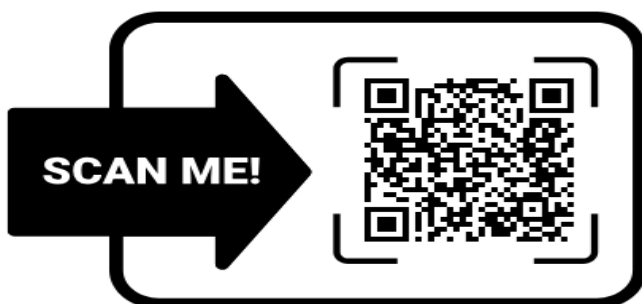




Columbine High School Home of the Rebels

6201 S Pierce Street
Littleton, CO 80123
Main Office - 303-982-4400
Attendance – 303-982-4410
www.chsrebels.net



Scan the QR code above for the
Families page
of the Columbine HS website
for helpful links and staff directory

Columbine High School is an inclusive family of students, teachers, and staff.
As learners, we stretch for excellence in everything we do.

We Are...

PROUD to learn

We will ...

- Seek to understand the purpose of our learning
- Cultivate respect throughout our school
- Celebrate our achievements and growth

INVOLVED in our own success

We will ...

- Be on time, present, and prepared
- Communicate needs and ask purposeful questions
- Participate in engaging lessons without distraction

CARING through our words and actions

We will ...

- Welcome diverse perspectives
- Work to create a sense of belonging for all
- Choose kindness in conflict

STRONG even when it's hard

We will ...

- Show up for tough conversations
- Embrace struggle and the unknown
- Practice self-reflection, resilience, and grit

CREATIVE in the ways we think

We will ...

- Share our talents and time to serve others
- Approach difficulty with curiosity
- Explore ways to apply and demonstrate learning

This is the Rebel Way.



REBEL Day Bell Schedule

1st		9:00 - 9:45	
2nd		9:50 - 10:35	
3rd		10:40 - 11:25	
A lunch	11:25 - 12:00	4th	11:30 - 12:15
4th	12:05 - 12:50	B lunch	12:15 - 12:50
5th		12:55 - 1:40	
6th		1:45 - 2:30	
7th		2:35 - 3:20	

A Lunch	B Lunch
FACS, ELL, Language Arts, Music, Social Studies, Theatre, Unified Mentor, Woods	Art, Business, Computer/IT, DDL, Math, PE, Science, Study Skills, Tutorial, World Language

Silver Day Bell Schedule

2nd		8:05 - 9:38	
4th		9:45 - 11:18	
A lunch	11:25 - 12:00	6th	11:25 - 12:58
6th	12:07 - 1:40	B lunch	1:05 - 1:40
Advisory		1:47 - 2:17	
Pride Time 1		2:23 - 2:24	
Pride Time 2		2:24 - 3:20	

Blue Day Bell Schedule

1st		8:05 - 9:38	
3rd		9:45 - 11:18	
A lunch	11:25 - 12:00	5th	11:25 - 12:58
5th	12:07 - 1:40	B lunch	1:05 - 1:40
7th		1:47 - 3:20	

A Lunch	B Lunch
FACS, ELL, Language Arts, Music, Social Studies, Theatre, Unified Mentor, Woods	Art, Business, Computer/IT, DDL, Math, PE, Science, Study Skills, Tutorial, World Language

ATTENDANCE

Attendance is a shared responsibility among the student, parent/guardian, and school. Regular, daily attendance is essential to academic achievement, student growth, and overall success. Students cannot fully benefit from classroom instruction, teacher support, and the learning environment when they are not present.

Consistent attendance also supports instructional continuity and helps students develop the habits of responsibility, punctuality, accountability, and engagement that are essential for success beyond high school. While students are expected to make up work missed during an absence, make-up work cannot fully replace the instruction, interaction, and learning experiences that occur in the classroom.

Students are expected to attend all assigned classes every school day, arrive on time and prepared to learn, and remain in their assigned class for the duration of the instructional period, unless they have been properly authorized to be elsewhere.

Parents/guardians are expected to support regular attendance, monitor their student's attendance, communicate with the school when attendance barriers arise, and follow established procedures for absences and early releases. School staff are responsible for maintaining accurate attendance records, communicating attendance concerns, and working with students and families to address barriers to consistent attendance.

Secondary students are expected to meet the district's required instructional time for each school year. All schools will maintain attendance procedures consistent with Jefferson County Public Schools district policies, regulations, and applicable state requirements.

When students do not attend their assigned classes, arrive late, or are otherwise absent without appropriate authorization, attendance interventions and/or consequences may be implemented in accordance with this policy and applicable district procedures.

ATTENDANCE RESPONSIBILITIES

Student Responsibilities

Students are responsible for:

1. Attending all assigned classes every school day.
2. Arriving to class on time and prepared to learn.
3. Remaining in their assigned class for the entire instructional period unless properly authorized to leave.
4. Following all attendance, tardy, early release, and campus procedures.
5. Communicating with teachers about missed instruction and completing required make-up work within the established timeframe.

Parent/Guardian Responsibilities

Parents/guardians are responsible for:

1. Supporting regular, daily attendance and punctuality.
2. Monitoring their student's attendance and grades through the Parent Portal.
3. Following school procedures for reporting absences and requesting early releases.
 - a. Attendance corrections must be reported to the school within 24 hours
4. Providing required documentation when requested.
5. Scheduling appointments, vacations, and other activities outside of school hours whenever possible.

6. Communicating with the school when attendance barriers arise.
7. Participating in attendance meetings, support plans, or other interventions when requested.

Teacher Responsibilities

Teachers are responsible for:

1. Taking accurate attendance each class period in a timely manner.
2. Correcting attendance errors when identified.
3. Communicating attendance concerns to students, families, and appropriate school staff as needed.
4. Supporting students in accessing missed instruction and completing required make-up work.

Administrative Responsibilities

School administration is responsible for:

1. Implementing and enforcing the CHS attendance policy in accordance with district and state requirements.
2. Maintaining accurate attendance records and monitoring attendance patterns.
3. Communicating attendance expectations and concerns to students and families.
4. Addressing excessive absences, unexcused absences, tardies, and early releases through appropriate interventions.
5. Working with students and families to identify attendance barriers and develop appropriate support or attendance plans.
6. Applying appropriate consequences or loss of privileges when attendance concerns persist.

Attendance is a shared responsibility. Students, families, teachers, and administrators all play an important role in ensuring students attend school consistently, arrive on time, and remain in their assigned classes. Regular attendance is essential for student success, safety, and accountability.

****It is the parent and student responsibility to be aware if student is assigned a PRIDE time class or not**

Attendance, Tardy & Early Release Policy

Attendance Expectations

School is a student's daily responsibility. Students are expected to attend **all assigned classes, every school day, and arrive on time**, even when they are tired or do not feel like attending.

Consistent attendance is essential to academic achievement, student growth, and overall success. Missing class, even occasionally, can negatively impact academic progress, increase stress for students and teachers, and make it more difficult for students to receive the instruction and support they need.

Attendance and punctuality also help students develop habits that are critical for success beyond high school. Students and families are expected to take an active role in meeting CHS attendance expectations.

Excused Absences

Excused absences will follow applicable district and state guidelines.

Examples of legitimate reasons for an excused absence include:

- Illness
- Medical or dental appointments
- Family emergency or bereavement
- Religious observances

- Legal obligations or court appearances
- School-sponsored activities
- Other circumstances permitted under district policy

Parent notification does not automatically make an absence excused. CHS may require documentation for any absence when necessary to verify that the absence meets district and state requirements.

Make-up Work for **Excused Absences**:

Any absence may have an adverse effect upon a student's grade and progress in a class. It is essential that students absent from school make up for missed work. It is the responsibility of the student and parent or guardian to initiate requests for and pick up makeup work on the day he or she returns to class from an excused absence. Makeup work should reflect class assignments missed during the absence, and a reasonable amount of time should be allowed for work completion. Time allowed to make up work is twice the number of classes or days missed (two days allowed for make-up work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete makeup work within the required timeline will receive full academic credit earned for the makeup work and will not be considered late.

Single-Period Absences

CHS may require documentation for a **single-period absence** to be excused. Parent notification alone does not automatically excuse a single-period absence and should follow the excused absence guidelines above.

This expectation is in place because students are expected to attend every assigned class. Reasons such as having an exam, not being prepared for class, being tired, or simply not wanting to attend are not considered valid reasons for missing an individual class period.

Unexcused Absences

Unexcused absences include absences resulting from personal choice, lack of preparation, or circumstances that could reasonably have been avoided.

Examples include:

- Oversleeping or an alarm not going off
- Vacations or trips without prior approval
- Choosing not to attend school or class
- Staying home to finish homework or projects
- Being tired or not feeling like attending
- Missing class because the student was unprepared for an assignment or exam
- Parent-reported absences without a valid reason or required documentation
- Other circumstances that do not meet district or state requirements for an excused absence

An absence is considered unexcused when the reason does not meet applicable district and state requirements for an excused absence, regardless of whether a parent/guardian has reported the absence.

Make-up Work for **Unexcused Absences**: Classroom instruction and interaction with teachers are essential to a student's education. Because of the importance of classroom instruction and learning, students with unexcused absences will be expected to complete classroom assignments to demonstrate their learning on content standards and to meet the academic expectations of the teacher. As with excused absences, time allowed to make up work is twice the number of classes or days missed (two days allowed for makeup work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete the required makeup work within the required timelines will receive academic credit earned for the makeup work as described below:

- With the first two unexcused absences from a class, makeup work will be allowed for credit with one grade reduction for all work completed.

- After the first two unexcused absences from a class, makeup work will be allowed for credit with two letter grade reductions for all work completed.
- When an assignment has been given with a specific due date and the student does not turn that assignment in because of an unexcused absence on the due date, the teacher will enforce the original stated expectations regarding grading of the assignment if it is turned in late.
- When a student has missed classroom discussions or classroom work that cannot be duplicated through a simple assignment, the teacher may elect to request that the student create a method for demonstration of the learning, or the teacher may elect to assign specific work to demonstrate the learning. If the student fails to complete the work, no credit will be given.

Vacations & Extended Absences

Any student who will **miss three or more consecutive school days** must complete an Attendance Arrangement Form and obtain the required approval prior to travel or the absence in order for the absences to be considered for excused status. This includes planned trips, surgeries, etc. Emergencies will not count against students but must be communicated to the administrator as soon as possible.

The Attendance Arrangement Form requires student, parent/guardian, teacher, and administrator signatures and applies to extended absences not otherwise covered by district policy, including family vacations, college visits, and similar circumstances. The completed form should be submitted to the attendance office at least three school days prior to the scheduled absence.

Approval of a pre-arranged absence is at the discretion of school administration. To be considered for excused status, a student should meet one or more of the following conditions:

- Be in good academic standing.
- Have no unexcused absences.
- Have four or fewer excused absences in a semester or seven or fewer excused absences in a school year.

Families are strongly encouraged to schedule vacations, trips, and other non-school activities outside of the school calendar whenever possible.

****Please note, while planning your vacations or extended absences, finals may not be taken early.**

Student on Campus but Not in Class

A student who is **on school property but is not in their assigned class** without authorization will be marked unexcused. Such absences may also contribute toward truancy thresholds in accordance with district procedures.

Parents/guardians may not excuse a student from a class period after the fact when the student remained on campus without authorization. For attendance and safety purposes, an excused absence from a class is understood to mean the student is **off campus**, unless the student is participating in an approved school activity or has another authorized location.

