

# Lake County High School

# Student/Parent Handbook

**2021-2022**

Lake County High School

1000 W. 4<sup>th</sup> St

Leadville, CO 80461

Phone: (719) 486-6950

Report Absences @ (719) 486-6950

Web site: [www.lakecountyschools.net](http://www.lakecountyschools.net)

**Mascot:** Panthers

**Colors:** Purple and Gold

**Grades:** 7<sup>th</sup>- 12<sup>th</sup>

**Number of Students:** 450

**Principal:** Erin Dillon [edillon@lakecountyschools.net](mailto:edillon@lakecountyschools.net) 719-293-0103

**Assistant Principal:** Lisa Berman [lberman@lakecountyschools.net](mailto:lberman@lakecountyschools.net) 719-427-0107

**Athletic Director:** Brett Hanger [bhanger@lakecountyschools.net](mailto:bhanger@lakecountyschools.net) 719-293-0105

### **Mission:**

Lake County High School (LCHS) prepares well-rounded, compassionate, and engaged students for a future they choose.

### **Vision:**

At Lake County High School, students explore their passion in academics, arts, athletics, and the natural world in a diverse, multicultural environment. We support students through individual academic and career planning, work closely with community partners, and challenge students to grow into compassionate leaders and citizens. Underlying this work is a strong academic culture in which students choose meaningful coursework that meets their intellectual needs and prepares them to be informed, engaged citizens.

### **Values:**

LCHS holds the following Lake County School District core habits of a learner and seeks to authentically follow them in our pursuit of our Mission and Vision.

- Perseverance
- Collaboration
- Creativity
- Craftsmanship
- Compassion
- Responsibility
- Curiosity
- Respect

### **Program Highlights:**

- LCHS is a comprehensive 7-12 school offering traditional liberal arts curriculum in 7-10<sup>th</sup> grade.
- LCHS works with students and families to choose an Early College or Career track that best meets their goals and determines their coursework during 11<sup>th</sup>-12<sup>th</sup> grades.
- LCHS partners with Colorado Mountain College in Leadville and other local partners to offer students access to degree and certificate programs.
- LCHS utilizes expeditionary learning practices such as Crew, outdoor experiences, milestones, and meaningful fieldwork in our beautiful mountain setting.
- LCHS offers an incredibly wide variety of civic, athletic, musical, and artistic activities to help students become well-rounded and creative citizens.
- LCHS students have access to rich and engaging after school programs and activities during school breaks that include challenging and rewarding outdoors experiences through nationally renowned community partners.
- LCHS utilizes our rich diversity to allow students to earn a bi-literacy certificate through coursework in English and Spanish.

### **Introduction**

Lake County High School (LCHS) has developed this handbook in order to communicate the process and programs that support us as we strive to provide the outstanding educational environment our students deserve.

Home and school cooperation is essential to our mission of providing a dynamic and productive education for our children as they progress through the challenging years of middle school and high school.

Many important elements of this Student/Parent Handbook are communicated with students during the first few days of school. It is our hope that this handbook provides answers to many of the questions that may arise during the school year. You are invited to contact any staff member anytime you have concerns or ideas or need further information.

Lake County High School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our school community.

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## 1. Extracurricular Programs

The Lake County School District recognizes the importance of extracurricular and co-curricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom. Participants and spectators are expected to demonstrate the same level of responsibility and behavior at their extracurricular and co-curricular activities that is expected in the classroom.

### **LCHS Graduation Requirement: Extra-Curricular Activities**

Students must participate in 4 semesters of extra-curricular activities in order to receive a LCHS diploma. If students receive credit for an activity, it is not considered an extracurricular activity and does not count towards this graduation requirement. Activities include, but not limited to:

#### **School Sponsored Sports:**

Track  
Volleyball  
Football (BV team)  
Soccer  
X-Country  
Nordic Skiing  
Alpine Skiing  
Basketball  
Wrestling (BV team)  
Baseball (BV team)  
Mountain Bike (club)  
Other Club Sports (See counselors)

#### **School Sponsored Clubs and Activities:**

##### **Knowledge Bowl**

Trivia Team Competition

##### **La Raza Unida**

A student-led club where students of different backgrounds come together to challenge social issues and bring cultural awareness and accountability to the school and community. This diverse group puts together informational events for the education of students and staff. La Raza Unida empowers students to develop leadership and advocacy skills to continually engage in advocacy projects that they deem important.

##### **Future Business Leaders of America**

FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

##### **Panther's Earth Protectors Science Club (PEPSC)**

Students work with other changemakers throughout the state to learn about the surrounding environment and climate. Students also work on a project to improve our community through science and action! At the end of the year, students can participate in a summit where they share their work with others.

### **Musical/Theater**

Musical productions put on by the LCHS music and theater department.

### **National Honor Society**

Students are required to meet high standards before being inducted as sophomores or juniors into the L.W. Thomson Chapter of the National Honor Society. Members must maintain a cumulative grade point average of 3.0 or higher while completing all required academic and elective courses at LCHS. Members must also be active in other organizations, perform community service, be an example of leadership, and demonstrate stellar character. In our chapter, we hope to help students continue to grow into leaders in the classroom, in the school, and in the community.

### **Board of Education Representatives**

Students serve on the Board of Education as representatives of the student body. They participate in board meetings and provide information and feedback to the board.

### **After-School Clubs:**

#### **Art Club**

Students looking to express their creative selves during after school hours will love our Art Club! A variety of mediums from painting to pottery will be offered depending on the day and school.

#### **Gay Sexuality Alliance (GSA)**

The GSA supports students, builds community, and creates change: safe spaces for students to express themselves; provide a sense of community and a space for LGBTQ+ and their allies to build a social network where their identity is respected; for youth actively working to improve their school and community climate and fighting for equity and justice..

#### **Green Team**

This team is responsible for the recycling and composting programs at each school. Students will learn how to compost and recycle with their team and assure recycling tasks are carried out each week.

