students are found to be in violation of this policy.

Electronic devices used in instructional areas such as classrooms, computer labs and the library will be confiscated unless specific permission has been granted by a staff member. Electronic devices that disturb other students or staff, regardless of location, will be confiscated.

Any staff member seeing a cell phone or electronic device being used in violation of the above policy will confiscate the item and turn it into the Deans' office. The dean will return the confiscated item 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.

FINES AND FEES

Fines and fees are payable to the bookkeeper immediately upon assessment. It is a Rangeview High School policy to hold caps and gowns at the end of the senior year. Caps and gowns will be issued to graduates only when all fines and fees are paid in full.

EXAMPLES of but not limited to:

Fees: Athletic participation fees, trips, athletic and P.E. locks, P.E. shirt, special class books or workbooks, monies assessed for unreturned and/or damaged books, monies assessed for unreturned and/or damaged athletic equipment, outstanding fundraiser monies, checks returned for insufficient funds.

Fines: Assessed library/media center fines for materials returned late, on-campus parking fines.

BICYCLES

Bicycles must be locked up in a bicycle parking area, which are located by the building on the west side near the main entrance and by the flagpole next to the tennis courts. The school cannot be responsible for theft or damage to bicycles.

FOOD AND DRINK

Food and drink, with the exception of water, is not allowed in instructional areas or classrooms except with the permission of the teacher.

SMOKING

Smoking is not allowed on campus at any time. Smoking is only allowed in a designated area on Telluride and is open only before school and during lunch. Campus Monitors can deny access to Telluride to students at any time.

HALL PASSES

Students should not be in the hallways without a pass. Teachers will require students to show their school ID before a pass is issued. Release of students from the classroom is a matter of teacher discretion. Students must show the pass to any authorized Aurora Public School employee upon request. The student is expected to return the pass to the sending teacher upon his/her return to the classroom. Students who misuse hall passes will be placed on the no hall pass list.

IDENTIFICATION CARD

Each student is furnished a free student I.D. card free of charge when they register. Every student is required to wear their ID at all times while on school property during the academic day. Students must also have their student ID with them when attending any school event on or off campus. Any authorized Aurora Public School official (administrator, staff member, campus monitor, custodian, or substitute teacher) may ask students for their identification. Such identification must be shown or that student will be subject to disciplinary action. Students must go to the attendance office to replace a lost I.D. within 24 hours. There is a charge of \$5.00 per I.D. replacement.

LOCKERS

All freshman and sophomore students will be assigned a locker for the storage of books and equipment. Juniors and seniors have the option of having a locker assigned. It is the student's responsibility to see that his/her locker is kept locked at all times. The school is not responsible for loss or theft of items from lockers and reserves the right to search lockers if there is a suspicion of a threat to the health and safety of other students and staff. Most locker thefts occur as a result of students either sharing lockers or not using their assigned lockers.

Students are also reminded that they are not to switch locker assignments. School I.D. will be required before any locker information or combination is supplied.

LOCKER ROOMS

Students are not allowed in PE or Athletic locker rooms unsupervised. Students found in locker rooms unsupervised may be suspended.

MESSAGES

Messages to be delivered by the attendance office may only be left by parents or employers. These messages should be of a serious or emergency nature since instruction time is interrupted to deliver them. Questions about the nature of the emergency will be determined by our administration. Flowers and celebratory messages cannot be carried in halls and classrooms and should not be sent to the school for delivery in classrooms.

PUBLIC DISPLAYS OF AFFECTION

Open displays of affection are considered to be inappropriate on a high school campus.

SKATEBOARDS/IN LINE SKATES

Skateboards/inline skates may be used as transportation to and from school but are not to be used on campus. Students must be off their boards or out of their skates when they reach the property. These items must be stored in student lockers during the school day.

TRESPASSING

Non-Rangeview students are not allowed on campus with the exception of extracurricular events which are open to the public or unless prior arrangements have been made with the front office. Non-students found on campus will be ticketed for trespassing. If a Rangeview student is asked to leave campus and refuses to do so, that student will be in violation of the City of Aurora trespassing law and may be ticketed.

Vehicle Registration/Parking

For safety reasons, all students parking on or near campus must register their car(s). A registration fee will be assessed as determined by the Board of Education for each car registered. Cars will be registered at student check-in in July. License plate number, make, model and color must be furnished along with a copy of the Colorado Vehicle Registration and proof of insurance and a valid Colorado Driver's License.

PARKING LOT PERMITS (for parking in the lot at front of or on the south side of RHS)

Due to the limited number of parking spaces and in order to prevent unsafe conditions in the parking lot, parking lot permits will be issued to qualified students whose vehicles have been registered.

Reminder: All vehicles must be registered and display the appropriate stickers.

Registration Sticker - Lower right front windshield

Parking Lot Permit - Hanging on rear-view mirror

PARKING TICKETS AND TOWING (issued for parking lot violators)

Parking tickets will be issued to cars that are not in an authorized space, do not have a parking permit and/or registration sticker, or are parked in more than one parking space or occupy a reserved space. Fines for parking violations will be as follows:

- First offense: Warning issued

- Second offense: \$5
- Third offense: \$10 fine and possible loss of parking privileges
- Fourth offense: \$20 fine and loss of parking privileges

Contact a dean of students with questions.

**Vehicles may be towed at owner's expense any time they violate any of the parking policies.

BEHAVIOR EXPECTED IN SPECIAL AREAS OR SITUATIONS

- **ASSEMBLIES**
 - All students will be expected to attend school assemblies and display appropriate behavior. Assemblies are held so students may view performances, listen to guest speakers, and/or to promote school enthusiasm. Student organizations, such as cheerleaders, student government, diversity cadres, and the music department have typically arranged and promoted assemblies. However, other organizations are encouraged to submit ideas to the athletic director or activities director about performances that may benefit Rangeview students. During the playing of the National Anthem, all students are expected to demonstrate respect.
- **COMMONS (CAFETERIA/LUNCH ROOM) AND OUTSIDE LUNCH AREA**
 - Students may use the Commons before school, during lunchtime, and during free periods other than the end of their school day. Students using the Commons facility are expected to act in a responsible manner. The throwing of articles, such as food or coins, is strictly forbidden both inside and outside of the building. The tables and eating area should be cleaned and all trash placed in trash receptacles. Food must remain in the Commons and may not be taken into academic hallways and classrooms. Abuse of these rules will result in "restricted lunch," work detail, or possible suspension.
- **DANCES ON CAMPUS**
 - All school rules apply including appropriate dress and public displays of affection. Prom is off campus and the rules applying to attire are relaxed. For instance, girls can wear strapless or backless dresses and gentlemen may wear formal hats. School rules are enforced at After Prom whether held on or off campus.
- **SENIOR SPLIT**
 - This planned celebration is held for seniors only and even though it is held on campus, participating seniors are allowed to wear bathing suits and shorts because of the nature of the event.
- **EMERGENCIES**
 - During **FIRE ALARMS**, all students should immediately vacate the building in an orderly manner to a position at least 100 feet from the structure. Students are not to stop at their lockers or the restroom.
 - During **TORNADO WARNINGS** all students must follow directions from their teacher. Each room has a clearly marked sign giving specific instructions of where to move and what to do.
 - If a **POWER FAILURE** occurs, students should normally remain in the area where they are currently located with the exception of those in the hallways. Students in the hallway should go to the commons or outside the building.
 - If a **DISASTER** occurs, students will be directed to safety. Parents will receive a School Messenger message with information on where they may pick up their students.
 - During a **LOCKDOWN** all students must follow directions from their teacher. Each room has a clearly marked sign giving specific instructions of where to move and what to do. Students in the hall when a lockdown is announced should move to the closest occupied room.
- **SCHOOL CLOSURE** such as that resulting from adverse weather conditions is announced on a large number of radio stations. Please listen for public service announcements rather than calling the administration building or individual schools.
 - In addition, if there is a school closure or emergency our automated notification system, School Messenger, will be used to notify each student's primary phone number as listed in Infinite Campus.