Excessive Absences & Chronic Absenteeism

Consistent attendance is crucial to students' academic, social, and developmental growth. Missing school regularly can negatively impact a student's academic progress and ability to access instruction and support. The school and district will work to support students and families in improving attendance and addressing attendance barriers.

Excessive Excused Absences

When a student accumulates more than 10 days of excused absences, including absences accumulated by individual class periods, CHS may require additional documentation in order to continue excusing absences.

Families will be notified by written communication and/or electronic communication when additional documentation or intervention is required.

Once a student's attendance has exceeded **30 block absences**, the student's attendance may be reviewed to determine whether a **medical letter** should be sent to the parent/guardian. If required, a medical letter may require written documentation from a licensed medical professional to excuse future absences for the remainder of the school year.

Chronic Absenteeism

Less than 90% attendance is considered chronically absent in accordance with Jeffco attendance expectations.

Chronic absenteeism includes **both excused and unexcused absences**. For CHS attendance intervention and eligibility purposes, attendance percentage is calculated using the student's **total scheduled instructional time**, including both excused and unexcused absences.

Students who are chronically absent may be subject to additional attendance interventions, loss of privileges, parent/guardian contact, and/or an attendance meeting with the student, parent/guardian, Dean, and/or other appropriate staff.

Chronic Absenteeism & Truancy Interventions

When a student has missed 10 or more days of school, the student's attendance may be reviewed for habitual truancy in accordance with applicable Colorado law and district procedures. A compulsory attendance/truancy notice may be sent to the parent/guardian.

When attendance concerns continue, the school may recommend a meeting with the student and parent/guardian to develop an **attendance support plan** and identify barriers and strategies to improve attendance.

If a student's attendance does not improve following a compulsory attendance/truancy notice and appropriate interventions, the school district may consider initiating a **truancy petition or other appropriate disciplinary or intervention action**, consistent with district procedures and applicable law.

Attendance Corrections

If a student is **mistakenly marked tardy or absent**, the student should notify the teacher so the attendance record can be reviewed and corrected. Attendance correction notices are also available through the Attendance Office and may be completed by the teacher and returned to the attendance office for correction.

Attendance corrections should be made immediately and will not be accepted more than one week after the date of the attendance error.

It is the responsibility of the student to also come and get an attendance correction sheet if they were mismarked and turn it into the office for correction.

Unexcused Absences & Truancy

If a student is absent without an acceptable parental excuse or required documentation, or leaves school or class without permission of the teacher or administrator in charge, the student may be considered **truant and marked unexcused**.

A **habitual truant** is a student who has:

- **Four unexcused days in one month, or**
- **Ten unexcused days in one school year**

Individual class periods may accumulate toward truancy thresholds in accordance with district procedures.

Attendance Interventions & Consequences

When excessive absenteeism, unexcused absences, or tardiness occurs, a referral may be made to the **Dean of Students and/or other appropriate administrator**. The purpose of intervention is to communicate expectations, identify barriers

to attendance, involve families when appropriate, and hold students accountable for consistent attendance and punctuality.

Interventions and consequences may include, but are not limited to:

- Student conference with the Dean, administrator, and/or counselor
- Parent/guardian contact
- Required parent/guardian attendance meeting
- Attendance contract or attendance support plan
- Loss of off-campus privileges, including lunch and other eligible periods
- Lunch detention
- Before- or after-school detention
- Community service
- Parent conference and/or home visit
- Loss of privileges to attend school athletic and social functions
- Referral to the intervention team
- Referral to an alternative educational setting
- Referral to the Dropout Prevention Office
- Truancy notice
- Filing with Juvenile Truancy Court
- In-school suspension or other appropriate alternative

If **unexcused tardies or absences continue to increase after intervention and/or a conversation with school staff**, detention or other appropriate consequences may be assigned. When possible, **off-block or lunch detention is preferred**; however, if that is not feasible, detention may be assigned during the student's class period.

Students are expected to attend assigned detention at the designated time. **Failure to attend or arriving late to an assigned detention may result in additional detention time or other appropriate consequences.** Continued failure to comply with assigned interventions may result in **in-school suspension or other disciplinary action**, as appropriate.

Interventions may vary based on the student's grade level, individual circumstances, existing support plans, and administrative discretion. CHS may move to a higher level of intervention when attendance concerns are significant, persistent, or impact student safety, academic progress, or school operations.

Tardiness

Students are expected to arrive at each class **on time and prepared to learn**. Tardiness is defined as a student arriving to class after the scheduled start time without a proper excuse.

CHS provides approximately **seven-minute passing periods**, with the exception of Rebel Day Mondays, when passing periods are approximately **five minutes**. Students are expected to use passing time appropriately and arrive to class on time.

Because tardiness disrupts instruction and impacts the learning environment and the rights of students to uninterrupted learning, **excessive tardiness may result in consequences**. Excessive tardiness is defined as **three or more tardies during a semester class**. Parents/guardians will be notified of penalties related to excessive tardiness.

Almost all tardies are avoidable, with limited exceptions such as **verified school transportation issues or circumstances beyond the student's control**. Students who arrive late due to a verified district transportation delay, including a late bus, will not be penalized.

A student who arrives after the scheduled time that class begins but still meets applicable **State Board of Education requirements for the attendance period** will be considered present for that period, but may still be marked **excused or unexcused tardy**, as appropriate.

A student who arrives after the scheduled time that class begins and **does not meet applicable State Board of Education requirements for the attendance period** will be considered absent for that entire period.

Excused Tardy — Legitimate Reasons

A tardy may be excused when the student's late arrival is due to circumstances **beyond the student's reasonable control** or an approved educational or health-related reason. Documentation may be required.

Examples include:

- Illness or medical appointment
- Family emergency
- Traffic accident involving the student or parent/guardian transporting the student
- Unsafe weather conditions
- District transportation delay
- Court appearance or legal obligation
- Religious observance or ceremony
- Administrative or office delay
- An unforeseen traffic incident that causes unexpected road closures or significant delays

Unexcused Tardy — Not Acceptable Reasons

A tardy is **unexcused** when it results from personal choice, poor planning, or avoidable circumstances.

Examples include:

- Oversleeping or an alarm not going off
- Missing the bus or catching a ride late
- Normal traffic, stoplights, or predictable daily congestion
- Running errands
- Stopping for food, coffee, or gas
- Arriving late to campus after lunch
- Staying home to finish homework or projects
- Getting ready late
- Forgetting or misplacing personal items
- Completing chores such as taking out trash or doing dishes

Parents/guardians cannot excuse a tardy after the fact except in circumstances permitted by school or district policy, such as first-period arrival or when returning from an approved appointment.

Once a student is on campus, it is the student's responsibility to arrive at class on time.

Excessive Tardiness

Because tardiness disrupts instruction and impacts the learning environment for both the student and classmates, excessive tardiness may result in consequences including:

- Loss of privileges
- Detention
- Community service
- In-school suspension or other appropriate alternative
- Parent/guardian contact
- Attendance meeting with the Dean, student, and parent/guardian
- Attendance contract or plan

Early Releases

An **early release** occurs when a student leaves school during the school day before completing their assigned schedule.

Not all early releases are excused. Documentation may be required.

Unexcused Early Release — Not Acceptable Reasons

An early release is **unexcused** when it results from personal choice, poor planning, or an avoidable circumstance.

Examples include:

- Leaving school early for convenience
- Running errands
- Shopping or picking up items
- Getting food, coffee, or other non-emergency items
- Leaving early to avoid traffic
- Personal transportation issues that could have been planned for in advance
- Leaving early for a preferred activity, practice, or event
- Going home to finish homework or projects
- Going home because the student is tired, unprepared, or does not want to attend class
- Babysitting or caring for siblings when alternative arrangements could reasonably be made
- Work-related reasons that are not required or cannot be verified
- Oversleeping or getting ready late
- Social plans or non-school activities
- Retrieving forgotten personal items
- Other non-emergency personal matters that could reasonably be handled outside of school hours

Families are encouraged to schedule medical, dental, and other appointments **outside of school hours whenever possible**. Documentation may be required to excuse an early release.

Employment-related early releases must meet applicable district requirements and may require verification from the employer. Voluntary work schedules do not automatically qualify an absence or early release being excused.

Early releases may be excused when they are due to circumstances outside the student's reasonable control, approved school activities, verified medical/dental appointments, family emergencies, or other circumstances permitted under district policy.

Early releases being put in the online system should be put in **no less than 60 minutes before** the time you need your student released. Anything less than, should be a direct call to the office. Please note: it takes time to get your student out of class and can be disruptive to the learning environment, early releases should be avoided if possible.

No early releases will be approved during study hall times during finals week, during testing times/days including finals, during assemblies, or other school wide events. Releases needed on these days/times must take place 30 mins prior to the scheduled event or wait until passing period during finals week or testing windows.

Safety is our top priority and students will not be released to anyone not listed in Infinite Campus or without proper sign out of the student. ALL underclassmen must sign out and exit through the front of the building. Only Upperclassmen who have assigned parking spots in the back lot may exit the building through the downstairs doors after signing out with security.

******The last call for early releases submitted online is 2:45. If submitted after this time, it may not be processed. There will be no early releases for a student's after 3:00pm.

Suspensions, In-School Suspension & Detention

Students who are assigned **In-School Suspension (ISS)**, **Out-of-School Suspension (SUS)**, or **detention** will have their attendance records coded to accurately reflect the disciplinary consequence and the student's assigned location.

Appropriate attendance codes, such as **ISS** or **SUS**, will be used as applicable.

Attendance recorded as **ISS, SUS, or an assigned detention will not count toward habitual truancy thresholds**, consistent with applicable district procedures.

Students remain responsible for their academic progress during any period of ISS, suspension, or detention. Students are expected to **communicate with their teachers and appropriate staff regarding missed instruction and assignments** and to complete required make-up work within the established timeframe.

Teachers and students should work together to ensure that missed instructional time is addressed and that students have the information and materials necessary to remain current with academic expectations.

School Activities, Student Services & Authorized Time Outside of Class

Students who are required to miss all or part of an assigned class period due to **school-sponsored sports, activities, or other approved school programs**, or who are working with a **counselor, administrator, or other authorized staff member** during their scheduled class period, must have appropriate **prior authorization** and be properly recorded in the attendance system.

When a student is participating in an approved school activity or meeting with an authorized staff member, an appropriate attendance code, such as **Activity** or **In-School Activity**, should be used to accurately reflect the student's location and reason for missing their regularly scheduled class.

Approved activity or in-school activity attendance codes **will not count against a student's habitual truancy threshold**, provided the absence is properly authorized and accurately recorded in accordance with school procedures.

Students remain responsible for their academic progress when missing instructional time for an approved activity, appointment, or school-related purpose. Students are expected to **communicate with their classroom teacher regarding missed instruction and assignments** and are responsible for completing any required make-up work.

Teachers, coaches, sponsors, counselors, administrators, and other staff should communicate and coordinate as appropriate to ensure that students are properly authorized and that attendance records accurately reflect the student's location during the instructional period.

Students may not self-authorize leaving class. Time spent elsewhere in the building must be approved by the appropriate staff member and properly documented. Unauthorized time outside of the assigned classroom may be recorded as an **unexcused absence or tardy** and may be subject to attendance or disciplinary intervention.

Early Release Procedure

To dismiss a student early, a parent/guardian must:

1. Submit an early release request through the approved attendance/early-release process or campus app.
2. Provide all required information and authorization.
3. Wait for the school to verify and approve the request.
4. Ensure the student receives or can show the appropriate early dismissal authorization before leaving campus.

