



# Student Handbook 2008-2009

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## **School District Administration**

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### **Curriculum Director**

**Ms. Diane Lively**

### **Director of Finance**

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## **Board of Education**

**Mr. Doyle Nyberg - President At-Large**

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**Mr. Bob Good - Director (District B)**

**Mr. Tim Stange - Director (District C)**

**Mr. Van Cain - Director At-Large**

**Mrs. Jan Ommen - Director (District A)**

## **Welcome Back**

The Chaffee County High School staff welcomes all students to a new school year. The policies and procedures contained in this handbook are designed to foster a positive school climate. The information included in this handbook has been designed to help CCHS students adjust to the high school and become an integral part of all of its opportunities. Please read these pages carefully and share the information with your parents.

Your attendance is an observable action to evaluate your commitment to your education. You will be given an advisor who will help you pursue your educational goals.

At CCHS we take pride in providing you with different options for completing your high school education. All the teachers here are dedicated to providing you with the most appropriate, individually based high school education possible.

We hope that you will take every opportunity and advantage offered to you in order to make this year enjoyable, meaningful, and memorable. If you have any questions you may stop by my office any time. HAVE A GREAT YEAR.

David Blackburn, Principal

## **IMPORTANT TELEPHONE NUMBERS**

**Chaffee County High School for all concerns  
719-395-4064**

**Staff contact information is located on page 7**

**Buena Vista District Office  
for Emergency Purposes only  
719-395-7000**

### **The History of Chaffee County High School**

Chaffee County High School was started in 1990 to meet the needs of students who had dropped out of school at 16 and wanted to return to school to earn their high school diploma. However, these students were much older than traditional high school students and they may have had jobs, or other life changes that interfered with the traditional high school methods and schedule. When Chaffee County High School first began, all schoolwork was completed through an independent study basis supervised by teachers. As the students and culture has changed, so has Chaffee County High School. Chaffee County High School has changed to meet the needs of students by providing multiple options for students to obtain their high school diploma.

### **What is an Alternative High School?**

This is a question often asked. The answer varies based on the school being discussed. The key word in the equation is alternative, meaning the school is crafted to meet the needs of the alternative students within the community being served. This makes a comprehensive definition of an alternative school elusive.

To answer the question specifically regarding Chaffee County High School is to define the students who attend. There is no one reason that students choose to attend Chaffee County High School. The majority of the students that attend Chaffee County High School have not experienced success in traditional high schools. Based on the lack of this success, students often are reluctant to attend school at all. Chaffee County High School structures their program to help address this issue.

Often students who attend Chaffee County High School are reluctant to trust teachers. Many students have had less than favorable experiences with teachers in the past. We believe relationship building is an important part of the educational mix. Students work closely with teachers in small classes, have an advisor to work with, and participate in relationship-building activities in all subject areas.

Students at Chaffee County High School often have other, non-academic, factors that affect them influencing their academic performance. Students come from a variety of home-life situations; some have been influenced with illegal drugs or alcohol. Many of the students struggle to define who they are as individuals. In an effort to address these issues, the teachers at Chaffee County High School act as positive role models. Finding the right teachers is paramount to the success of the students and the school. The teachers in this program are required to have patience and stamina to meet the emotional and educational needs of these diverse learners.

Students here present a diverse level of academic achievement. Students learn how to identify their learning style needs, which will best foster them to complete their high school education

Lastly, the atmosphere at Chaffee County High School works to enable student success. Although we provide a structured environment, the relaxed atmosphere helps students to feel comfortable. Students appreciate the yin and yang. Students have the opportunity to gain more freedom in their schedules through demonstrated responsibility.

### **CCHS Core Beliefs**

- We believe in an effective learning environment
- We believe in critical thinking
- We believe in the hope for change
- We believe in high standards
- We believe in necessity of relationships for learning
- We believe in respect, honesty, integrity and genuineness.
- We believe in active participation with our community, making it a better place

### **Our Mission Statement**

We dedicate ourselves to authentic education in a student-driven and individualized manner in preparation for citizenship.

SCHOOL COLORS.....Burgundy, Black and Silver

MASCOT.....The Phoenix

SCHOOL MOTTO..... Carpe Diem

**CHAFFEE COUNTY HIGH SCHOOL  
FACULTY AND STAFF**

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**SWAP COORDINATOR**

**Housed at Chaffee County High School**

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## ACADEMICS

### **Class Options**

Most classes at Chaffee County High school may be taken in several different ways: teacher-directed, independent study, or computer-based/online. Students who choose to take teacher directed classes are making a commitment to attend class on a regular basis, be involved, and work with the class. Students who choose to take the class independent study or on the computer must show regular attendance in scheduled classes and work with the supervising teacher on a regular basis.

### **Grading**

Students must earn an 80% or better on all work Chaffee County High School. Students must correct class work up to a minimum of 80%. Students must earn 100 points per semester class at 80% or better to receive a semester credit. Student's final grade will be calculated from an average of graded work. Students may correct work up to, but not above an 80%. It is up to the teacher's discretion in acceptance of class work. The teacher may lower the point value of an assignment if student has tried multiple times to reach 80%.

### **Grading Scale**

90%-100% = A

80%-89% = B

### **Graduation Requirements**

Students at Chaffee County High School will graduate with a high school diploma. One graduation ceremony will be held in May. In addition to the required 34 semester credits, students will complete exit testing, community service; a Graduation Portfolio and Exit Interviews to be eligible for a Chaffee County High School Diploma. No students will walk at graduation without all requirements completed by the deadline of one week prior to graduation.