ATTENDANCE PROCEDURE

According to state law, it is the obligation of parents to ensure that every child under their care and supervision receives adequate education and, of compulsory attendance age, attends school.

Good attendance is of paramount importance to academic performance and overall success of students. Absences, whether excused or unexcused, are detrimental to the learning process. Regular attendance develops habits that are essential for success. It is the joint responsibility of students, parents/guardians and schools to ensure regular attendance. Excessive student absences may be symptomatic of problems which necessitate joint efforts of the school, student, home and community agencies.

Students enrolled in the Aurora Public Schools are required to attend classes, unless excused for good reason, in accordance with the Colorado School Attendance Law (C.R.S. 22-33-101 and Article IX, Section 2 of the Colorado Constitution). Therefore, in cases of excessive absences, the district will utilize community agencies as well as Truancy court, in order to enforce regular attendance when student or parental/guardian responsibility has not been met

RESPONSIBILITIES

STUDENT

1. Attend school for all days of the adopted calendar
2. Be in class on time, prepared for academic work. Students who are late less than half of the class period will be marked as "tardy." Discipline will be assigned to students who have a pattern of habitual tardiness.
3. Contact teachers immediately upon returning from an absence to receive make-up assignments and deadlines for completing them
4. Complete work as assigned by the teacher when a pre-arranged absence is required
5. Follow the established school procedure when enrolling in or withdrawing from class
6. Follow the established school procedure for arriving at school late or leaving early; specifically, you must sign-in at the attendance office when arriving late, and you must be excused through the attendance office or nurse and sign-out if leaving early
7. Be conscious of your attendance records and follow-up on needed corrections
8. Communicate with your parents so they call to excuse you according to the school's procedures

PARENT

1. Ensure that the student is attending school. We recommend that parents access the Parent Portal on Infinite Campus to frequently check their student's attendance and grades.
2. Maintain communication with the student regarding attendance
3. Understand that any absence, regardless of the cause, has a detrimental influence on student achievement
4. Contact the school (using the appropriate procedure) regarding absences; specifically, call the attendance office no later than the end of business the day following the absence to excuse your student; only one parent error will be corrected each year.
5. In the case of extended home confinement, request make-up assignments
6. Monitor the make-up work of the student who has missed class
7. Follow the established school procedure when enrolling or withdrawing a student from school
8. Provide the school with the current and accurate telephone number or other means of contacting a parent/guardian during the school day

TEACHER

1. Emphasize the value of regular and punctual attendance and support incentive programs
2. Take attendance daily and maintain accurate records
3. Report absences to the attendance office according to building procedures (i.e. Infinite Campus)
4. Check Infinite Campus daily to note truant students; counsel or refer as appropriate
5. Notify parents and appropriate school personnel of attendance concerns
6. Initiate attendance corrections when errors occur
7. Provide make-up assignments and reasonable deadlines for completion

COUNSELOR

1. Provide counseling and support for students regarding attendance
2. Make appropriate contacts with students and parents concerning attendance
3. Ensure appropriate scheduling for students who are identified with special attendance needs
4. Help students identify and make decisions regarding education alternatives

OFFICE STAFF

1. Record parent calls to excuse student absences
2. Initiate the automatic calling system to notify parents of a student's unexcused absence
3. Correct staff errors and one student/parent error per school year
4. Monitor the sign-in/sign-out sheet

ADMINISTRATORS

1. Notify parents, students and staff of Colorado attendance law, district attendance policy, level regulation, and building procedures at the beginning of each year, or upon enrollment
2. Supervise and administer Colorado school attendance laws, district attendance policy, level regulations and building policies, including those pertaining to habitually truant students
3. Assist the support staff with the implementation of attendance policy, level regulations, and building procedures
4. Collaborate with outside agencies concerning attendance matters
5. Work with district truancy specialist

NOTIFYING THE SCHOOL OF AN ABSENCE

Parents are to notify the attendance office on the day of the absence but no later than the end of business the day following the absence. There is an after-hours recorder (303-326-1676) to take calls 24 hours a day, seven days a week.

Students leaving campus before their school day is over must be excused in advance from the attendance office and sign out before leaving school grounds. If students are ill, they must report to the nurse's office before leaving. If the nurse determines the student is ill enough to go home, the nurse will call the parent, notify the attendance office, and excuse the student.

SCHOOL NOTIFICATION TO THE HOME

Rangeview High School will notify parents of a student's unverified absence via a computerized phone message. Parents will be notified on the same day as the absence. Due to program limitations, the message cannot identify the student by name or the period(s) the student was absent. Parents are encouraged to call the attendance office to verify the student's name and the period(s) of absence. Occasionally, the attendance office staff will contact the parent to verify a reported absence.

EXCUSED ABSENCES

The following absences will be considered excused:

1. Illness/injury documented by the student's parent/guardian.
2. Appointments/serious circumstances which cannot be resolved before or after school hours. To the extent possible, the parent/guardian is encouraged to notify the school in advance.

3. A student's request to participate in extracurricular experiences outside of the school building may be approved for up to five days under certain circumstances and on a case-by-case basis.
4. A student's parent/guardian may request approval for an excused absence to attend to family business/family vacation (e.g. wedding, family trip). This excused absence is not to exceed three days per year and student must be in good academic standing (passing all classes), no unexcused absences, and have four or fewer excused absences in a semester.
5. A student's parent/guardian may request approval for an absence to be excused to attend a funeral. This absence shall not exceed three days. Approval shall be left to the discretion of the building administration.
6. After three days of consecutive excused absences or in the case of excessive absences, a medical note may be required.

Absences due to suspension are considered to be excused for the purposes of truancy.

NO EXCUSED ABSENCES WHILE ON CAMPUS

Once students have arrived on campus, they are expected to be at their scheduled class. If students are absent from class and are on campus, they will be considered truant. Only a school administrator, counselor, or the nurse can excuse the absence.

This procedure ensures school officials and the parents know of the student's whereabouts. This also makes for good communication with staff and parents and ensures the safety of the student.

HABITUAL TRUANCY

According to Colorado attendance law, students who are truant the equivalency of four school days in any one month or ten school days during any school year are defined as "habitually truant."

UNEXCUSED ABSENCES

1. Students will be considered truant or unexcused if they are absent from class without the prior knowledge and approval of their parent or guardian.
2. Students will also be considered truant if they leave school grounds without signing out and without the attendance office being notified by a parent BEFORE the student leaves.
3. Students who leave class without the teacher's permission will be considered truant.
4. Absences not excused by a parent or guardian before end of business the day following the absence will be considered unexcused. Only one call per parent each year will be accepted beyond this deadline.

A court petition may be filed when the student has been deemed to be habitually truant and when interventions have been unsuccessful at changing the student's behavior. A judicial officer will take action as he/she deems appropriate.

TARDY POLICY

Students are expected to be in class on time, prepared to begin work when the bell rings. Students who arrive late 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. A parent must contact the attendance office to excuse a tardy.

The following interventions have been designed to prohibit habitual tardiness:

1. Many teachers have their own tardy policies and will give consequences of their own to students. If a student does not serve the consequences which the teacher assigned them, the student should be referred to a Dean and will then be assigned a consequence.
2. If a student has five tardies in one class, the teacher has the option to refer the student to a Dean and that student will then be assigned a consequence. If the student does not attend the assigned consequence, the student may be suspended.

3. If the student accumulates five additional tardies in a class, the teacher has the option to again refer the student to a Dean and will then repeat the assigned consequence.
4. If the student has a third referral for tardies in any one class, that student will be assigned to in-house detention until a parent conference is held.
5. Students who accumulate 30 tardies in one quarter will meet with their Dean of Students to develop a plan for on time class attendance.

PRINCIPAL'S PASSES

Aurora Public Schools has developed an earned privilege off-campus program that began in the fall of the 2007-08 school year. With this program, all freshmen remain on campus during the entire school day. Sophomores, juniors and seniors may earn a Principal's Pass to leave campus using the following criteria:

1. 2.75 grade point average during the previous quarter
2. 90% attendance rate during the previous quarter. Three tardies will equal one absence.
3. No discipline referral during the previous quarter

Students (10th, 11th and 12th grades) will have the opportunity to earn a Principal's Pass quarterly. Fourth quarter from the prior school year will determine eligibility for a Principal's Pass for first quarter the following school year. Once students earn a Principal's Pass, they will receive a color-coded photo ID which must be worn at all times. The color coding will change quarterly. Local law enforcement will be aware of the off-campus program.

