

# Legend High School Student Handbook

## Home of the Titans



22219 Hilltop Road  
Parker, CO 80138

**Our Mission: The relentless pursuit to challenge, communicate, create and connect learning.**

Phone: (303) 387-4500  
Fax: (303) 387-4501

Attendance: (303) 387-4502  
Athletics: (303) 387-4511  
Counseling: (303) 387-  
Registrar: (303) 387-4554  
Bookkeeper: (303) 387-4535

Website Address: <https://lhs.dcsdk12.org/>  
Athletics: <https://legendhs.rschooteams.com/>  
Activities: <https://lhs.dcsdk12.org/activities>

*We will be relentless in shaping Titans to be part of our family that values relationships, creates memorable learning experiences, and challenges each other to pursue greatness.*

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# ACADEMIC INFORMATION

## ACADEMIC EVALUATION

Each teacher sets expectations regarding how students are evaluated in their classes and will provide a course syllabus in Canvas that includes a course description, class expectations, grading policies, homework policies, and attendance and tardy policies, as well as other important class information.

## ACADEMIC HONOR DESIGNATION

Academic honors are intended to be a celebration of academic achievement. For transcript purposes, the student's final class ranking will be submitted to college admission offices upon request of the student and parents.

For graduation ceremonies, Legend High School recognizes academic honors in the following categories as determined by a student's cumulative GPA after completion of graduation requirements:

Graduates achieving a 3.5 GPA or higher will be honored with traditional academic honor cords.

Graduates achieving above a cumulative, weighted, 4.0 GPA will have the following distinctions:

- |                   |               |
|-------------------|---------------|
| • Summa Cum Laude | 4.30 or above |
| • Magna Cum Laude | 4.21 - 4.29   |
| • Cum Laude       | 4.01 - 4.20   |

## ACADEMIC HONOR ROLL

Honor roll designations will be given after each completed semester and are categorized by "Highest Academic Honors", "High Honors", and "Honors" status based on the criteria listed below:

- |                           |               |
|---------------------------|---------------|
| • Highest Academic Honors | 4.00 or above |
| • High Honors             | 3.75 - 3.99   |
| • Honors                  | 3.5 - 3.74    |

## ACADEMIC INTEGRITY

*This policy is a cumulative policy. This means that offenses follow students from year to year and do not start over at the beginning of every year.*

Legend High School is committed to academic integrity and wants our students to be learners. Students attending LHS are responsible for their own academic work in all instances. Students will maintain academic integrity by exercising self-discipline, doing the right thing, and working independently and cooperatively with others when appropriate.

Going down a path of academic dishonesty will negatively impact student learning. Our role is to educate and hold our students accountable when academic dishonesty occurs. Legend High School teachers have access to online tools that detect plagiarism and complete comprehensive online searches to determine if student work is plagiarized.

### **Academic dishonesty includes:**

1. Plagiarism, which is the use of another's ideas, words, or creative products without due credit or proper attribution, including the use of AI generators. Due credit includes, but is not limited to, using quotation marks around direct quotes taken from a source. Proper attribution includes citing the source(s) in a parenthetical citation and/or a bibliography.
2. Cheating, which includes using unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the instructor in the course syllabus or class presentation, such as, but not limited to, Photomath, AI generators, online translators, etc.
3. Copying assignments or portions of assignments.
4. Submitting one's own work in more than one class without prior teacher permission.
5. Using anyone else's work as one's own.
6. Sharing work on individual assignments not intended for group completion.
7. Forging signatures of teachers and/or parents.
8. Calling in posing as a parent to excuse an absence.
9. Lying to a school staff member regarding academic work or performance.
10. Providing personal work to a peer for his or her use.

Any student who violates academic integrity or commits academic dishonesty will incur the following

consequences:

**First Offense:** *Clarify the meaning and importance of academic integrity.*

1. Student will redo the assignment for up to 80% to demonstrate proficiency.
2. Teacher calls home.
3. Teacher documents the first offense in IC Conference.
4. Teacher writes a referral to the administrator.
5. Administrator logs in IC under behavior.

**Second Offense:** *Members of any academic honor society, will forfeit membership.*

1. Student receive a "0" on the assignment.
2. Teacher calls home.
3. Teacher documents the second offense in IC Conference.
4. Teacher writes a referral to the administrator for Saturday School.
5. Administrator logs in IC under behavior.

**Third Offense:** *This is now considered defiance.*

1. Student receive a "0" on the assignment.
2. Teacher calls home.
3. Teacher documents the third offense in IC Conference.
4. Teacher writes a referral to the administrator for behavior consequences.
5. Administrator logs in IC under behavior.

*NOTE: All offenses will be tracked in IC so that student levels of plagiarism can be reviewed and handled appropriately with an Administrator.*

## **ACADEMIC LETTERING**

A student is eligible to receive an academic letter after completing four semesters of school at Legend High School or another accredited high school. Four academic letters can be earned in a student's high school career. Letters and/or bars will be awarded for achievement based on the cumulative sophomore second semester, junior first and second semester, and senior first semester GPA. Students can earn an academic letter by earning a cumulative weighted 3.75 GPA and maintaining a full course load at Legend.

## **GRADUATION REQUIREMENTS**

Each student must successfully complete a minimum of 24.0 credits in four years. One credit (1.0) is equal to one course lasting the full year. One-half credit (.5) is equal to one course lasting one-half year. See [DCSD Graduation Requirements](#) for further information.