Grade point averages and class rank through collected transcripts are determined by the following scale:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

Students must meet minimum competency testing scores to be recommended for graduation. They are as follows:

Essay score - 70% minimum proficiency

RIT score for Language - minimum 223

RIT score for Reading - minimum 224 & 1100 Lexile

RIT score for Math - minimum 238

Students unable to meet minimum competencies will address academic growth through a individualized learning plan.

## Credits Required for Graduation

Classes	Semester Requirements
English	8
Math	4
Technology	1
Science	4
History/Civics	5
Healthy Lifestyles	1
Careers	3
Physical Education	2
Foundations	2
Work Experience	1
Service Learning	1
Electives	2
<b>Total Semester Credits</b>	<b>34</b>

### Academic Choices

Academic classes can be taken in a variety of ways. Students can learn in a teacher directed class, on-line class or through independent study.



**Foundations:** The Discovery class is required for all students transferring into Chaffee County High School. This class teaches students sophisticated social skills, management strategies, culture development, and study skills through direct teaching, reflective work, and experiential activities.

**Work Experience:** Students are required to hold either a job with or without pay for a minimum of 60 hours with 6 hours per week applied for a period of 10 weeks. Students are required to complete the paperwork that accompanies this program successfully to earn a credit.

**Service Learning:** Students must work as a group or individually to complete a service-learning project that focuses on community need through appropriate assessment, developing a proposal, presenting the proposal and executing the project to completion. Prior to enrolling in this class students must complete 10 hours of individual community service.

**Electives:** Student must have two electives in order to graduate. Because it is difficult to offer traditional elective classes at Chaffee County High School, students may choose to take a CMC class, online elective, additional work experience or service learning class to complete this requirement.

### **Credit Completion**

A semester credit is complete when a student completes all work and fulfilled obligations for the deemed credit equaling 100 points. Students must complete 100 points at an 80% or better to earn a class credit. In addition to class work, students must complete a "Credit Summary Sheet" which outlines how the student completed each credit.

All credits must be completed in one year's time. Students who enroll in the fall semester must complete those credits by the end of that school year. Students who begin a credit in January must complete the credit by the end of first semester the following year. No failing grades will be given or recorded on transcripts, but students will have to re-take the class again in its entirety.

### **Community Service and Service Learning**

All students are required to perform a minimum of 10 hours of independent community service and a community service project. Students must have the pre-approved non-profit agencies document their community service time. Community service is defined as, "free donated service time for non-profit community groups".

After a student has provided 10 hours of community service time he/she may enroll in for the service learning class. This class will determine a project needed within the community, investigate, write a proposal, perform the service, and reflect upon the completion of the project.

### **Progress Checks**

Attendance and progress checks are performed on a regular basis. These checks are implemented to help students remain on track with class work, so that they can continue to make progress towards graduation.

Students are given a six-week probationary period in which to establish work ethics. During the six-week period, students complete a progress check form bi-weekly. Full-time students are required to reflect 24 hours of attendance on their schedules. Upon the bi-weekly check, students must show adequate attendance and appropriate points to remain in "good standing" based upon their agreed upon plan. Students who are short in either points or hours for their contract must increase their efforts to remain in good standing. If students do not meet the requirements for the progress check, students can be placed on a sabbatical for an appropriate period of time based on advisor recommendations. Upon successful completion of sabbatical, students may return on a full-time basis.

As students progress through their education they will be offered more freedoms on their contracts. If, at any point, students begin to show lack of focus, motivation or through discipline referrals they can be put on a sabbatical as outlined above.

Close student monitoring helps students to gain confidence in their education, show progress towards graduation, and to be awarded the opportunity to gain more freedom in scheduling choices.

### **ACCOUNTABILITY**

Parent involvement is encouraged in a variety of ways including phone calls to advisors, parent orientation, open house, parent/teacher conferences and school accountability meetings.

School accountability meetings are held throughout the school year to help guide school policy and academic excellence.

### **ADVISORY**

Each teacher will be assigned an equal group of students to monitor for the course of the year. Students will be assigned an advisor at the beginning of the school year. Advisory will be held Monday through Thursday from 10:00 - 10:30 AM. Advisors will help students understand rules, complete progress checks, and will act as personal mentor to the students whom they advise.

Students remain with their assigned advisors for the entire time they are enrolled at CCHS. Advisory changes can occur with a formal written request to the principal for mediation conference and full staff approval.

## ANNOUNCEMENTS

### All School Meetings

All school meetings will be held every Tuesday during advisory time (10-10:30AM). Students who do not attend are responsible for getting the information. Students or staff may call a special meeting to discuss spontaneous issues during advisory time.

### Newsletter

Monthly newsletters will be sent home. Important upcoming dates and events will be posted in the newsletter as well as online. It is the students' responsibility to be aware of school events, functions, and progress check dates.

### Personal Phone Calls

Students will not be called out of classes for phone calls unless it is an emergency. Messages will be delivered at class breaks. A phone for student use is located by the office and may only be used during break times and for limited times. Office and classroom phones are for school business and emergency use only.

### Cell Phones

Cell phones will not be used during class time. Students are permitted to use their phones before school, during lunch, or after school. Refer to District Policy JICJ.

Consequences for inappropriate use of cell phones are:

**1st Offense:** If the cell phone is heard OR used, a staff member will confiscate it for the remainder of the school day.

**2nd Offense or any DAY thereafter:** A pink sheet will be given to the student and they will be asked to leave for the day.

