LAKE COUNTY HIGH SCHOOL

Student / Parent Handbook

2023 - 2024 School Year

LAKE COUNTY PANTHERS

SCHOOL ADDRESS	1000 West 4th Street Leadville, CO 80461
OFFICE PHONE / REPORT ABSENCES	719.486.6950
WEBSITE	www.lakecountyschools.net
SCHOOL DETAILS	**Grades:** 7th - 12th Grade
SCHOOL SPIRIT	**Mascot:** Panther **Colors:** Purple and Gold

Scott Carroll, Principal
Email: scarroll@lakecountyschools.net
Phone: 719.293.1232

Lindsey Cade, Assistant Principal
Email: lcade@lakecountyschools.net
Phone: 719.427.7080

Maggie Kane, Assistant Principal
Email: mkane@lakecountyschools.net
Phone: 719.293.1751

Kimmie Chavez, Cultural Specialist
Email: kchavez@lakecountyschools.net
Phone: 719.293.5113

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

2023 - 2024 SCHOOL PRIORITIES

- Re-engage restorative practices to build relationships and community.
- Engage the whole child and family through both positive and corrective communication.
- Reinforce the importance and value of attending school.

2023 - 2024 SCHOOL GOALS

- Increase our Average Daily Attendance (ADA) from 83.5% to 88.5%.
- Increase students being on time to class (96% of the time) from 85% to 90%.
- Culture Goal (to be updated after initial panorama survey is completed)
- Academic Goal (to be determined after beginning of year assessments)

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.

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. We are committed to providing an inclusive and welcoming environment for all members of our school community.

ATHLETIC / ACTIVITIES PROGRAM INFORMATION

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.

For more information and offerings please see the Athletic / Activities Handbook. You can also reach out to our Athletic and Activities Director Amy Peters at apeters@lakecountyschools.net.

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.

- **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:
        - 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.** If the school suspects truancy, attempts will be made to contact parents. Parents/guardians are responsible for maintaining accurate contact information with the school.

- **Excessive Excused Absences**
    - When a student has accumulated 7 absences, we will require a note from a professional to excuse any additional absences.

- **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)

- **Tardies**

    - Students who have an unexcused tardy to crew or a class period will be assigned a mark towards lunch detention. (See behavior flow chart under discipline procedures).

- **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, dependent 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.

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:

        - Lindsey Cade, Assistant Principal (Grades 7-8)
        - Maggie Kane, Assistant Principal (Grades 9-12)
        - Kim Chavez, Cultural Specialist (Grades 7-12)

- **Other**
    - You may also report anonymously by calling Safe2Tell at 1-877-542-7233 OR 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:
        - Promptly and thoroughly investigate the alleged incident of bullying, harassment, or cyberbullying;
        - Take immediate steps, at the administrator's discretion, to protect any involved students, educators, or staff pending completion of an investigation;
        - 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;
        - Maintain a written or electronic record of the complaint, any investigation, and any intervention or disciplinary actions taken;
        - If needed, take proper disciplinary action immediately following the conclusion of the investigation; and
        - 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.

CHEATING, PLAGIARISM, AND THEFT OF ACADEMIC MATERIALS

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 staples listed below:
        - Seek the original source and compare it to the student's work.
        - 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.
        - 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.
        - 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 in school suspension (ISS) to reflect on plagiarism.
    - **Third Offense:** Failure of the course where the plagiarism occurs.

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.

Kelly Hofer, Pre-Collegiate Coordinator khofer@lakecountyschools.net
Andrea Koehler, Internship Coordinator akoehler@lakecountyschools.net

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. The course and mark for the failed class will remain on the transcript. Students who have failed multiple courses may find it more expeditious to retake an entire grade to keep up with their credits.

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.

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.

Here are links to our behavior flow chart. English / Spanish

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.