## **INTERVENTION WITH INTERIM ASSESSMENTS**

To ensure learning for all students we will provide intervention with retakes to meet learning targets and outcomes for interim assessments. Teachers may choose to provide intervention or retakes for formative and summative assessments.

A student scoring below proficiency determined by the teacher on interim assessments demonstrates gaps within their learning. Students and teachers must work together to close any learning gaps in preparation for future assessments. Students will be given at least one opportunity to retake interim assessments to demonstrate proficiency of learning targets. Teachers will provide intervention opportunities prior to a retake. All interventions and retakes for interims need to be completed prior to the student being assessed on the summative assessment.

## **LEARNING AND INFORMATION PLATFORMS**

DCSD high schools use [Canvas](#) as our Learning Management System (LMS) for course management, online learning, and communication. The Canvas platform was selected because it is used by many colleges and universities and prepares students for success in college and beyond by enabling students, parents, and teachers to engage with learning materials and their school community in a variety of ways. These include participating in interactive discussions, digitally submitting assignments, completing online assessments, receiving announcements and feedback, and more. Students can find support using Canvas on the school website under Canvas Student Access. If you need assistance, contact Sandy Sundine ([ssundine@dcsdk12.org](mailto:ssundine@dcsdk12.org))

[Infinite Campus \(IC\)](#) is our district wide information and student record portal where students and parents can access attendance, grades, schedules, and more. IC is the official gradebook of record. Learn about IC access under the [Parents](#) tab on the school website. If you do not have an IC Parent Portal account, please contact our registrar, Megan Lutz ([mlutz1@dcsdk12.org](mailto:mlutz1@dcsdk12.org)).

## **MAKEUP POLICY**

When absent, students may access missed work by logging into Canvas to access posted assignments and due dates. Teacher email addresses are also available on the Staff Directory on the school website. It is the student's responsibility to make up work and talk to teachers if they have any questions. Students have the number of class periods missed plus one additional class period for all absences to make up work. All teachers should have a copy of this policy in their course syllabus. Exceptions to the make-up policy are by administrative approval only. For prior knowledge of extended absences due to medical reasons, please contact the appropriate Administrator/Advisor for assistance.

Students should arrange to make up missed assessments with the teacher. If the teacher has tried to communicate and set up times with the student and parent for the make-up and the student does not comply, then the teacher may give the student a "0" for that make-up assessment.

### **SEMINAR/HOMEROOM**

We believe that every student has the potential and ability to succeed in classes when they take personal responsibility for their own success. Seminar provides opportunities for students to engage with their passions, and Homeroom is a forum for students to connect and learn the spirit of what it means to be a Titan.

Attending Seminar/Homeroom on Orange Days (Tuesdays and Thursdays) is mandatory for all students. Seminar/Homeroom counts as state-mandated instructional time, and as such, it must provide an environment and activities conducive to learning. All school behavior expectations are to be followed.

- **Seminar** is part of a student's schedule twice a week on Tuesday and Thursday. This class is a PASS or FAIL grade that is based on attendance for the semester for that class. TEN total absences (excused or unexcused) in one semester per class will result in an "F" for that semester for that class.
  - Travel during Seminar is also an intervention for students who are struggling or need to do makeup work.
  - **The Testing Center** provides students the opportunity to complete tests missed due to an excused absence or for interim makeup work. Students may be sent to the Testing Center on Tuesdays or Thursdays during Seminar. Students must obtain a Testing Center pass from their Teacher.
- **Homeroom** is part of a student's schedule once a week on Thursdays. This class is a PASS or FAIL grade that is based on attendance for the semester for that class. FIVE total absences (excused or unexcused) in one semester per class will result in an "F" for that semester for that class.

# ACTIVITIES AND ATHLETICS

## ACTIVITIES

The Activities Office, located in the main office, approves student activities and establishes guidelines for the activity program at Legend High School. In order to schedule an activity, each club or service organization must adhere to the following process:

- Pick up a [Club Application](#) from Debbie Foos in Post Grad and make an appointment to discuss the proposal with Mark Clemmons. Fill out the [Club Application](#) completely.
- Depending on the scope of the activity, specific club members and the club sponsor will work with Mark Clemmons on an overall plan to ensure a successful project.
- It is the responsibility of the students and their club sponsor to be sure that facilities have been scheduled and that the activity does not conflict with any other major event.

## ACTIVITIES AND SCHOOL CLUBS

Mark Clemmons authorizes the formation of school clubs. Any group wishing to organize a club should plan the following:

- To have aims, ideals, goals, and activities that are of constructive value to that group in particular and the school in general.
- To have a member of the Legend High School faculty as one of its club sponsors.
- To have equal opportunity for eligible Legend High School students who might desire membership
- To develop and present an application for approval to the Activities Office. [Club applications](#) are available in the Activities Office.

A full list of clubs can be found under Activities on the Legend website, [lhs.dcsdk12.org](https://lhs.dcsdk12.org).

