

STUDENT & Parent HANDBOOK 2016-2017



Westminster Public Schools
Westminster High School
6933 Raleigh St.
Westminster, CO 80030

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School Web Address: westminsterpublicschools.org/Domain/347
Athletic/Activity Calendar Link: www.highschoolsports.net

HIGH SCHOOL ADMINISTRATIVE TEAM:

Principal:	Kiffany Kiewiet	
Assistant Principals:	Janet Chrisbens	9 th Grade
	Jimmy Chism	10 th Grade
	Tige Asnicar	11 th Grade
	Peter Rainey	12 th Grade
Athletics / Activities:	Glenda Bates	
Dean of Students:	Beth-Aynn Gubernick	

ALPHA: Achieve Lead Persevere Honor Accept

The purpose of this handbook is to answer questions you might have about Westminster High School's policies and procedures. The staff at WHS have developed the policies and procedures described here to support the mission and vision of our school and to build integrity, trust, and respect among all members of our school community. These common expectations of conduct, academic responsibility, and communication will help us to create a healthy academic and social community. All students and families are expected to read this handbook prior to attending WHS and to abide by its policies at all times.

CAREER PREPARATION AND EDUCATION PHILOSOPHY:

A great education begins with choice. At Westminster High School, students explore opportunities to advance their future through a variety of academic and career preparation programs including International Baccalaureate (IB), Advancement Via Individual Determination (AVID), Career Technical Education (CTE), and programs focusing on Science, Technology, Engineering and Math (STEM). Our goal is to provide opportunities for all students to excel and prepare for life after high school regardless of whether they plan to attend a university, community college, technical training, join the military, or enter directly into the workforce. Students can choose to earn a diploma without participating in a specific program or participate in one or more of the programs offered.

The Westminster Public Schools' approach to learning is referred to as Competency-Based System (CBS) where the entire educational system is organized around engaging students in 21st century skills, working at their individual performance levels and advancing when they have demonstrated proficiency or mastery.

Accreditation:

The Colorado Department of Education (CDE) endorses and approves the curriculum, policies and procedures of Westminster Public Schools and Westminster High School.

REGULAR SCHOOL HOURS AND SCHEDULE:

School hours are from 7:05 a.m. to 2:25 p.m on all days except Wednesday. On Wednesdays students will be released at 12:55. WHS will operate with an alternating block schedule for the 2016-2017 school year. The block schedule increases the amount of instructional minutes, which will minimize the amount of time students are out of class and increase learning opportunities.

Monday/Tuesday/Friday

Periods 1, 2, 3, 4, 5, 6, 7

Wednesday (Block Schedule)

Periods 1, Academic Enrichment, 2, 3

Thursday (Block Schedule)

Period 4, Academic Enrichment, 5, 6, 7

In the event of inclement weather or an emergency please refer to local TV and Radio stations for updated school closings and/or the school or district website.

Student/Staff Identification Cards:

All students and staff at Westminster High School must wear their school-issued identification card with a current picture on them **AT ALL TIMES** during the school day and at after school events and activities to help maintain a safe and secure campus. All students will receive an ID during registration. The first replacement ID is \$2.00. All subsequent replacements will be \$10.00 each.

Building Visitors:

All visitors must have a valid I.D. which will be scanned at the front entrance and made into a visitors badge which must be worn at all times while in the building. Visitors must be here for legitimate school or district business. Classroom interruptions must be kept to a minimum so a student's friends or relatives cannot visit without prior approval from an administrator. Please schedule any volunteer time with the appropriate teacher in advance.

ATTENDANCE:

Regular and punctual attendance is **MANDATORY**. Regular attendance has proven to be the strongest link to student graduation. All students are expected to attend every class every day. Ditching is not allowed in Westminster High School. Ditching is defined by not being in your assigned class at any time during the school day without permission from a staff member through a signed planner or pass.