Parents/guardians may choose to withhold the privilege of a Principal's Pass by submitting their written request to the principal. **The Principal's Pass privilege may be revoked at any time at the discretion of the principal.**

Freshmen and students who have not earned a Principal's Pass may bring their lunch or may purchase lunch from the school lunch program. Parking lots will be considered off limits and students may not go to their vehicles during the day.

Students who do not have a Principal's Pass and leave campus will receive a referral to the Deans' office and discipline will be administered. This discipline may include work detail after school, restricted lunch, Saturday school, and possible tickets for trespassing. Repeat offenders will face suspension.

REQUESTS FOR HOMEWORK

Students requiring homework assignments due to extended excused absences (three days or more) should initially contact the attendance office. The attendance office will notify teachers and collect assignments from individual teachers. Assignments should be ready for pick up 24 hours after a request has been made. Please call the attendance office to check homework status.

MAKE-UP WORK DURING ABSENCES

Any time a student misses a class for any reason, the student will be expected to complete make-up work in order to achieve the learning objective presented to students who were present. This includes field trips, extracurricular activities, in-house and off-campus suspensions, etc. 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 absent guideline.

Teachers may provide an "alternative" learning experience for make-up work to any student who requests it upon returning to class.

Teachers will score and provide feedback for all make-up work that complies with the above guidelines. Teachers have the choice whether or not to assign and record marks to the make-up work from an unexcused absence.

ABSENCES DUE TO SCHOOL ACTIVITIES

The absences for school activities will be recorded as a **school activity**. Absences due to a school activity will not be counted against the student applying for a Principal's Pass. If participation at school-sponsored activities

appears to interfere with the student's performance in the classroom, the teacher and coach/sponsor will confer with the student.

When students are to be excused for school sponsored events, in or out of the building, it is the coach/sponsor's responsibility to follow the procedures for field trips and submit to the attendance office in advance a list of participants for these functions.

EXCESSIVE ABSENCES

Teachers have a responsibility to notify parents and appropriate school personnel of any student's excessive absences. In order to simplify the policy, remember an ABSENCE IS AN ABSENCE. Students who miss class and are excused or unexcused, for field trips, in-house suspensions, out of school suspensions, counselor visits, nurse visits or trips to the office are considered absent. ALL ABSENCES ARE APPLICABLE TO THE RULES OF MAKE-UP WORK.

EARNED ELIGIBILITY

Students with less than 90% attendance will be ineligible to attend extracurricular activities. This includes athletic events, plays, concerts and dances.

COURSE SELECTION AND STUDENT SCHEDULES

REGISTRATION AND THE PROGRAM PLANNING GUIDE

At a designated time during the school year, students will select courses for the following year. Students should consider high school graduation requirements, their Individual Career & Academic Plan (ICAP), and college entrance requirements when making selections. The Rangeview Program Planning Guide has been compiled to assist Rangeview students and their parents in planning a program of study for each academic year. Information on such items as graduation requirements, assessments, pathways, postsecondary opportunities, and course descriptions are included. Counselors will assist students by explaining courses and programs of study which best suit the student's ability and post-high school plans.

The registration process during third quarter is extremely important as student selections will determine the course offerings and the number of sections of a particular course needed for the following year.

MINIMUM NUMBER OF CLASSES

All freshman students must have seven classes, with few exceptions deemed appropriate by Rangeview High School administration. Sophomore students must have six classes or more and all juniors and seniors must enroll in five or more classes to meet Colorado Department of Education requirements.

CONSECUTIVE SCHEDULING

An effort is made to ensure that Rangeview students have consecutive schedules with no open periods in the middle of the day. However, due to scheduling restraints, students may have "open periods" anywhere in the schedule. All students are expected to leave campus within 15 minutes of their last scheduled class or report to a supervised scheduled activity.

SCHEDULE CHANGES

As we begin each year, our goal is to have all students enrolled in the appropriate classes on the first day of school. In most cases it is difficult for students to catch up if they join a class after the first quarter work begins. Therefore, there is a deadline for student-initiated schedule changes prior to each semester. After picking up their schedule at check-in, students may request a schedule change at the designated days/times that week. Schedule changes will be based on space availability and will not be made to choose teachers, lunch period, or particular period of the day. Students are allowed a maximum of one visit to the counseling office per semester for a schedule change. Through proper planning on the part of the student, very few schedule changes will be necessary. Students must

follow their original schedule until the change is **officially** completed. Students may not request changes at quarter.

ACCEPTABLE REASONS FOR SCHEDULE ADJUSTMENTS

The following are the only acceptable reasons for student initiated schedule changes:

1. Drop the class because the student does not meet the prerequisite or does not have a teacher recommendation.
2. Add a class because the student is a senior needing specific classes to meet graduation requirements.
3. Drop a class because the student has a physical disability, which would not allow participation in a course. Must provide a doctor's note for physical disability
4. Add a class where space is available without changing other courses.
5. Delete a class because of double scheduling or add a class to create a consecutive schedule.
6. Drop a class because credit was earned in summer school or outside of Rangeview.
7. Change classes if a student was placed in the wrong level (i.e.- placed in a core class already completed)

The registrar will arrange for all new students to meet with counseling staff to develop a schedule. All new 12th-graders will develop their schedules with their respective counselors.

STUDENT ENROLLMENT DEADLINES

Students may not add classes after the fifth school day of the semester unless transferring from a similar class. However, transfer students from another school may enroll in a course after the above deadline under credit probation status if a counselor or administrator deems circumstances justifiable.

COURSE EXPECTATIONS

At the beginning of each semester for semester courses and at the beginning of the year for year long courses, teachers will provide written Course Expectations to students. The expectations will include descriptions of the course, the state standard(s) addressed in the class, and the grade requirements. The expectations may also include class policies, a list of needed materials or supplies, a course syllabus or calendar, and a description of instructional methods.

PERMISSION TO REPEAT A COURSE

Students may take a course a second time with permission of their counselor. Students have the option of entering classes and grades on the transcript with both grades being computed in the grade-point average. One class would count as an elective and only one credit can count as required subject area. Students also have the option of expunging a repeated class and grade from the transcript with approval from administration. Students may annually repeat Yearbook, Advanced Journalism, Competitive Speech and any course in instrumental or vocal music and physical education.

WITHDRAWING FROM OR DROPPING CLASSES

Students may drop a course during the first five school days of the semester without penalty. After the fifth day when records are finalized, a student will receive W/P (withdrawal passing) if passing the course at the time of withdrawal, or W/F (withdrawal failing) if failing the course at the time of withdrawal. A W/F will result in an F included in the cumulative grade point average. After the 20th school day of the semester, a student will not be allowed to withdraw from a course without receiving an F, even if the student is passing the class at the time of withdrawal. If a student is withdrawn from a course for reasons beyond the control of the student, such as illness, the student's transcript will reflect no penalty. Students are responsible for turning in all books to the appropriate teacher at the time of withdrawal or a fine may be assessed.

ASSISTANTSHIPS

Students may earn only 1.0 credit toward graduation as a teacher or office assistant based on a pass/fail score. Office assistants may get an application for an assistantship that must be completed and approved. Applications are available through a counselor. Students may be enrolled in only one assistantship at any one time. Unless you are a senior, assistantships do not count toward the minimum number of classes students must have each semester.

INDEPENDENT STUDY

Under certain circumstances, students may take certain courses as independent study. Prior approval must be obtained. Independent study is allowed only if a teacher agrees to supervise the study and administrative approval is obtained. See a counselor for the form after the approval is received.

JULY CHECK-IN

At July check-in, students receive their class schedule, have their picture taken for their student identification card and the yearbook, pay school fees and assessments, register their cars, are assigned lockers, and receive information about the school lunch program and bus schedules. Students who are unable to attend the designated check-in days must call the main office to reschedule.