A parent/guardian request does not authorize a student to leave campus until the school has verified and approved the release.

- Parents/guardians should submit early release requests **at least 30 minutes before** the requested release time. Requests made less than 30 minutes in advance should be made by calling the main office.
- Students must be able to **show their authorized early dismissal** to the front office or security before leaving campus in Infinite Campus. Front office staff can also verify in person.
- Students may only leave with a parent/guardian or other individual **listed in Infinite Campus**.
- **Underclassmen must sign out through the front office and exit through the main entrance.**
- **Upperclassmen with an assigned parking spot in the back lot** may sign out with security and exit through the designated downstairs doors.

- Early releases should be avoided when possible because locating and dismissing students during class can disrupt the learning environment.
- Early releases will **not be approved during study hall periods during finals week.**
- The **last online early release request will be accepted and approved at 2:45 p.m.** Requests submitted after 2:45 p.m. may not be processed.
- **No early releases will be processed after 3:00 p.m.**

Campus Safety & Student Location

Students are expected to remain on campus during their scheduled school day unless they have an approved reason to leave. Off-campus privileges, including off-campus lunch and approved free periods, are limited to eligible upperclassmen. Students leaving campus for an early dismissal or other approved reason must follow the school's release procedures and may be required to scan their student ID.

For safety, security, and emergency-response purposes, students are expected to be **in their assigned class at the designated time**.

Students may not choose to attend a different classroom, visit another teacher, remain in common areas, or be elsewhere on campus during an assigned class period without prior authorization. **Students may only be released from their assigned class by the classroom teacher or an administrator/authorized staff member. Students may not self-authorize leaving class or obtain permission from another student or staff member who is not responsible for the student's current assigned location.**

- A student marked absent or excused from class is considered **off campus**, unless otherwise authorized by the school.
- Students may not remain elsewhere on campus while marked absent or excused, including in the **parking lot, library, commons, athletic fields, or other areas of the building or property.**
- Students with an authorized free period may remain in designated areas, including the hallway study cubbies or library.
- Students may not leave campus without proper authorization.
- Underclassmen may not leave campus unless signed out and not with anyone other than a person listed in Infinite Campus during school hours, including lunch.
- In an emergency, a parent/guardian must provide written permission for a student to be released to an individual who is not listed in Infinite Campus, in accordance with school procedures.
- Students who leave class for an approved purpose are expected to return promptly. Extended or unauthorized time outside the classroom may be treated as an unexcused absence or tardy and may result in additional intervention. This includes but is not limited to bathroom breaks extending reasonable time (approx. 10 mins) and leaving class before the bell).

Accurate attendance and student location are essential for **campus safety, emergency response, and student accountability**.

Students may not leave an assigned class without permission. Leaving class or not arriving, without authorization may result in an unexcused absence, truancy implications, and/or disciplinary consequences. Students who are working with another teacher, counselor, administrator, or school program during an assigned class period must have an authorized pass, appointment, or other written authorization.

Free-period and off-campus privileges are subject to student eligibility, grade-level restrictions, attendance requirements, and administrative approval. These privileges may be modified or revoked when attendance, tardiness, behavior, or safety concerns arise.

Students who do not have an assigned PRIDE Time class but remain on campus until 3:20 p.m. must remain in an **authorized location, such as the Library, Commons or classroom.**

PRIDE Time placement is based on **student need**, and not all students will be assigned to a PRIDE Time class each day. Parents/guardians of students who are not assigned a PRIDE Time class are responsible for making arrangements with their student regarding where they should be during this time. Students should either:

- Remain on campus in an authorized location until 3:20 p.m.; or
- Be properly signed out and released from school before 3:00 p.m.
- Leave campus and make arrangements to go home

The school will make reasonable efforts to **monitor student locations, track students leaving campus, and prevent students from leaving when staff are aware that they are not authorized to do so.** However, the school cannot guarantee that a student will not leave campus without authorization.

Students are responsible for following these expectations and remaining in their assigned or authorized location. Parents/guardians are encouraged to communicate with their student and establish a clear plan for PRIDE Time or other school wide events/activities, including whether the student will remain on campus or be released early.

School-Wide Events & Attendance

Throughout the school year, Columbine High School may hold school-wide events and activities during the regular school day, including assemblies, activities fairs, scheduled PRIDE Time, celebrations, presentations, and other school-sponsored activities.

During some school-wide events, **attendance may not be taken individually for every student.** This does not mean that the school day has ended or that students are automatically permitted to leave campus. **Students are expected to attend and participate in school-wide events as directed by the school and remain on campus for the duration of the scheduled school day unless they have been properly authorized to leave.**

Columbine High School makes reasonable efforts to monitor student locations and maintain students on campus during school-wide events. However, because individual attendance may not be taken during every event, the school cannot guarantee that a student will not leave campus or go to an unauthorized location without staff knowledge.

Parents/guardians are responsible for reviewing the school calendar and being aware of scheduled school-wide events and modified schedules. Families are encouraged to communicate with their student in advance about expectations for these days, including where the student should be and whether they are authorized to leave campus.

If a parent/guardian would like to give their student permission to leave campus rather than participate in a school-wide event, the parent/guardian must **follow the school's Early Release Procedure.** When submitting the early release request, the **start time of the school-wide event should be listed as the student's requested release time.** The student must then be properly authorized and signed out before leaving campus.

Students who leave campus, leave a school-wide event, or go to an unauthorized location without permission remain responsible for following all school attendance, campus, and student-location expectations. Students are not permitted to be in the halls during these times. **A student leaving campus without authorization does not mean the school day has ended or that the student has been dismissed from school.**

If a parent/guardian does not want their student to leave campus during a school-wide event or modified schedule, families should communicate those expectations directly with their student and ensure the student understands where they are expected to be.

School-wide events are part of the regular school day. Students are expected to participate, remain on campus in designated locations, not in the halls, and follow staff directions unless they have been properly authorized to be elsewhere or released from school.

Attendance & School Privileges

School-sponsored events and activities, including dances, are **privileges.** Because attendance, academic performance, and behavior are critical to student success, students must meet established eligibility requirements to participate.

Unless otherwise specified for a particular event, students must meet the following requirements:

- **90% or higher attendance rate**
- **No more than two failing grades**
- **No suspensions**
- **No vaping incidents**
- **3 Tardies = 1 Absence**

Additional eligibility requirements may apply to specific events or activities. Eligibility will be determined using the student's attendance, academic, and disciplinary record during the eligibility period established for the specific event. Academic eligibility and behavioral eligibility will be determined using the official grades recorded and confirmed disciplinary incidents documented by the school at the eligibility review date established for the event.

Off campus and free periods are also **privileges** and may be revoked at the discretion of administrators and counseling should tardies and absences become excessive.

Attendance Communication & Intervention

CHS will communicate attendance concerns to families through multiple methods, which may include:

- **Daily phone calls** when a student is reported missing, late, or absent from class
- **Weekly notices** for students with three or more tardies and/or two or more unexcused absences
- **Monthly notices** for students identified as chronically absent with 89% or less attendance
- **Phone calls** for students with significant attendance concerns
- **Attendance meetings and/or attendance plans** when additional intervention or support is needed

Families are encouraged to monitor attendance and grades regularly through the **Parent Portal** and to address attendance concerns promptly.

Reporting an Absence

Jeffco Public Schools utilizes the **Campus Parent Absence Request** process for families to report student absences through Campus Parent.

Families are encouraged to use the online absence reporting process rather than calling the school whenever possible. This process provides a streamlined method for submitting absence information and supporting documentation.

Parent/guardian notification **does not automatically make an absence excused**. The absence must meet applicable district and state requirements and may require documentation.

Attendance reports should be made within 24 hours of the time the student missed but corrections will not be accepted after 1 week from the time the student was absent. Should an absence not be reported, it will be marked as unexcused.

Students Age 18 and Older

Students who are 18 years of age or older remain subject to CHS attendance expectations and procedures. Unless a **written and signed agreement** has been established between the student, parent/guardian, and school administration stating otherwise, the parent/guardian remains responsible for reporting and communicating the student's absences and following all established attendance procedures.

A student who is 18 or older may request to assume responsibility for reporting their own absences. Such an arrangement must be approved by school administration and documented in writing with signatures from the student, parent/guardian, and administrator before it becomes effective. Turning 18 does not, by itself, establish an independent attendance arrangement.

No student of the age of 18 or older will be allowed to also release themselves from school without parent permission or the written signed agreement with all parties.

Family Responsibility

Attendance is a **shared responsibility** among the student, family, and school.

Families are responsible for:

- Ensuring students attend school and all assigned classes regularly
- Reinforcing the importance of being on time
- Monitoring attendance and grades through the Parent Portal
- Scheduling appointments, vacations, and other activities outside of school hours whenever possible
- Providing required documentation
- Following school procedures for absences and early releases
- Communicating with the school when attendance barriers arise

Students are responsible for attending their assigned classes, arriving on time, remaining in class for the duration of the instructional period, and following all attendance and campus procedures.

Consistent attendance and punctuality are not only important for success in high school, but they are essential habits for lifelong success. CHS appreciates the partnership of our students and families in maintaining a safe, accountable, and productive learning environment.

Progressive Attendance & Tardy Interventions

CHS uses a progressive intervention process to address patterns of tardiness and unexcused absences. The purpose of this process is to communicate expectations, identify barriers to attendance, involve families when appropriate, and hold students accountable for consistent attendance and punctuality.

Interventions may differ based on a student's grade level and may be adjusted based on individual circumstances, existing support plans, or administrative discretion. **Additional consequences may be applied when appropriate and may include but are not limited to loss of parking privileges, loss of free-period privileges, assigned study hall, and/or loss of eligibility to attend school events or activities.**

Upperclassmen

As tardies and/or unexcused absences accumulate, progressive interventions may include:

- **1st Offense:** Email warning from the Dean and reminder of attendance expectations.
- **2nd Offense:** Email notification and loss of off-campus privileges for one day, including lunch and free periods.
- **3rd Offense:** Email notification, loss of off-campus privileges for three days, and a meeting with the Dean and parent/guardian. Coaches and other appropriate staff may also be notified.
- **4th Offense:** Email notification and loss of off-campus privileges for one week. Coaches and other appropriate staff may be notified.
- **5th Offense:** Review of the student's attendance support plan and loss of off-campus privileges for the remainder of the semester. Additional consequences or interventions may be assigned as appropriate.

****Please note, students who lose their off campus privileges may be assigned to be in the ISS room during their free period and/or lunch time. Not showing up will result in an extension to the penalties and/or additional consequences.**

****Parents MAY NOT call their child out of school during these times so that they may leave campus during lunch or their free period without a valid reason such as medical appointments, etc. (see valid reasons listed above) avoiding the consequence.**

Underclassmen

As tardies and/or unexcused absences accumulate, progressive interventions may include:

- **1st Offense:** Email warning from the Dean and reminder of attendance expectations.
- **2nd Offense:** Student meeting with the Dean to discuss attendance barriers and identify potential solutions.

- **3rd Offense:** Email notification to parent/guardian, coaches, and other appropriate staff, along with one lunch detention.
- **4th Offense:** Meeting with the student, parent/guardian, and Dean, along with one lunch detention.
- **5th Offense:** Review of the student's attendance support plan and two lunch detentions. Additional consequences or interventions may be assigned as appropriate.

Each week student attendance data will be reviewed. Students will progress a step or "offense" for each week that students have 3+ tardies or 2+ unexcused absences (by period). Tardies and absences will run concurrently.