Student Responsibility: It is the expectation of Westminster Public Schools and Westminster High School that students will be on time to all classes and participate respectfully the entire class period. In the event of an absence prearranged by a parent, it is the student's responsibility to contact all teachers to make arrangements to complete any missed assignments in a timely manner. All absences are considered unexcused unless properly reported, recorded and verified through attendance. Students leaving the building during the school day for an approved appointment must sign out at the main office. Students should remain in the classroom for the entire class period unless permission is granted by a staff member with a signed planner or pass.

Seniors who are on track to graduate in the current school year, have a 3.5 GPA or higher, 95% attendance rate (must be maintained throughout the school year), involvement in at least one co-curricular activity or community involvement, and no disciplinary referrals of any kind in the current school year may apply for the **Principal's Pass** which rewards students for exemplary behavior and leadership. Applications are available in the principal's office.

Parent / Guardian Responsibility: If a student is absent or late to school, a parent or guardian must call the attendance line as soon as possible to inform the school.

- Phone calls to excuse a student's absence should be made no later than 10:00 a.m. the day of the absence but must be received within 24 hours for the absence to be marked as excused. Absences can be reported outside of regular school hours by leaving a message on the attendance line with the date(s) your student is out, your student's first and last name, id number, graduation year, your first and last name and a current phone number. If all information is not provided clearly the absence may not be excused.
- Excessive unexcused absences may result in disciplinary action. Students who develop a pattern of truancy will be placed on an attendance contract and if attendance does not improve, will be referred to the district office for further disciplinary actions. Under Colorado State Law, a student is deemed truant after 4 unexcused absences per month or 10 days per year. Failing to have a student attend school is considered neglect under state and federal law.
- Students needing to leave the building prior to the regular dismissal time must have a parent or guardian sign them out in the main office. Students will only be released to parents or guardians with proper identification.
- The Principal is ultimately responsible for determining whether an absence is excused.

Homework Requests: If a student is absent for 3 or more consecutive days, regardless of the reason, parents should request make-up assignments by contacting the main office. Make up work can be picked up in the main office 24 hours after the request has been made.

Planned Absences: Absences for reasons other than illness or a family emergency are strongly discouraged. If a planned absence is absolutely necessary, the parent or guardian must request permission in writing at least two weeks in advance, and the student must take the planned absence form to all of his or her teachers for their signature. Time away from class disrupts learning which makes successful completion of classes difficult. Parents and students must work together with teachers to ensure student success.

Tardy Policy: Tardiness to class is disruptive to the entire classroom. Students are expected to be on time to all classes. Students are expected to be in the classroom and ready to begin participating when the final bell rings. Arriving to class after the final bell has rung will result in disciplinary action. Each teacher will establish and communicate expectations and consequences to their students. Passes will not be written for the first and last 10 minutes of a class period.

Hall Sweeps: It will be the practice of the WHS administrative team to periodically conduct unannounced inspections of the halls during class time. There will be appropriate consequences for students found in the halls or not in their assigned class location. Students who are habitually out of class during regularly scheduled times will be subject to additional disciplinary action and may be assigned to an in school suspension or suspended out of school until a parent meeting can be arranged.

COMMUNICATION:

Clear communication between teachers and students and between home and school is essential to a good educational experience and is the responsibility of all involved. Students and parents are encouraged to speak directly to any teacher when they have questions or need assistance with course work. Students may also contact faculty members by email. Students should frequently check the WHS website for up-to date information. <http://www.westminsterpublicschools.org/Domain/347>. Meetings with individual teachers should be prearranged with that teacher. School counselors are available to students for scheduling, college and career planning, and other areas a student may need support. Administrators are available to students and parents to support the culture and climate of academic success and safety.

Parent-Teacher Conferences:

Parents are expected to attend a parent-teacher conference in the fall and spring semesters. Parents are encouraged to communicate with their student's teachers if they have questions or concerns regarding a specific class. Individual conferences with teachers, administrators and counselors are scheduled throughout the rest of the year on an as-needed basis. Students, parents, or school faculty may request a conference.