## ASSESSMENTS

### Entrance Testing

Upon entering, all students will be given assessments in several academic areas. All students will take the following assessments upon entering and at graduation:

1. Writing essay
2. Language assessment
3. Reading assessment
4. Math assessment

If upon entering and testing, student's testing scores are far below average, it may be suggested that Chaffee County High School is not the best school placement for the student. The assessment team will help to determine a better, more appropriate placement for the student.

### **State Testing**

All freshman, sophomores or juniors as determined by credit completion on March 1<sup>st</sup>, are required by state and federal law to take the 9<sup>th</sup> grade CSAP, 10<sup>th</sup> grade CSAP and ACT respectively in March and April of that school year. Students will be given points in appropriate classes based on effort and cooperation during testing.

### **Exit Testing**

All students will complete exit testing prior to graduation. See graduation requirements for minimum competency requirements.

## **ATHLETICS**

Although sports are not offered at CCHS, students may play athletics at BVHS or may inquire into the policies of their home high school. Student athletes need to have a physical, permission slips, and pay an athletic fee (see below) before participating in the first day of practice. We follow Colorado High School Athletic Association eligibility rules for transfers and grades. Eligibility is calculated weekly. See the athletic policy from the athletic office for specific information.

An athletic fee per school year with a maximum charge per family is assessed at the beginning of each school year. Fees are subject to free and reduced lunch qualifications. For questions or to set up a payment plan contact the BVHS athletic office at 395-7102.

## **ATHLETIC LETTERING**

See the Buena Vista High School Athletic Handbook for specific information regarding athletic lettering.

## **ATTENDANCE**

Prompt, regular attendance is one of the most important facts in educational success. If you miss class, you don't learn. If you are late to class, you disrupt the learning of students who are ready to start. **No single factor interferes with student's chances for success more than frequent tardiness or absences.** For this reason, we monitor attendance carefully, adhere to state law and board policy, and follow consequences for unacceptable behaviors.

The attendance procedures at CCHS have been developed to assist you in successfully fulfilling your graduation requirements and maturing into a responsible citizen. It is important that you, the student, make every effort to be in class on time every day and keep your absences to a minimum. **Your attendance in class will be reviewed on a cumulative basis to determine your standing at CCHS.**

Attendance is taken by individual classroom teachers at the beginning of each class period. Students will be marked absent if they are not present when attendance is taken. Students will be given their 1<sup>st</sup> redirect for a tardy. Students are welcome to remain in the class if they arrive late as long as they are not disruptive during the remainder of the class. Habitual absences may result in a student being placed on sabbatical leave.

The following are legitimate reasons for missing class:

1. Absences due to *illness* or *medical* reasons;
2. *Death* in the family;
3. *Extenuating circumstances*: Defined as situations that may arise that would cause a student’s absence but would not necessarily fall within the guidelines of this policy, such as a doctor or orthodontist appointment that cannot be scheduled outside of school hours;
4. *School-sponsored activities*: These absences are known well in advance. The student is responsible to contact the teacher to get make-up work BEFORE their anticipated absence.
5. *School conferences*: Students missing classes because of conferences with teachers, counselors, or administrators are excused from class for the length of the conference providing they have a pass to class from the school official excusing them;
6. *Pre-arranged absences* are preferred because they allow students to get make-up work ahead of the absence. This helps students avoid falling behind in their classes.

**Chaffee County High School admits students 15 years by October 1st, and older however, minimum age for compulsory attendance is currently 16. Students under 16 will be held to state mandated requirements for attendance according to Senate Bill 07-016 and District Policy JEA.**

**The maximum amount of hours of excused or unexcused students may occur before judicial proceedings to enforce compulsory attendance may be initiated at ten (10) days during any calendar or school year, see District Policy JED.**

Tardy

Being tardy, or late to your class, disrupts other students who are ready to learn.

**DAILY CLASS SCHEDULE  
Monday through Thursday**

8:00-10:00.....	Period 1
10:00-10:30.....	Advisory
10:30-12:30.....	Period 2
12:30-1:05.....	Lunch
1:05-3:15.....	Period 4

**Friday Schedule**

8:00-12:30.....	Experiential Lab Classes
12:30-1:05.....	Lunch
1:05-3:15.....	Experiential Lab Classes

## **CALENDAR**

As part of the Buena Vista School District R-31, County High School will follow the Buena Vista District Calendar. Classes are held Monday - Friday.

## **CELL PHONES & PAGERS**

Cell phones and pagers may not be used in the school building. Please turn them off so as not to disrupt the learning environment. See Personal Phone Calls on page 13.

## **COMPUTERS**

All students with a signed Network Agreement will begin the school year with network privileges, unless privileges have been revoked, in which case the student's access is determined by the network administrator. Parental permission is required for use of the network beyond the school's directory, for example use of the Internet and email in special classes. After permission is secured, students are assigned a password by the network administrator.

- Never drink or eat while using a school computer.
- Never share your password with anyone. You assume responsibility for the cost to repair any damage to your assigned computer, as well as complete responsibility for the appropriateness of the information you access.
- Computers at CCHS are for educational purposes only.

## **COUNSELING**

CCHS does not have a school counselor. However, we encourage students to discuss issues with their advisor or principal. If the need arises, it may be possible to work with the BVHS counselor. Items discussed in the counselor's office remain confidential unless otherwise discussed between student and counselor.

## **DRESS CODE**

Students should dress and groom themselves for school attendance in a way that reflects personal pride and self-esteem. This might be described as neat, clean, attractive, tasteful, moderate, modest dress. The administration retains the right to judge student dress. Some examples of unacceptable dress include:

- Visible underwear
- Baring midriff or cleavage
- Wearing spaghetti straps or tank tops
- Clothing with sexual, alcohol, drug, tobacco, anti-social or gang-related connotations.