Progressive interventions do not replace other attendance, truancy, or disciplinary procedures outlined in this policy. CHS may move to a higher level of intervention when circumstances warrant, including when attendance concerns are significant, persistent, or impact student safety, academic progress, or school operations.

Student ID Scanners

Student ID scanners may be used at school entrances and other designated locations to help monitor student movement and maintain accurate attendance records during certain times of the school day.

Students will need to always carry their ID and are expected to scan their ID when:

- Arriving late to school at the security desk or front office.
 - Also obtain a written pass to class from the main office.
- Leaving school for an early dismissal or for the day.
- Leaving for off-campus lunch (**upperclassmen only**).
- Leaving for an approved free period (**upperclassmen only**).
- Returning to campus after leaving during an approved time.
 - Also obtain a written pass to class from the main office.

****Other locations and times for the scanner may become applicable throughout the school year and will be communicated prior to implementation.**

Scanner records are connected to Infinite Campus and may be used to verify a student's attendance and time of entry or exit.

Students are expected to report directly to class after scanning in. If a student takes more than a reasonable amount of time to arrive at class after scanning, the teacher may notify the Dean. The student may be required to meet with the Dean regarding the delay. Repeated concerns may result in additional monitoring or a staff escort to class.

Why We Use Scanners: Scanner records, combined with teacher attendance, help maintain accurate attendance records, monitor student movement, allow us to have a more accurate report of who is on or off campus, and support students in meeting school attendance expectations.

Field Trips & School-Sponsored Activities

Field trips and other school-sponsored activities are considered **approved school activities** and should be coordinated with the Attendance Office to ensure student attendance records accurately reflect participation.

Students participating in a field trip or school-sponsored activity are expected to follow all attendance and school procedures associated with the activity. If a field trip requires a student to miss only part of a class period, the student should **attend the available portion of the class whenever reasonably possible** and report to the designated activity location at the predetermined release time.

Prior to the field trip, students are responsible for **communicating with their classroom teachers** regarding the upcoming absence and making arrangements for any missed instruction or assignments. Students are expected to remain current with their academic responsibilities and complete any required make-up work.

Field trip sponsors are responsible for providing the **Attendance Office with a list of students who participated in the activity** so that attendance can be accurately recorded. Students participating in an approved school-sponsored activity will not be considered absent when the activity requires them to miss their regularly scheduled class.

Teachers are encouraged to communicate with the field trip sponsor and/or appropriate administrator when a student's participation in a field trip may create significant academic concerns, including when a student is **currently failing a class or has significant attendance concerns**. Academic and attendance concerns should be addressed in advance whenever possible so that appropriate supports or arrangements can be made.

Students participating in field trips are expected to remain with the approved activity, follow the directions of the supervising staff, and return to their assigned classes promptly when the activity concludes. Any time a student is not participating in the approved activity or is not in their assigned location may be addressed in accordance with the school's attendance, tardy, and student-location procedures.

Hall Pass Policy

To maintain a safe, orderly, and accountable learning environment, students are expected to remain in their assigned classrooms during instructional time unless they have an authorized hall pass.

General Hall Pass Expectations

- **One In, One Out:** Only **one student may be out of the classroom at a time** using a classroom hall pass.
- Students must have a **hall pass visible at all times** while in the hallway.
- To receive a hall pass, students must provide their **student ID to the teacher**. The teacher will retain the ID until the student returns. This allows staff to accurately identify which student is out of class.
- Hall passes are intended for brief needs such as **restroom use, getting water, or retrieving materials from a locker**.
- Students should return to class within **10 minutes or less**.
- Students may not use a hall pass to visit or socialize with other students or to travel to an unauthorized location or other classrooms.

Extended Passes

Students who need to leave class for more than 10 minutes—for example, to visit the **nurse, counseling, attendance office, main office, or another designated location**—must have written permission from their teacher.

- The teacher must **sign and time-stamp the pass** before the student leaves.
- The student must take the pass to their destination and have it **signed and time-stamped by the staff member at that location** before returning to class.
- Students must return directly to class after completing their approved business.

When Students May Not Leave Class

Hall passes will not be issued during the **first 10 minutes or last 10 minutes of class**, except for an emergency or as directed by staff.

- Students may not leave class during **instructional time** unless there is an urgent need or specific staff authorization.
- During **PRIDE/Advisory**, students may not move through the halls without a signed pass.
- During **Study Hall**, students are expected to remain in the assigned location unless they have an authorized pass or are directed elsewhere by staff.
- Students may not leave class simply because they have finished their work.

Late Arrival to School

Students who arrive late to school must obtain a **late pass from the Front Office** and present it to their teacher. Students are expected to report directly to class and arrive **within five minutes of the time indicated on the late pass**. Failure to do so may result in the tardy being recorded unexcused and/or additional consequences.

Unauthorized Hallway Use

Students found in the hallway without an authorized pass or in an area unrelated to their schedule or needs (locker room, etc.) will be addressed as follows:

- **4th occurrence:** Students will be assigned detention and have a meeting with the Dean and possible no pass list
- Continued occurrences or a pattern of leaving class and being in the halls without authorization may result in additional disciplinary action and a meeting with the **student, parent/guardian, and administrator**.

Students are expected to use hall passes responsibly and return to class promptly. Hall passes are a privilege intended to support legitimate student needs while maintaining classroom instruction, student accountability, and campus safety.

No Pass List

Students may be placed on the **No Pass List** for reasons including, but not limited to, safety concerns, disciplinary incidents, or excessive use or misuse of hallways and passes during instructional time. Placement on the No Pass List is intended to support student safety, maintain an appropriate learning environment, and ensure students are using passing periods appropriately.

Students have approximately **seven-minute passing periods on most school days** and are expected to use this time to take care of restroom, water, and other personal needs before reporting to their next class.

While a student is on the No Pass List, the student **may not leave the classroom from the time the bell rings to begin class until the bell rings to end class without a staff escort**. If a student needs to leave the classroom during instructional time, the student must communicate the need to the teacher during a **non-instructional time**, whenever possible. The teacher will then contact Campus Security or another available staff member to request an escort.

Staff will provide an escort **as soon as reasonably possible based on staff availability and other school responsibilities**. Students and families should understand that requiring an escort can be disruptive to the learning environment and may result in a delay, particularly during busy times of the school day.

Students placed on the No Pass List will be limited to **no more than two staff escorts from class during instructional time per week**, except when a safety or emergency situation requires otherwise. If a student is found abusing the escort system, students may be further restricted and/or have to serve a lunch detention or pride time in exchange for escort.

Students placed on the No Pass List for a **non-safety-related incident** will have their status reviewed approximately every **3–4 weeks**, depending on the school calendar. Students who demonstrate good standing in **academics, behavior, attendance, and hallway expectations** may be removed from the No Pass List.

Students are responsible for following all school attendance, hallway, and pass expectations. Continued violations may result in continued or additional restrictions and/or disciplinary consequences.

CODE OF CONDUCT

(as taken from the Jeffco Public Schools **Student Family Handbook**)

Viewable at www.jeffcopublicschools.org / About / Student Family Handbook

MISSION Our mission is to provide a world-class education that prepares all Jeffco students for bright and successful futures as local and global citizens.

VISION Our vision is for Jeffco Public Schools to be a thriving district where all students achieve their biggest dreams.

VALUES **Focus on Students:** In Jeffco, we make decisions and measure outcomes based on how well we serve our students. We exist to help students succeed and act with intensity to give our students the education they need and deserve, today. **Excellence:** In Jeffco, we aspire to be a world-class school district which requires us to inspire one another to make an impact, focus on solutions, maximize our partnerships, and hold ourselves accountable for successful outcomes for all students.

Equity: In Jeffco, not all students, staff, and families are starting from the same place nor do they need the same things to reach their fullest potential. We view individual differences as assets to be leveraged as we help all students thrive. **Integrity:** In Jeffco, acting with integrity creates honesty, trust, responsibility, and a spirit of transparency. It is a constant commitment to do the right thing for our students, staff, families, and community.

Belonging: In Jeffco, we cultivate environments where all students, staff, families, and members of our community are safe, accepted, respected, included, encouraged by others, and feel that their voices and perspectives are valued.

The four priority areas are:

- Our Learners: Our Future
- Our People: Our Strength
- Our Operations: Our Foundation
- Our Communities: Our Legacy

Student Rights and Responsibilities

The following expectations have been derived from the contents outlined in the Student & Family Handbook, as well as Jeffco Public Schools Board of Education Policies, found at

<https://www.jeffcopublicschools.org/about/board-of-education/board-policies>

While on school grounds, in school facilities, in district approved vehicles, or at school sponsored events, the responsibilities of students shall be as follows:

1. To help maintain an overall atmosphere conducive to learning, and to respect the principle that no student shall engage in any activity which disrupts or threatens to disrupt the school operation and/or interfere with the public or private rights of others.
2. To refrain from any conduct, which discriminates against other students on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, age or disability. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.
3. To attend classes, be on time, and attempt to complete a course of study as prescribed by the Board of Education.
4. To respect the property of the school by caring for it and protecting it from theft, and to refrain from theft of any property of the school, staff and other students.
5. To return all district property to the school or reimburse the school at replacement value of each item, prior to transfer or withdrawal from the district, level change within the district, or graduation.
6. To promote the physical safety and personal security of all others, exercising in this pursuit, a high degree of self-discipline, and to not engage in assaultive behavior, including fighting with students, staff, or other persons.
7. To refrain from all conduct which presents a threat to the safety and welfare of other students or school personnel.
8. To personally refrain from, and discourage others from, bringing, carrying, possessing, or using any kind of weapon.
9. To refrain from using, possessing, buying, selling, giving, purchasing, exchanging or being under the influence of alcohol and illegal drugs; to refrain from selling or exchanging drugs and substances which the student represents as drugs; and to refrain from possessing drug paraphernalia.
10. To practice and encourage honesty in academic work and in all other transactions.

11. To respect the staff by obeying all reasonable requests with equanimity and avoiding the use of profanity or obscene gestures.
12. To be familiar with school rules and Board policies regarding expectations for all students.

Grounds for Suspension/Expulsion

As taken from District Policies and Exhibits/Regulations – [Jeffco Public School / Section J: Students / Grounds for Suspension/Expulsion / Code JKDA/JKEA](#)

In accordance with Colorado Revised Statutes sections 22-12-105(3), 22-33-106(1) and 22-33-106.1, the following conduct may be grounds for suspension or expulsion from a public school.

Students in Preschool through Second Grade

For students in preschool through second grade, only the following misconduct may be grounds for suspension or expulsion from public school:

1. Possession of a dangerous weapon on school grounds, in a school vehicle, or at a school activity or sanctioned event without the authorization of the school or the school district.
2. Use, possession or sale of a drug or controlled substance, as defined in section 18-18-102(5), C.R.S., on school grounds, in a school vehicle, or at a school activity or sanctioned event.
3. Conduct that endangers the health or safety of others on school grounds, in a school vehicle, or at a school activity or sanctioned event.

Pursuant to federal law, expulsion for firearm possession is mandatory, but the length of expulsion may be modified in writing by the superintendent. The length of suspension or expulsion for any of the other listed offenses is discretionary and should be determined in accordance with the specific requirements set forth for preschool through second grade students in District Policy JKD/JKE.

Students in Third Grade and Higher Grade Levels

For students in third grade and above, the following misconduct may be grounds for suspension or expulsion from public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare, health, or safety of other pupils or of school personnel, including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student (see District Regulation JK-R).
5. Use, possession or sale of a drug or controlled substance as defined in section 18-18-102(5), C.R.S.
6. Commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.
7. Possession of a dangerous weapon without the authorization of the school or the school district.