#### **STEM Club**

This science, technology, engineering, and math club teaches students various skills to succeed in the workplace of the "future." Students will solve problems, find and use evidence, collaborate on projects, and think critically in a fun and inclusive environment.

### **Community-Partner Sponsored Activities:**

#### **The Lake County Build a Generation Youth Coalition**

This is a student-led group that focuses on substance use prevention in Lake County. Students participate in the group to create community change through advocacy projects and share ideas about how to make our community a healthier place where our peers will thrive.

LCBAG's Youth Coalition participation requirements are as follows:

- One academic year commitment (two semesters)
- Availability to attend weekly meetings and outside events
- Follow through with out-of-meeting tasks and assignments

All students will receive a stipend for participation. Please contact Kevin Pokorny at [kevin@lcbag.org](mailto:kevin@lcbag.org) for more information and how to apply!

### **Full Circle**

Full Circle of Lake County offers a variety of programs for youth. Programs are designed to help students develop social emotional skills such as self-awareness, self-management, social awareness, relationship skills, and responsible decision making. Clubs include:

- W(rec)k-less
- Youth Action Squad (YAS)
- Be Awesome
- Boogie Down Productions

### **UpWard Bound**

UpWard Bound provides high school students with the motivation and skills needed to successfully transition from high school to college and go on to complete their college education. Program includes:

- Academic Advising – Advice and assistance with high school and college course selection.
- College Admission Assistance – Preparation for college entrance examinations, and help completing admission applications.
- Financial Literacy – Helpful information about federal financial aid, scholarships, and grants.
- College exploration – Trips are available to area colleges for students to find a campus that fits them best.
- Summer Enrichment – Six-week summer program, including an on campus residential experience, designed to simulate college life.
- Academic Support – Receive free tutoring support and study skills in all core subject areas including, but not limited to, Advanced Placement, International Baccalaureate, and Dual Enrollment Classes.

### **Advocates YPAR**

Youth Participatory Action Research group is based on social justice principles. Participants are trained to conduct systematic research to improve their lives, their communities, and the schools. YPAR centers students as experts of their own experience and teaches skills in inquiry, evidence, and presentation as students evaluate policies, programs, and practices related to comprehensive human sexuality education. The whole goal is to implement age-appropriate, culturally relevant, medically accurate, comprehensive sex education across LCSD by incorporating student, parent, and community input.

## **2. Athletic Program Information**

Please see the [Athletic Handbook](#) for more information.

## **3. Attendance**

It is the belief of LCHS that any absence from school, whether excused or unexcused, is a day of

lost instructional time. It is the belief of Lake County High School that absences totaling in excess of 10 days for the school year are excessive and not in the best interest of the learner.

a. Excused Absences

Lake County High School recognizes that student absences are sometimes necessary and that there are circumstances beyond the control of the student and/or parents/guardians. In accordance with Colorado State Statute CRS 22-33-104, the following are reasons that a student can be excused from school:

- School related events
- When a student is temporarily ill or injured, or whose absence is approved by the administrator of the school of attendance:
  - Long-term illness—must be verified with a doctor or a school nurse’s note. A doctor’s note will be required after 3 consecutive days of absence.
  - Family emergencies—death or serious illness/injury in immediate family or household.
  - Medical, dental, or legal appointments which cannot be made other than during school time. Students are urged to schedule appointments on weekends or before and after school. Absences for appointments will be excused upon written verification of the appointment.
  - When in the custody of a court or law enforcement authorities.
  - For religious reasons.

When a student must be absent from school the parent/guardian **MUST** call the school attendance office at 719-486-6950 and state the reason for the absence. Calls can be received by the school on a 24-hour basis using the voicemail system. If parents do not have access to a telephone, a written note will be accepted. It is very important to understand that notification of an absence must be submitted prior to or the day of the absence. **If notification of a student’s absence is not received in a timely fashion, the absence will be considered unexcused/truant and the student will be assigned lunch detention or additional consequences.** If the school suspects truancy, attempts will be made to contact parents. Parents/guardians are responsible for maintaining accurate contact information with the school.

b. Excessive Excused Absences

When a student has accumulated 7 absences, we will require a note from a professional to excuse any additional absences. The Crew leader for each student will be in contact with the family concerning attendance trends. Students will also be required to meet with our Attendance Specialist to discuss the situation and put a plan in place to help the student be successful.

c. Unexcused Absences and Truancy

In accordance with State Statute CRS 22-33-107: a “habitually truant” student is defined as a student under the age of 17 who has four unexcused absences from school or from class in any one month or 10 unexcused absences during any school year.

“If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A “habitual truant” shall be defined as a student of compulsory attendance age who has four unexcused absences from school or from class in any one month or 10 unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.” (School Board Policy JHB)

d. Retention

Students who meet the statutory definition of “Habitually Truant” as defined above, may be retained in a grade.

e. Pre-excused absences

Parents/guardians may request that their child be excused from school attendance for parent/guardian-directed activities. The following procedures must be implemented to be considered an excused absence. To allow for proper planning, the parent/guardian must make the request a minimum of five school days in advance of the absence.

Generally speaking, vacations will not be excused unless there is evidence to support that the student’s educational interests will be advanced as a result. At the discretion of administration and instructors, the student may be required to provide documentation of their learning in addition to, or in lieu of, completion of missed classwork.

Emergencies may be excluded from the five-day advance request clause, dependant upon circumstances and at the discretion of administration. Parents/guardians will be notified of the student’s current status in school and the potential impact of an absence. The parents/guardians will make the final decision as to whether or not to remove the child from school. Students are expected to complete all make-up work in an appropriate manner. Unfortunately, it is becoming increasingly common for parents to take students out of school for extended periods of time. Although we realize the value of family activities, we ask that extended absences be avoided whenever possible. The experience of classroom activities cannot be duplicated for students who have missed them and students often fall behind in their work. Therefore, we ask for your cooperation in scheduling family trips during times when school is not in session. Thank you in advance for your assistance.