Students not adhering to the dress code may be asked to leave school and change into more appropriate dress.

## **DRUGS: ALCOHOL AND ILLEGAL DRUGS**

### **Reference Policy – File JICH and JICH – R**

Buena Vista School District R-31 shall promote a healthy environment for students by providing education, support, and decision-making skills in regards to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents, community, and community agencies.

It shall be a violation of district policy and procedure and considered to be behavior which is detrimental to the welfare, safety, or morals of self or other students or school personnel for any student to possess, use, sell, distribute, procure, or to be under the influence of alcohol, drugs, or other controlled substances. Students shall not possess, use, sell, distribute, or procure drug paraphernalia. The unlawful possession, use, and distribution of alcohol or controlled substances poses the risk of harm to students and in most cases is contrary to the requirements of state and/or federal law.

For purposes of district policy and any district policies or district procedures adopted to implement it, “controlled substances” include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, inhalants, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescriptive or non-prescriptive drug (including over-the-counter pain relievers such as Ibuprofen and acetaminophen, medicine, vitamins or other chemical substances not taken in accordance with the district policy and procedures (See File: JLCD – Administering Medicines to Students) and regulations (File: JLCD - R and JLCD – E) on administering medicines to students. This policy also includes substances that are represented by or to the student to be any such prohibited substance or what the student believes to be any such substance. The term “prohibited substances” shall include substances and alcohol, including but not limited to beer, wine, spirits, liquor, and mixed drinks, regardless of the amount of alcohol contained in such beverages or item.

This district policy shall apply to any student who is on school property, in attendance at school, in a school vehicle, taking part in any school-sponsored or sanctioned activity, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees. A student shall be deemed to be “under the influence” of prohibited substances if the student has used or consumed any amount of the substance contrary to law and thereafter enters school property, attends school, or participates in any school-sponsored or sanctioned activity on the same day as the use or consumption, or if the student’s physical appearance or conduct at such times is impaired by such substance(s). For the purpose of this district policy, a student shall be deemed to have used a controlled substance contrary to law if he or she uses any prescription medication which has not been prescribed specifically for the student or if the dosage taken exceeds the physician’s prescribed dose for the student.

Students violating this district policy shall be subject to disciplinary sanctions which will include suspension and/or may include expulsion from school, suspension and possible exclusion from participation in any school-sponsored or extra-curricular events or activities, and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other prohibited substances.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and the particulars of the case. When appropriate, parents shall be involved and efforts made to direct the substance abuser to sources of help. A student who self-reports conduct which would otherwise constitute a violation of this policy shall still receive disciplinary consequences as provided by district policy and procedure.

In addition, in those cases in which students are suspected of being under the influence of alcohol or illegal drugs because of disruptive conduct, inattentiveness, or odors on their breath or clothing, the staff member will refer those students to the principal. The principal or the principal designee will conduct an inquiry as to whether there are any circumstances or legitimate explanations for the student's conduct. If the administrator has been trained in the identification of the symptoms manifesting use of drug or alcohol, the administrator will make a determination as to whether the student's explanation is credible. If the administrator is not trained to make such judgments, then a nurse, law enforcement official, or other trained professional will be called to make a judgment concerning the student's conduct and whether it has been influenced by the use of controlled substances. (See Policy JICH and Policy JICH - R)

If the trained person concludes that the student is manifesting conduct that reflects the use of alcoholic substances or illegal drugs, the District will allow the student to voluntarily submit to a urine test, breathalyzer test, or similar examination to show that the student has not violated District policies. In the event the student refuses to submit to such tests, the District may use such refusal, together with the trained professional's observations and any other circumstantial evidence available (e.g. statements from other students, teachers, etc.) as a basis for imposing a suspension or expulsion. (See Policy JICH - R)

## **DUAL CREDIT COURSES**

Dual credit courses in some subjects may be available for students who are juniors or seniors. Through Colorado Mountain College

## **EARLY COMPLETION**

### **Class Completion**

Some students may complete their credits prior to the end of the quarter. Students will not be held accountable to attend those classes if already completed prior to the end of the quarter. However, it is encouraged that students begin a new quarter credit after completing one, if possible. This class acceleration is what allows students to complete more semester credits per semester than in a traditional high school in the same amount of time.

## **Graduation**

*Students are considered recommended for graduation after all class and additional graduation requirements are completed.*

## **END OF DAY DEPARTURE**

Groups using the building after school hours must have a sponsor present and contain their activity to the portions of the building where assigned.

## **ENROLLMENT PROCESS**

Chaffee County High School is a public school in the Buena Vista School District. Not all students are appropriate for the alternative education setting. The enrollment process at Chaffee County High School is intended to help students and parents gauge a better understanding of our alternative school setting and make an appropriate decision whether to enroll or not. Enrollment is open to students 16 years old and older. Students over 21 years old must pay a minimal fee for each semester class.

Students may enroll at any time during the school year, with attendance beginning during the first week of the next quarter start date.

1. Informational Meeting: Students and their parents are required to make an *informational meeting* with the principal. During this meeting the principal discusses the school's general processes, looks at transcripts and answers questions regarding the program.

2. Enrollment Meeting: After the *informational meeting*, if the student chooses to apply, students are required to complete an application, which is then reviewed by the principal and the prospective student in an *enrollment meeting*. This is an opportunity for the student to be more frank with the principal about their desire to enroll, their commitment and to ask further questions.

3. School Orientation: Upon entering Chaffee County High School, all students must attend an orientation class. After the initial orientation class taught at the beginning of the school year, late entering students must attend a Friday orientation class. Entrance testing is conducted to get a baseline on students writing, reading, math and English skills.