For purposes of this paragraph, "dangerous weapon" means:

- a. A firearm.

- b. Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
 - c. A fixed blade knife with a blade that exceeds three inches in length or a spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
 - d. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.
- 8. Repeated interference with a school's ability to provide educational opportunities to other students.
 - 9. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property without the authorization of the school or school district.
 - 10. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

As noted above, expulsion is mandatory and shall be for no less than one year for any student who possesses a firearm at school. The superintendent may modify the length of expulsion for firearm possession on a case-by-case basis so long as the modification is in writing. The length of suspension or expulsion for any of the other listed offenses is discretionary and should be determined in accordance with District Policy JKD/JKE.

Legal

20 U.S.C. 7151(b)(1) (Gun-Free Schools Act)
 C.R.S. 12-22-303(7) (definition of controlled substance)
 C.R.S. 18-3-201 (criminal offense definitions)
 C.R.S. 18-4-201 (offense definitions cont.)
 C.R.S. 22-12-105(3) (false accusations of criminal activity)
 C.R.S. 22-32-109.1 (safe schools/conduct and discipline code)
 C.R.S. 22-33-106(1) (grounds for suspension, expulsion, and denial of admission)
 C.R.S. 22-33-106.1 (suspension/expulsion preschool through second grade)

Cross References

[**JK - Student Discipline, and subcodes**](#)

Other Disciplinary Interventions

In lieu of an out-of-school suspension or expulsion, and in accordance with applicable law, the school principal or designee may consider the use of available interventions to address a student's misconduct. The use of such interventions will vary, depending upon the facts and circumstances of each individual case. Such interventions shall be at the principal's or designee's discretion and may include but are not limited to: detention, in-school suspension, implementation of a remedial discipline plan, participation in restorative practices or positive behavioral intervention support (PBIS) programs, referral to the juvenile assessment center for counseling or other services, or other approaches that address the student's misconduct and minimize exposure to the criminal and juvenile justice systems.

As another intervention and alternative to suspension, the principal or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations. This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

Nothing in this policy shall limit the Board's and its designees' authority to suspend and/or expel a student as deemed appropriate by the Board and its designees. The decision to suspend and/or expel a student instead of providing an alternative to suspension or expulsion, or the failure of an intervention to remediate the student's behavior, shall not be grounds to prevent the Board and its designees from proceeding with appropriate disciplinary measures, including but not limited to suspension and/or expulsion.

Student Interviews, Interrogations, Searches and Arrests

District Policies and Exhibits/Regulations – Jeffco Public School / Section J: Students / Student Interviews, Interrogations, Searches and Arrests / Code JIH-R

INTERVIEWS AND INTERROGATIONS

Definitions

1. Interview: The questioning of a student who may be a witness or victim of an incident or the questioning of a student suspected of violating Board and/or district policy, a school rule, or a criminal law.
2. Reasonable Grounds to Suspect: More than a generalized suspicion or a mere hunch, but not requiring certainty (considerably less than proof of wrongdoing by a preponderance of the evidence), that a violation has occurred. For example, it may be based upon, among other things, direct observations or the reported observations or experiences of others. It involves a common sense and reasonable person's conclusion about human behavior based upon all the circumstances presented.
3. Reasonable Grounds for a Search: More than a generalized suspicion or a mere hunch, but not requiring certainty, that a search will uncover evidence that the student violated Board and/or district policy, school rules, or state or federal law. It involves a commonsense inference from specific facts that reasonably warrants intrusion.

Interviews by School Administrators

The school principal or designee may question a potential student victim or witness to an alleged violation of Board and/or district policies or school rules or a student who may have relevant information without prior consent of the parent, guardian, or legal custodian. Circumstances may arise where it would be advisable to have another adult present during questioning of students.

The school principal or designee may question a student suspected of violating Board and/or district policies or school rules without the prior consent of the student's parent, guardian, or legal custodian. However, the school administrator must have reasonable grounds to suspect that the student committed such a violation. The nature and extent of the questioning must be reasonably related to the objectives of the questioning.

Interviews and Interrogations by Law Enforcement Officials

When a suspected violation of criminal law has occurred on school grounds, at a school sponsored activity, or involving school operations, law enforcement shall be promptly notified. Law enforcement officers may also independently determine that a criminal investigation involving school-related conduct is necessary.

Upon request by a law enforcement officer to question a student victim, witness, or suspect, school officials shall try to notify the student's parent, guardian, or legal custodian. When a law enforcement officer is investigating reported child abuse involving a student and the suspected perpetrator is a member of the student's family, school officials will not contact the student's family.

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. District personnel are not responsible for a police officer's compliance with the law. If a parent or student refuses to consent to police questioning, it is the law enforcement officer's responsibility to respond appropriately to such refusal.

SEARCHES BY SCHOOL ADMINISTRATORS

Locker, Desk, and Storage Area Searches

All lockers and other storage areas provided for student use on school premises remain the property of the district and are provided for the use of the students. All such lockers and other storage areas, as well as their contents are subject to inspection at any time, without notice and without cause, at the discretion of school administrators. No student will lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal or designee of the school where the locker is located.

Unapproved locks will be removed and destroyed. Students are responsible for the security of their lockers and

storage areas, as well as for any loss or damage relating to the contents of such lockers and storage areas.

Searches of a Student's Person or Personal Effects

The principal or designee may search the person of a student or a student's personal effects on school property or at school sponsored activities or events when reasonable grounds for the search exist. Such searches may be conducted without the prior consent of the student's parent, legal guardian, or legal custodian. However, within a reasonable time following the search, school officials will notify the student's parents that a personal search was conducted.

Searches of a student's person or personal effects are limited to:

1. The student's pockets;
2. Any object in the student's possession such as a purse, backpack, book bag, briefcase, or electronic device; and
3. A "pat down" of the exterior of the student's clothing.

The extent of the search of a student's person or personal effects, as well as the means used to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search should be respectful of privacy considering the age and sex of the student.

Searches of a student's person will be conducted in a private room by a person of the same sex as the student being searched and witnessed by one other adult of the same sex as the student being searched. Searches of a student's person that MAY require removal of clothing other than a coat or jacket will be referred to law enforcement. School personnel will not participate in such searches.

Motor Vehicle Searches

The principal or designee may search a motor vehicle and its contents on school premises when reasonable grounds for the search exist. The extent of the search and means used to conduct the search must be reasonably related to the objectives of the search. When a student has given written permission to search a vehicle in exchange for the privilege of parking on school property, reasonable grounds for the search is not required,

Evidence Seized in a Search

Any item found in the course of a search conducted in accordance with district policy JIH and this regulation and determined to be evidence of a violation of Board and/or district policies, school rules, or federal, state or local laws, shall be immediately seized and tagged for identification. Such evidence will be kept in a secure place by the principal or designee. If such evidence is determined to be evidence of a violation of federal, state or local laws, the principal or designee shall promptly contact a law enforcement officer to pick up the evidence. Otherwise, the evidence shall be maintained by the principal or designee until it is no longer needed as evidence in a school disciplinary hearing, at which time it will be returned to the parent, guardian or legal custodian of the student from whom it was seized.

Searches and Arrests by Law Enforcement Officers

It is expected searches by law enforcement officers will be conducted in accordance with the requirements of applicable law. When law enforcement officers conduct a search on school grounds, no school employee will assist or otherwise participate in the search.

Whenever a law enforcement officer intends to take a student into custody, the officer should notify the principal or designee so that the student may be summoned to the principal's office and arrested in a manner that is as inconspicuous as possible and minimizes disruption of school operations and the educational process. When an emergency arises and the student is taken into custody or arrested on school premises without prior notification to the principal or designee, the law enforcement officer should notify school authorities of the situation as soon as possible. When a student is removed from school by law enforcement officers for any reason, school officials will make every reasonable effort to notify the student's parent, guardian, or legal custodian. The school official will document such effort in writing.

School officials will release students to law enforcement officers if the student has been placed under arrest or if the student's parent, guardian, or legal custodian and the student agree to such release. If a school official has reason to believe that a student was removed from the school by a law enforcement officer without making a

valid arrest or without the consent of the student and the parent, guardian, or legal custodian, the school official will attempt to immediately contact the area administrator or legal counsel. Additionally, school officials will notify the appropriate area administrator of the removal of any student from school by a law enforcement officer under any circumstance.

Law enforcement officers conducting student searches or arrests are responsible for compliance with all procedural safeguards prescribed by law.

CROSS REFERENCE: *District Policies and Exhibits/Regulations – Jeffco Public School / Section J: Students / Student Interviews, Interrogations, Searches and Arrests / Code JIH-R*

STUDENT SAFETY

The safety of students shall be emphasized by the district through general supervision of students in school buildings, on school grounds, on school buses, and through special attention to the following:

1. Investigation and monitoring of students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior.
 - a. In support of maintaining school safety, staff will investigate reports of student behavior on or off school grounds that could pose a threat to the safety or welfare of other students or staff. Reports of sexual harassment will be investigated in accordance with District Policy AC and Regulation AC-R-2
 - b. Threatening or potentially dangerous behavior may include verbal, written, or non-verbal communications or gestures. Threats may be direct, indirect, conditional, or veiled. Threats may be communicated in person, electronically, through a third party or by other intentional or unintentional means.
 - c. In assessing the potential level of dangerousness of a student's behavior, school staff may conduct a threat assessment following a District protocol. Parents or guardians may be invited to assist school staff in completing the assessment. However, parent refusal to assist staff in completing the assessment will not prevent staff from completing those parts of the assessment about which staff is knowledgeable. The district may also make a determination of dangerousness based on information received from law enforcement agencies, court personnel, mental health professionals, Human Services or other community and agency partners.
 - d. Parents or guardians will be notified when a threat assessment is being conducted or as soon as possible after such assessment has been conducted regarding their student. Records of student threat assessments shall be provided to parents upon request.
 - e. Students who engage in behavior detrimental to the welfare or safety of others, including behavior which creates a threat of physical harm to others, may be excluded from school only in accordance with the District's Discipline Code, including the provisions related to removal of students with disabilities (see District Policy JK-2).
 - f. Students who engage in behavior detrimental to the welfare or safety of others, exhibit violent or aggressive behavior, or exhibit warning signs of future violent or aggressive behavior, may be required to participate in the development of a safety plan and comply with such plan.
2. Observing safe practices, particularly in those areas of instruction or extracurricular activities which offer special hazards.
3. Establishing and enforcing rules and regulations designed to protect the safety of students while in or on school property.
4. Providing first aid care for students in case of accident or sudden illness.
5. Providing safe vehicles for transporting eligible students to and from school or to and from school-sponsored events.

If the district acquires an automated external defibrillator ("AED"), the district shall meet state requirements for training, maintenance, inspection, notification, and physician involvement.

Legal

C.R.S. 13-21-108.1 (3) (requirements for persons rendering emergency assistance through the use of automated external defibrillators)

C.R.S. 22-3-101 through 22-3-104 (eye protective devices)

C.R.S. 22-32-124 (2) & (3) (building inspections)

C.R.S. 24-10-106.5 (duty of care)

C.R.S. 25-53-102 (requirements concerning automated external defibrillators in schools)

Cross References

[AC - Nondiscrimination/Equal Opportunity](#)

[AC-R-2 - Title IX Sexual Harassment Grievance Process](#)

[JK - Student Discipline](#)

[JK-2 - Discipline of Students with Disabilities](#)

[JKDA/JKEA - Grounds for Suspension/Expulsion](#)

Computer Network and Internet Use Policy

The use of the computer network and internet is a privilege, not a right. Students are expected to abide by acceptable network etiquette. Violations may result in loss of computer privileges, suspension, or expulsion. The following computer etiquette is expected at CHS:

- Use computer resources strictly for academic/educational purposes, not games.
- No installation of software without authorization.
- All individual users are limited to the privileges specifically assigned to them. Accessing and/or authenticating the school network using another user's ID and Password is unacceptable. Tampering or use of another user's data is forbidden.
- Respect all copyright laws. Copying unauthorized software and printed material is illegal.
- Remember, when using school technology your actions may reflect on yourself, your family, your school, and your community. Be a good digital citizen.
- Current Student ID must be presented upon request.
- Absolutely no food or drink in computer areas.