Electronic Use Policy:

Students may only use cell phones or electronic entertainment devices during non instructional time. They may not make or receive calls or texts during class periods. Uses of electronic devices for educational purposes are at the discretion of the individual teacher. Cell phones and or other electronic devices being used during instructional time will be subject to confiscation by the teacher and turned over to administration. Administration may require a parent meeting to retrieve the cell phone or electronic device. Habitual offenses will result in additional consequences. In an emergency, students may use the phone in the Main Office or Academy Office. Parents may leave messages for their student with the High School Main

Office. The office will only interrupt a class to deliver a message in case of emergency; otherwise the message will be delivered to the student at the end of the instructional period.

APPEARANCE GUIDELINES:

Students are expected to dress in a way that contributes to a healthy social environment and academic atmosphere. Any school staff can request a student change their attire if inappropriate, however, administration will make the final determination if a student's attire is appropriate for school. Any student wearing clothing deemed inappropriate or distracting will be required to change clothing in order to remain at school. The following are examples of clothing that are unacceptable for school.

- Clothing that displays or promotes alcohol, drugs, sexual innuendo, gang affiliation or violence.
- Head coverings of any kind including but not limited to all hats, bandanas, scarves, nets, rags, etc. Administrative approval for any exceptions to the head covering policy is required for health or religious practice.
- Shorts, dresses, skirts, etc. must be at least fingertip length with the wearers arms fully extended at their sides.
- Halter tops, tank tops, tube tops, spaghetti straps, and or any top that does not provide full coverage of the midriff, sides, back and stomach are not acceptable. Straps on sleeveless shirts should be as wide as your School I.D.
- Shoes must be worn at all times.
- No sagging. All pants must cover undergarments, including shorts, and must rest no lower than the top of the hips.

ACADEMIC HONESTY:

Students are expected to be responsible and honest in their work. Cheating and plagiarism violate the trust and honor established between themselves, their classmates, and the faculty.

Cheating includes but is not limited to:

- Copying, in part or whole, from another's quiz, test, paper, assignment, research or creative project, or the like and/or submitting as one's own work a quiz, test, assignment, research or creative project, information which has been purchased, borrowed, or stolen;
- Fabricating data; Consulting notes, sources or materials not specifically authorized by the teacher during a quiz or test;
- Communicating with another student during a quiz or test;
- Aiding or abetting another student in any dishonest means of obtaining or attempting to obtain credit for academic work.
- Any dishonest means of obtaining or attempting to obtain credit for academic work will result in disciplinary consequences.

Plagiarism includes, but is not limited to:

- Copying the work or portions of the work of another (be it another student, published materials, or internet sources) without citing the source.
- Paraphrasing the work of another or taking an original idea of another and presenting it as one's own work without citing the source.

Incomplete or No Credit:

Students may receive a dash (-) representing a course that yet to be completed. The dash (-) signifies that the course is still in progress and is necessary to be completed beyond the end of the grading period.

Make up work must be completed by an agreed-upon date before the beginning of the next school semester. Missed deadlines for make-up work or insufficient work will result in a dash (-) and no credit will be awarded. Seniors must complete any make-up work prior to a predetermined date established by the administration no later than two weeks before the graduation date in order to be eligible to participate in commencement ceremonies.

Student schedules reflect multiple opportunities to remediate incomplete course work, including 'B' and 'R' courses. The 'B' and 'R' courses are designed for students who have made some progress towards completion of targets and standards in the course, but have not reached overall levels of proficiency. Students have the opportunity to complete the remainder of the targets and standards towards earning credit in the course. The 'B' course is awarded .5 credit after completion, and the 'R' course is awarded 1.0 credit. (The 'B' course is roughly half of the content of a year long class, where the 'R' course is a compilation of targets across the whole of a year-long course. Both these courses are scheduled into a single semester where applicable). Both these models insure student opportunity to get 'back on track' towards required graduation credits.

EXTRA-CURRICULAR ACTIVITIES:

Westminster High School students have the opportunity to participate in a wide variety of extracurricular clubs and activities under the supervision of a staff member or approved adult sponsor. Some activities require fees to cover the costs. Participation in extracurricular activities is dependent on a student's academic eligibility and requirements of the individual clubs. Students will be ineligible to participate in an extracurricular activity on days they have an unexcused absence from school. Other activities may be added at student or faculty initiative.