#### 4. **Bullying**

All students have the right to an educational environment that is free from bullying and harassment. A safe and civil environment in school is necessary for students to learn and to achieve.

##### **Educator and Staff Responsibilities**

All district staff share responsibility for modeling appropriate behavior and creating an environment where mutual respect among students and staff are promoted and where students understand that bullying and harassment are inappropriate, harmful and are taken seriously.

All district staff members will work to prevent bullying, harassment, and cyberbullying and are obligated to report in a timely manner any such acts or complaints.

##### **Student Responsibilities**

Students are also expected to help maintain a safe school environment by not engaging in or contributing to bullying, harassment, or cyberbullying, treating everyone with respect, and being sensitive as to how others might perceive their actions or words. Students who observe an act of bullying, harassment, or cyber bullying should report the incident to any counselor, administrator, or Crew instructor in a timely manner. Bullying at Lake County High School may also be reported by calling 719-486-6950 or contacting any of the following staff members:

- o Principal: Erin Dillon [edillon@lakecountyschools.net](mailto:edillon@lakecountyschools.net), 719-293-0103
- o Lisa Berman: [lberman@lakecountyschools.net](mailto:lberman@lakecountyschools.net) 719-427-0107



- Social Worker: Megan Parocha [mparocha@lakecountyschools.net](mailto:mparocha@lakecountyschools.net) 719-427-7080
- Social Worker: Rebecca Voit [rvoit@lakecountyschools.net](mailto:rvoit@lakecountyschools.net) 719-293-5954
- Cultural Specialist: Kimmie Chavez [kchavez@lakecountyschools.net](mailto:kchavez@lakecountyschools.net)

You may also report anonymously by calling Safe2Tell at 1-877-542-7233 OR [www.safe2tell.org](http://www.safe2tell.org)

All allegations of bullying, harassment, or cyberbullying shall be reported to the designated school administrator, either orally or in writing.

Upon receiving a complaint of bullying, harassment, or cyberbullying from any student, we shall:

1. Promptly and thoroughly investigate the alleged incident of bullying, harassment, or cyberbullying;
2. Take immediate steps, at the administrator's discretion, to protect any involved students, educators, or staff pending completion of an investigation;
3. Provide notification to the parents or guardians of all involved students, provided that such notification does not endanger the health, safety or well-being of any student;
4. Maintain a written or electronic record of the complaint, any investigation, and any intervention or disciplinary actions taken;
5. If needed, take proper disciplinary action immediately following the conclusion of the investigation; and
6. Report in a timely manner regarding the complaint, ongoing investigation and conclusion of the investigation to all concerned parties, following strict confidentiality.

***\* If behavior occurs outside of school or school activities, please contact our local law-enforcement.***

***Disciplinary action may be taken by the school if the administration determines that the conduct has a reasonable connection to school or any district curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.***

##### **5. Cheating, plagiarism, and theft of academic materials**

Every teacher is required to have a classroom contract, and/or a syllabus which outlines his/her expectations, outlines school-wide expectations and student expectations for class that requires a parent signature returned to the teacher.

Academic honesty must be the foundation of any educational program. Academic honesty is a fundamental expectation in course work completed by students. Cheating and plagiarism compromise the educational integrity of the school district's educational programs. All work submitted as part of course requirements must be the original work of the student. Enforcing rules against student cheating and academic dishonesty will enhance the validity of the educational program for every student. The following definitions will be used when dealing with issues of academic honesty:

Cheating is the submission of work that is not one's own. Cheating may include, but is not limited, to the following:

- Copying someone else's work.

- Allowing someone to copy your work.
- Cheating on a test, soliciting or facilitating answers from/to other students during testing situations.
- Submitting of individual assignments which, in the opinion of the teacher, have been shared improperly with other students.
- Receiving assistance on an assignment that was to be completed independently.
- Purchasing the work of others, copying files to and from disks and websites, and file sharing.

Plagiarism is defined as the “false assumption of authorship; the wrongful act of taking the product of another person’s mind and presenting it as one’s own” (Gibaldi, 30-31). Plagiarism may take the form of repeating someone else’s sentences as one’s own, adopting a particularly apt phrase as one’s own, paraphrasing someone else’s argument as one’s own, or even presenting someone else’s line of thinking in the development of a thesis as though it were one’s own. In short, to plagiarize is to give the impression that one has written or thought something that one has in fact borrowed from another. Although a writer may use other people’s words or thoughts, the writer must acknowledge those words with a citation (Gibaldi, 30-31). Any use of or purchase of a paper that did not originate with the student is a blatant example of plagiarism.

Unauthorized Materials and Devices is defined as the use of aids, whether by written, verbal or electronic means.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. New York: The Modern Language Association of America, 1999.

### **Procedures**

If plagiarism is suspected, the teacher will follow one or more of the steps listed below:

1. Seek the original source and compare it to the student’s work.
2. Request clarification from the student. A teacher may ask the student to define unusual or particularly difficult words or phrases that have been used, or to explain terms or passages that are not attributed to another source. Failure to correctly do the above when information has been put forth as the student’s own work will be sufficient confirmation that the work is not original.
3. Request original sources. A teacher may request that a student bring in the original source (or a photocopy) of material used in the paper, for the purpose of comparing the two. This may include hard copies of material obtained through computer services. If the student declines to do so, or if a comparison shows that the paper includes verbatim or nearly verbatim materials, this will be sufficient evidence of plagiarism.
4. Document the offense(s) through the disciplinary referral process.

### **Consequences**

- First offense—Automatic Zero on the assignment
- Second offense—Automatic Zero on the assignment and ISS assignment to reflect on plagiarism
- Third offense—Failure of the course where the plagiarism occurs

## **6. Service Learning**

Lake County High School staff and students realize the importance of giving back to the community

through service. Students are expected to meet the following requirements:

- a. 7-8th graders= with their Crew
- b. 9<sup>th</sup>-12<sup>th</sup> graders= 10 hours/year

Students must complete 40 hours of service learning in order to graduate. Service learning performed for other reasons does not count towards these 40 hours needed for graduation. Service learning done to pay off fines, assigned for misbehavior or for another legal process does not count towards the service required to graduate.