## ATHLETIC PHILOSOPHY

Sports can teach young people things that they cannot learn anywhere else, and Legend Athletics strongly believes that life's most important lessons and habits can be learned through sports participation. Each athlete is provided the opportunity to develop attributes such as work ethic, dependability, self motivation, and self discipline. We believe in the relentless pursuit to challenge our athlete's character, create life-lasting positive relationships, connect with our peers as great teammates, and communicate the skills, work ethic, self motivations and discipline to be successful in all aspects of life.

Legend Athletics believes the most successful student-athletes are ones that participate in as many sports as possible. By participating in many different sports, students become better athletes and reduce the risk of overuse injuries. Legend coaches work together to share athletes and create individualized plans with the student-athlete to be successful in all endeavors.

Legend Athletics believes that coaches are the leaders of their program but athletes drive the culture. Legend's student athletes are expected to act like a champion. We promote that every successful team on and off their field of play must develop chemistry, culture and talent. Legend athletes must always represent themselves, their teammates, the school, and their family in a positive way at all times. If players, coaches, and administrators act like champions in everything they do then they will be successful.

## ATHLETIC REGISTRATION

No student will be permitted to manage, practice, or compete on any athletic team until he/she has been cleared through the Athletic Office:

- An **Athletic Registration/Emergency Information form** completely filled out online and signed electronically by parent/guardian for each sport that the athlete is going to participate in. Each family must upload the following documents during the registration process:
  - a. Physical form signed by a medical doctor stating that the student has had a physical examination within the last calendar year and may participate in high school sports.
  - b. Medical form with all current medical information on the athlete participating.
  - c. Payment for Athletics can be paid online with a credit card within registration. NO CHECKS. Fee is \$200.00 per season per sport.
- Families will receive an email from the athletic office for clearance to participate in the sport.

A list of current athletics is posted by season on the Legend website, [lhs.dcsdk12.org](https://lhs.dcsdk12.org); click on the Athletics quick link.

All students participating in any athletic or activity MUST BE enrolled in a minimum of 5 classes and pass 5 classes each semester. These classes must equal 2.5 Carnegie units. *Legend High School recommends that all athletes take at least 6 classes.*

Athletic forms and information about specific sports, including how to contact coaches and summer camps can be found on the Legend Athletics website at <https://legendhs.schoolteams.com/>.

### ATHLETICS FEES

- There is an athletic fee charged for each sport in which the athlete participates. The athletic fee for all participating athletes must be paid **PRIOR** to an athlete's participation in any sport. Any outstanding fees from the previous year must be paid **PRIOR** to an athlete's participation in any sport.
- Athletes who have a financial hardship may apply for a waiver of this fee by submitting a written request to officials at their school. At Legend High School, the Athletic Director will present alternatives to the fee schedule after reviewing the individual circumstances. **Finances should not prevent a student from participating in the athletic program.**
- Refund Policy -- Refunds will be made to the athletes who are cut by their coach. If an athlete moves from the school's attendance area or from the District, the fee will be refunded on a prorated basis. Athletes who quit the sport, become academically ineligible, or are suspended from participation for disciplinary reasons, are not eligible for a refund. **After two weeks of the official start of the season, no refunds will be issued.**

### ELIGIBILITY

Participating in interscholastic activities as a part of a school's educational program is a privilege and not a right. Students wishing to participate are required to meet standards of personal behavior and academic performance, which are related to school purposes. ([CHSAA, Article 17, 1710](#)). In order to be eligible to participate in athletics and activities at Legend High School, a student must meet the following CHSAA academic standards:

- Passing 2.5 credits (5 classes) during the current semester, excluding Seminar and Homeroom.
- Enrolled in 2.5 credits during the previous semester.
- May not have turned 19 prior to Aug 1 of the current school year.
- Participated in no more than 8 consecutive semesters in a 4-year high school (or no more than 4 seasons in any sport).

Grade reporting at Legend High School is done every week. Based on a student's grades at that time, the following sanctions are applied:

- Students not passing 2.5 credits (5 classes) will be ineligible to compete in interscholastic competition.
- Grades are checked on Tuesdays, with the exception of holidays and at the end of the semester.
- Students can regain eligibility the following week if they are passing 2.5 credits (5 classes).
- Ineligible students are allowed to practice with their team.
- Individual coaches/sponsors have the right to impose stricter standards for participation/playing time than those set forth by Legend High School.
- Students who are ineligible after semester grades can regain their eligibility on the CHSAA-established date (approximately 9 weeks into the new semester). If a winter athlete does not pass 2.5 credits at the end of the first semester then they will be ineligible for the rest of the winter sports season.

All Legend High School participants in athletics and activities are representatives of the school and DCSD ideals in matters of citizenship, conduct and sportsmanship. "Training Rules" are outlined in a student/parent contract that is signed by all students who participate in extracurricular activities in DCSD schools. There are specific consequences for violating these rules and will be applied by the principal or designee if it is determined a student has engaged in prohibited behaviors. General expectations for students participating in activities/athletics and representing their school:

- A student is expected to abstain from being under the influence of, using, possessing, distributing, selling, giving, or exchanging alcohol, tobacco, marijuana, anabolic steroids, other controlled substances or counterfeit drugs or paraphernalia.
- All participating students are expected to place their academic school day as a top priority and strive for academic success.
- As a representative of Legend High School, students are expected to set a positive example on and off of campus in a manner that promotes Titan leadership, Titan citizenship, and Titan responsibility.