Eligibility for Non-Athletic WHS Activities:

Academics come first. Students with a failing grade in two or more classes may not participate in WHS extracurricular clubs and activities which require them to be absent from a class.

Dance Rules:

To be admitted to WHS dances you must have your current **WHS I.D.** If you've lost your I.D., get a new one in the office, the cost is \$10. To bring a guest from another school, you **must** do the following:

- Get an **EVENT GUEST PASS** form from the main office and give it to your guest.
- Your guest must have the form signed by an administrator at his/her school to verify they are a student in good standing.
- Your guest must have a parent/guardian sign their form to ensure they know where the student will be and take responsibility for any inappropriate activity the guest may engage in.
- Have the guest pass signed by an administrator at Westminster High School.
- Make sure your guest has their current school I.D. **Guests will not be admitted to the dance without an I.D.**
- You and your guest must enter the dance together.
- Guests may not be middle school students or over 20 years of age.

ATHLETIC/ACTIVITY ACADEMIC ELIGIBILITY:

Westminster Public Schools and Westminster High School are members of (CHSAA) Colorado High School Athletic Association. The highest standards of sportsmanship and leadership are expected from students, parents, staff, and coaches. The following guidelines apply to members of our athletic teams.

All athletic fees must be paid in full before a student will be allowed to participate in any sport. All students participating in a sport must have the completed registration form, including an updated physical (current within the last 12 months) submitted before they are allowed to practice with the team. Students participating in school athletics are representatives of Westminster High School and must conduct themselves as such at all home and away athletic contests.

Westminster High School participates under the governance of the Colorado High School Activities Association (CHSAA). The Athletic Director or designee is responsible for determining and reporting eligibility. Students allowed participating in CHSAA sanctioned athletics and activities must be eligible and remain eligible. Eligibility checks conducted by Westminster High School will be determined by the following guidelines.

Season Eligibility:

Season Eligibility will be checked prior to the first scheduled practice as dictated by the CHSAA calendar. Season eligibility checks will be conducted at the beginning of each of the 3 seasons that are sanctioned by CHSAA; Fall, Winter, and Spring.

- All participating students in the traditional system are determined eligible if they have a good attendance record for all classes and have not failed **more than one class** during the previous grading period.
- Students in the CBS system are determined eligible if they have a good attendance record for all classes, have completed at least half of the curriculum required to complete a level in every core class (Language Arts, Math, Science, Social Studies) and have not failed more than one elective class in the previous grading period.
- All participating students must be full-time students (enrolled in at least 6 classes) the previous grading period.
- All athletes must be registered and be attending at least 6 periods of approved High School classes during the current season.

If a student is determined **INELIGIBLE** at the beginning of the season based on the previous guidelines, they have the opportunity to regain eligibility after 6 weeks of competition in that season based on the following criteria:

- Traditional students with a good attendance record for all classes and are not failing more than one class during those six weeks and are full-time students (enrolled in at least 6 classes).
- Students in the CBS system with a good attendance record for all classes, have completed at least half of the curriculum required to complete a level in every core class (Language Arts, Math, Science, Social Studies) and are not failing more than one elective class during those six weeks.
- The extent of participation, if at all, is based on the coach's discretion. A position on the team and/or playing time is not guaranteed.

Maintaining Eligibility:

Once a student has been determined eligible, it is the student's responsibility to maintain their eligibility. Weekly eligibility checks will be conducted throughout the entire season.

- If a traditional student is failing more than one class at the time the check is conducted each week, they will be determined **INELIGIBLE**.
- If an CBS student is not making adequate progress as determined by his/her personal learning plan for each core class (Language Arts, Math, Science, Social Studies) or is failing more than one elective class, they will be determined **INELIGIBLE**.
- Ineligible students will not be allowed to participate in competition during the following week, Sunday through Saturday.
- Ineligible students will not be allowed to travel nor sit on the sideline/bench during the week of ineligibility.
- Ineligible students must participate in all practices unless excused from practice by the coach or administration.
- Any student truant (unexcused) from school or truant (unexcused) from a class will be suspended by the Athletic Director from practice the days truant and from the next regularly scheduled event.
- Students must attend at least half of their scheduled classes on the day of competition in order to participate that day. Any absences must be excused in advance according to district policy.