END OF YEAR

Students must clear all fines and fees at the end of each school year through the bookkeeper's office.

SPECIAL PROGRAMS

CREDIT RECOVERY

High School courses for credit recovery can be taken online through the Edgenuity program with parent and counselor approval. Seniors needing recovery credits are given first priority in online classes, and spaces are limited by the number of ports available per class period. See your counselor for more information.

PATHWAYS/INSTITUTES

- Rangeview High School currently offers two pathways Art and STEM. The STEM Pathway is an exciting four-year program for students who have an interest or strength in science, technology, engineering, and math. Through the visual arts pathway students will identify and implement visual forms of communication. This is done by nurturing specific art technical skills and engaging in creative critical thinking. In the introductory classes students develop an awareness of these skills and develop techniques, which leads to problem solving and advanced technical skills, and eventually culminates in producing visual forms of communication, meaningful concepts, and complex compositions. This pathway opens opportunities and prepares students for real world experiences and the potential to pursue careers in the art field.

CONCURRENT ENROLLMENT AND DUAL CREDIT OPPORTUNITIES

Students who are on track to graduate and meet eligibility requirements may take classes at Community College of Aurora or available dual credit courses on the RHS campus. Students receive both college and high school credit for these courses. For additional information see your counselor.

PICKENS TECHNICAL COLLEGE

The Pickens Technical College offers a variety of vocational programs for students in grades 11 and 12. Students who are interested in career/tech education may apply to a program by visiting with a counselor. As a general rule, students should enroll for the upcoming year during spring registration, although there are some programs that will allow students to enroll at the beginning of the second semester. Enrollment is based on availability. Students must be on track for graduation, maintain good attendance, and have no notable disciplinary issues.

GRADE PLACEMENT

Students are assigned to a grade level based on the number of years of high school enrollment rather than the number of credits earned. Students will be categorized as “on track” or “not on track” to graduate based on earned credits. As a general rule, “on track” students should have earned:

- 6 credits by the end of the 9th grade
- 12 credits by the end of the 10th grade
- 17 credits by the end of the 11th grade
- 22 of the required APS credits by the end of the 12th grade

CREDITS EARNED OUTSIDE REGULAR HIGH SCHOOL PROGRAM

CORRESPONDENCE SCHOOLS & COLLEGE CLASSES

Credit from correspondence courses and courses at community colleges other than Community College of Aurora must have prior approval from the principal and the appropriate counselor. Records from correspondence courses often take four to six weeks after tests/projects are submitted. Rangeview must receive official grades and transcripts before credit may be granted and counted toward graduation.

One credit a year may be earned from an outside agency such as BYU for students who need to complete graduation requirement credits. Students enrolled in outside courses will be charged a fee by the outside agency. Students should discuss this with their counselor before enrolling in these courses.

CREDIT FROM OTHER HIGH SCHOOLS

Credits from schools other than Rangeview High School are accepted upon verification by an official transcript furnished by the previous school attended.

GENERAL EDUCATION DEVELOPMENTAL CERTIFICATE (GED)

A student who has withdrawn from high school and is at least 17 years of age is eligible to take the General Education Development Test in order to earn the certificate. APS houses a GED Testing Center at Pickens Technical College. Call the information line at 303-326-1081 or visit the Web site at <http://aurorak12.org/community/ged/> for more information.

GRADING SYSTEMS

PROGRESS REPORTS AND PARENT/TEACHER CONFERENCES

PROGRESS REPORTS

Teachers will enter current grades and comments which relate to student progress. Parents may access their student’s grades using the Infinite Campus Parent Portal. See page 36 for more information about the IC Parent Portal.

PARENT / TEACHER CONFERENCES

Parents have an opportunity to receive updates on their student’s academic progress during yearly Parent/Teacher Conferences. Parents are invited to pick up their student’s progress report and then conference with any or all of their student’s teachers. No appointment is necessary and students are encouraged to attend with their parents.

Teachers will share information about the student’s progress and skills as well as work habits such as attendance, participation, and effort on homework, as well as suggested next steps for improvement or advancement. It’s a good opportunity for parents to collect information and work collaboratively with the teacher.

REPORT CARDS AND HONOR ROLL POLICY

REPORT CARDS

Report Cards showing the grade achievement of each student will be available through the Infinite Campus Parent and Student Portal.

HONOR ROLL POLICY

The honor roll for Rangeview High School will be divided into four parts:

| | | |
|------|-------------|-------------------------|
| I. | 3.00 - 3.49 | Honors |
| II. | 3.50 - 3.74 | Academic Honors |
| III. | 3.75 - 3.99 | Academic High Honors |
| IV. | 4.00 – 5.00 | Academic Highest Honors |

Students meeting the above listed Grade Point Average and the following criteria will be eligible for the honor roll listing at Rangeview High School.

1. All classes taught by Aurora Public Schools will be used to determine honor roll status.
2. The honor roll will be determined within the first two weeks after the date report cards are issued.
3. The honor roll will be posted in the high school and sent to the Chief Communication Officer for the school district.
4. The honor roll will be based on a 4.0 system with any weighted grades included in the calculations.
5. Quarter grades will be used to determine honor roll status for each quarter marking period.

REQUIREMENTS FOR ACADEMIC LETTERING

To qualify for an academic letter a student must have at least a 3.66 accumulated GPA for the previous school year. It must be accumulated during the 1st and 2nd semester of the school year.

WEIGHTED GRADES

Weighted grades are used to determine class rank, valedictorian, salutatorian, and honor graduates. Copies of this policy and regulation are available on the district Web site http://aurorak12.org/pol-reg/Section/ikc_ikcd_ikaf.pdf

GRADE POINT AVERAGES AND HONORS AT GRADUATION

The student's grade point average appears on the grade report at the end of first semester. At the spring commencement, those students who have achieved a grade point average of 3.5 or higher at the end of the first semester of their graduating year shall receive academic honors. Those students who have achieved a grade point average of 3.75 or higher at the end of the first semester shall receive academic high honors. Valedictorian(s) and salutatorian(s) will be named. A student must take a minimum of nine credits at Rangeview to be eligible to be ranked in the top ten. (Board Policy)

CHANGING GRADES & GRADE APPEALS

If a student feels a mistake has been made in a grade he/she should first discuss it with the particular teacher involved. If it is discovered that a mistake was in fact made, the teacher should complete a "Permanent Record Change Request" form. The teacher and an administrator must sign the form before the new grade can become official.

If a student feels their grade in a class was unjustified, they may pick up a grade appeal form from their counselor. Grade appeals must be filed by the end of the following quarter.

COUNSELING SERVICES

COUNSELORS LISTED BY THEIR ALPHA:

| Senior Alphabet | Alphabet - 9th-11th | Counselor |
|-----------------|---------------------|-----------------|
| A-C | A-Cd | Adam Abraham |
| D-H | Ce-Gn | Teresa Simoneau |
| I-M | Go-Lh | Linda Moriarty |
| N-Sa | Li-O | Joseph Eck |
| ----- | P-Sh | Diana Chiu |
| Sb-Z | Si-Z | Arlene Lanier |

COUNSELING SERVICES OFFERED:

- Academic Achievement Support
- ACT/SAT Information
- Career Exploration/Speakers
- Crisis Intervention
- Post Graduate Resources (Scholarships)
- Equity
- Student Employment
- Executive Internship
- Military
- Registration/Orientation
- Naviance
- College Representative Visits

All students must check with their counselor to assure their plan of study (i.e., choice of classes) fulfills the graduation requirements. Refer to the Rangeview High School Program Planning Guide for the specific requirements.

REQUESTS FOR HOMEWORK

Students requiring homework assignments due to absences should contact their teachers. Absences due to suspension are coordinated through the attendance office.

HOMEBOUND STUDY PROGRAM

If a student is unable to attend the regular high school due to physical or psychological disability for a minimum of three weeks (with physician or psychologist recommendation), a homebound referral is made. The resource for referral is through the school nurse and the referral can be made at any time during the school year when the need is indicated.