## **7. Counseling and Guidance**

The LCHS counseling department partners with students, families, and staff so that students can stay on track to graduate and are prepared for life after high school. We believe that students are an active participant in choosing their post-secondary and career path. The purpose of our department is to expose students to a variety of college and career options, draw upon their individual and cultural strengths, and empower them with the knowledge and skills needed to be admitted to, enroll in, and graduate from the post-secondary institution of their choice and/or have a competitive advantage to successfully enter the workforce. We are committed to creating equitable opportunities and options so that every student is able to achieve their academic and career goals.

Megan Parocha, Social Worker [mparocha@lakecountyschools.net](mailto:mparocha@lakecountyschools.net)

Rebecca Voit, Social Worker [rvoit@lakecountyschools.net](mailto:rvoit@lakecountyschools.net)

Kelly Hofer, Pre-Collegiate Coordinator [khofer@lakecountyschools.net](mailto:khofer@lakecountyschools.net)

Katherine Kerrigan, Postsecondary and Career Readiness Coordinator [kkerrigan@lakecountyschools.net](mailto:kkerrigan@lakecountyschools.net)

Stephanie Radilla, Attendance Specialist [sradilla@lakecountyschools.net](mailto:sradilla@lakecountyschools.net)

## **8. Credit Recovery**

If a student fails a high school class, there is an option to make up the credit by attending summer school and/or Friday school. This does not replace the grade. In rare cases, online credit recovery will be offered if LCHS is unable to offer a course in a timely fashion. Students may retake a course as a semester course, in which case the GPA will be replaced with the new grade a student earns. Students who have failed multiple courses may find it more expeditious to retake an entire grade to keep up with their credits.

## **9. Emergency Operation Plans (EOPs)**

EOPs have been developed through the collaborative efforts of several agencies in the county. The plans provide information intended to ensure a safe environment during a variety of specific emergency situations including fires, bomb threats, natural disasters, intruders, and civil disturbances, among others. Drills will be held periodically for staff and students for evacuation and lockdown procedures. Procedures for communication to parents in the event of a large scale emergency include an automated phone message to each parent's phone contact listed on the emergency card. (This is the card that parents complete during Registration.) ***Please call the office to update your phone contacts when they change.***

## **10. Detention**

Detention will be held during lunch. Students will eat silently and write a reflection. Lunch detention will be given for:

- Foul and disrespectful language (normal curse words, plus racial, sexual, and religious slurs)
- Being tardy to class without a pass
- Being unprepared for class
- Being in the wrong place at the wrong time without a pass (ex. in the hallway during class time without a pass or being in restricted areas to students)
- Misuse of technology (ex. playing video games during class)
- Refusal to Wear a Mask (if applicable)
- Unexcused absence from school or a class (ex. ditching a class)

Students who miss lunch detention will need to attend Friday School from 9am-12pm, write a reflection and have parent contact. In rare cases where a student's schedule does not allow them to even attend either lunch detention or Friday school, the student will be assigned 1/2 hour of additional service learning for each earned lunch detention.

### **11. Discipline Procedures**

The staff of LCHS believes that all students have a right to learn in an environment that supports and encourages appropriate behaviors. The vast majority of our students display maturity, responsibility, and respect. It is our responsibility to recognize and encourage kindness, courtesy, and good choices. It is also our responsibility to ensure the inappropriate choices of a few do not infringe upon the learning of others.

**LCHS follows Lake County School District Policies JIC and JICDA in responding to student misconduct.** Lower level behaviors will be handled through interventions designed to de-escalate student behavior and maintain positive relationships and a sense of community in school. Teachers will work with students, and staff will use Restorative Justice Practices to help hold students meaningfully accountable for lower level behaviors.

### **12. Restorative Practices**

Restorative Practices in Schools is a proven path to a positive school climate based on the importance of respectful relationships between all students and faculty at LCHS. RPS will give students a regular forum to connect with each other and with teachers and to learn appropriate ways to resolve issues as they arise. RPS will provide a supplement to the standard school discipline system to help reintegrate students back into the learning environment following an incident by helping them to recognize the impact of their actions on other students and providing opportunities to repair any harm they have caused.

### **13. Discrimination and Sexual Harassment**

Any LCHS student who feels that they have been discriminated against because of their sex, ethnic origin, sexual identity, or for any reason which makes them feel uncomfortable, different, or "singled out" should report the matter to an administrator, counselor, or other adult at LCHS with whom they feel safe so the issue can be resolved.

### **14. Dress Code**

Students should come to school dressed appropriately (according to the district Dress Code) and for outside recess and physical education classes. Being excused from recess is only done for a medical reason with a doctor's note. **Fundamentally, clothing should be appropriate for both the occasion and**

## **the weather.**

Student dress is fully described in the Student Code of Conduct. All clothing choices must be in accordance with District Policy JICA.

- No drugs, alcohol, sexual references or firearms.
- Nothing explicitly endorsing or related to gangs and or glorifying crime
- Dress that is appropriate for school activities including the need to participate in labs, occasionally be outside and be active in certain classes.
- No hats or bandanas
- No blankets or other bulky items that are not considered clothing
- Administrators will speak with students wearing questionable clothing and may request students to change or, upon occasion, request a parent meeting to discuss particular clothing choices.

Final decisions regarding appropriate dress will be determined by the administration.

### **15. Drugs/Alcohol/Tobacco/Vaping Policy**

Lake County School District R-1 shall promote a healthy environment for students by providing education, support and decision making skills in regard 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/guardians, community and its agencies.

It shall be a violation of District policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or exchange or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students. Likewise, it is detrimental and unnecessary for students to possess any drug related device or paraphernalia, like a vape pen. Additionally, distribution of drug paraphernalia may be considered detrimental behavior by school administration and could result in a suspension and/or expulsion.

