

Olde Columbine High School
Handbook
2014-15



I. ENROLLMENT

a. Eligibility

- i. Anyone can apply to OCHS. Administration does screen applications prior to setting up interviews to ensure we can meet the needs of students that we enroll. We might need to take a closer look at student eligibility for students who:
 1. Have an IEP (Individualized Education Plan)
 2. Have a history of significant behavior referrals
 3. Have been expelled from another school
- ii. Any student who is eligible after the initial administrative screening will be contacted and invited to begin the interview process.

b. Process

- i. Call and/or visit OCHS to explore interest, ask questions, take a tour.
- ii. Pick-up application at the school, or download from our website. Return to OCHS at least 2 weeks prior to the end of quarter.
- iii. Schedule & attend family meeting with at least one parent.
- iv. Schedule student interview. At the end of the family meeting, the student will be scheduled for their student interview with teacher/student interview panel.
- v. Attend student interview.
- vi. If accepted, withdraw from home high school.

II. ATTENDANCE

a. District attendance policy

- i. • [JH - Student Absences and Excuses](#)
- ii. • [JH-R - Student Absences and Excuses](#)
- iii. • [JHB - Truancy](#)

b. OCHS attendance policy

i. Attendance contracts

1. Students who accumulate an excessive number of absences (typically 4 days unexcused) during any given quarter will be put on an attendance contract for the next quarter. The contract will specifically state the maximum number of absences that can be accumulated during that quarter. If that number is exceeded, the student can lose their position the following quarter.
 - a. When a student loses their position, they can reapply for the following quarter.
 - b. When a returning student is re-enrolled, they will automatically be on a contract their first quarter upon return.
 - c. Excessive excused absences can also result in an attendance contract.
 - d. Administration has the right to only excuse absences that have documentation during the time that a student is on contract.

ii. Excused vs. unexcused absences

1. Absences with documentation (Doctor/dentist note, court letter/papers, other necessary appointments) will be excused for the time period of the appointment plus travel time. There is no limit to the number of documented excused absences, however, if these become excessive, administration can and may no longer excuse documented absences.
2. Students can have up to 13 days of absences excused by a parent without some type of documentation, as long as the reason for absence is for a valid reason defined by district policy.
3. Parents should report all absences, even if they do not qualify as an excusable absence.

4. Students who are 18 or over OR students who do not live with a parent may be able to excuse their own absences by having a parent write and sign a letter giving them permission to do so. Once this permission is granted, administration may request that all excused absences have some type of documentation.
 5. All absences that are not reported by a parent or documented with paperwork will not be excused.
- iii. Loss of credit policy
 1. Board policy states that teachers may withhold credit, regardless of current grade, if a student accumulates seven (7) or more unexcused absences in that class.
 - iv. Diversion/Truancy referrals
 1. Diversion and truancy are interventions for students who are under 17 and are struggling with attendance. Administration meets with the district attendance team monthly to review attendance and determine who needs referred to these programs.
 - v. Loss of position
 1. OCHS is not a home high school. Because of this, we are not required to maintain enrollment for any student who is not demonstrating efforts towards good attendance. Any student can lose their position due to poor attendance, although students will have an opportunity to go on contract and show improvement before loss of position would take place. If a student is under 17, they must enroll at another school if they lose their position at OCHS. If a student is 17 or older, they may enroll elsewhere or discontinue school. All students who lose their position are eligible for re-enrollment up to 2 more times.
 - vi. Ditching
 1. OCHS campus is closed except during lunch. Ditching is defined as not being in class once you have arrived to campus in the morning or after lunch. The consequence for ditching is lunch detention. If ditching becomes excessive, a student may receive in-school suspension or lose privileges for open campus lunch.
 - vii. Make-up work
 1. Students should always gather any make-up work as soon as they return to school after being absent. Students have two (2) days to complete make-up work for every day they were absent. Students can receive full credit for make-up work for excused absences, and $\frac{1}{2}$ credit for unexcused absences.
 - viii. Tardies
 1. Tardy is defined as over five (5) minutes late to class. If a student is over five minutes late, it will be marked as an unexcused absence. In this situation, students should still attend class rather than skip altogether because that could be a ditch. Also, classwork can still be completed and turned in in this situation.
 2. In any one class, three (3) tardies becomes equal to one (1) unexcused absence.
 - ix. Withdraw / re-enrollment
 1. If a student is going to discontinue their enrollment at OCHS for any reason, they need to fill out a withdraw form, return all books and materials belonging to the school, pay all fees, and clean out their locker.
 2. Students are eligible for enrollment at OCHS up to three (3) times.
 - x. Late starts and school activity days
 1. Attendance is required on late start days and school activity days, just as any other school day. If a student does not attend for the entire day, they will be marked as absent.