COLLEGE PLANNING

The College and Career Center is designed to serve the students of Rangeview High School by providing a welcoming environment for students and parents to discover, explore and implement college and career options.

The advisor supports students with college and career ambitions by helping them make informed educational decisions about their post-secondary endeavors.

The College and Career Center supports students and parents with:

- Test Prep
- College Admissions process
 - Applying to College
 - The College Essay
 - Letters of Recommendation
 - Choosing the best fit college
- Financial Aid
 - FAFSA
 - CSS Profile
- Scholarships
 - Monthly News Blast (Found on Rangeview Website)
 - <https://docs.google.com/a/aurorak12.org/spreadsheets/d/1kk804EEcPGlywsXYUOwtli8YxT0kZtnwH149SifQo/edit?usp=sharing>
- Military
- Link to Senior Survival Guide (Found on Rangeview Website)
 - https://docs.google.com/document/d/163KwumGfDbH3mO8CjVDiMypnWSuV188fgqJWtn9wd_k/edit

MEDIA CENTER

RHS LIBRARY MISSION STATEMENT: Our purpose is to welcome, support, and inspire students in the discovery of new ideas, the joy of reading, and the power of information so that they may leave Rangeview as independent, self-confident, and literate citizens.

The Rangeview Library has been established, maintained and developed to serve students and teachers as a research, study and leisure reading center. In order to maintain a true research atmosphere, students are required to work quietly for sustained study and concentration. Students are expected to follow all RHS school rules while using the library.

LIBRARY STAFF

The library staff includes the Head Librarian, Ms. Jacque Yuknas, Ext. 27660 and Media Educational Assistant , Ms. Holly Devlin, Ext. 27666.

We are here to serve the Rangeview community and welcome any and all suggestions to improve our services. Please feel free to contact us with any questions and/or concerns you may have. gyuknas@aurorak12.org
hmdevlin@aurorak12.org

LIBRARY GUIDELINES

- Absolutely no food or drinks are allowed in the library.
- Water is allowed if in a closed container.
- All students must show a current Rangeview ID to enter and must sign in at the circulation desk.
- Cell phones are allowed, however students may not take personal voice calls.

- Students who come to the library when they are scheduled to be in class, must have a signed pass from the teacher. This includes student assistants.

CIRCULATION POLICY

To borrow materials, students must present their school ID card and be in good standing with the library (no excessively overdue or damaged books on record).

Any materials that are to be used outside the media center are loaned to the student for a specific period of time. Such materials, whether they are books, magazines, or equipment, must be properly checked out at the circulation desk.

The student must pay for lost or damaged books or other library materials.

No more than two books in a series or on a research topic can be checked out a one time. This ensures resources will be available to all of our students.

While the Rangeview Library deals primarily in leisure reading and classroom support books, students may at any time bring in classroom core subject textbooks, i.e. Math, English, Science etc., for check out or check in.

ONLINE DATABASES

The library has an automated card catalog called Destiny that is available online. Students can look up books, requests holds etc. A link is available on the Rangeview Website <http://rangeview.aurorak12.org/>.

Students have access to ebooks via our OVERDRIVE database. A link is provided on our Destiny Homepage <https://destiny.aps.k12.co.us/>.

Rangeview also subscribes to EBSCO, a research database that can be accessed via the Destiny Homepage or directly at <http://search.ebscohost.com/>. Please see the circulation desk staff for usernames and passwords.

CYBER BULLYING

Cyberbullying is being cruel to others by sending or posting harmful material using the Internet, cell phone, or any social media.

Any student engaged in cyberbullying will face disciplinary action. Cyberbullying is a criminal offense and police will be notified.

COMPUTER POLICY

Library computers are for academic use. Game playing is prohibited at all times.

Library computers are limited in number. In busy times it is a first come, first served policy. If all computers are taken, a wait list will be started.

Students are not permitted to alter the computer displays or programs. Any student found making changes to the programming, downloading unapproved information or in any way altering the computers without prior permission from a library staff member risks losing computer privileges in the library for the remainder of the school year and could receive possible disciplinary action.

School computers do not have space for students to store data files. If you leave files on the hard drive, please note that hard drives are cleaned periodically and files deleted. Be sure to use GOOGLE DRIVE when sending and saving documents.

Intentional breakage, misuse, and/or theft of equipment and/or software will result in disciplinary action.

PRINTING

- Students may print papers (text) at 10 cents a page.
- Students may print pictures at 25 cents a page.
- There is no color printer available for student use in the library.

LIBRARY STORE

The following items may be obtained in the library at a nominal charge:

- Pocket Folders
- Pens/Pencils/Highlighters
- CDs/DVDs
- Note Cards
- Poster Boards
- Plastic Report Covers
- Flash Drives
- Headphones

ADDITIONAL INFO/SERVICES

The Rangeview Library is student centered. Any student may ask at any time for a specific book or resource to be added to our collection. Usually requests are granted and completed within a week.

If students need extra support with their studies, they may request in person, or via email, an appointment with Ms. Yuknas for one on one help with classroom research projects.

Students (Grades 10-12) may apply to be a student assistant for any of their off periods. Student Assistantships are usually for 1 or 2 quarters. They earn elective credit for their time and they learn important skills (information literacy, customer service etc.) that can help them in their future studies/work. Students who love to read are especially welcome!

There is a small community room available for students to use in their off-periods. It is especially useful for study groups. It is filled on a first-come first-served basis.

INFINITE CAMPUS

Every parent/guardian is required to have an Infinite Campus Portal account. Each summer, parents use the portal to check -in students and update required online forms. Infinite Campus Parent Portal is also an online communication tool to provide parents the an opportunity to partner with their student's teachers and school staff and help promote student academic achievement. It will provide up-to-date information about their student. Via the Web-based Parent Portal tool, parents can see their student's demographic and contact information along with attendance, grades, and schedule information. Fee and transcript information is also available to parents of high school students. The Parent Portal may be accessed through the Rangeview Web site at <http://rangeview.aurorak12.org>. Rangeview's Registrar and front office staff will be available to assist in establishing an account at Back-to-School Night and Parent Conferences as well as during the school day.

STUDENT ORGANIZATIONS AND CLUBS

CLUB PARTICIPATION

Clubs are open to any student who would like to become an active member. There will be a Club Open House after school early in the school year. Students who are interested in joining a club should attend this event. For more information about clubs and activities contact Mr. Strouse in the Activities and Athletic Office.

ATHLETICS AND ACTIVITIES

INTERSCHOLASTIC ATHLETICS

Philosophy of Athletics

The athletic program of the Aurora Public Schools is an integral part of the school curriculum. Participation in athletics is designed to promote school spirit, provide a healthy outlet for energy, improve student morale, and increase community involvement and promote student achievement. Coaches will provide an environment that will allow our students the opportunity to develop their athletic and physical skills and to compete at their highest level.

Participation in interscholastic activities at Rangeview High School is a privilege and not a right. Students wishing to participate are required to meet standards of personal behavior. In order to serve and foster the education growth of the students it is the duty of all concerned within our athletic program to establish high standards of behavior.

Our participants are students first and athletes second. We will strive to get the best athletic performance out of a team, or individual, in a manner that increases the maturity of students and makes their participation worth remembering. **Winning is our goal not our purpose!**

Goals

1. Develop an appreciation for physical wellbeing.
2. Develop attitudes of sportsmanship and respect towards teammates, coaches, opponents and officials.
3. Teach the student-athlete to be competitive within a given set of rules.
4. Provide an atmosphere for growth, fun, competition.
5. Teach the student-athlete to be loyal to a particular situation, cause or school.
6. Learn the importance of self-discipline at physical and mental pursuits.
7. To win

LEAGUE AND ASSOCIATION AFFILIATION

Rangeview is a member of the East Metro Athletic Conference and the Colorado High School Activities Association.