4. Scheduling: A schedule is developed to meet the student's needs, and the student begins classes.

**Note:** Students who may be interested in transferring to Chaffee County High School from Buena Vista High School may have a pre-informational meeting with the Chaffee County High School Principal, and the Buena Vista High School Counselor, prior to an *informational meeting* with parents/guardians at Chaffee County High School.

**Denial of admission may occur and is in accordance with District Policy Code JF .**

## EXPECTATIONS OF STUDENT

One of the major objectives of formal education is teaching citizenship and responsibility for one's actions. We believe this to be of primary importance in today's society. It has been the custom for students at Chaffee County High School to recognize and choose the appropriate conduct for a given situation. It is expected that this custom will continue and that students will exhibit the courtesy that has brought many compliments to our school.

### Class Expectations/Rules

Rules are kept simple to align with the 6 P's of *The Discovery Program*.

#### The 6 P's:

1. Prompt: Timeliness, responding to a reasonable request in a timely manner.
2. Prepared: Do your homework and class work, be prepared to learn physically, emotionally and cognitively.
3. Polite: Be respectful, treat staff and students with dignity.
4. PMA: Have a positive mental attitude, create your own reality, how are you framing yourself?
5. Participate: Do your class work, ask questions, and be involved with class.
6. Produce: get work done and turned in.

#### Attending Skills

- Being in the Moment
- Appropriate Body Language
- Appropriate Eye Contact
- Appropriate Feedback
- Questions to Clarify or Validate

#### Re-Directs:

1. The teacher will make a direct statement – an observation of the student's behavior. The student will be told about the desired behavior and ask if he or she understands and can comply.
2. The student will be asked to step outside the classroom. The student will be told that this is the second redirect. The student will be told what the desired behavior is and what the consequence is for not demonstrating that behavior. The teacher and student will create a plan to have the student remain in class. The student and teacher will reenter the classroom and continue as planned.
3. If an additional redirect is necessary, the student will be given a third redirect, a pink *think sheet* and asked to return tomorrow with it complete.
4. When the student returns the following day he/she will take the completed *think sheet* and discuss the issue and alternatives with the principal first and then with the classroom teacher.

**Think Sheets:** Students who are unable to work under the 6p's and the attending skills and are asked to leave for the day will complete a *Think Sheet*. *Think Sheets* will be completed on the student's own time and will be returned for discussion during advisory time the next school day. Students must first talk with and get the approval from the principal before bringing to the classroom teacher for discussion.

**Remember, fair is not equal, fair is meeting the needs of each student.**

### **FIELD TRIPS**

Field trips are encouraged at Chaffee County High School. Students learn best by doing. Field trips can be planned, or spontaneous.

Students may attend field trips only if they are in good standing at Chaffee County High School. Students on sabbatical are prohibited from attending. Students who cause a problem on a field trip may lose their privilege to attend further field trips. Emergency information for students must be current. All students must have a current year, signed, general permission slip on file in order to attend any field trip. Some field trips, such as the ropes course, require an additional signed waiver. Students who are 18 may sign permission slips, all students under 18 must sign and have a parent or guardian sign as well.

### **FINES**

CCHS reserves the right to withhold grade reports, transcripts of grades, and/or diplomas of students who have not paid class or athletic fees, fines, or bills or have not returned library books or athletic uniforms to the either BVHS or CCHS. Enrollment may be affected if outstanding fees have not been paid at the student's previous school.

### **FOOD & BEVERAGES**

Pop, candy, or any other type of food or beverages are NOT allowed in the computer area but may be brought into classrooms according to each individual teacher's classroom rules.

Students may use the vending machine to purchase pop between classes, but NOT during class time during the school day. Students may use the CCHS kitchen to prepare their lunch, however it is the student's responsibility to clean up after themselves.

### **GIFTED & TALENTED PROGRAM**

Students identified through district procedure as gifted and talented shall have access to appropriate services if available.

### **LEAVING CAMPUS**

Students must check out when leaving the school grounds except during the lunch period, work experience or work release.

Chaffee County High School has an open campus; students may leave campus

during their lunch breaks. Students who leave school any time without teacher permission during class periods will not be allowed back on campus until the following day. Students who are asked to leave due to behavior must leave campus, they are not permitted to "hang out" waiting for other students or to reenter later in the day.

Students may only leave during advisory and **ONLY with their advisor's permission**. Students who leave and are returning the same school day are required to sign out and back in, complete with times and destinations. **Failure to sign out will result in being asked to leave for the remainder of the school day.**

### **LOCKERS**

Lockers assignments for coats and books will be assigned upon entering school. Lockers are available on a first come first served basis. Remain in your assigned locker so the office can locate materials for you in the event of an unexpected absence. If you choose to put a lock on your locker you must give the combination or an extra key to the school secretary.

School lockers are the property of the school district, and are subject to search at any time, without prior notice and without the student's consent. Lockers are not private, and student should not place items prohibited by school policy or personal items of a sensitive nature inside of them (See Policy JIH – Student Interrogations and Searches). The school is not liable for losses incurred from lockers.

### **LOST & FOUND**

There is no lost and found. Textbooks are returned to teachers. Unclaimed clothing is donated periodically to New Bee's. Items may or may not be disposed of at the end of the school day including class work. Anything of extreme value may be left with the school secretary at the custodians discretion.

### **LUNCH**

Lunch is open campus from 12:30 -1:05. Hot lunch can be obtained at the elementary school according to their policies. Information is obtainable through the school secretary. Students may apply for our free and reduced lunch program in the main office. A refrigerator is available to store bag lunches and picnic tables are available outside as the weather permits.