## **ATTENDANCE INFORMATION**

### **303-387-4502 (24-Hour Attendance Line)**

#### **ATTENDANCE EXPECTATIONS**

The staff and administrative team of Legend High School believe that attendance is vital to each student's success. In the event of a student absence, it is the responsibility of the student to coordinate with teachers to make up assignments. Excessive absenteeism may result in the loss of academic credit.

Absences are classified as excused (EXC) or unexcused (UNX). Students are expected to attend all classes. Parents must provide a reason for a student's absence or tardy, but only the Principal may determine whether an absence or tardy is excused or unexcused.

#### **ATTENDANCE POLICIES AND PROCEDURES**

Legend High School will adhere to all applicable DCSD policies regarding attendance. In accordance with law, the District may impose appropriate penalties that relate directly to classes missed while unexcused. Per statute, academic penalties, out-of-school suspensions, or expulsion shall not be imposed for any unexcused absence.

Unexcused absences are those absences deemed unacceptable by administration regardless of the prior approval or knowledge of the parents. Unexcused absences may result in possible disciplinary actions:

- Students are responsible for work missed to make sure they don't have a gap in their learning.
- After 10 absences in a class, that student may not receive credit for that class.
- Any unexcused absences can result in consequences from the teacher and/or administration.

#### **NOTIFYING THE SCHOOL OF AN ABSENCE**

Calls are accepted day or night on our **Attendance Hotline: 303-387-4502**. It is the parent's responsibility to notify the office each and every day of absence unless it is a prearranged absence.

Absences not cleared by the end of the day will be listed as unexcused. Parents have **48 hours** to call or have their student bring a note to the attendance window to excuse the absence.

*Please note: A student **MAY NOT BE EXCUSED** from one class to work on homework/work for another class. Also, a student may not be excused from class, one or more periods, and remain on campus. When on campus, students are expected to be in assigned classes.*

#### **SIGN IN/OUT POLICY (for regularly scheduled class periods)**

All parents/guardians must sign students in and out of school in order to be released from or accepted into school. Students may sign themselves in/out only when they have a note or parent/guardian has notified the Attendance Office. Students needing to leave campus during the school day for an appointment must notify Attendance before school via parent/guardian permission. Students will be responsible for picking up their passes for early dismissal in the main office.

#### **PREARRANGED ALL-DAY ABSENCES**

Call the attendance line or have the student bring a parent note to the attendance window prior to the absence. It is the student's responsibility to contact teachers before the absence and arrange make-up work.

#### **PREARRANGED PARTIAL DAY ABSENCES (appointments)**

- Late arrival to school: call the attendance line or the student can bring a parent note or doctor/dentist appointment slip with them when they sign in.
- Early departure from school: call the attendance line or the student can bring a parent note for early release. Please provide the note before school begins.

#### **ABSENCES AND AFTER SCHOOL ACTIVITIES**

Students who are not in school during the day will not be permitted to attend/participate in after school activities for that day. Students must be in school half of the day to attend/participate in activities/athletic contests.



## **ABSENCES DUE TO SUSPENSION**

Per Board Policy, absences that are the result of suspension are considered excused. Students are responsible for making up all of the work missed while suspended in accordance with the make-up policy.

## **CHRONIC ABSENTEEISM**

A student is considered chronically absent, a primary cause of poor academic achievement, when the student is missing at least 10 percent of days in a school year for any reason, including excused and unexcused absences. Chronically absent students may be withdrawn from their classes and credit from the courses may be denied, and may be required to stand before the Student Attendance Review Board (SARB) prior to receiving legal consequences for violation of Colorado's compulsory attendance laws.

## **TARDIES**

Tardiness is a failure to appear on time to class, is a disruption of the learning environment, and is considered a form of absence. Per Colorado Department of Education regulations, a student who is present 50 percent or more of any attendance period during a scheduled school day shall be considered present for that entire recorded and reported period. It is the teacher's responsibility to track tardies, refer, and call home if grades are impacted.

## **OPEN CAMPUS GUIDELINES**

As Legend High School continues to support a student's ability to be a good decision maker and a responsible citizen, we have provided several options for students to choose from when they have an "off period" in their schedule. Students may choose:

- to leave campus and return upon the next scheduled period.
- to spend their off-hour in the Library Media Center if availability permits.
- to spend their off-hour in the Commons.

The Administration has an expectation that students with an off period built into their schedule will choose one of the above stated options. We will not support any disruptions to the instructional environment. When disruption occurs, the Administration reserves the right to take away the privilege of an "off period" from a student. Students causing a disruption will receive disciplinary action.

## **OPEN CAMPUS POLICY**

Freshmen students may not leave the school grounds during school hours without advance permission from the Principal, inclusive of lunch periods.

# ACADEMIC ADVISING/POST GRADUATE SERVICES

## COLLEGE ADMISSIONS AND DISCIPLINARY INFRACTIONS

Post-secondary institutions have become increasingly concerned about student behavior on their campuses. Therefore, if an institution asks for information regarding disciplinary infractions/suspensions it is the responsibility of the student, not the school, to provide notification.

## COMMUNITY SERVICE

In order to graduate, all Douglas County students are required to log twenty hours of volunteer work in service to persons outside of the familiar environment of their own homes. This service must be in a non-profit organization. Service may begin after the completion of the eighth grade year, and must be completed in order to walk at graduation and earn a diploma. You can only receive 5 hours of community service credit if it is a school-sponsored community service event or activity. Students can access and input community service by accessing [Helper Helper](#).