Schools represented in the EMAC are:

Adams City
Aurora Central
Brighton
Gateway
Hinkley
Northglenn

Prairie View
Rangeview
Thornton
Vista Peak
Westminster

Sports Offered

Fall Season:

Boys Soccer (Four Levels): Varsity, Junior Varsity, C-Black, C-Red
Boys Tennis (Two Levels): Varsity, Junior Varsity
Boys Golf (Two Levels): Varsity, Junior Varsity
Football (Three Levels): Varsity, Junior Varsity, C-Team
Boys/Girls Cross Country (Three Levels): Varsity, Junior Varsity, C-Team
Volleyball (Four Levels): Varsity, Junior Varsity, C-Team, Freshmen
Softball (Two Levels): Varsity, Junior Varsity

Cheerleading (Two Levels) Varsity, Junior Varsity
Pom Poms (Two Levels) Varsity, Junior Varsity

Winter Season:

Boys Basketball (Five Levels): Varsity, Junior Varsity, C-Team, Freshmen
Girls Basketball: (Three Levels) Varsity, Junior Varsity, C-Team
Wrestling (Three Levels): Varsity, Junior Varsity, Sophomore/Freshman
Girls Swimming (Two Levels): Varsity, Junior Varsity

Spring Season:

Baseball (Four Levels) Varsity, Junior Varsity, C-Team, D-Team
Girls Golf (Two Levels) Varsity, Junior Varsity
Girls Soccer (Three Levels) Varsity, Junior Varsity, C-Team
Girls Tennis (Three Levels) Varsity, Junior Varsity
Boys Track (Three Levels) Varsity, Junior Varsity, C-Team
Girls Track (Three Levels) Varsity, Junior Varsity, C-Team
Boys Swimming (Two Level) Varsity, Junior Varsity

Starting Dates of Each Sports Season

Check RHS Athletic Website for updated dates and times

Fall: August 12, 2019

Winter: November 18, 2019

Spring: March 2, 2020

ELIGIBILITY

All students who participate in interscholastic activities and athletics must conform to certain rules of eligibility.

To be eligible to represent the school at any interscholastic event (athletic and/or non-athletic), the student must meet the following requirements:

1. Be considered a good citizen of the school and community by the principal.
2. Be an undergraduate of the school.
3. Be carrying a minimum of five courses (or the equivalent) that offer 1.25 units of credit per quarter.
4. An athlete shall maintain a 90% attendance rate the entire academic year. This includes excused absences.
Athletes may appeal for a waiver of this rule in the event a hardship exist that is beyond the control of the athlete.
5. A student who fails **more** than two quarter-classes (the equivalent of 0.50 units of credit) will be ineligible for the following quarter. Students who fail more than 0.50 units of credit during the fourth quarter of the previous school year are ineligible for the first quarter of the next school year.
6. **Once athletes decide to join a team or squad they must conduct themselves in such a way that will reflect the highest credit on the team and the school which they represent.**

PRACTICE

The following regulations apply to practices for every sport:

1. Practice keeps the proper mental and physical attitudes needed to produce effective and productive student athletes.
2. All athletes are required to attend practice as directed by the coach of that program. Athletes must inform the coach prior to an absence in order for the absence to be excused. The coach involved will handle excused and unexcused absences.

3. Any athlete wishing to quit a sport may do so. An athlete who goes out for an athletic team and then quits after the first interscholastic contest is not eligible to participate with any other Rangeview athletic program until the season has ended for the sport that the athlete went out for and did not complete.. Athletic fees will not be refunded to athletes who quit an athletic program after the season has started. Athletes cut from a program will receive athletic fee refunds.
4. To be eligible for participation at any practice or contest the student must either have been in attendance or have an excused absence for the last day of classes prior to the contest or practice. Rangeview High School's philosophy is if a student is not well enough to be in class, they are not well enough to perform or participate. Exceptions to this rule would include absences related to family emergencies, appointments or bereavement.

Activity Conflicts

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

1. 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.
2. In the event practice occurs at the same time as both music and sports, the practice time is divided equally between the two activities.
3. If the event a music performance conflicts with a game both being at the same time, the student is allowed to choose without penalty. The athletic and activities directors will act as arbitrators if the conflict cannot be resolved.

Rules of Conduct for Athletes/Spirit Leaders

Athletes are representatives of the school, the school district, the community, the league and their parents. As leaders in the school, they are expected to conduct themselves in a manner prescribed by the school district.

1. Training Rules

- a. Basic training rules are necessary for the health and safety of athletes. The head coach shall establish basic training rules approved by the athletic director necessary to the particular sport. (i.e., diet, sleep, language, body conditioning, grooming, etc.) It shall be the responsibility of each coach to make sure his team is aware of the training rules at the beginning of the season and a copy of his training rules is given to each athlete and the athletic director.
- b. The head coach shall take a progressive approach (no zero tolerance policy) to disciplining athletes who violate training rules. Violations of training rules for athletes will be subject to a penalty ranging from game suspensions to suspension and/or a recommendation for the athlete to be expelled from the athletic program. All discipline matters will be communicated to the parents/guardians prior to punishment.
- c. The consequences for violations of alcohol, drugs, or tobacco will be further explained at the Chemical Awareness Workshop and on pages 35-36 of this handbook

2. Building, District, League, and CHSAA Rules

School districts policies, procedures and building codes of conduct specifies the standards of behavior which every student is expected to follow while at high school. Athletes are expected to maintain the same standards of behavior.

- a) An athlete will not use tobacco (smoking or chewing), marijuana, other illegal drugs, or alcoholic beverages.

- b) An athlete involved with law enforcement (other than a traffic violation) and is cited at a court for disciplinary action, that athlete may be subject to suspension from athletics if his/her behavior is a violation of Rangeview High School's athletic rules of conduct.
- c) The athlete shall display good school sportsmanship at all times. Disciplinary action taken by the principal's office may be supplemented by additional action by the athletic department. Students suspended from the regular school day are also suspended from attending all practices and contests during the term of the suspension.
- d) The athlete shall display good sportsmanship at all times. Horseplay, bad language, failure to follow the instructions of the coach and/or officials may lead to suspension.
- e) The coach shall determine appropriate dress for travel to and from athletic contest.

3) Violations of the team, school, school district, league or CHSAA rules shall be brought to the attention of the director of athletics. Disciplinary action shall be determined by:

- a. Coach
- b. The athletic director
- c. The athletic director at consultation with the coach

Regulations Regarding Athletic Letters

- 1. In order to letter, a player must be eligible under the rules of the Colorado High School Activities Association and the League, in addition to the scholastic, citizenship, and training rules as set forth by his/her respective school administration and coach.
- 2. A varsity letter may be awarded to athletes who have been a regular member of a varsity squad.
- 3. A letter may also be awarded to an athlete at the recommendation of the coach, with approval of the athletic director in manifest hardship cases.
- 4. A player must successfully complete the entire season including league play-offs, district play-offs, and state championship tournaments and attend all post-season meetings.
 - a. Each program will determine the requirements necessary to earn a letter in that program.
 - b. Specific requirements for lettering in each varsity sport or activity are available at the office of athletics and activities.

RANGEVIEW HIGH SCHOOL'S PHILOSOPHY ON THE USE OF MOOD ALTERING CHEMICALS AND ITS RELATIONSHIP TO THE ADOLESCENT ATHLETE

Section I - Philosophy and Purpose

- A. Philosophy of Rangeview High School relating to use of Mood-Altering Chemicals, i.e., alcohol, tobacco, drugs and marijuana.

Rangeview High School recognizes the use of mood altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extracurricular participation and development of related skills. Others affected by the misuse and abuse by family, team members or other significant persons in their lives.

The close contact at Rangeview High School of advisors and coaches provides them with a unique opportunity to observe, support and assist young people. Rangeview, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting Rangeview activities for administrators, coaches, advisors, participants and their families.

B. Statement of Purpose

1. To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students at Rangeview High School.
2. To emphasize the school's concern for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
3. To promote equity and a sense of order and discipline among students.
4. To confirm and support existing state laws restricting the use of such mood altering chemicals.
5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
6. To assist students who desire to resist peer pressure that directs them toward the use of mood altering chemicals.
7. To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

Section 2 - Rules

During the school year and the season of practice, regardless of the quantity, a student shall not:

- a. Use or consume a beverage containing alcohol,
- b. Use tobacco,
- c. Use or consume, have in possession, buy, sell or give away marijuana, or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.