1:1 Device information

All students should have a district/school Chromebook and a charger. These devices and accessories must be used in accordance with the school's Acceptable Use of Internet Policy, District Policy JS, and any applicable laws. Each device will be inventoried with a label and tagged for tracking purposes. Each family will be responsible for reading and signing a Mobile Device Checkout Agreement

Student Responsibilities

- o Students are always responsible for their device, whether at home or school.
- o Students are responsible for bringing their device to school every day.
- o Students should not loan their device or any associated component to another student for any reason.
- o Students are responsible for charging and maintaining the battery in their device daily.
- o Students are responsible for reviewing and abiding by individual school and District policies.
- o The student or student's family will be responsible for the repair/replacement cost if:
 - o The damage is due to negligence or deliberate action.
 - o The device is lost or stolen due to negligence or deliberate action.

Cheating and Plagiarism

“A major responsibility of all Jefferson County students is to practice and encourage honesty in academic work and in all other transactions. According to District Policy, knowingly copying or using the academic work of another and presenting it as his/hers without proper attribution are grounds for suspension.”

Students should be aware that teachers utilize specialized software that checks for plagiarism, including plagiarism through Artificial Intelligence/ChatGPT. Students are not to utilize Artificial Intelligence without specific directives from the teacher to do so.

Disciplinary recommendations are as follows:

1. A student copies another student's work: Take the student's work to teacher who assigned work or place work in the teacher's box with a note of explanation.
2. First offense: Parent notification by teacher, zero on assignment, and referral/email written for documentation purposes and submitted to the designated Administrator.
3. Second offense: Parent notification by teacher, zero on assignment, refer student directly to designated Administrator for consequences and/or suspension.
4. Third offense: Parent notification by teacher, zero on assignment, refer student directly to designated Administrator.

*The student who supplies the work should receive the same consequence as the student who submits it.

In-School Suspension and Detention Expectations

Students assigned to **In-School Suspension (ISS) or Detention**, regardless of the length of the assignment, are expected to follow the expectations below. These expectations are designed to maintain a safe, structured, and productive environment.

- **Cell phones:** Cell phones must be turned in upon arrival and may not be brought into the ISS/Detention room.
- **Schoolwork:** Students may bring their Chromebook and necessary school-related materials to complete academic work. **Backpacks, bags, and other large personal items are not permitted.**
- **Entry and seating:** Students will be searched prior to entering the ISS/Detention room and will be assigned a designated seat. Students must remain in their assigned seat unless given permission to move.
- **Restroom:** Students may not leave the room without permission. If a restroom break is needed, the student must request permission and will use the restroom located in the **nurse's office only**.
- **Chromebook use:** Chromebook use will be monitored and is limited to educational purposes. If a student is found using the Chromebook for non-educational purposes, Chromebook privileges will be revoked for the remainder of the assignment.
- **No sleeping:** Students may not sleep or nap during ISS or Detention.
- **Food and drinks:** Food is not permitted outside of the designated lunch period. Water is allowed in water bottle only.
- **Leaving the room:** Students may not leave the ISS/Detention room without staff permission.
- **Visitors:** Friends, other students, or visitors are not permitted to enter or visit students assigned to ISS/Detention.
- **Time extensions:** Failure to follow ISS/Detention expectations, including unauthorized visitors or leaving the room without permission, may result in an **extension of the assigned time** and/or additional disciplinary consequences.

Students are expected to use ISS/Detention time productively, follow staff directions, complete assigned academic work, and maintain appropriate behavior throughout the assignment.

GENERAL STUDENT INFORMATION

Activities, Athletics, Clubs, and Student Organizations

Columbine High School offers a wide variety of student activities, clubs and organizations. If a current organization does not exist, students may seek out an adult sponsor and apply to become a club/organization. The Jefferson County School District R-1 does not discriminate on the basis of disability, race, color, religion, sex, national origin or age in its

programs and activities. Our school is committed to ensuring that all eligible students, including those with disabilities, have an equal right to participate in non-academic and extracurricular programs and activities.

Columbine High School Alma Mater by Frank Ticheli

Mountains rising to the sun,
Tow'ring o'er the plains.
Heads held high we stand as one,
And proudly we proclaim:
We are Columbine!
We are Columbine!
Let the world be told,
Blue and silver we uphold
Forever...

Columbine High School Fight Song

Fight on for CHS,
We will win o'er all the rest.
The blue and silver fight,
For we will win this game tonight.
Hey go, hey fight, hey let's win this game tonight!
Tonight our spirits soar,
As Rebels, raise the score. Forever we will see,
Another Rebel victory,
Hey go, hey fight, hey let's win the game tonight!

Athletics

The district is committed to ensuring that all eligible students, including those with disabilities, have an equal opportunity to participate in non-academic and extracurricular programs and activities. If your student requires an accommodation to participate in the program(s) described above, please contact our Athletics Director, Derek 'Doc' Holliday, 303-982-4376

Participating in athletics is a privilege at Columbine. Athletes assume certain responsibilities when they try out for a team because as student-athletes they represent not only themselves but also their entire school community. Athletes must complete the following prior to reporting to practice:

1. Physical examination
2. Participation contract
3. Parent permission form and insurance waiver
4. Participation fee of \$200.
5. Refund policy - A full refund will be made to an athlete who is cut or quits before being involved in the sport through fifteen calendar days.
6. Registration is online: [Columbine Athletics Website](#)

Participation Contract

All athletes and their parents must sign the participation rule contract, which is enforced throughout the student's four-year high school career. Inappropriate behavior such as the use or possession of tobacco, drugs, or alcohol, regardless of quantity, is prohibited. The contract is designed to define guidelines of proper behavior for athletes and to teach the value of commitment. Athletes learn that by following the contract they must resist peer pressure to achieve the goal of athletic participation. Penalties for violation range from a 1-2 game suspension to a calendar year athletic suspension. The participation contract is a long-term commitment from the date of signing until graduation. This contract is enforced through the summer and other breaks as well as during the season. If you plan to participate in athletics in college at the NCAA Division I and II level, the NCAA Initial Eligibility Clearinghouse must certify you. Please see your counselor for information regarding the clearinghouse.

Academic Eligibility

The Colorado High School Activities Association establishes eligibility rules. To be able to participate in interscholastic activities, a student must be carrying a minimum of five courses worth .50 credit each or 2.50 total units, (Student Assistant classes and Independent Studies programs may only offer .25 credit) and not be failing more than one (1) class. In addition, athletes are ineligible if they fail more than .50 credit during the previous semester of attendance or carry less than 2.50 units. Eligibility information regarding grades is collected from teachers on a weekly basis. Columbine coaches are also interested in student citizenship and conduct within the school. For this reason, teachers are asked to rate this facet of student behavior weekly. A student is ineligible if a failing grade is received from two different teachers in a given week. The student is ineligible from Monday through Saturday.

Sportsmanship

Columbine High School and the members of the Jefferson County League are committed to principles of good sportsmanship. We believe that all student-athletes, coaches, and spectators should strive to represent the very best spirit and tradition of interscholastic athletics. Cheering for our athletic teams and not against our competitors or officials is the standard we hope every Rebel athlete and fan can aspire. We request your cooperation by supporting the participants and officials in a positive manner.

BE LOUD, BE PROUD, BE POSITIVE

Varsity/Sub-Varsity Sports All Students in grades 9-12 may participate in the athletic program. The following sports and their applicable season are:

- **Fall Sports:** Boys Golf, Boys Soccer, Boys Tennis, Cross County (Co-ed), Football, Girls Flag Football, Gymnastics, Softball, Girls Volleyball
- **Winter:** Boys Basketball, Girls Basketball, Girls Swimming & Diving, Girls Wrestling, Boys Wrestling, Hockey (available at other schools)
- **Spring:** Baseball, Boys Lacrosse, Boys Swimming & Diving, Girls Golf, Girls Lacrosse, Girls Soccer, Girls Tennis, Track & Field (Co-ed)
- **Year-round:** Cheerleading, Poms

Campus Parent Portal

Columbine High School utilizes Campus Portal to further promote educational excellence and to enhance communication with students and parents. The Portal allows students to view their school records anywhere, any time. Every student and parent is expected to act in a responsible, ethical, and legal manner when accessing the Jefferson County School District Parent Portal. The Portal is available to every student and parent, or legal guardian enrolled in the Jefferson County School District. The following guidelines are in place to ensure the safety and privacy of each student:

1. Students and Parents are not to share their passwords with anyone, including their children.
2. Students and Parents are not to attempt to harm or destroy data of their own children, of another user, school or district network, or the internet.
3. Students and Parents are not to use the Portal for any illegal activity, including violation of privacy laws. Anyone found to be violating laws may be subject to Civil and/or Criminal Prosecution.
4. Students and Parents are not to access data, or any account owned by another parent.
5. Students and Parents who identify a security problem with the Parent Portal must notify their school immediately, without demonstrating the problem to anyone else.
6. Students and Parents who are deemed as a security risk to the Parent Portal or any other Jefferson County School District computers or networks, will be denied access to the Parent Portal.
7. Portal account permissions are issued for the duration of a school year.

To access the Campus Portal, click on the Infinite Campus icon on the CHS homepage:

<http://columbinerebels.net>. Questions or concerns regarding Campus Portal, please contact CHS technology services at chsrebel@jeffco.k12.co.us, your students Counselor or Administrator.

Columbine High School Library

Welcome to CHS Library! The library is the academic heart of our school. The library is a beautiful place to read, a collaborative space to work with flexible seating, and an amazing space for creative outlets.

Hours and Access

Monday - Friday: 7:30am - 4pm

The library is a busy place and we often host guest speakers, events, etc.. A majority of time students are still able to access the library, just be mindful of programs going on. **Any changes will be posted.**

Resources and Support

We are here to help you succeed, not just check out books (we do love checking out books!). Here are support resources available to students:

- Research and Media Literacy Support. Need help finding credible sources or citing your research? Our certified Digital Teacher Librarian is available for one-to-one research consultations.
- Technology Support. Any issues, problems, concerns around school devices can be addressed by our library para and school technology expert.
- Books and Programming. Find a curated choice reading collection for both fiction and non-fiction books. Can't find what you want - Ask! We also have rotating activities for students for stress release.
- Classroom and office supplies. Need something for a project or binding for your casebook? Ask us - we might have what you need!

Learning Zones

We know that "learning" looks different depending on student needs. To accommodate everyone, we have areas for everything from silent reading to collaboration to individual study.

Common Sense Guidelines:

We treat our students like the responsible young adults they are...in order to keep our space clean, our technology functional, we ask that you follow these simple guidelines:

- Bring your school ID for check in - we scan IDs for every student who enters the library. This is a safety issue as well as a way for us to know who are amazing library users. Your school ID is also your checkout card!
- Respectful of the vibe. Overwhelmingly, students in our annual library survey uplift how much they appreciate having a quiet, calm, and peaceful place to go. School is busy and social in our classrooms, halls and commons areas; the library is an oasis for many students.
- Spill-proof water bottles are always welcome. Please, no colorful drinks - they stain the carpet.
- Sorry, but no food - including snacks, hot meals, fast food or messy lunches. Food is discouraged in all forms.