For purposes of this policy, controlled substances include, but are not limited to, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with the District policy and regulations on administering medications to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student on district property, being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution. Disciplinary sanctions and interventions for violations of this policy shall be in accordance with this policy's accompanying regulation. Vaping or being in possession of a vape on school grounds or at a school sponsored event will also be subject to disciplinary sanctions, regardless of the vape's content.

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 particulars of the case. When appropriate, parents shall be involved and effort made to direct the substance abuser to sources of help.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents/guardians and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youth.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning available education and rehabilitation programs.

Information provided to students and/or parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

## **16. Eligibility Policy**

Students are required to be passing all of their classes to be eligible to participate in extracurricular activities, including sports, theater, optional band and choir trips, etc. Please see our eligibility policy for more information and specifics for 7<sup>th</sup>-8<sup>th</sup> grade and 9<sup>th</sup>-12<sup>th</sup> grade.

There are multiple opportunities for students to receive academic support, including Crew and tutoring to help them maintain eligibility.

## **17. E-mail use**

All LCHS students are assigned email accounts. These accounts have been provided to enrich student education opportunities. General school rules for behavior and communications apply, including the District's anti-harassment policies. Misuse of electronic resources including the Internet may result in the loss of access privileges and school disciplinary action may be taken. Appropriate legal action may also be taken against students performing illegal activities using electronic resources.

Expectations for Student E-mail Use:

- All student Electronic Mail (e-mail) accounts are Lake County School District.
- E-mail sent or received with the LCHS student e-mail is ***not*** confidential.
- The user accepts all responsibility to understand the policy. The primary purpose of the student e-mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Use of the district's e-mail system is a privilege.
- Use of the e-mail system will align with the school's code of conduct and the code will be used for discipline purposes.
- Communication through the district's e-mail system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior.
- Students are responsible for messages sent from their accounts.
- Students should not share their passwords.
- Students will report any unusual activities such as "spam" communications, obscene e-mail, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action.
- Students should not forward chain letters, jokes, or graphics files.
- Students will not identify their home telephone numbers, or home addresses in any e-

- mail correspondence.
- Although LCHS does not make a practice of monitoring e-mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure. When issues arise, the department will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student e-mail account.
  - Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.

### **18. Emergency School Closing**

Local radio will carry announcements of school closings as soon as they are available. A PowerSchool email, text, or phone call will also notify you of closings, delays, or other important information.

### **19. Exams**

The completion of the end of the semester exams is required for all courses. It is the student's responsibility to take these exams before they receive credit for the specific course(s) in which they are enrolled. A student who has not taken a required exam, with teacher's prior approval, will receive a grade of "Incomplete" and will have 2 weeks to complete the exam. The final exam dates can be found on the school's website calendar.

### **20. Field Work/Field Trips**

Field work/Field trips can enhance classroom learning through real life contact with the topic of study. The teacher will inform parent(s)/guardian(s) with the details and pertinent information related to any trip. Parents/guardians will complete a blanket field work/field trip form for all trips at the beginning of the school year. Should a student choose to opt-out of a field work/field trip, an opt-out form will need to be returned to the school. When the field work/field trip encompasses the regular lunch schedule, students may bring a lunch from home or request a bag lunch in advance from the school cafeteria. Field work/field trips are a privilege, and participation may be decided based on grades, attendance, and/or discipline issues. Exclusion from field work/field trips will be determined on an individual basis. Participation in academic field work/field trips is not subject to eligibility.

### **21. Food and Beverages**

Food is not allowed in classrooms, auditorium, gym, tech areas, computer labs, info commons, etc. Exceptions may occur based on teacher's discretion. Beverages must be in a closed container. Teachers may, on occasion, have food in their rooms for specific programs or purposes.

### **22. Grading Policy and Scale**

## **Lake County High School Common Grading Practices**

### **We believe:**

- Grades communicate individual student *academic achievement* in relation to course expectations to our students, their families, employers, and postsecondary institutions.

- Grades reflect student *academic achievement*.
- Grading should not be used for disciplinary or punitive purposes.
- At the start of each course, students and their parents should be provided with information regarding grading practices and student expectations.

#### **Academic, Non Academic Factors, and Grades:**

Course grades will reflect the level of student academic achievement. While nonacademic factors may be highly valued and often contribute to academic achievement, they play NO role in any category, in the grades. The following are examples of nonacademic factors:

- Class participation that is not tied to a specific learning objective
- Behavior (punctuality, attendance, attitude, effort)

#### **Late, Missing, and Incomplete Assignments:**

- “Missing” is entered for all assignments that have not been turned in.
- 50% is the lowest grade entered if a student has made a good-faith effort to complete the assignment. No grades between 1% and 49% should be entered.
- Students can submit and re-submit Formative Assessments to demonstrate competency.
- Teachers will communicate with students to determine the reason for the incomplete or missing assignment.
- Late or missing work will be accepted within the content unit timeframe.

#### **Common Gradebook Structure:**

- 15% Final Exam/project (1 at the end of the semester; no redos)
- 40% Formative Assessments (at least one every two weeks; may be redone within the unit)
- 35% Summative Assessments (1 monthly; unit and bi unit tests and papers; no redos)
- 10% Practice and Participation (at least weekly; homework completion, classwork and practice and participation, etc.; redos are up to teacher discretion)

#### **Other:**

- Finals, Formatives, and Summatives should be tied to grade level standards.
- Grading should be anchored in the LCHS shared rubrics.
- Administrative tasks should only be reflected, and used judiciously, in P&P (e.g., Syllabus check, signed permission slip, work station clean up, etc.).
- Except in rare circumstances, a 1-week turnaround is expected for teachers to have grades in gradebook.
- Homework is expected for reading, assignment completion, and additional practice when needed.
- Homework is meaningful to academic progress; homework grades will be entered in the most appropriate category, though not all homework is necessarily graded.
- *Conversations with coach will occur when failure rate exceeds 20% within a certain course.*

#### **Special Education/Newcomer (ACCESS 1 & 2) Grading Policy:**

The following adjustment should be made in regards to grading students on IEPs/Newcomers:

- Most students on IEPs/Newcomers should receive a grade of 50% if the assignment has not been completed. A 51% will indicate an assignment that has been attempted. Concerns that arise about grading specific students should be communicated between the general education teacher and the Special Education/ELL Department.