Section 3 - Penalties

A. First violation

Penalty: After confirmation of the first violation, the student shall lose eligibility for one (1) contest. If the sport they participate in has 12 or fewer contests and two (2) contests if the sport has 13 or more contests.

B. Second Violation

Penalty: After confirmation of the second violation, the student shall lose eligibility for the next five (5) contests if the sport they participate in has 12 or fewer contests and seven (7) contests if the sport has 13 or more contests.

C. Third Violation

Penalty: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next 12 consecutive interscholastic events in which the student is a participant.

- D.** Penalties shall be accumulative beginning with and throughout the student's participation on a freshman, sophomore, junior varsity or varsity team.

- E. The student's consecutive eligibility shall follow him/her from one sport to the next and throughout their high school athletic participation.

DIRECTIONS TO EAST METRO ATHLETIC CONFERENCE SCHOOLS

Adams City High School, (303) 853-7700, 7200 Quebec Parkway, Commerce City, CO 80022 – I-270 west to Colorado/Vasquez Blvd, north at E 72nd Ave, west at Olive, north at E 72nd Pl, east at Quebec St.

Aurora Central High School, (303) 340-1600, 11700 East 11th Avenue, Aurora, CO 80010 – I-25 to I-225, East to 6th, West to Peoria, North to 11th Avenue, West to the school

Brighton High School, (303) 655-4155, 270 South 8th Avenue, Brighton, CO 80601 – I-25 to I-76, East to Highway 85, North to Bridge Street Exit, East to 10th Street, South to the school

Gateway High School, (303) 755-7160, 1300 South Sable Blvd., Aurora, CO 80012 -- I-25 to I-225, East to Mississippi, East to Sable, South to school

Hinkley (William C.) High School, (303) 340-1500, 1250 Chambers Road, Aurora, CO 80011 -- I-25 to I-225, East to 6th Ave., East to Chambers, North to the school

Northglenn High School, (720) 972-4600, 601 West 100th Place, Northglenn, CO 80221 – I-25 to 104th, West to Huron, South to 100th Place, East to the school

Prairie View High School, (303) 655-8800, 12909 East 120th Avenue, Henderson, CO 80640 – I-70 West to I-270, take exit 1 to merge onto I-76 East toward Ft. Morgan, take exit 12 on the left to merge onto US-85N toward Brighton/Greeley, turn right at East 120th Avenue.

Thornton High School, (720) 972-4800, 9351 N. Washington, Thornton, CO 80229, I-25 to 104th, East to Washington, South to the school

Vista Peak Prep, (303)-340-0121, 24500E. 6th Ave. Aurora, CO. 20018.

Westminster High School, (303) 428-9541, 4276 West 68th Avenue, Westminster, CO 80030 – I-25 to US 36, West to Federal Blvd, turn left on West 66th Ave., turn right on Tennyson St., Tennyson becomes West 68th Ave., arrive at the school

Directions to high schools can be found on the Colorado High School Activities Association (CHSAA) Web page www.CHSAA.org

HEALTH OFFICE

HEALTH OFFICE

The Health Office of Rangeview High School 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 advised to seek care from an outside healthcare provider.

- Parents/guardians are responsible for notifying the health office of any health conditions their child experiences, medications their child is taking and any changes in their child's health condition.
- Students must check into the health office and parental/guardian permission must be obtained before a child can be dismissed due to illness.
- Students should report to class and obtain the teacher's 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.
- Acetaminophen (Tylenol) and ibuprofen (Advil, Nuprin) will be available in the health office for occasional use by students. Consent must be provided by parent/guardian on the Infinite Campus parent portal health card portion of the online registration for either of these medications to be administered.
- Prescription medications may be given by the school nurse or designee during the school day providing the medication is in the original labeled container. Medications must be accompanied by a Medication Administration Authorization Form signed by a parent/guardian and medical provider.
- Physical Education excuses will be provided by the nurse with a note or call from parent stating need to refrain from activity. Conditions requiring more than two days excused from P.E. must be accompanied by a physician's note. If a student needs to be out of P.E. more than two weeks he/she will be referred to an assistant principal for a schedule change.
- When the nurse is out of the health office students should report to the main office receptionist. The nurse carries a radio and can always be reached.
- Feminine hygiene products are available only at the health office and the women's physical education office. The cost is 25 cents per item.
- Elevator keys may be obtained from the nurse if a health condition exists which makes using stairs difficult. A \$20.00 deposit is required which will be returned when the key is checked in. An additional fee of \$20.00 will be assessed if the key is not returned.

IMMUNIZATIONS

Colorado State Law requires all students to have completed immunization records on file with the school health office. Students who are not compliant with the state requirements need to have a plan in place or they will be denied entrance according to Colorado Revised Statutes 25-4-902.

RANGEVIEW STUDENT HELP LINES

| | |
|--------------------------------------|--------------------------------|
| Rangeview High School | 303-695-6848 |
| Rangeview High School Nurse's Office | 303-326-1850 |
| Colorado Crisis Services | 1-844-493-TALK (8255) 24/7/365 |
| Comitis Crisis Center | 303-343-9890 (24 hr. Line) |
| Aurora Mental Health | 303-617-2300 (24 hr. Line) |
| Poison Center | 303-739-1123 |
| Rape Hotline | 303-322-7273 |
| MCPN Teen Clinic | 303-762-6540 |

| | |
|------------------------------------------|--------------------|
| Kids Clinic-Laredo | 303-326-1953 |
| Children’s Hospital Colorado Teen Clinic | 720-777-2248 |
| Tri-County Health Dept. | 720-451-0123 |
| Aurora Police Dept. | 911 |
| Arapahoe Co. Social Services | 303-636-1750 |
| Juvenile Assessment Center | 720-213-1400 X 103 |
| Community Services Assistance | 211 |

OTHER INFORMATION

ANNUAL NOTICES

Access to Student Information/Student Records – Rights and Privacy

From time to time, Aurora Public Schools personnel are asked to share student information with someone other than the parent or guardian of the student. Aurora Public Schools is unable to provide this information because it is illegal according to federal law (Family Educational Rights and Privacy Act). There are some exceptions which include requests of information through a subpoena, information classified as “directory information” (such as email address, date of birth and photograph), and information which is shared with a different school in which the child seeks to enroll or when parental consent is given.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school

would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that APS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, APS may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow APS to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want APS to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing, within 15 days of the start of school or within 15 days of receipt of this notice for those parents of students who do not start the year with APS. APS has designated the following information as directory information:

- a. student's name,
- b. date and place of birth,
- c. electronic mail address,
- d. photograph,
- e. grade level,
- f. major field of study,
- g. participation in officially recognized activities and sports,
- h weight and height of members of athletic teams,
- i. dates of attendance,
- j. awards received,
- k. most recent previous educational agency or institution attended by the student or other similar information, and

I. other similar information.

Student telephone numbers and addresses will not be disclosed pursuant to this section.

Annual Notice To Parents: Disability Discrimination

In compliance with a federal law known as Section 504 of the Rehabilitation Act of 1973, the Aurora Public School District will provide to each protected student with a disability, without discrimination or cost to the student or family, those related supplementary support services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the person's abilities. In order to qualify as a protected student with a disability, the child must meet the following definition: he or she must be of school age with a physical or mental disability which substantially limits one or more life activities, (such as learning) or prohibits participation in or access to an aspect of the school program. In addition, one who in the past has had such a disability or is perceived by others as having such a disability may also be protected by law from discrimination on the basis of disability.

- Even students who are not eligible to receive services under the traditional special education programs, which are provided pursuant to the Individuals with Disabilities Education Act, may be eligible to receive supplementary supports, services, and accommodations, if they fall within the definition of disability stated above.
- In addition, the district does not discriminate in admission, treatment, employment or access to its programs or activities.
- For further information about the evaluation procedures and provisions of services to students with disabilities, contact the district's coordinator of Section 504 Compliance in Health Services, at phone number 303-344-8060, ext. 28511, or write to the 504 Compliance Director, Aurora Public Schools, 15700 East 1st Ave., Aurora, CO 80011.
- For specific information relating to special education services for students with disabilities under the Individuals With Disabilities Education Act, contact the Department of Exceptional Student Services at 15751 E. First Ave., Aurora, CO 80011, 303-340-0510.