A Note to Our Freshman: High school is a big transition, you don't have to navigate it alone. Think of the library as our basecamp. If you don't know where to go, what tool to use, or how to start a project or need supplies, just walk up to the front desk and ask. We've got you!

Counseling Department

Cory Olsen AP 303-982-4367	Derek Holliday AP & Athletics 303-982-4376	Hal Templeton AP & Activities 303-982-4272	Lucas Reeves AP & Scheduler 303-982-4453	Kayla Rice (Dean) 303-982-7087
Guy Gordon Counselor 303-982-6277	Noel Sudano Counselor 303-982-0121	Jackie Testa Counselor 303-982-4403	Carly Loonie Counselor 303-982-4725	Lindsay Wonstolen 504 Specialist 303-982-7667

12th Grade A – Ar Di – Ho	12th Grade Au – Bl Hu – Mi	12th Grade Bo – Cam Mo – Sc	12th Grade Cap – De Sd – Z	Students with a Section 504 Plan for course work accommodations (Scheduling & graduation topics should be addressed with counselor by alphabet)
9th – 11th Grade A – E	9th – 11th Grade F – Li	9th – 11th Grade Lo – Ri	9th – 11th Grade Ro – Z	

The Counseling Department at Columbine High School will educate and help students develop life skills by:

- providing a comprehensive and systematic counseling and guidance program that supports all students in their academic, personal/social, and career development, and
- preparing all students to become resourceful and productive citizens who have the knowledge, understanding, and skills for both high school success and access to a variety of post-secondary options.

Columbine High School follows the ASCA National Model, a framework for school counseling programs to implement evidence-based and research-driven school counseling. This approach requires that school counselors be able to use data in program planning, evaluation, and accountability efforts. Each counselor manages specific programs. In addition, all counselors are responsible for the following areas:

- Child abuse and neglect reporting
- ICAP compliance
- Comprehensive guidance curriculum and delivery
- Individual student planning
- Personal/social counseling
- Registration/academic advising
- College counseling and support
- Student scheduling
- Intervention services

Graduation Requirements

As a student at Columbine High School, you should constantly be aware of the course requirements established by the Jefferson County Board of Education. With these in mind, you can determine what courses must be taken as you progress toward graduation. Classes of 2017 and beyond must complete the following course requirements in grades 9-12:

Jefferson County Graduation Requirements

*Students must have completed all 23 credits in order to participate in graduation ceremonies.

Language Arts	4.0 units/credits
Social Studies	3.5 units/credits
Mathematics	3.0 units/credits
Science	3.0 units/credits
Physical Education	0.5 units/credits
Fine Arts/CTE	0.5 units/credits
Elective Courses	8.5 units/credits
TOTAL	23.0 units/credits*

Students must demonstrate Career and college readiness in English and Math through one or more of the approved options in the menu below.

Measure	English	Math
Accuplacer assessment	62	61
American College Testing (ACT)	18	19
ACT WorkKeys	Bronze or higher	Bronze or higher
Advanced Placement (AP)	2	2
Armed Services Vocational Aptitude Battery (ASVAB)	31	31
International Baccalaureate (IB)	4	4
Scholastic Aptitude Test (SAT)	470	500
Concurrent enrollment	Passing Grade	Passing Grade
Industry certificate	Individualized	Individualized
District capstone	Individualized	Individualized
Collaboratively-developed, standards-based performance assessment	Statewide scoring rubric	Statewide scoring rubric

*The menu is subject to change and revision from the state. When changes are made, the district will update its policy to ensure adherence to the state's guidelines.

A student who has an Individual Education Plan (IEP) may be granted a diploma based on completion of the goals listed in the IEP and on the basis of modified content standards and modified course requirements.

Senior Attendance Requirements to Receive a Columbine High School Diploma

Jefferson County School Board Policy states: **The diploma will be issued from the school in which students are enrolled during their last full semester prior to meeting graduation requirements.** In order to receive a diploma from Columbine High School, students must be in attendance during the entire 2nd semester of their senior year. Any variation from this policy must receive prior approval from the principal. Please see district policy IKF-R for further details.

Colorado Higher Education Admission Requirements (HEAR)

In 2003, the Colorado Commission on Higher Education adopted the Higher Education Admission Requirements which are entry requirements for students planning to attend any of Colorado's public four-year colleges or universities. Private colleges and universities set their own admission standards, so students should contact those institutions directly for information regarding their enrollment policies. Additionally, public two-year colleges have open enrollment policies, meaning that students applying to these schools do not need to meet the following admissions requirements.

Students planning to attend a four-year college or university in Colorado will need to complete the following classes in order to fulfill the Higher Education Admission Requirements. In addition to the Higher Education Admission Requirements, students must also meet the Admission Eligibility Index. Meeting the Higher Education Admissions Requirements does not guarantee admission to a four-year public institution. Colleges and universities may have additional requirements.

Academic Content Area*	Years / Semesters
English**	4 years / 8 semesters
Mathematics (Must include Algebra I, Geometry, Algebra II or equivalents)***	4 years / 8 semesters
Natural/Physical Sciences (two units must be lab-based)***	3 years / 6 semesters
Social Sciences (at least one unit of U.S. or world history)	3 years/ 6 semesters
World/Foreign Language****	1 year / 2 semesters
Academic Electives*****	2 years / 4 semesters

* CCHE, CDE, and School Districts are developing standards for alternative demonstration of proficiency to be accepted in lieu of course completion.

****** Two units of ESL English may count for HEAR requirements when combined with two units of successfully completed college preparatory English.

******* College-preparatory ESL mathematics/science courses that include content and academic rigor/level comparable to other acceptable courses may satisfy HEAR requirements.

******** *Many colleges already require 2-3 years of the same World Language. 1.0 unit is the minimum requirement set by CCHE. Check individual schools for specific requirements. American Sign Language (ASL) courses can count toward the Word/Foreign Language requirement.

********* Acceptable Academic Electives include additional courses in English, mathematics, natural/physical sciences and social sciences, foreign languages, art, music, journalism, drama, computer science, honors, Advanced Placement, International Baccalaureate courses, and appropriate CTE courses.

The Colorado Commission on Higher Education does not review individual high school courses to determine whether or not they meet Colorado's Higher Education Admissions Requirements. Because local school districts in Colorado oversee their high school curricula and colleges and universities establish their own entrance requirements, it is their discretion to determine what coursework meets the Higher Education Admission Requirements. For more details of the requirements to enter a 4-year college in Colorado, please visit the website for the Colorado Department of Higher Education at <http://higher.ed.colorado.gov/>.

Student Transcript Guidelines

CHS student transcripts are updated at the completion of each semester. Transcripts are available for viewing on the Parent Portal on Infinite Campus. Students and parents can print out copies of their student's unofficial transcript. Students should review their unofficial transcript each semester and use it to assist them in the selection of classes for the following year. If you do not have access to the Parent Portal, contact your counselor to receive an unofficial transcript. Post-secondary institutions or scholarship granting organizations often request official transcripts. Upon completion of the diploma, the school will send one official transcript to the institution of the student's choice. Beyond that, there is a \$3.00 fee for each official transcript requested for a student. Please talk to your child's counselor if you have any questions regarding transcripts.

Grade Change Policy

The Columbine High School policy for challenging grades **MUST** be completed within the semester following the grade discrepancy. The process for challenging a grade is as follows:

1. Contact the classroom teacher. If he/she sees reason to change the grade, he/she will contact the registrar for grade change paperwork.
2. If necessary, follow-up with the counselor and/or administrator.

Schedule Change Policy

Several variables are involved in the creation of our master schedule, and in order to preserve the integrity of our master schedule, schedule changes based on student convenience are not warranted. For example, students are unable to make schedule change requests such as:

- changing to a specific teacher class
- requesting a specific off hour
- requesting a specific lunch time
- matching schedules to a sibling's
- changing electives
- accommodating classes to fit transportation
- requesting classes/off hours to accommodate any outside activities such as sports and work

Students with necessary changes (student is in the wrong class, incorrect level of a class, fewer than seven classes and study hall for 9th & 10th graders, fewer than six classes for 11th and five for 12th graders) will need to notify their counselor ASAP. Students who would like to add additional classes to their schedule will need to see their counselor on the second day of the semester. A class will be added only if it fits into the student's existing schedule and if space is available in the class.

Course Drops

A class officially dropped after the first 10 days of a semester will be reported as **WITHDRAW** on a student's transcript. After 6 weeks, a student will be given a failing grade when dropping a class. Failure to attend a class is not an official drop and will result in failing grade. Students cannot drop below full-time status:

- 7 classes for 9th and 10th graders (including study hall)
- 6 classes for 11th and 12th graders without administrative approval
- 5 classes for 12th graders

Withdrawal from School

Students withdrawing from Columbine must contact their counselor. Written or verbal permission from a parent or legal guardian stating the reason for withdrawal and the name of the school and address they will be attending, or other option, is necessary. All financial obligations must be cleared before records will be sent to another school. Students under 17 years old legally cannot be withdrawn from school until Columbine High School has received verification of enrollment at another educational facility.

Study Hall

Purpose: The purpose of study hall is to assist 9th and 10th grade students in a successful transition to Columbine High School. This time is designated for students to develop study habits and academic skills through homework completion and study requirements. Study Hall is assigned to all 9th grade students to assist in the transition to high school, but may be removed with approval from administration and counselor. 10th grade students may opt in to study hall during the course selection process.

Student Expectations/Classroom Norms:

- Students are responsible for bringing appropriate reading materials, schoolwork, and chrome book/charger.
- The first 15 minutes of the block will be devoted to silent reading.
- Students will be expected to complete a grade/assignment/Goal sheet each week.
- Students will work quietly for the study hall period.
- Students will engage themselves in a productive, academic manner.

Students may pre-arrange with a teacher to meet. That teacher must send a pass, email, or note to the study hall teacher. Students may go to the library work to print, check out books, or meet with a peer tutor. The student must have a signed pass by the study hall teacher, check in with the Librarian upon arrival, and have the pass signed by the Librarian when returning to class noting the time that the student was in the library.

Study Hall is intended for students to work independently, not in groups.

Presentations such as health and safety, Digital Citizenship, and counseling topics will be a part of study hall.

Participation in these activities is part of the daily grade. Acceptable options for students who have completed their work: Read silently, review notes from a specific class, practice math problems, work on SAT prep packet, view an approved educational video in the study hall Google Classroom, or other teacher-approved activity.

The conduct code expectations will be enforced the same as in all classes at Columbine High School.

Unacceptable behaviors/use of study hall include, but are not limited to:

- Playing games, cards, or other gaming devices
- Consuming food and drinks (other than water)
- Watching movies.
- Using a cell phone (As in all classes, cell phones are not allowed to be seen or heard, unless authorized by the teacher.)
- Sleeping
- Socializing or leaving study hall

Grading:

1. Students will earn .25 elective credits upon successful completion of the course.
2. **Students must be in compliance with the Student Expectations/Classroom Norms and must earn an 80% grade in order to receive a "P" pass for the class, otherwise they will receive an "F" failing grade. The only classes that students do not have to make up are for school-sponsored activities.**
3. 3 points will be earned per day for being on time, attending, appropriate behavior, and productivity/use of time. Being absent from study hall results in zero points for that day. (The only exception to this is a school-sponsored activity). **Students will be allowed to make up missed classes. Arrange a 90-minute block before or after school, or during an off block to work/study with a counselor, administrator, a teacher (including another study hall). Students are responsible for arranging this and providing documentation.**

4. Points will be taken away for being disruptive, off task, disrespect, defiance, non-participation, not maximizing the time and for being tardy.