## NAVIANCE

[Naviance®](#) is an electronic college data management system extensively used by Legend Administrator/Advisors to track student data, standardized test scores, college choices, college applications, student interest surveys, student learning style information, and many other items to assist students in post-high school preparation. Students will register and have access to the information posted in Naviance® to assist in college selection and/or other post-secondary options (username: last name, first initial, middle initial; password: student ID). Students and parents have access to Naviance® through the Legend High School website. For more information about the capabilities of Naviance®, contact your Administrator/Advisor per alpha breakdown.

## POST GRADUATE CENTER

Students can obtain information regarding careers, military, colleges, universities, trade schools,, as well as financial aid and scholarship information from the Post Grad Center. Administrator/Advisors are available to assist students and parents in accessing resources. The [Post Grad Center](#) page on the Legend High School website is another excellent resource.

## SCHEDULE CHANGE PROCEDURES

All schedule changes for 10<sup>th</sup>-12<sup>th</sup> grade students occur in May of the previous year. Schedule changes cannot be completed at the start of the fall and spring semesters with the exception of dropping for an off hour or teacher-initiated level changes. Classes being dropped for off hours at the start of each semester need to be done prior to the 10<sup>th</sup> day of classes. All changes are processed by using the Schedule Repair Form.

Incoming 9<sup>th</sup> grade schedule changes will be handled on a date prior to the first day of class and during freshmen orientation day. The exact day will be communicated via email.

Please understand that only certain types of schedule change requests can be accommodated.

Changes that **will be** considered:

- Switching electives for the same period (pending availability)
- Dropping a class for an off period
- Filling an off period with a class (pending availability)
- Picking up a TA (pending approval)

Changes that **will not** be considered:

- Choosing off periods
- Moving class periods
- Switching to a new teacher
- Choosing lunch periods/moving classes around lunch schedule
- Joining a class that is already at capacity

## SCHEDULE DROP/ADD POLICY

Students may change a course within the first ten calendar days of a semester with no penalty. The student's Administrator/Advisor must approve all schedule changes. If a student chooses to drop a course after ten school days, they will receive an Withdraw Fail (WF) which appears on the student transcript.

## STUDENT RECORDS

Student records contain report cards and transcripts, attendance data, and standardized test scores. A student's educational record is available to parents/guardians and eligible students upon request and in accordance with [Board of Education Policy JRA/JRC](#). Records and transcripts should be requested in the Post Grad Center. A fee will be charged for transcripts processed.

## TELEPHONE NUMBERS FOR STUDENT ASSISTANCE

If you need help and do not know where to turn, here is a list of teen help lines:

DCSD Student Support Center	303-387-0700
Comitis (crisis help, emergency housing)	303-343-9890
Douglas County Sheriff's Office	303-660-7505
Douglas County Sheriff's Non-Emergency	303-660-7500
Family Support Line	303-695-7996
National Crisis Line	1-800-999-9999
National Runaway Switchboard	1-800-RUNAWAY
RAAP (Rape Assistance and Awareness Program)	303-322-7273
Rocky Mountain Poison Center	303-739-1100
Suicide Prevention Lifeline	1-800-273-TALK
Safe 2 Tell	1-877-542-SAFE
Tobacco Quit Line	1-800-784-8669
Girls & Boys Town National Hotline	1-800-448-3000

Douglas County Youth Substance Abuse Prevention Coalition:

[www.dougcoprevention.org](http://www.dougcoprevention.org)

## WITHDRAWAL PROCEDURES

Any student withdrawing from Legend must complete a withdrawal form. The withdrawal form must include signatures from parent/guardian, all teachers, bookkeeper, administration, athletics, security, library, and registrar. The withdrawal forms may be obtained from the registrar in the Post Grad Center; the student's withdrawal is processed by their Administrator/Advisor. All fines must be paid in full before records are released and/or credit is given. Both the form and all processes must be completed in order for transcripts and records to be sent to a new school.

## **GENERAL INFORMATION**

### **ANIMALS IN SCHOOL**

Students are not permitted to bring animals of any kind to school. If a student needs a service animal, please follow district policies and procedures.

### **BICYCLES AND SKATEBOARDS**

Bike racks are available outside at Legend High School. Students riding bikes should provide their own locks. Skateboards may be brought to school but are not to be used while on campus. Students must be off their boards when they reach the property line of the campus. Skateboards are to be stored in the school locker. The school will not assume responsibility for the security of student bikes or skateboards. If a bike or skateboard is lost or stolen, please report the incident to the School Resource Officer and administration.

### **EARLY ARRIVAL/LATE DEPARTURE**

Parents who drop off their students early in the morning are reminded that there is no supervision provided until 7:15 a.m. Students are expected to leave the building no later than 4:00 p.m. Only students working with a staff member are permitted to remain in the academic areas of the building.

### **FOOD SERVICE**

A wide variety of nutritional foods are prepared for the students each day. Complete meals will be available as well as a-la-carte items during lunch time. Nutrition Services information charge policy:

- Students exceeding the allowable charge will not receive a full meal. The student will receive white milk and items from the food bar without cost one time.
- If you cannot pay the charges owed - you must send lunch from home.
- Once the charge has been paid, the student may resume buying lunch.