Asbestos Management Plan Designed For School Safety

- The safety of students and employees in all Aurora Public Schools facilities is the number one priority for the Environmental Compliance Branch. Our procedures for dealing with asbestos reflect that priority.
- As required by the Asbestos Hazard Emergency Response Act (AHERA), Aurora Public Schools has conducted an extensive asbestos survey of all the district buildings. Based on the findings of these inspections, a comprehensive management plan has been developed for each school. Each plan identifies locations and types of asbestos-containing materials in the building and details the district's ongoing effort to maintain or remove those materials. The plans are continually updated with documentation of asbestos related work performed at each site.
- The program is available for review at the Environmental Compliance Branch at 1369 Airport Boulevard. Questions are welcomed and should be directed to the Environmental Compliance Branch Manager at 303-326-2115 ext. 28685.

Critical Contact Information

It is critically important that parents provide the school with updated home and work telephone numbers. It is equally important parents update their physical and/or mailing addresses, throughout the school year through the online "Change of Address Tool" In addition, the school must have the name of an adult outside of the home (ie. Neighbor, aunt, grandparent, friend) to contact in the event of an emergency, should we be unable to reach the parent. If no one can be reached, the police will be contacted. It is also important that parents review backup plans with their children in case the unexpected happens (early dismissal, parent delayed, etc.).

Every Student Succeeds Act: Parent's "Right to Know"

- The federal law called the "Every Student Succeeds Act" requires that all public schools inform parents whose children participate in Title I programs of the professional qualifications of their teachers. Aurora Public Schools will provide this information to you upon request.

- Should you wish to acquire information regarding the license and degrees held by Title I classroom teachers, please complete a Title I Teacher Qualification Request Form. This form may be obtained by writing to the Division of Human Resources located at 1085 Peoria Street, Aurora, Colorado 80011 or by calling 303-344-8060. All written requests will be processed by the Division of Human Resources. Within 30 days of receiving a request, you will be provided written information by mail. Human Resources staff **will not** provide information over the telephone.

Harassment - Racial/Sexual

- The Aurora Public Schools Board of Education believes that all students are entitled to pursue their education in school-related environments that are free of racial and sexual harassment. To this end, the board prohibits the harassment of students through conduct or communications.
- It is the policy of the board that complaints be investigated and offending individuals be dealt with in accordance with state law and district policies. Individuals who wish to file a formal complaint of racial and/or sexual harassment may do so by informing the building principal or by filing a grievance with Marcelina Rivera, Chief of Staff, 15701 East 1st Avenue, Suite 206, Aurora, CO 80011, phone: (303) 344-8060, mrivera@aps.k12.co.us, or designee.
- Please see policy JBB, Sexual Harassment at <https://drive.google.com/file/d/0B3IfiadqXmnec2Q4M0VoWDFKdE0/view>.

Homeless Education program - McKinney-Vento Act – Title IX, Part A

The Homeless Education program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 USC 11431 etseq.). The McKinney-Vento Act was enacted to address the numerous barriers homeless children face in obtaining a free, appropriate public education. The program was originally authorized in 1987 and, most recently, reauthorized as Title IX, Part A of the Every Student Succeeds Act in 2015. The Act ensures educational rights and protections for children and youth experiencing homelessness including the following:

IF YOU LIVE IN ANY OF THE FOLLOWING SITUATIONS:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act.

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference.

*If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.

- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

If you believe you may be eligible, contact the McKinney Vento Case Manager at your school or the Aurora Public Schools Federal Programs Department 303-365-5816 to find out what services and supports may be available.

Non-Custodial Parent Rights

- By law the district is required to allow non-custodial parents (those who do not have legal custody of their children) access to all records concerning their children unless there is a court order denying them access to such records or, in rare cases, where the district believes the children could be in danger. This means that if you are divorced, separated or for some other reason not living with the parent of your child, and

the non-custodial parent asks the school for any records concerning your child, the school is required to provide the records to him/her, unless there is a court order which says they are not entitled to such records. Please note that school records include names and addresses of students.

- It is the responsibility of the parent who has custody of a student to provide the district with a copy of the most recent court order related to custodial rights and any order relating to the right of the non-custodial parent to have access to records involving a student. Such a court order must be provided as close as possible to the time of registration of the student or to the time the court issues the order. If there is no court order on file with the school, the school will assume that none exists.

NOTICE OF NONDISCRIMINATION

The Aurora Public Schools is committed to the policy that all persons shall have equal access to its programs, facilities, and employment and does not discriminate on the basis of race, age, color, creed, national origin, sexual orientation (which includes transgender), conditions related to pregnancy or childbirth, disability, religion, ancestry, sex or need for special education services, or genetic information for employment and provides equal access to the Boy Scouts and other designated youth groups. Career and technical education opportunities will be offered without regard to these protected classes. In adhering to this policy, the Aurora Public Schools abides by Title IX

of the Education Amendments of 1972, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and Titles VI and VII of the Civil Rights Act of 1964.

Questions, complaints or requests for additional information regarding these laws or issues concerning discrimination (including information about how to file a grievance if you believe you are the victim of discrimination) should be directed to the compliance officer for these issues, Damon Smith, Chief Personnel Officer (employees), 1085 Peoria Street, Aurora, CO 80011, phone: (303) 344-8060, dsmith@aps.k12.co.us, or designee and Marcelina Rivera, Chief of Staff (all other complaints), 15701 East 1st Avenue, Suite 206, Aurora, CO 80011, phone: (303) 344-8060, mrivera@aps.k12.co.us, or designee. This notice is available in alternative forms.

Protection of Pupil Rights Act (PPRA) Notice

- Under the federal PPRA, parents have the right to prior notice of (1) any activities involving the collection or disclosure of personal student information for marketing purposes; (2) the administration of any survey designed to gather private student information (including information about political affiliation, family income, mental problems, illegal behavior, sexual behavior and attitudes and religious beliefs); and (3) any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school and scheduled in advance, and not necessary to protect the immediate health and safety of the student or other students. For a full description of rights under PPRA, please visit the district's Web site at www.aurorak12.org (go to "Parents" then click on "Legal Rights").
- PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
 - *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
 - *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - *Inspect* upon request and before administration or use –
 1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Aurora Public School District (APS) has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. (APS) will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. (APS) will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. (APS) will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202

Senate Bill 03-072/Sex Offender List

- that they have the right to access law enforcement agency information concerning adult registered sex offenders. Concerned parents may request this list at the local law enforcement office that governs your address or the address of the school your children attend. This could be either the Aurora Police Department or the sheriff's office in either Adams or Arapahoe counties, depending on your address. You must go to their office in person and show proof of residency.
 - City of Aurora Police Department 303-739-6050
 - Adams County Sheriff's Department 303-655-3488
 - Arapahoe County Sheriff's Department 720-874-3875

Special Needs

- Please contact your school building administrator or the Director of Health Services, at phone number 303-344-8060, ext. 28511 if, because of a disability, you require special assistance in order to participate in a school activity. Persons with such needs are requested to make contact at least two weeks prior to the event if possible to allow staff to coordinate arrangements.

- This publication and most other publications from your school are available in alternative formats (e.g., large print, on audio tape and in Braille) upon request. Please contact the principal of your school for more information.

Storm Water Management Program

- Aurora Public Schools has developed a Stormwater Management program intended to reduce nonpoint source pollution into the local waterways. As stormwater flows over driveways, lawns, and sidewalks, it picks up debris, chemicals, sediment, and other pollutants. Storm water can flow into a storm sewer system or directly into a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the waterbodies we use for swimming, fishing, and providing drinking water. Polluted runoff is the nation's greatest threat to clean water. If you witness illegal dumping on school grounds, please contact the Environmental Compliance Branch immediately.
- The program is available for review at the Environmental Compliance Branch at 1369 Airport Boulevard. Questions are welcomed and should be directed to the Environmental Compliance Branch Manager at 303-326-2115 ext 28685.