III. BEHAVIOR

a. District code of conduct

- i. • [JI - Student Rights and Responsibilities](#)
- ii. • [JIC - Student Conduct](#)
- iii. • [JICA - Student Dress](#)
- iv. • [JICC - Student Conduct on School Vehicles](#)
- v. • [JICC-R - Student Conduct on School Buses](#)
- vi. • [JICDA - Code of Conduct](#)
- vii. • [JICDE - Bullying Prevention and Education](#)
- viii. • [JICF - Secret Societies/Gang Activity](#)
- ix. • [JICG - Use of Tobacco by Students](#)
- x. • [ADC-Tobacco Free Schools](#)
- xi. • [JICG-R - Use of Tobacco by Students](#)
- xii. • [JICH - Substance Abuse by Students](#)
- xiii. • [JICH-R - Substance Abuse by Students](#)
- xiv. • [JICI - Weapons in School](#)
- xv. • [JIE/JIG - Pregnant/Married Students](#)
- xvi. • [JIH - Student Interrogations, Searches and Arrests](#)
- xvii. • [JIH-R - Policies and Procedures for Conducting Student Interrogations, Searches and Arrests](#)
- xviii. • [JIHB - Parking Lot Searches](#)
- xix. • [JII - Student Concerns, Complaints and Grievances](#)
- xx. • [JK - Student Discipline](#)
- xxi. • [JK-R - Student Discipline \(Remedial Discipline Plans\)](#)
- xxii. • [JKB - Detention of Students](#)
- xxiii. • [JKBA - Disciplinary Removal from Classroom](#)
- xxiv. • [JKBA-R - Disciplinary Removal from Classroom](#)
- xxv. • [JKD/JKE - Suspension/Expulsion of Students](#)
- xxvi. • [JKD/JKE-2 - Suspension/Expulsion of Students with Disabilities](#)
- xxvii. • [JKD/JKE-E - Grounds for Suspension/Expulsion](#)
- xxviii. • [JKD/JKE-R - Suspension/Expulsion of Students](#)
- xxix. • [JKF - Educational Alternatives for Expelled Students](#)
- xxx. • [JKG - Expulsion Prevention](#)

b. OCHS behavior expectations

i. Behavior contracts

1. A student can be placed on a behavior contract when behavior referrals have become excessive and/or extreme in nature.

ii. P's / Norms / Attending Skills

1. The P's (participate, prompt, polite, prepared, produce, and positive mental attitude), norms, and attending skills are behavior expectations that are embedded in our school culture. The P's and attending skills are to be demonstrated specifically in the classroom, governance, and circle-up. The norms (own your actions – accept the consequences, help whenever possible, embrace individuality, practice kindness and consideration, teach the norms – tactfully confront wrongdoers, and strive for knowledge) are to be practiced throughout the school day.

iii. Redirects

1. We use redirects to enforce classroom expectations. They are designed to make classroom discipline fair and consistent.
 - a. 1st offense- friendly warning
 - b. 2nd offense-serious warning
 - c. 3rd offense-hallway conversation: reach agreement on future behavior
OR office referral OR counseling referral