- Some students may be graded based on participation only. This applies to a very small percentage of students and will be directly communicated to general education teachers.
- Students who engage in Academic Dishonesty will receive a 0% per school policy.

**Speciality courses may be graded based on program requirements and specialty rubrics and not this policy. Teachers will submit these courses to ILT with rationale and the proposed grading policy during Teacher Institute each fall.**

Speciality Courses:

- Project based
- Performance based
- Participation based

Grading Scale

A = 93-100%	A = 4.0
A- = 90-92%	A- = 3.7
B+ = 88-89%	B+ = 3.4
B = 83-87%	B = 3.0
B- = 80-82%	B- = 2.7
C+ = 78-79%	C+ = 2.4
C = 73-77%	C = 2.0
C- = 70-72%	C- = 1.7
D+ = 68-69%	D+ = 1.4
D = 63-67%	D = 1.0
D- = 60-62%	D- = 0.7
F = 0-59%	F = 0.0

**23. Graduation:**

Seniors must have their credits, service learning, ICAP, extracurricular activities and fees paid the week before graduation. Students who have not completed and passed all courses required for graduation will NOT be allowed to participate in graduation practice nor will they be allowed to “walk” with their class.

Attendance at graduation practice is mandatory for all seniors expecting to participate in graduation. Seniors are expected to be on time ready to start at the appointed time. Failure to attend or be on time may result in not being allowed to participate in the graduation ceremony.

**24. Graduation requirements (high school)**

See LCHS Graduation Policy [Here](#) or on the LCSH Website. Paper copies and consultation are available through Crew teachers or the LCHS counseling department.

**25. Health Services**

A school nurse is on call for issues and emergencies at the main office. Students needing to see the nurse should report to the main office. Emergency calls will be made if the nurse is not available. Students wishing to be seen by the School Based Health Center for non emergency services must have a

signed waiver on file.

## **26. Honor Roll**

Each semester, students may qualify to be placed on the Honor Roll. Students with a GPA over a 3.0 will be on Principal's Honor Roll.

## **27. Info Commons**

The Info Commons is the resource-sharing center for the high school and junior high and serves both students and staff. The media center is open from 7:45 a.m. to 3:45 p.m. Student expectations when using the info commons are as follows:

- a. Students may use the media center as a quiet place for studying and reading.
- b. There is a "No Food or Drink" rule enforced in the media center.
- c. Computers are to be used for school purposes only. NO GAMES!
- d. Students must remain in the Info Commons if they do not have class for a particular period or if they have a pass from a teacher allowing them to be there.
- e. Students who don't have a class for a particular period may not be anywhere else in the school without a pass from a teacher, staff, or administrator.
- f. Students in the Info Commons must work quietly and independently.
- g. If a student is not working quietly, and/or is a distraction to other students or staff, they could be assigned to ISD for that period.
- h. No hats, cell phones, earbuds, etc. allowed in the Info Commons. If they are visible or in use, staff can take it from the student and keep it in the main office for the remainder of the day. Student can pick it up afterschool in the main office.
- i. If a student does not have class during a particular period of the day, they are permitted to leave the premises of LCHS. They MUST sign out in the main office.

**Failure to adhere to the Info Commons expectations may result in the loss of the privilege of its use.**

## **28. Leaving Campus**

Students who are excused to leave the campus during the school day must first sign out in the main office. (This ***includes*** CMC students and Internship students). Students leaving for reasons other than a regularly scheduled part of their academic day must leave with a parent, guardian, or an appropriate designee who comes into the building and signs them out. In rare circumstances, students will be allowed to leave on their own, but only after a parent or guardian has been notified. Parent notification after an absence will not be accepted and students will face disciplinary consequences. Students needing to go to the parking lot during the school day must report to the office and sign out prior to leaving the building.

11th and 12th grade students may leave at lunch time. They must sign out before doing so and return on time for their next scheduled class. They may not leave if they are on the lunch detention list for the day. 9th and 10th graders have a closed campus lunch. They may only leave if they are accompanied by a parent or guardian. Open lunch for our 11th and 12th graders is a privilege and may be taken away at any time by the building administration. If any student leaves campus during lunch when not eligible to do so, will be considered truant and subject to disciplinary action.

Non emergency use of any exit other than the main entrance is strictly prohibited and will result in a lunch detention or further consequences.

## **29. Lockers**

Students will have the opportunity to be assigned a locker and will be responsible for a hall locker that might be shared by 2 students. These lockers are for the use of the students during the school year, but remain at all times the property of the school district. Students are to use their own locker and to keep it neat. The school does not assume responsibility for lost items. The following are not acceptable on or in the locker and will not be permitted:

- a. Stickers, writing, or any permanent decoration
- b. Picture or posters promoting alcohol, illegal substances, sex or tobacco
- c. Pictures or posters of an offensive or inappropriate nature

Students will be assessed a fee for the painting, cleaning, or repair of a locker if damage has occurred. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student lockers periodically.

### **30. Lost and Found**

Students are to assume direct responsibility for all personal items and for items issued to them by the school. Please mark items, such as coats, with a nametag. Be aware that textbooks, locks, athletic uniforms, etc. must be paid for if lost or damaged. A Lost and Found area is located in the front office. Articles not claimed at the end of each quarter will be given to charity.