Anyone needing financial assistance (even for a temporary period) may fill out an application for free or reduced meals. All schools have applications in the office, or you may call 303-387-0320 to request one.

### **HEALTH ROOM**

A Health Room Assistant is available during school hours from 7:00 a.m. – 3:00 p.m. If a student is ill, parents/guardians will be contacted for further instructions. Students are not to leave the building without checking out through the Main Office Health Room. When necessary, the school nurse will be contacted. A student must have an updated student health information card on file.

### **IDENTIFICATION CARDS**

Identification cards will be issued to all students during registration. This card should be carried at all times. ID's are mandatory for leaving campus, riding buses, checking out library materials, and attending athletic events and school dances. ID cards MUST be in the possession of students at all times for safety and security purposes. Lost ID cards can be replaced in the Library for \$5.00.

### **IMMUNIZATIONS**

Under Colorado law, all students entering any Douglas County school for the first time are required to present certification from a licensed physician or authorized representative of the Department of Health or local health department stating that the child has received immunizations against communicable disease as specified by the Department of Health. Students who have been previously enrolled at Legend High School must have a completed Immunization Record on file with the school.

### **INSURANCE**

The school does not carry accident insurance on students. It is the responsibility of the parents or guardian to provide insurance for the student during school hours and during after school activities (including competitive athletics). Douglas County School District DOES NOT carry or provide student or athletic insurance (Board of Education Policy JHA).

### **LIBRARY MEDIA CENTER**

- The Library Media Center (LMC) supports and extends the curriculum. Study, research, instruction in information skills, online searching, interaction with computers, and leisure reading are examples of activities available to students in the LMC.
- The LMC provides materials and equipment to students and staff. Generally, students may check out

up to four books for a period of two weeks. Reference books and textbooks may be checked out overnight, over the weekend, or over a holiday and must be returned before 7:30 a.m. the next school day. Magazines may be checked-out for three days. A late fee of \$1.00 is charged per day for reserve books not returned on time.

- The LMC Hours are 7:00 a.m. until 3:30 p.m. Monday through Thursday, and 7:00 a.m. until 2:45 p.m. on Friday.

## **MEDICATIONS**

High school students may carry and self-administer a **one-day supply** of their own prescribed medication as long as they do so in a responsible manner. Irresponsible use of medication will result in appropriate disciplinary action. No employee of Douglas County Schools shall give any UNAUTHORIZED medicine to a student, including aspirin, acetaminophen, or ibuprofen. When it is necessary for a student to have prescription medication dispensed during school hours, the parent/guardian must bring in the original prescription bottle (with official label), complete the DCSD Student Medication Release available on the [Health Services](#) webpage, and leave the medication with the Health Room Assistant in the Main Office.

## **PARKING PERMITS**

Only **one parking permit** will be issued per eligible student after payment of the \$50.00 student parking fee.

- There is to be no loitering in the parking lot during school hours.
- All automobiles parked on the school grounds must be registered with the school and must **display** a current parking permit and be parked in their assigned spot.
- Parking is strictly limited to the student parking areas. No parking is allowed in the faculty lot past the student line, visitor lot, area neighborhoods, or parks.
- All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
- Speeding or any form of reckless driving will result in a loss of open campus and parking privileges.
- Students will be ticketed and fined for school parking violations.
- **Parking permits are non-transferable.** Students who purchase a permit from another student, or who incorrectly register a vehicle as their own, will lose their permit and parking privileges. **NO** refund will be issued.
- The parking lot is school property and by parking you give consent to the school administration to search the vehicle without warning when the administration has reason to believe that the general safety of students is threatened by the items contained in the vehicle.
- Parking privileges will be revoked and/or denied with any unpaid fines or fees.
- Other parking information can be found at [Parking 2025-26](#).

## **POSTING PROCEDURES**

Any items to be posted on school property (signs, flyers, posters, etc.) must first be approved and signed by the activities office. Materials may only be posted in designated areas.

## **SCHOOL CLOSING/DELAYED START**

In the event of severely inclement weather or any mechanical breakdown, school may be closed or the starting time was delayed. The same conditions may also necessitate early dismissal. Call the weather hotline for Parker at 303-387-SNOW (7669) or check the Douglas County Web Site: [www.dcsdk12.org](http://www.dcsdk12.org) (All after school activities, including; games, practice, plays, concerts, etc., will be canceled.) Delayed start for all Douglas County Schools will be 90 minutes.

## **STUDENT BUS BEHAVIOR**

Students must have their school I.D. and their Smart Tag in order to ride the school bus. Please refer to the Douglas County website for updated transportation information. A detailed list of student conduct on school buses can be found at [Student Code of Conduct: School Bus Conduct](#).

## **VISITORS TO THE SCHOOL**

Legend High School welcomes visitors to our school community. In order to avoid undue disruptions to the educational process and maintain the safety of our students and staff, all visitors are required to check in at the security kiosk upon arrival. Because of the disruption often created to the educational process, student visitors are not allowed without prior permission from a school administrator. If there are extenuating circumstances, parents need to contact the office of the Principal.