**Students are cautioned to be sure they are back from lunch in time for afternoon class.**

### **MEDIA CENTER USE**

Chaffee County High School does not have a traditional library. The school has some paper book references, computer based-references and access to the internet. Students may use Buena Vista High School Media Center on an arranged basis with supervision of a Chaffee County High School staff member. Students may also use the public library for research purposes on either their own time or on school time with permission of a teacher.

## **PARKING**

Students are to park in the area west of the high school. The parking lot is small; please drive slowly. Violators will be referred to the proper authorities and may lose the privilege of driving and parking on school grounds. Smoking is not permitted at any time on school property or in personal vehicles while on school property. Weapons are also not permitted in personal vehicles while on school property.

Access to the student parking lot is a privilege, not a right, extended to district students. Students who park in the parking lot agree that their vehicle shall be free of alcohol and controlled substances, agree that their vehicle may be reviewed by dogs trained to detect controlled and/or illegal substances, and that their vehicle may be searched for such substances in the event that the dog's reaction suggests that contraband is present in the vehicle, or if reasonable suspicion otherwise exists that controlled substances are present in the vehicle. (See Policy JIHB - Parking Lot Searches)

## **PLAGIARISM**

Plagiarism can be defined as a writer *taking credit for ideas or words that are not her or his own*. Writers must be diligent to give credit to sources of uncommon knowledge and to give credit to ideas or wording that are not their own. If a student is guilty of plagiarism, she/he will receive a zero for the assignment.

## **PUBLIC DISPLAYS OF AFFECTION**

Students will refrain from outward demonstrations of affection while on school property. Anything beyond holding hands is inappropriate.

## **SCHOOL VEHICLES**

Riding the school bus is a privilege and is to be used for students attending school. It is not to be used merely as transport to and from Salida. Acceptable behavior of students in all school vehicles is required. All bus and school rules will be followed. A copy of bus rules may be picked up at the office or from the bus driver. Bus drivers may issue a bus ticket for inappropriate behavior. Consequences are as follows:

**1st Offense:** Ticket is mailed home and the student gets a warning.

**2nd Offense:** Off the bus for one week or 5 school days.

**3rd Offense:** Off the bus for the remainder of the semester or the remainder of the school year depending upon the infraction.

### **Bussing from Salida**

Students will have school bus transportation available to them with the schedule announced at the beginning of the school year.

## **SEXUAL HARASSMENT**

The district recognizes sexual harassment as a form of sexual discrimination and is a violation of laws that prohibit sexual discrimination. Everyone at CCHS will maintain a learning and working environment that is free of sexual harassment. It is a violation of school board policy for any member of the high school staff to harass another staff member or student or for students to harass other students through conduct or communication of a sexual nature.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal kidding, abuse or harassment.
2. Pressure for sexual activity.
3. Remarks to a person with sexual or demeaning implications.
4. Unwelcome touching such as patting, pinching, or brushing against another's body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.

Students or staff members who believe that they have been subject to sexual harassment will report the incident to the district grievance officer, Jeanne Shane. The Sexual Harassment Grievance Procedure will be followed after a grievance has been filed. Filing a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment, work assignments, or grades. (Reference File: JBB and JBB-R)

### **SPECIAL NEED STUDENTS**

Students on Individual Education Plans will be met with by the principal and special ed team and assessed to determine whether or not Chaffee County High School is the appropriate learning environment.

### **SWAP (SCHOOL TO WORK ALLIANCE PROGRAM)**

SWAP is a collaborative initiative between the Colorado Division of Vocational Rehabilitation (DVR) and local school districts, which is supported by the Colorado Department of Education. The SWAP program provides case management and direct services to youth who:

- ✓ Have mild to moderate needs in employment;
- ✓ Are eligible to receive DVR services; and
- ✓ Need short-term support to become competitively employed and to achieve successful community outcomes.

Services are appropriate for youth who are:

- ✓ Aged 16-25
- ✓ Living within the boundaries of a school district or BOCES participating in the SWAP program
- ✓ Eligible for DVR services
- ✓ In-school served by Section 504 programs
- ✓ IDEA (Special Education) programs
- ✓ At risk of dropping out of school
- ✓ Graduates
- ✓ Drop-outs
- ✓ Under or unemployed
- ✓ Ready to work after short-term service provision of one year or less

The purpose of SWAP is to provide successful employment outcomes, increased community linkages, and new patterns of service for youth within all categories of disabilities. The programs goals include:

- ✓ Building on current transition planning efforts through existing transition teams;
- ✓ Filling the case management gap; and
- ✓ Supporting collaboration between DVR, the Colorado Department of Education and the the local school districts.

In addition, SWAP services may include:

- ✓ Career Exploration
- ✓ Career Development
- ✓ Employment related instruction
- ✓ Job development/placement
- ✓ Case management
- ✓ One year of follow-up after successful employment

### **SWAP Referrals**

The appropriate time for a SWAP referral is when an individual's primary focus in employment and they are available for services. Referrals can be made from the schools through the IEP or DVR process, through a DVR counselor, or directly to a SWAP office. To make a referral contact the Robyn Eler at Chaffee County High School.

### **TELEPHONES**

A phone for student use is located in the commons area. The student phone and classroom phones are for school business and emergency use only. If abused, the student phone may be removed temporarily or for the remainder of the school year.

### **TEXTBOOKS**

The student will be charged the full replacement price for any library books, textbooks, calculators, computers, science lab ware, or any other instructional aids that are lost or damaged to the extent that they must be replaced.