### **31. Lunch**

During the lunch period, students may only eat in the cafeteria. All food and drink purchased in the cafeteria must be consumed in the cafeteria, or in a room where a scheduled meeting is being held. Students are not to take food from the cafeteria to other parts of the building unless they are meeting with a teacher. Students will also have the opportunity to be involved in recreational activities in the gym or meet with individual teachers (with a pass). Students will not be allowed in the hallways. Students participating in activities in the gymnasium must wear appropriate gym shoes; shoes with hard, black soles are not allowed.

### **32. Medication**

Medication may be given legally only by school personnel whom a registered nurse has trained and delegated the task of giving such medication. The following requirements must be met:

- a. Medication shall be in the original properly labeled container.
  - i. If it is a prescription medicine, the student's name, name of the drug, dosage, time for administering, name of physician and current date shall be printed on the container.
- b. The school shall have received written permission from the doctor or dentist to administer the medication. Student possession of over-the-counter medication is prohibited.
- c. The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to side effects or other medical consequences of such medications also must be presented.
- d. All medication shall be safeguarded at school to avoid any risk that is may be improperly administered to anyone.
- e. Violation of this policy may result in disciplinary consequences.

### **33. Personal Device Use**

For purposes of this procedural directive, "personal electronic device" means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice

and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, smart watches, music and media players, gaming devices, tablets, laptop computers and personal digital assistants.

- a. The student who possesses a personal electronic device shall be solely responsible for its care. Lake County School District shall not be responsible for the theft, loss, or damage to personal electronic devices brought to school by a student.
- b. Student possession of personal electronic devices on all school campuses, including athletic fields, and school buses, at school-sponsored activities, and while the student is under the supervision and control of school district employees shall be permitted. All students may use these devices on campus before school begins and after school ends.
- c. Students may use such devices during their lunch period. Students are allowed to send and receive text messages, listen to music, access LCSD approved websites, and send and receive emails **during this time only**.
- d. Students may not use personal electronic devices to bully or harass other students, faculty, or staff in any way, including social media. Violation of this will result in loss of personal electronic devices for the rest of the year. The student's personal electronic device will not be returned until a parent conference is held with the Principal/Assistant Principal.
- e. These devices shall be kept out of sight, not in use, and powered off or silenced during the school day and during any school-sponsored activity meeting or practice held on Lake County School District property. The requirement that personal electronic devices be turned off may not apply in the following circumstances when the student obtains prior approval from the principal:
  - The student has a special medical circumstance for self or family member.
  - The student is using the device for an educational or instructional purpose with the teacher's permission and supervision.
- f. Personal electronic devices shall be permitted on school buses, as authorized by the driver, unless use of the personal electronic device causes a disruption on the school bus.
- g. Student use of personal electronic devices shall be prohibited in areas including, but not limited to academic hallways, cafeteria, gymnasium, locker rooms, classrooms, bathrooms, and the Info Commons.
- h. Teachers and staff have the responsibility to take away any personal device that is visible and/or being used in an unauthorized area during the school day. **This includes electronic accessories like headphones, earbuds, or smartwatches.**
- i. Students shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school.
- j. Any device or accessory that is seen by staff will be confiscated. Students may pick it up at the end of the school day in the main office.

#### **34. Report Cards and Progress Updates**

Report cards are issued at the end of each semester. Report cards are given to parents/guardians at Parent/Teacher Conferences when scheduled or mailed home when there are no conferences scheduled. For parents who do not check grades on School Runner, grade printouts will be sent home with students during Crew at regular intervals. Parents should check student grades on School Runner at least once a week.

#### **35. Crew**

Crew is a foundational aspect of LCHS. The primary objectives of crew include: each student will have an adult they can go to for support, students will build strong personal and academic habits that will help them succeed in and out of school, and students will develop their understanding of our HOWLS and implement them into their everyday decision making. Successful completion of Crew is a part of LCHS' ICAP graduation requirements. Each student will be assigned a Crew at the beginning of the year and will be in Crew for 30 minutes each day. The Crew leader will be the parent's primary contact at the school and will be responsible to help the student stay on track academically, socially and behaviorally. **All non-emergency concerns or questions should initially be directed towards the student's Crew instructor.** Report card conferences will happen through Crew and parents and students should feel free to connect with their Crew leader regarding anything going on at the school. Finally, students who do not pass Crew will be required to attend summer school (see grading details below). Crew summer school will also be automatically required for any students who choose to engage in any type of physical altercation on school property given that fighting significantly disrupts the learning environment and violates our HOWLS values.

*The following categories will make up student's crew grade:*

Junior High	High School
50% HOWLS (Habits of Work and Learning) 50% Participation	25% HOWLS (Habits of Work and Learning) 25% Participation 25% Independent Reading (9th and 10th grade) 25% Service Learning & Extracurriculars

**36. Senior Pranks**

Seniors may engage in one prank, as is the tradition of LCHS. Students will not be punished for a prank as long as they involve at least one LCHS employee in their planning and their execution of the prank. It will be the LCHS employee's responsibility to help the students pick something that is not overly disruptive and remains in the tradition of good natured pranks. Students who do not collaborate with an LCHS employee will be held responsible and will be addressed according to the LCHS discipline policy, including consequences such as missing graduation ceremonies, suspension, fines and possible referrals to law enforcement. Any and all pranks must align with our core values and code of conduct.

**37. School Security**

Visitors must sign in at the front office when visiting LCHS through the front doors. All visitors need to wear a visitor pass.

**38. Student Schedule Changes**

Student schedule changes must be made within the first two weeks of the semester. The principal reserves the right to make exceptions. If a student drops a class within the first 6 weeks of the semester, they will receive a W on their transcript. If they drop a class after 6 weeks into the semester,

they will receive an F for the class, which will appear on their transcript and factor into their cumulative GPA. Students cannot drop yearlong classes. Exceptions have to be approved by the classroom teacher, admin, and counselor and students will receive an F for the class, which will appear on their transcript and factor into their cumulative GPA.