# PERSONALLY OWNED DEVICES AND TECHNOLOGY ACCESS

## DIGITAL SAFETY AND USAGE FOR ALL DEVICES

Below are the general rules and guidelines that any student must follow while using technology at Legend High School. These rules apply at any time and on any device. These rules may be revised as needed and teachers and staff may have additional rules for their instructional areas. In addition, we encourage all families to discuss, demonstrate, and promote good digital citizenship.

Legend High School uses Douglas County School District's wide area network and follows DCSD rules for content filtering. Any breaches to policies on appropriate content will result in the device being confiscated and student privileges revoked for device use. Students should not intentionally attempt access of sites or content they know to be normally blocked or filtered. The student's LHS accounts may also be removed or suspended depending on the severity of the breach.

Legend High School also follows Douglas County School District's policy on [Student Use of District Information Technology](#).

Devices or equipment should not be used to play games, surf the Internet for information unrelated to their education, cyber bully (threaten, exclude, offend, or damage another person's identity or character electronically), or intentionally try to break through the security of the network filters. Any student who shares their login information is held accountable for the actions of others on their account. Any of the above Infractions can result in the loss of privilege and/or locked accounts.

Viewing of content that is not age or school appropriate is not allowed at any time. In some instances, the sharing of inappropriate content can lead to legal/law enforcement involvement or charges.

Legend High School respects all city, state, federal, and international laws regarding fair use and hacking. Students who misuse any technology tools provided and break any laws will be reported to the proper authorities and face the legal ramifications of their actions. This applies to any students who attempt to hack. Additional rules and stipulations regarding device usage and agreements may be specified in the [Legend High School Student Computer Loan Agreement](#), provided and agreed upon at the beginning of each school year.

## ELECTRONIC DEVICES AND CELL PHONES

All student electronic device usage is at the discretion of the teacher for instructional purposes **ONLY**. Teachers will create a classroom management system to support students not having access to phones during class time. Even during any class down time, students should be engaged with learning opportunities and not on their phones.

## GOOGLE ACCOUNTS

Students will be using a DCSD Google account for both their Gmail and Google Drive access. Students' Google Drive accounts have unlimited space, allowing students to store all of their work on their school account. Students will be reminded at the end of their senior year to remove all work they want to keep from their Google Drive.

## INTERNET USAGE

Internet usage is available to students of Legend High School. Douglas County School District requires a signed Internet User Agreement Consent Form to be recorded in Infinite Campus. Any inappropriate use of the network, vandalism, or hacking may result in termination of privileges and possible disciplinary actions. It is the responsibility of the student to adhere to the guidelines set forth in the agreement.

## PERSONALLY OWNED DEVICES

Computer devices are essential tools in student learning and success in classrooms each and every day at Legend High School. Because of the high use of our Learning Management System and overall online presence for classroom learning, the use of a mobile device has become less sustainable for our students' success in the classroom. One of our goals is for every student to have a device every day. In order to help reach this goal, we request that students bring their personally owned device. Personal technology empowers students to challenge, create, communicate, and connect their learning experience.

Personal devices can be laptops, chromebooks, iPads, tablets, or other computing devices. These devices must be used as a tool and not a distraction during the school day. Students using a personal device must follow all guidelines and rules as follows:

- Violations of integrity, including plagiarism, invasion of privacy, unauthorized access, and copyright violations, are grounds for disciplinary action.
- Students found to misuse the privilege will have the device confiscated for parent pick up, and may have their DCSD account locked or other consequences as determined appropriate by Legend High School administration.
- Any theft, damage or destruction of a Personal Device is not the responsibility of Legend High School.

### **TECHNOLOGY SUPPORT**

Students and parents can get support with Infinite Campus, Canvas, or account information by contacting Sandy Sundine ([ssundine@dcsdk12.org](mailto:ssundine@dcsdk12.org)).

For new students, usernames and passwords will be handed out during new student orientation prior to the start of school. If you are an incoming 9th grader and attended a DCSD school in 8th grade, you will use your same credentials to log into any DCSD services.

Students that are new during the school year will receive their login information from their Advisor. To log on to the Secure Wifi Network, students will use their same credentials that are used to log in to any other DCSD programs.



# STUDENT RIGHTS AND RESPONSIBILITIES

## STUDENT RIGHTS

It is the intent of the school district to afford vigilant protection of the constitutional freedoms of all school personnel and students, and to guarantee those protections as provided in the Constitution, including the rights of free inquiry and expression, the right to freedom of association, and the right to administrative due process.

Of equal importance is the right of school authorities to prescribe and control—consistent with fundamental and constitutional safeguards—student conduct in the schools. In exercising this right, each building principal, working with their staff and with the students, will attempt to achieve the objectives and follow the procedures set forth by Board policies and administrative regulations pertaining to the various aspects of student rights, student conduct, and student discipline.

## BEHAVIOR EXPECTATIONS

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In so doing, students are expected to conduct themselves in a manner compatible with the school's function as an educational facility. Conduct which disrupts or threatens to disrupt the operation of a school, which interferes in any way with the public or private rights of other students or citizens, which threatens or endangers the health or safety of any person, or which damages property, will not be tolerated.

At Legend High School, we believe that students should make positive choices, accept responsibility, and stand accountable for their decisions and actions. It is our expectation that students will make positive decisions affecting their lives. We expect our students to act responsibly, conducting themselves in a manner which will not disrupt or detract from the educational environment at Legend High School. When a student does make a poor choice, Legend High School provides a safe and positive environment in which he/she can learn from his/her mistake.