### **TOBACCO**

The use of any tobacco product is strictly forbidden in school, on school grounds, in a vehicle owned or leased or otherwise used by the district or school, or at any school event including field trips and other activities. This also refers to student vehicles while on school property.

### **VISITORS**

All visitors must report to and sign in at the office.

CCHS students may not be on the grounds of BVHS during school hours unless special arrangements have been made prior to the occurrence. This will not be tolerated and may result in permanent dismissal from CCHS.

## CODE OF CONDUCT (Adopted 2003-04)

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self-defense.
4. Commission of any act, which if committed by an adult, would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
5. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
6. Violation of district policy or building regulations.
7. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing using or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.
8. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
9. Violation of the district's smoking and use of tobacco policy.
10. Violation of the district's policy on sexual harassment.
11. Throwing objects unless part of a supervised school activity that can cause bodily injury or damage property.
12. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
13. Engaging in bullying, i.e., verbal abuse, name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
14. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty, which includes but is not limited to, cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance or proper authority.
18. Behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel.
19. Repeated interference with the school's ability to provide educational opportunities to other students.

## STUDENT DUE PROCESS

Students and parent or legal guardians shall be notified through student handbooks or similar information bulletins of board policies and administrative procedures concerning rights and responsibilities, rules of student conduct and due process. Matters of common knowledge or practice shall be considered as notice of existing standards of conduct for students. (Policy JIC – Student Conduct)

### Grounds for Exclusion from School

The grounds for suspension, expulsion or denial of admission shall be as established by law. Specifically as examples, but without limiting or excluding any other acts or conduct that may fall within the statutory ground for suspension, expulsion or denial of admission, it is determined that the following acts or conduct fall within the statutory grounds for suspension, expulsion or denial of admission:

- A. Repeated conduct or pattern of behavior, which substantially or materially disrupts or interferes with school programs or activities, or otherwise interferes with the school's ability to provide educational opportunities to other students.
- B. Theft, willful or grossly negligent damage, vandalism or destruction of school proper and/or private property on school grounds; in a vehicle owned, leased or otherwise used by the district or school; or at a school activities.
- C. Assault on school personnel when on school grounds, in a vehicle owned; leased or otherwise used by the district or school; at a school activity; or any behavior on or off school property which is detrimental to the welfare or safety of school personnel.
- D. Physical or verbal abuse, or any form of intimidation, of a student or other person when on school grounds; in a vehicle owned, leased or otherwise used by the district or school at a school activity; under circumstances having a substantial effect on school programs or activities.
- E. Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel including behavior which creates a threat of physical harm to the student or to other students.
- F. Designation of a student as "habitually truant" (Reference: Policy File JED – Student Absences and Excuses).
- G. Use of obscene language or involvement in obscene conduct or possessing or distributing slanderous or libelous or libelous material when on school grounds; in a vehicle owned, leased or otherwise used by the district or school; at a school activity; or under circumstances having a substantial effect on school programs or activities.
- H. Carrying, bringing, using or possessing weapons, firearms, dangerous instruments or other dangerous substances or objects including, but not limited to explosives or incendiary devices or parts; or use of substance or objects so as to render them dangerous to the user or other, without the authorization of the school or district, when on school grounds; in a vehicle owned, leased or otherwise used by the district or school; at a school activity; or under circumstances having a substantial effect on school programs or activities. Cross Ref JICI
- I. Carrying, bringing, using or possessing a facsimile of a weapon which a reasonable person would believe is a weapon, without the authorization of the school or when on school grounds; in a vehicle owned, leased or otherwise used by the district or school; at a school activity; or under circumstances having a substantial effect on school programs or activities. Cross Ref JICI
- J. Activities or actions reasonably considered to be gang related which occur in the school, on the school grounds; in a vehicle owned, leased or otherwise used by the district or school; at a school activity or events wherever held.
- K. Reference Policy File JICH and JICH – R

Behavior which is detrimental to the welfare, safety, or morals of self or other students or school personnel for any student to possess, use, sell, distribute, procure, or to be under the influence of alcohol, drugs, or other controlled substances. Students shall not possess, use, sell, distribute, or procure drug paraphernalia. The unlawful possession, use, and distribution of alcohol or controlled substances poses the risk of harm to students and in most cases is contrary to the requirements of state and/or federal law.

“Controlled substances” include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, inhalants, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescriptive or non-prescriptive drug (including over-the-counter pain relievers such as ibuprofen and acetaminophen, medicine, vitamin or other chemical substances not taken in accordance with the district policy and procedures (See File: JLCD - Administering Medicines to Students) and regulations (File: JLCD - R and JLCD - E) on administering medicines to students. This policy also includes substances that are represented by or to the student to be any such prohibited substance or what the student believes to be any such substance. The term “prohibited substances” shall include substances and alcohol, including but not limited to beer, wine, spirits, liquor, and mixed drinks, regardless of the amount of alcohol contained in such beverages or item.

This district policy shall apply to any student who is on school property, in attendance at school, in a school vehicle, taking part in any school-sponsored or sanctioned activity, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees. A student shall be deemed to be “under the influence” of prohibited substances if the student has used or consumed any amount of the substance contrary to law and thereafter enters school property, attends school, or participates in any school-sponsored or sanctioned activity on the same day as the use or consumption, or if the student’s physical appearance or conduct at such times is impaired by such substance(s). For the purpose of this district policy, a student shall be deemed to have used a controlled substance contrary to law if he or she uses any prescription medication which has not been prescribed specifically for the student or if the dosage taken exceeds the physician’s prescribed dose for the student.