Transfers:

The eligibility of all students transferring to Westminster High School is considered on a case-by-case basis. A student is not eligible for competition until the Athletic Director has approved the case.

GENERAL CONDUCT GUIDELINES:

We expect students and teachers to conduct themselves honestly, respectfully, and with integrity. It is assumed that a student's and staff member's word will be taken as honorable and truthful at all times. It is also expected that when an infraction of school policies occurs, the violating parties will voluntarily come forward and speak honestly with a staff member or administrator.

Respect and Concern for Others:

Westminster High School seeks to build a climate of mutual respect, trust, courtesy, and fairness. When anyone in the school is uncivil, disrespectful, or disruptive, the whole community is diminished. Everyone is entitled to a secure and supportive learning environment that includes respect for diverse viewpoints and opportunities for the respectful exchange of ideas.

Bullying:

Bullying behavior is unacceptable and can include the following, especially when it is prolonged, persistent, and deliberate: physical abuse or hitting, verbal abuse or name-calling (whether in person, through text, or online through any social media), disrespect of property or stealing. Inciting or coercing someone else to engage in any of the above behavior is also bullying.

Teasing:

Teasing becomes bullying when it is carried too far (whether in person, through text, or online through any social media). If teasing hurts or puts someone down and is perceived by the person being teased as negative it must stop. If someone being teased asks for it to stop, it should stop immediately. If the offensive teasing does not stop it will be construed as bullying.

Harassment:

Harassment is repeated, unwanted, and disrespectful attention (whether in person, through text, or online through any social media). It can take many forms - verbal, written, visual, physical, or psychological. It is often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, or physical characteristics. Harassment is any behavior that has the intention or effect of harming or intimidating others, creating a hostile or offensive environment, or interfering with another's school or work performance. Sexual harassment involves uninvited and unwanted sexual comments, advances, requests for sexual favors, and other verbal, written, physical, or visual conduct of a sexual nature. Westminster High School considers any form of bullying, teasing, or harassment a serious violation of our community values. Consequences may include: verbal warning, counseling, detention, suspension, expulsion.

Respect for Property:

Students are expected to respect one another's property and school property. Theft and vandalism (graffiti, defacing of school property) are serious offenses. In both cases restitution is the first recourse, followed by disciplinary action. Tampering with school computer files or computerized data may be construed as either vandalism or theft and subject to disciplinary actions.

Drugs, Alcohol, Controlled Substances:

Westminster High School is a drug, alcohol, and smoke-free environment. The use, possession, or distribution of drugs, alcohol, or tobacco during the school day, on school property, or at school functions is cause for immediate suspension and potential expulsion. The school reserves the right to initiate legal proceedings if illegal substances are used, bought, or sold on school property or at school events. Illegal drugs include non-prescribed medication, steroids, and performance enhancing substances. Concerns or incidents regarding illegal substance use will be reviewed individually, involve professionals when needed, and include an open and honest dialogue with students, parents/guardians, and faculty members to develop a plan of action.

If a student comes forward with difficulty involving drug or alcohol use or concerns about another student, the faculty and staff are committed to helping. Students' requests for confidentiality will be honored except in situations where someone's well-being may be at risk. The faculty member will only consult or inform other individuals with the student's knowledge. All adults at Westminster High School are bound by law to report to the proper authorities any situation that they feel places a minor in jeopardy of harm.

Smoking:

Students may not use or display tobacco on school property. Smoking is prohibited at student dances, rehearsals and performances and school trips. Students seen smoking or in possession of tobacco on school property will face disciplinary action.

Behavior Outside of School:

Students' behavior outside of school hours and during vacations is the responsibility of parents/guardians. Nevertheless, a student who engages in serious misconduct that endangers their own safety or well-being, that of other persons, their property, or brings disgrace to Westminster High School may be subject to disciplinary action. Student athletes and activity members involved in activities that are in violation of the student code of conduct during non school hours will be subject to disciplinary action that could impact their ability to participate in Westminster High School sports and activities.