- d. 4th offense-direct to office
- 2. Refusal behaviors (won't give up phone, won't go to office, etc.) will result in an immediate office referral
- iv. Consequences
 - 1. All office referrals will result in some type of formal, documented consequence. Other instances where consequences will be applied to student behavior include: ditching, violations of code of conduct, and disruption to the educational environment.
 - 2. Ladder of consequences
 - a. Lunch Detention or restorative justice--typically for office referrals and ditches
 - b. In school suspension--typically for repeat offenses, major office referrals, refusal behavior or general code of conduct violations.
 - c. Out of school suspension--typically code of conduct specific to safety violations or drug/alcohol referrals
 - d. Expulsion or loss of position--only for major incidences or severe repeat offenses
- v. Closed Campus
 - 1. Campus is considered "closed" from once a student arrives on campus through lunch, then once a student returns to campus after lunch through the end of their last class.
- vi. Tobacco / Drugs & Alcohol
 - 1. The use of any tobacco or electronic device that can be used to deliver nicotine it is not permitted anywhere on campus, including in the parking lot or in vehicles.
 - 2. It is against school policy for any student to use, consume, or be under the influence of any type of drug or alcohol on school campus. This policy also pertains to students who may have medicinal use privileges. If any school staff has reasonable suspicious of use/under the influence, a referral will be made and administration can search both person and property (including vehicles). Law enforcement may be contacted as well.
- vii. Language
 - 1. The policy regarding language at OCHS is "This is a public place, use a public voice". This policy should imply to all students that swearing and defamatory language of any kind is not acceptable.
- viii. Bullying
 - 1. Bullying is unacceptable at OCHS. All bullying should be reported and will be dealt with by administration.
- ix. Dress code
 - 1. Clothing that is not permitted includes: bandanas, pants than show underwear, tank tops that show chest, any clothing that has images of weapons, drugs, alcohol or foul language, any clothing determined to be gang affiliated, rosaries, hoods covering head/face.
 - 2. Students are permitted to wear hats. Students are encouraged to express themselves through attire within the restrictions listed above.
- x. Electronic devices
 - 1. Cell phones, Mp3 players, iPads, and laptops are permitted at OCHS, as long as their use falls within the guidelines of the district technology use policy. Teachers have the right to establish use policies in their own classrooms, including restricting all use during class.
- xi. Governance

1. All students are expected to attend governance, demonstrate the use of attending skills, limit all use of electronic devices, respect personal space of others, and follow the P's and norms as they apply.
- xii. Circle-up
 1. All students are expected to attend circle-up, and are encouraged to fully participate. Students are expected to demonstrate the use of attending skills, P's and norms as they apply.
- xiii. Visitors
 1. Visitors to OCHS are only permitted during lunch, and they must sign in at the front office and obtain a visitor badge.
- xiv. Student kitchen
 1. The cleaning and general maintenance of the student kitchen is considered to be the responsibility of students. Advisories may be asked to contribute by volunteering to clean the kitchen.

IV. CREDIT

a. District graduation requirements

- i. • [IKF - Graduation Requirements](#)
- ii. • [IKF-R - Graduation Requirements-PE Waiver](#)
- iii. • [IKFA - Early Graduation](#)
- iv. • [IKFB - Graduation Exercises](#)

b. OCHS academic expectations

- i. Credit contracts
 1. Students are expected to make academic progress at OCHS. The benchmark for progress is to earn 1.25 credits per quarter (regardless of course load). If a student earns less than 1.25 credits in a given quarter, they will be placed on a credit contract for the following quarter. If they earn 1.25 credit after being on contract for a quarter, they are then off contract. If they do not, the student can lose their position.
- ii. Courses
 1. OCHS offers all courses than are needed for graduation. If a student is interested in other courses that are not offered at OCHS, they may have the following options:
 - a. CDC courses
 - b. Front Range Community College Courses
 - c. BYU credit
 - d. E-credit
 - e. Home high school courses
- iii. Reduced schedules
 1. Students who are beyond 21 credits and nearing graduation may apply for a reduced schedule, with the exception of 1st quarter.
- iv. Adding / dropping classes
 1. Courses may be added or dropped during the first week of any quarter
- v. Honor roll
 1. Students earning a 3.0 grade point average in any given quarter will be placed on the honor roll for that quarter.
- vi. School wide assessments
 1. All students are expected to participate in and do their best on all school assessments that apply to their grade level.