Students violating this district policy shall be subject to disciplinary sanctions which will include suspension and/or may include expulsion from school, suspension and possible exclusion from participation in any school-sponsored or extra-curricular events or activities, and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other prohibited substances.

- L. Repeated use of tobacco products in violation of district policy. Cross Ref JFCI-R
- M. Fighting, rioting or illegal disruptive demonstrations when on school grounds; in a vehicle owned, leased or otherwise used by the district or school; at a school activity; or under circumstances having a substantial effect on school programs or activities.
- N. Having been expelled from any school district during the preceding twelve (12) months.
- O. Behavior in another school district during the preceding twelve (12) months that is detrimental to the welfare or safety of other pupils or of school personnel.

## CLASSES OF OFFENSES

*Class One Violations* – Expulsion for first offense – Class one violations are those which, if supported by a preponderance of the evidence, may result in expulsion for the first offense, or as indicated below, shall result in expulsion for the first offense.

- A Offenses within paragraph (H) of this procedure. Such offense shall result in mandatory expulsion for the first offense to the extent that they involve use or possession of a deadly weapon as defined in Section 18-1-901, Colorado Revised Statutes in a school building, school bus, or in or on school property.
- B Sale, transfer or distribution of a drug or controlled substance, as defined in section 12-22-303, Colorado Revised Statutes. The sale of a drug or controlled substance in a school building, school bus, or in or on school property shall result in mandatory expulsion for the first offense. Cross Ref JICH-JICH-R.
- C Commission of an act by a student at least fourteen (14) years of age which, had it been committed by an adult, would be robbery, as defined by section 18-4-301, Colorado Revised Statutes. When charges have been filed and are supported by a preponderance of the evidence, the commission of such act in a school building, school bus, or in or on school property shall result in mandatory expulsion for the first offense.
- D Commission of an act by a student at least fourteen (14) years of age which, had it been committed by an adult, would amount to knowingly or recklessly causing bodily injury to another person. When charges have been filed in connection with an assault in a school building, school bus, or in or on school property, and are supported by a preponderance of the evidence, the commission of such an act shall result in mandatory expulsion for the first offense.
- E Offenses causing a major disruption of the school day including but not limited to, false reporting of fire alarms, bomb threats or 911 emergency calls.

*Class Two Violations* – Disruptive Acts – Class two violations are those, which, if supported by a preponderance of the evidence, shall be determined by the principal or designee of a school to be a disruptive act. When a student commits three (3) disruptive acts within a school year, in spite of development of a Remedial Discipline Plan, the superintendent/designee must declare such student to be habitually disruptive student, as described in paragraph A (page 6) herein. A student will be subject to discipline up to and including expulsion for a serious disruptive act or acts.

- A .Fighting offenses, regardless of infliction of bodily injury, when; (1) a person acts with the intent of making physical contact with another person (or acts with the knowledge that such contact would probably result); (2) physical contact with another person does result; and (3) the contact is offensive to the other person. A fight may also include a case where a person acted with the intent of making harmful or offensive contact with another person but failed to make such contact. Cross Ref: See Policy JG-R-1, 2, 3.

Student responsibilities: if conflict appears to be likely or occurs, the student is, if at all possible under the circumstances, expected to make all possible efforts to avoid the conflict, including leaving the scene or seeking the help of a school employee

- B. Encouraging fighting or assault, including use of insults, taunts, or challenges to another in a manner where such words or behavior is likely to incite a fight. If a conflict appears to be imminent, students should contact a school employee at once.
- C. Vandalism – the defacing or destruction of school property (including books, supplies and furniture), or the property of school employees or students, which is initiated, willful or overt and which requires the attention of school personnel.
- D. Drug and Alcohol Offenses – See Policy JICH and JICH - R.
- E. Intentional harassment or intimidation, including, by way of example only, and not intended as a limitation;
  1. Repeated touching or other physical contact which is intended to harass, annoy or alarm another person.
  2. Repeated following a person;
  3. Threatening another person with physical harm; and,
  4. Hazing, bullying, or initiations which are demeaning or threatening.
- F. Sexual harassment, verbal abuse, including repeated use of lewd or obscene comments; ethnic or racial slurs; or derogatory statements addressed publicly to others that precipitate disruption to the school program; or any intimidation on the basis of race, disability, religion, national origin, gender or sexual preference.
- G. Repeated or substantial disrespect to or defiance of authority; defiance of authority which occurs after statement of a lawful district/school policy, rule, regulation or directive.
- H. Profanity – directing profanity, vulgar language or obscene gestures towards others including, students, school personnel or school visitors.

*Class Three Offenses* – Discipline is discretionary with building administrator based upon circumstance;

- A. Stealing or borrowing without authorization any item of property from another student, a school employee or the school.
- B. Academic dishonesty, including cheating on tests, copying papers, forging the signatures of teachers and/or parents on any document, or illegally changing a grade.
- C. Failure to attend Saturday School.
- D. Indecent or improper dress, a determined by reference to school policy or procedure.
- E. Single violations of any district policy, except as otherwise addressed herein.
- F. Any behavior which interferes with or disrupts the educational process, except as otherwise addressed herein.

*Class Four Offenses* – Off-Campus Activities – Misconduct which does not take place in school; on school grounds; in a vehicle owned, leased or otherwise used by the district or school; or at a school activity may result in discipline when such misconduct is likely to be detrimental to the welfare or safety of other pupils or of school personnel.

In determining whether such off-campus misconduct is or is likely to be detrimental, the extent to which other district students were involved in or present at or during the off-campus misconduct; the proximity to school and the school day; and the likelihood of a negative effect on the school environment.