Student Driving and Parking:

Students with a valid driver's license, proof of auto insurance and registration are allowed to park on site during school hours. Students must register their vehicle with the campus monitors and pay for a parking permit. The cost for the permit is \$50.00 per year. The parking permit must be displayed appropriately in the vehicle at all times while on school property. Student vehicles parked on site during regular school hours without a valid permit prominently displayed is subject to being towed at the owner's expense.

School Computers:

School computers and personal laptops may be used with faculty permission. When conducting internet research on school computers, students are expected to abide by generally accepted rules of internet etiquette as well as by the rules of student internet use policy. Westminster High School disclaims all liability for the content of material a student may access on the internet, for any damages suffered in the course of or as a result of the student's Internet use or for any other consequences of a student's Internet use.

Vulgar Language:

While students are expected to use expressive language, vulgar or disrespectful language is not acceptable and will not be tolerated. The appropriate use of language is the expectation for all areas of the school and during all school hours including after school hour events.

Public Displays of Affection:

Students who are engaging in public displays of affection will be addressed by faculty. Failure to alter behavior or students exhibiting habitual public displays of affection will be subject to disciplinary action as outlined in the student code of conduct.

DISCIPLINARY PROCEDURES:

Any faculty or staff member may handle a minor disciplinary issue in a manner appropriate to the offense, with a verbal warning, removal from the classroom (with administrative notification), or possible suspension or expulsion. Before a student is removed from the classroom, teachers will have demonstrated a good faith effort to address and resolve the issue with the student. If a student needs to be removed from the classroom, the teacher must notify campus security who will escort the student to the Dean of Students or appropriate administrator. The teacher is responsible to maintain accurate records of student discipline make parent contact and document such in the appropriate student accounting system. This information will be used in the event that the behavior is not resolved and requires administrative intervention.

In more severe cases where suspension or expulsion is being considered, the process is directed by the Dean of Students acting under the authority of the administrative team. In some cases the disciplinary process will be handled by the Assistant Principal associated with the student. Students are afforded due process rights as outlined in the student code of conduct.

Suspension: *Out of School / In School Suspension*

Suspension is a temporary debarment from school and school activities based on the decision of the Dean of Students and/or School Administration. If a student is under suspension from the school, they are not allowed on school property or at any school event or function until the suspension is completed and the student is allowed back at the school after a parent meeting.

Expulsion:

Expulsion is the termination of the student's relationship with the school and/or school district for a specified amount of time. Students who have been expelled from Westminster High School are not allowed on the school property or at any school event or function.

MENTAL HEALTH SUPPORT:

WHS is fortunate to have multiple mental health professionals on staff. These staff members have assigned caseloads of students with whom they meet regularly but are also available for support of any student requesting assistance. This staff includes our counselors, psychologist, and social worker. Westminster High School also works in partnership with Community Reach in order to provide an onsite therapist as well. Students in need of support should seek their counselor or a teacher in order for them to get in contact with the right professional.

PRESCRIBED MEDICATIONS:

Parents must keep the school fully informed in writing about any prescribed or over-the-counter medications students are taking. WHS teachers and staff are not permitted to dispense either prescribed medications or over-the-counter oral medications at any time to any student. The school provides a qualified, trained staff member for the purpose of medication dispensing and control. This person is located in the school clinic located on the main floor. All medications must be in their original container and be accompanied with the original prescription.

NON DISCRIMINATION POLICY:

Westminster Public Schools and Westminster High School welcomes students of any race, color, religion, gender, sexual orientation, and national or ethnic origin. All rights, privileges, programs, sports and activities are available to all students. Westminster High School does not discriminate on the basis of race, color, religion, gender, sexual orientation, or national or ethnic origin in the administration of its educational policies, employment policies, athletic, or other school-administered programs.

**Statement of Agreement
2016-2017**

I have read, understood, and agree to abide by the guidelines in the Student Handbook.

Date:

Grade level (Graduation Year):

Student Name:

Student Signature:

Signature of Mother or Guardian:

Signature of Father or Guardian:

If you have specific questions about the policies, please feel free to contact the Assistant Principal associated with your student.