All matters concerning student conduct and discipline will be aligned with school board policy as outlined in the [DCSD Student Code of Conduct](#).

## CONFLICT RESOLUTION

Legend High School and Douglas County School District believe that concerns and conflict are best resolved by and with those most directly involved. For that reason, we adhere to the following hierarchy of communication when addressing concerns brought by students, parents, or any other stakeholder group.

Each communication chain is predicated on the notion that the first step is always for the student to contact the classroom teacher, coach, or sponsor in an attempt to resolve the concern PRIOR to direct parent communication. Thank you for your support in attempting to resolve concerns and conflicts with the following people in this order:

<b>Academic, Behavioral, or Staff Member Concerns</b>	<b>Activities Concerns</b>	<b>Athletics Concerns</b>	<b>Peer Conflict in Class or Related to School</b>
1. Classroom teacher or staff member involved 2. Advisor/Counselor 3. Principal 4. Executive Director of Schools- Parker 5. Asst. Superintendent 6. Superintendent 7. Board of Education	1. Club or activity sponsor 2. LHS Activities Director 3. Principal 4. DCSD Activities Director 5. Executive Director of Schools-Parker 6. Asst. Superintendent 7. Superintendent 8. Board of Education	1. Level coach or position coach involved 2. Head Coach 3. LHS Athletic Director 4. Principal 5. DCSD Athletic Director 6. Asst. Superintendent 7. Superintendent 8. Board of Education	1. Advisor a. School Resource Officer (if appropriate given nature of the conflict) b. Counselor 2. Principal 3. Executive Director of Schools-Parker 4. Asst. Superintendent 5. Superintendent 6. Board of Education

## **DRESS CODE** (applies Monday-Friday, 7:30am-3pm)

1. Reasonable cleanliness of wearing apparel is expected as a matter of general health and welfare.
2. To avoid injury and disease, shoes, sandals, or boots must be worn in the buildings.
3. Beach or swimwear is prohibited.
4. Dress that causes or is likely to cause disruption of the educational process is prohibited.
5. Wearing apparel that interferes with or endangers the student while he/she is participating in classroom or other school-sponsored activities is prohibited. The decision as to the safety or unsuitability of the clothing is a matter for the instructor's or school administrator's judgement.
6. Pupils must not wear hats or dark glasses in the building without permission from an administrator.
7. Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, and badges, which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang, will not be allowed. The prohibition on gang-related apparel shall be applied at the discretion of building-level administrators after consultation with the superintendent or designee as the need arises at individual schools.

Teachers may require specific attire when mandated by the curriculum for learning or safety purposes (professionalism, job readiness, public speaking, lab safety, athletics, etc.)

NOTE: Any part of the dress code may be waived by administration for students with medical conditions or religious beliefs. As fashion trends change, dress guidelines may be updated to reflect what is and is not appropriate attire for school. Notification of changes in the dress code standards will be shared with students and parents via the school webpage and parent newsletter.

## **LARGE BAGS AND BACKPACKS**

Backpacks or large bags are not allowed in classrooms. Backpacks or large bags must be stored in the student's assigned locker during school hours.

## **LOST AND FOUND**

Lost and found is located in the Commons. Please turn in any articles you may find to the Commons. At the end of each quarter, the items that are not claimed will be donated to a local charity. **Students should not bring articles of value or large sums of money to school.**

## **SCHOOL ACCESSIBILITY**

Per District guidelines, parents/visitors will not be allowed in the building unless scheduled with the Administration team, Counseling team or Mental Health team.

## **SCHOOL RESOURCE OFFICER (SRO)**

The SRO is a member of the Parker Police Department who works in partnership with Parker schools. Two (2) SROs are assigned to Legend High School. The SRO teaches classes, informally counsels students, and fosters positive relationships with students and the community. The SRO also is a uniformed presence, takes incident and offense reports, investigates crimes that occur on school grounds, and gathers information about potential threats to the schools. The SRO is available to students and their parents to report incidents and/or to offer advice and/or assistance when needed.

## **SOLICITATIONS**

All solicitations and fundraisers must be approved by the Administration. Students are not allowed to sell any items on campus without prior approval. In addition, students are not allowed to panhandle/beg for money, etc.

## **SRP = STANDARD RESPONSE PROTOCOL**

- **HOLD=** Remain in your room or area. Close and lock the door. Account for students. Business as usual.
- **SECURE=** Get inside. Lock outside doors. Increase situational awareness. Business as usual. Monitor entries and only control release as information increases.
- **LOCKDOWN=** Locks, Lights, Out Of Sight. Pull students from hallways into classrooms. Lock the door and turn out the lights. Move away from sight. Maintain silence. Do not open the door. Prepare to evade or defend.
- **EVACUATE=** A location may be specified. Evacuate building to specified place. Bring your phone. Student accountability at specified location. Wait for further instructions.
- **SHELTER IN PLACE=** Hazard and safety strategy. Tornado, Hazmat, Earthquake, Tsunami, chemical

reaction or spill. Safety strategy type follows the hazard protocol.

### **STUDENT VISITORS**

For student safety, Legend High School maintains a **“no visitor” policy** unless approved by administration **prior** to the scheduled date of visit. Guest approval forms must be filled out and signed by an administrator prior to the event.