DRESS CODE

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

- **Mandatory and Allowable Dress:**
    - Students must wear a top, bottom and footwear while on school premises
    - Items typically worn as undergarments must be covered by a shirt or pants
    - Some courses (i.e. science labs, PE, electives, etc.) and school sponsored extracurricular activities may require adjustments to attire and hairstyle or specific attire (safety gear, athletic attire, uniforms, hair tied back, not hats/hoods etc.)
- **Non-Allowable Dress:**
    - Items that expose private parts of the body
    - Items with sexually suggestive language or messages
    - Items that promote illegal or violent conduct, including but not limited to, drugs, alcohol, tobacco, weapons and/or gang affiliation
    - Items that depict hate speech, intimidation or intolerance toward protected groups
    - Items that are profane or legally libelous

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.

EMAIL 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 to 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.

EMERGENCY SCHOOL CLOSING

A PowerSchool email, text, or phone call will notify you of closings, delays, or other important information.

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. For students who may need to take their finals at different time, families must meet with the administration team to present their request and discuss next steps. The final decision will be made by the administration team and communicated to the family. These decisions will be approved on a very limited basis. This meeting must be scheduled three weeks prior to final exam dates. If approved, the final must be taken in advance of the scheduled absence. In the case of medical emergencies, a doctor's note may be required. Not following these procedures could result in a zero for the final exam portion of the students final grade.

Semester 1 Approved Early Final Date: Friday, December 15th, 2023
Semester 2 Approved Early Final Date: Friday, June 7th, 2023

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.

FOOD AND BEVERAGES

Food is not allowed in classrooms, hallways, auditorium, gym, tech areas, computer labs, info commons, etc. with the exception of breakfast during crew. Beverages must be in a closed container. Teachers may, on occasion, have food in their rooms for specific programs or purposes.

GRADING POLICY

Please see this link for our grading policy.

CLASS RANK, GRADE POINT AVERAGE, AND SCALE

Class Rankings

Lake County High School does not implement class rank. If a student has a need for a class rank for purposes such as post secondary opportunities, they can request this through the school's counseling department. If student rank is requested by the student, then the student shall be ranked within the graduating class on the basis of grade-point averages for the four-year program, excluding the last semester of the senior year. When transcripts of transfer or home-based education program students show grades such as pass or satisfactory, such grades shall not be counted in determining grade point average. When transcripts of transfer or home-based education program students show grades such as letter or numeric scores, such grades shall be counted in determining grade point average.

Grade Point Averages and Grade Scales

Grade scales provide a method of scoring students' academic performance or coursework and correspond letter grades to numeric scales.

Grade Percentage Scale Conversion	Grade Point Average Scale Conversion
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

*Courses taken as dual enrollment courses through Colorado Mountain College or other accredited colleges that are considered by the State of Colorado as guaranteed transfer courses will be graded on a 5.0 scale, with each of the grades above except an F increased by a point value of 1.0.

GRADUATION AND GRADUATION POLICY (Administrative policies IKF's)

Students who have not completed and passed all courses required for graduation and any other graduation requirements 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.

CONCURRENT ENROLLMENT POLICY

LCHS partners with Colorado Mountain College to provide students the opportunity to take college classes. Credits will go towards both a college degree or certificate and high school diploma. Students under twenty-one years of age who are enrolled in the 9th-12th grade, demonstrate academic preparedness, and meet placement testing requirements are eligible to enroll in CEPA courses. Students must receive parental and counselor approval as indicated by the signed CEPA Agreement. CEPA coursework must align with the student's Career Pathway.

Students are responsible for any 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 and high school 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 and high school transcript.

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 the 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.

Students who earn an F any CEPA course may be put on academic probation and/or need to sign an academic contract.

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.

INFO COMMONS / LIBRARY

Students are allowed to be in the Info Commons only if they have a free period and/or staff approval. Students will follow Lake County High School’s general school expectations while in the Info Commons.

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. 7-10th graders have a closed campus lunch. They may only leave if they are accompanied by a parent or guardian who comes and signs them out in the front office and back into the building. 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.

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:

- Stickers, writing, or any permanent decoration
- Picture or posters promoting alcohol, illegal substances, sex or tobacco
- 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.