Advisory and PRIDE Time Attendance

Advisory and PRIDE Time are required instructional periods and count toward student attendance and the district's required instructional minutes. If your student gets scheduled to attend a class during Pride Time, they are expected to report to and remain in their assigned Advisory and PRIDE Time classes unless they have an approved early release with parent/guardian permission. If

PRIDE Time

Pride Time occurs on **Silver Days during Block 8, from 2:24 p.m. to 3:20 p.m.** Pride Time provides students with additional assistance with course content and/or assignments, as well as opportunities to make up an assignment, lab, or project due to an absence.

Students may **choose which class or teacher they attend for PRIDE Time** based on their academic needs. Students should make this selection **prior to each PRIDE Time day** and are expected to use the time purposefully. A teacher may specifically request that a student attend their class for additional support, make-up work, or intervention; when directed to do so, the student is expected to report to that teacher.

Students who have a **D or F** in a class according to the weekly eligibility report will be assigned to mandatory PRIDE time in the class in which they are failing and are expected to attend.

It is the student's responsibility to use PRIDE Time efficiently and effectively to seek assistance, complete academic work, and maintain academic success. Should a student be scheduled to a PRIDE Time, this is not free or unstructured time and should be used for its intended academic purpose.

Should a student NOT be scheduled for PRIDE time, students should either be in the library, a classroom working, or commons or off campus. Students are not permitted to be in the hallways or other areas of the building to ensure students can be located if needed.

Advisory

All students enrolled at Columbine High School will be assigned to Advisory each semester. **Advisory is required, and students may not opt out, with the exception of PM Warren Tech students.**

Advisory provides time for students to complete and participate in activities including **ICAP (Individual Career and Academic Plan), community building, course registration, Code of Conduct activities, grade checks, Responsive Scheduling for PRIDE Time, Panorama surveys, SchoolLinks lessons, and other school-related activities.**

Students will receive a **Pass/Fail grade and .125 credits per semester** based on attendance and task completion.

Attendance and Leaving Class

Students are expected to be in their assigned Advisory or scheduled PRIDE Time class for the **entire scheduled period.** Students should report to the class where they are assigned. Students who are not assigned to a classroom for PRIDE time may be in the library or commons area but may not wander or hang out in the halls.

Students are **not permitted to leave campus during Advisory** unless they have an approved early dismissal. Early releases must meet the same requirements for an excused early release outlined in this attendance policy; parent/guardian permission alone does not make an early release excused. Students may leave during PRIDE time if NOT assigned a classroom.

Students found in the hallways during Advisory or PRIDE Time **without a signed pass** may be assigned detention. Students must have permission and a signed pass to be outside of their assigned class.

Because Advisory and PRIDE Time are required instructional periods, **time missed from these classes is considered an attendance matter and may impact a student's attendance, course grade, and/or credit.**

Cell Phone Usage

Cell phones have proven to be a major distraction and can interfere with student learning in the classroom. At Columbine High School, cell phones are allowed at school; however, they may not be used in the classroom without permission from the teacher.

It is a school-wide expectation that students **place their cell phone into their assigned slot in the classroom pocket chart when they enter each classroom.** Teachers will take attendance by reviewing the occupied slots in the pocket chart. If a phone is missing from an assigned slot, the student assigned to the empty slot will be marked absent. Students who do not have or do not bring a cell phone to school must notify their teacher.

Students are expected to place their actual cell phone in the assigned pocket. If a student is found intentionally placing a fake, false, or substitute item in the pocket in place of their cell phone, the student will be sent to the office to meet with administration. This may result in additional consequences.

Students will be in possession of their cell phone any time they are not in class (e.g., during passing periods, off blocks, and lunch), at which time they may communicate with parents or guardians. Parents or guardians who need to send an urgent message to their student during class should contact the main office so the message can be relayed to the student.

If a student is found using or possessing their cell phone during class without teacher permission, **the phone may be taken to the office and may require parent/guardian pickup if the behavior becomes a repeated concern.**

Dress Code

Clothing attire (dress) as well as conduct, which is appropriate to the educational process, will be expected and enforced. Our dress code is committed to providing a safe and orderly learning environment.

- Clothing may not disrupt the learning environment. A student's dress and general appearance should not be so extreme that it draws undue attention to the student, nor should dress and appearance detract or interfere with the teaching and learning in the classroom.
- No clothing will be allowed that defames, degrades or is offensive to a gender, race, color, religious creed, sexual orientation, national origin, ancestry, age, a physical or mental impairment or culture.
- Clothing must not display any suggestive or objectionable material or advocate for unhealthy behavior, dangerous practice, or create a safety problem (includes no covering of the face by masks or hoods, as well as no graphics/ text containing sexual connotations, alcohol, drugs, profanity, gang affiliations, or violence).
- Appropriate, safe footwear must be worn at all times.
- Hats may be worn in the building, but CHS staff discretion may require the removal of hats at any time.
- Students are expected to wear clothing that provides appropriate coverage of private areas, including the chest, buttocks, and groin. Clothing that exposes these areas or undergarments is not permitted. Bottom attire should cover full buttocks. Bottom attire must provide full coverage of the buttocks and must not expose the butt cheeks.

Food and Drink Policy

All food and drink, apart from water, is to be consumed in the cafeteria. Students are not allowed to bring food or drinks into classrooms, the library, or the study cubbies. If students have food or drink on them in these areas, they will be asked to take those items to the cafeteria or dispose of them. Students are permitted to bring water bottles with them into classrooms.

Food Services

Here at Columbine High School, we are focused on providing all students with a variety of healthy meal choices. We serve breakfast and lunch every day! In November of 2022, legislations passed the Healthy School Meals for All, every student can eat at no cost regardless of income eligibility. In Colorado, all students may eat breakfast at no cost, where schools have a breakfast program.

It is still essential that families complete a meal benefits application if they believe they may qualify for other district benefits. More information is available at <https://www.jeffcopublicschools.org/services/food-nutrition-services/meal-prices>. Come visit the cafeteria for great prices, a wide variety, and healthy options!

Financial Office Information

The Financial Office collects all school-level funds, including student fees, fines, donations, and sponsorships. Staff and club sponsors must consult the Financial Office for proper procedures on fundraising, documentation, reimbursements, orders, and vendor contracts. Per Colorado Revised Statute 22-32-117 and Jeffco District Policy JQ, fees support student achievement, reflect actual costs, and directly benefit currently enrolled students. Fees are never a condition of school enrollment or class attendance. Mandatory Fees cover core educational materials used during the school year. These fees are waived for students qualifying for Meal Benefit Waivers. Optional Fees cover voluntary items and activities like yearbooks, parking permits, optional testing, and clubs. Optional fees are not waived for any student. All students must pay required fees and fines for lost or damaged property. If mandatory fees remain unpaid, school administration may temporarily withhold purchased items (such as yearbooks or parking permits) until the end of the school year or when the fees are paid in full.

Lockers

Lockers are issued by the Campus Supervisors and are assigned to students by student request. Due to the decreased use of thick textbooks and increased use of digital learning, lockers are not needed as has been the tradition. Students will keep the assigned locker for the duration of their time at Columbine HS (through 12th grade). Athletic lockers will be issued by a PE instructor at the beginning of the athletic season. A locker becomes the student's responsibility but does not become the student's personal property, and therefore may be searched. It is recommended that valuable items not be left in lockers. Students are permitted to occupy only the locker that has been assigned to them. Sharing of lockers is not allowed.

School Health Room

The health room is adjacent to the Financial Office and will provide the following services:

- First aid and emergency care for ill or injured students.
- A health aide trained in first aid and CPR will provide this service on-site.
- The health aide will consult with a district RN when necessary.
- Vision and hearing screenings when indicated or requested.
- Coordination with the area nurse to manage and follow-up for students who have identified health needs.
- Monitoring and reporting of contagious diseases.
- Maintaining health records and state immunization forms.
- The health room does not stock Tylenol or other medications.
- A student may check out an elevator card from Juli Anderson, School Nurses Aid. A student may need to have a medical statement from a physician to obtain a card.

Student Identification

All students will receive an ID card at the beginning of the school year. The picture taken during registration will appear on the card. Since it is necessary to present the ID any time a student enters the building or attends a school functions, students are required to carry their ID card at all times and will show the ID upon request of CHS staff. There is no charge for the first ID card. If a card is lost, a replacement can be obtained for \$5.00.

Student Parking Guidelines

Student parking on campus is a privilege. All students are expected to abide by all the guidelines stated. There will be no assigned parking spaces, open parking only. Parking information and parking pass application documents can be found on the following CHS website via this link:

<https://sites.google.com/a/jeffcoschools.us/chs-campus-supervisors/parking-information>

- No students are permitted to park in the staff or visitor parking lot in front of the school between the hours of 7:15 a.m. and 3:00 p.m.
- Any motorized vehicle parked on school property must have a Columbine High School parking permit visible. Improperly parked vehicles without proper identification or unregistered vehicles are subject to fines and/or parking boot/towing.
- All students who drive to school, and park on campus, must register their vehicle with the Campus Supervisors. To register follow the instructions on the CHS webpage www.chsrebels.net/students/parkingpassinformation
- Any students caught giving or selling their permit to another student will result in both parties losing their parking privileges on campus.
- There will be no parking in the designated loading and unloading zones/fire lanes in either the faculty or student lots.
- Violators of these policies will be subject to one or all of the following consequences:
 - Parking fines
 - Towing of vehicle
 - Booting of vehicle
 - Suspension of parking privileges at CHS and/or suspension from school
- Parking violations result in a fine of \$30.00. Students have 10 school days to dispute or contest disputable tickets with a Campus Supervisor.
- Non-disputable tickets include Failure to obey posted traffic signs, Unsafe driving, and Parking in Staff lot/Visitor lot upstairs.
- Students parked in the Staff/Visitor parking lots will automatically receive a parking boot.
- Parking boot results in a \$120 fine that must be paid to have the boot removed.
- It is the student's responsibility to communicate with parents regarding fines. Jefferson County Schools and Columbine High School assume no responsibility for any damage to vehicles parked on school property or to the loss of any articles contained therein

Parking Violation Fines

All fines are \$30.00. Students have 10 school days to dispute or contest any tickets with a Campus Supervisor. It is the student's responsibility to communicate with parents regarding fines. Jefferson County Schools and Columbine High School assume no responsibility for any damage to vehicles parked on school property or to the loss of any articles contained therein.

Visitor Guidelines and Deliveries

ALL visitors must check in at the main office and present identification (state ID or driver's license) and pass a background check before you will be able to obtain a visitor's pass. ALL visitors must wear this visitor pass at ALL times while in our school building.

NO VISITING STUDENTS ARE ALLOWED TO ATTEND CLASSES WITH CHS STUDENTS, NOR ARE THEY ALLOWED ON CAMPUS TO VISIT WITH CHS STUDENTS OR TEACHERS DURING SCHOOL HOURS UNLESS AUTHORIZED.

Deliveries of flowers, balloons, and/or gifts to students will not be accepted through the main and/or attendance offices. This creates an unnecessary disruption to the school day. Additionally, food delivery services, such as Grub Hub and Uber Eats, are not permitted on school property. Thank you in advance for your cooperation.