#### **39. Student Teacher Assistants**

Students must get prior approval from the counseling department before they are allowed to sign up as a student teacher assistant. There are a limited number of students allowed to participate. TA's must remain in their assigned areas for the entire period and possess a pass from their teacher if they need to leave for any reason.

#### **40. Students with children**

The presence of young children in the academic environment is a distraction to the learning process. Students are not permitted to bring their children to the school campus at any time during the regular school day without prior permission from the building administration.

#### **41. Taking High School Classes in 8th Grade**

If an 8<sup>th</sup> grader wants to take a high school class, the following criteria will be considered:

- NWEA
- PARCC/CMAS
- ACCESS Scores
- Other applicable assessments
- Current grades
- Teacher Recommendation

#### **42. Textbook Return/Replacement Policy**

Students are responsible to return all textbooks issued to them. If a student does not return a textbook they will be charged for the replacement of the book. Students will also be charged a fee for damage to any book they return in unsatisfactory condition.

#### **43. Transportation and Student Conduct on School Buses**

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for conduct both at bus stops and on board buses. The driver of a school bus shall be responsible for the safety of the students on his/her bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the Director of Transportation and the administration of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to his/her parents/guardians, the driver, the Director of Transportation, or a school administrator may withhold from the student the privilege of riding the school bus. The student also may be denied admission to school or be suspended or expelled, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

#### **44. Valuable Student Possessions at School**

Students should not bring more than a small sum of money or other valuable items to school since protection against loss or theft is impossible to assure. If it becomes necessary for a student to

bring money, electronic devices, or other valuables to school, it is strongly recommended that they keep such items locked up in their locker while at school. The school will not assume responsibility for the loss of money or other valuable articles, including cell phones and other electronic devices. All wheeled transportation (bikes, scooters, in-line skates, skateboards) are to be kept outside the building. You may bring your own lock and attach them to the bike racks.

#### **45. Visitors to the School**

Parents are encouraged to visit classrooms. There is no better way to learn what we are doing in school. In order to assure that no unauthorized persons enter buildings, all visitors and volunteers should report to the school office and obtain a Visitor or Volunteer badge before visiting elsewhere in the building. An escort may be provided for the visitor. Lunch visitors need to get prior permission from the building administration.

#### **46. Withdrawal from School and Transfer of Records**

Parental notification is necessary when a student transfers to another school during the school year. Students obtain a check out sheet from the main office. This sheet is signed by each of the student's teachers and the librarian as books and materials are returned. Student's cumulative records are forwarded to their new school when a parent release is received.

#### **47. School Safety & Threat Assessments**

\_\_\_\_\_ If the school has reason to believe that a member of our school community could be a safety threat to him/herself or to others, LCHS will conduct a Suicide Risk Assessment and/or a Threat Assessment. The purpose of both assessments is to determine the need and the support necessary to keep the student(s) and our community safe. Threat assessments involve multiple parties and perspectives. In order to complete the Threat Assessment process with fidelity, the student(s) may not be allowed at school or on school property until the assessment is complete, a determination made, a safety plan is in place (if needed), and a parent/guardian meeting has occurred.

#### **48. Response to COVID**

At LCHS, staff and student safety is our paramount concern. In light of the pandemic caused by COVID-19, we will implement safety practices recommended by Colorado Department of Public Health & Environment (CDPHE), as well as our local public health officials. We will remain responsive to our local situation. Safety measures may include but are not limited to the following: requiring the use of masks, social distancing, health screeners, frequent hand washing or sanitation, cohorting classes, COVID testing, etc. When a positive case has been identified within our school community, we will follow the recommended contact tracing and quarantine guidelines.

#### **49. CEPA Policy (Concurrent Enrollment)**

##### **CEPA Eligibility:**

Students under twenty-one years of age, enrolled in the 9<sup>th</sup>-12<sup>th</sup> grade in LCSD, who demonstrate academic preparedness and meet placement testing requirements, are eligible to enroll in CEPA courses. Students enrolled in 12<sup>th</sup> grade may enroll in basic skill courses. Students must receive parental and counselor

approval as indicated by the signed CEPA Agreement. Eligible students can enroll in CEPA classes if they were enrolled in LCSD on or before October 1<sup>st</sup> of that school year. CEPA coursework must align with student's ICAP goals and be specified in their ICAP. If classes are offered at LCHS and fits into the student schedule, students must enroll in the LCHS CEPA class. Exceptions must have principal approval.

### **Student Responsibilities:**

If the student receives a grade of "D-" or lower, an "Incomplete" or withdraws in one or more of their CEPA classes after the refund date, the student and parent will be responsible for reimbursing LCSD for payment for the respective class(es).

Students are responsible for any additional class fees and the purchase of required textbooks. Students enrolled in live classes are responsible for transportation to and from their class; on their off days they are welcome to work quietly in the LCHS library or somewhere else in the community.

Students must understand that:

- Transfer course credits will only transfer if they earn a C or better in the course.
- The grade received in this course will appear on their official college transcript and cannot be removed.
- If they withdraw from the course *after* the drop/add date, they will receive a W or F on their college transcript.

### **Support for CEPA Students:**

CEPA students can access support from CMC in a variety of ways including: CEPA Coordinator, CMC Counselor, Learning Lab, and the CMC library. Students with an IEP or 504 plan who will need support in the classroom can contact Disability Services Coordinator at the CMC campus.

Students enrolled in on-line learning will be allotted one general "CMC" period on their high school schedule for each on-line class. If students choose to remain at the high school during this period, they are expected to work quietly on their classwork in the HS library; students may choose to leave the high school but must sign out in the main office.

A request form for financial assistance is available if students are unable to pay for additional books/fees. If approved, LCSD will pay for the full or partial rental or purchase fee of required textbooks. Continued support will depend on the student's success in class and/or academic contract.

### **Policy on Failed Classes:**

Students who earn a D- or lower on any CEPA course must meet with the CEPA Coordinator and/or School Counselor to create a personalized academic contract, which may include academic probation.