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 near the cafeteria. Articles not claimed at the end of each quarter will be given to charity.

LUNCH

During the lunch period, students may only eat in the cafeteria unless they are taking part in a lunch time club and/or meeting with a staff member. Students will not be allowed in the hallways. Students participating in activities in the gymnasium must wear appropriate gym shoes and follow the gym rules.

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:

- Medication shall be in the original properly labeled container.
    - 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.
- 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.
- 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.
- All medication shall be safeguarded at school to avoid any risk that it may be improperly administered to anyone.
- Violation of this policy may result in a follow-up meeting with the administration.

PERSONAL DEVICE USAGE

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, smart phones, smart watches, music and media players, gaming devices, tablets, laptop computers.

- 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.

- Students may use such devices before school, lunch period, and during passing periods. Students will not use Personal Devices to record other students or staff members. Disciplinary action will be taken for students who violate this policy.
- 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 and/or Assistant Principal.
- 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.
- Please see our school policy around personal devices.

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. Parents/Guardians should check student grades on School Runner at least once a week.

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. Restorative Practices 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. Restorative Practices 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.

RETENTION

Students who do not meet the educational requirements for a specific grade level may be retained. We are working to create a retention committee that will help make the decision. The following may be considered for retention:

- 7th and 8th Grade
    - Failing two or more core classes
    - GPA lower than 2.0
    - Attendance below 80%
- 9th - 12th Grade
    - These grades are credit bearing. If students fail a required course they will not receive credit and will need to take the course again or do credit recovery.
    - If a student fails three or more core classes for the entire year they may be considered for retention
- Summer School
    - Fail one or more core classes
    - Attendance below 80%

SEARCH AND SEIZURE PROCEDURES

The administration reserves the right at any time to search a student and their belongings with reasonable cause. In most situations, parents/guardians will be notified and given the opportunity to be present when the search is conducted. If students and/or parents/guardians are not willing to participate in the search, local law enforcement will be contacted to assist in the search.

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.

SCHOOL SAFETY

Our school safety plan is to ensure a safe and secure environment for all students, staff and visitors.

The school's BERT (Building Emergency Response Team) meets monthly and looks at all things safety for the school. The team includes district safety, building administration, and support staff.

The school's BERT team plans a variety of drills throughout the school year which include:

- Monthly Fire Drills
- Lockdown Drills
- Evacuation Drills

Parents will be notified of lockdown and evacuation drills prior to the scheduled drill date. Procedures for drills will be shared with students and staff well in advance of the scheduled drill date.

Lake County School District utilizes the Standard Response Protocol (SRP) to guide decision making in emergency situations. For more information regarding safety please refer to the school districts website at www.lakecountyschools.net/school-safety/

Members of the BERT team may also participate in the Threat Assessment or Suscide Risk Assessments that arise in the school. Please contact the school administration of any safety concerns.

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.

SMARTPASS

LCHS uses the digital hall pass system SmartPass. SmartPass is a digital hall pass system that replaces traditional hall passes such as sign-out sheets, wooden blocks, passbooks, and lanyards.

It provides administrators an accounting of which students are outside of the classroom during the school day. In case of emergencies such as fires, severe weather, or building intruders, administrators have real-time access to this critical information. Overall, the pass history of a student will lead to more effective and informative parent-teacher conferences, as well as ensuring students are where they should be - in the classroom learning.

STUDENT SCHEDULE CHANGES

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

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.

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.

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.

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.

TITLE IX

The Lake County School District does not discriminate on the basis of race, color, national origin, sex, or disability in its programs, employment, or activities. A lack of English skills will not be a barrier to admission or participation. The following person/people has/have been designated to handle inquiries regarding the nondiscrimination policies:

Kathleen Fitzsimmons, HR Director/Title IX Coordinator
328 West 5th Street
Leadville, CO 80461
Office: 719-486-6811 / Cell: 719-293-0673
kfitzsimmons@lakecountyschools.net

TRANSPORTATION AND STUDENT CONDUCT ON BUSSES

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.

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.

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.