

Monarch High School Mission Statement

Monarch High School focuses on the education of all students to prepare them to take their place in a technologically driven world. The dynamic curricular and extracurricular programs promote student involvement, academic excellence, independent thinking, and creative expression. The staff and students foster respect for diversity and nurture a sense of ownership and belonging. The Monarch High School faculty and students encourage the social and emotional development of individuals and expect individuals to assume responsibility for their learning and behavior.

MONARCH HIGH SCHOOL STUDENT HANDBOOK 2015-2016

The areas outlined in this handbook are policies and procedures that apply to all students that attend Monarch High School.

Students and parents are responsible for reviewing and knowing the behavior expectations outlined in this student handbook and the BVSD "Students' and Parents' Rights and Responsibilities Handbook" published by the District. Students will be held accountable for knowing this information.

Nondiscrimination Policy

The Board affirms that there shall be no discrimination against anyone in the school system on the basis of race, age, marital status, creed, color, sex, disability, or national origin. The Boulder Valley School District will not tolerate discrimination, harassment, or violence against anyone, including students and staff members, regardless of race, ethnicity, gender, gender identity/expression, sexual orientation, age, disability, or religion. No Boulder Valley School District student or employee shall be subject to adverse action in retaliation for any good faith report of discrimination under this policy.

Students and adults are expected to behave in ways that respect individual differences and promote nondiscrimination. Adults in the school environment are expected to behave in ways that promote positive behaviors among students.

Students and adults who experience and/or report discrimination in good faith and upon reasonable belief or evidence will not be penalized. Those engaging in discrimination will be subjected to disciplinary action.

Please reference the BVSD Policies and Regulations file AC-R for the complete policy and regulation.

Expectations for Students

Our main objective at Monarch High School is to help students become successful contributors to society. We expect students to do their best academically and socially and leave Monarch High School better than they found it.

The Monarch High School staff feels that it is in the best interest of all students to demonstrate school pride by:

- Respecting peers, regardless of race, creed, color, marital status, ethnicity, gender, sexual orientation, age, disability or religion.
- Using language, which avoids profanity and racial, ethnic, or threatening sexist remarks.
- Avoiding danger to others through propelled objects. Snowballs and water balloons, for example, have been the cause of damage, disruption, and injury.
- Cooperating with school personnel by doing what is asked.
- Avoiding participating in activities such as hazing or initiation.
- Confining food and beverages in open containers to the lunchroom, student center or outside.
- Participating positively in class by being on time, prepared, engaged and respectful by turning off all electronic devices in classes and academic areas.
- Avoiding inappropriate display of affection in public.
- Avoiding running and/or shouting in the hallways.
- Moving through the hallways in a way that does not cause blocking the way for others.
- Avoiding unauthorized locations without supervision, (ex: auditorium, gyms, etc).
- Keeping play equipment outside of the school building; examples would be hacky sacks, skateboards, skates and other sports equipment.
- Skateboards and skates must be carried on campus. Students may not use the concrete areas or the parking lot to ride skateboards or use skates.
- Water guns or a facsimile of gun (reminder that a facsimile of a gun requires mandatory recommendation for expulsion) and laser pointers may not be brought to school. Students who have them in their possession will face disciplinary action and the items will be confiscated.

Student Dress

Student dress should conform to recognized standards of decency, safety, modesty, and cleanliness. Students will not be permitted to dress in a manner that:

- Affects the safety of that student or others. Students must refrain from wearing personal clothes or accessories that have the potential to cause injury. Foot coverings must be worn at all times.
- Is disruptive to the learning environment.
- Is vulgar.
- Is inappropriately sheer, tight, strap-less, high-cut, loose, low-cut or exposed undergarments.
- Makes references to drugs, alcohol, or illegal activity.

Failure to dress appropriately will result in the need to change clothes and disciplinary action may be taken for offenders.

School Dress Guidelines balance rights of expression with the entitlement of every student and adult at MHS to inhabit a work environment that promotes mental health, a harassment-free social life, and that encourages academic progress and participation without unreasonable distractions.

Unacceptable Student Conduct

Both Boulder Valley School Board and Monarch High School consider the offenses stated below as unacceptable behaviors:

- Student use, possession, distribution or sale of alcohol or illicit drugs and the abuse or possession of other drugs including anabolic steroids or drug paraphernalia.
- Illegal substances or paraphernalia in a vehicle, or in personal possession, on school grounds or at school sponsored activities.
- Threats of assault and/or battery upon a student or any school employee.
- Academic dishonesty (including but not limited to plagiarism or cheating).
- Verbal or physical harassment directed toward students or school personnel.
- Possession of weapons.
- Carrying knives of any size or description.

- Possession of explosives, including fireworks.
- Disobedience, disrespect, or defiance of school authority; this includes forging the signatures of school personnel and/or parents.
- Disruption of the learning environment and/or behavior that does not comply with stated expectations.
- Destruction or defacement of school property.
- Tampering with fire alarm systems.
- Theft of property belonging to the school, school personnel, or students.
- Smoking or use of any tobacco product within the building and on schools grounds. This include hookah pens and other electronic devices.
- Possession of matches, lighters, or other incendiary devices.

The consequences for students who are found to be engaging in the activities listed above can take a variety of forms. At Monarch High School, consequences for unacceptable student conduct may include, but is not limited to the following: warning, detention, academic penalty when appropriate, suspension, payment of restitution, community service, mediation Saturday School, alternative to suspension program (deferral), police involvement and referral, legal action, and recommendation for expulsion.

Assembly Behavior

Everyone works together to create school spirit. Pep assemblies, plays, concerts, and programs add to the educational experience of our students at Monarch High School. The following behaviors help build school pride and make these events more enjoyable for everyone present.

- Remain seated unless the audience is requested to stand.
- Keep feet on floor.
- Applaud and cheer when appropriate.
- Do not boo, hiss, whistle, use profane language, or make rude remarks.
- Absolutely no food and/or drinks allowed in the auditorium.
- Students who refuse to behave appropriately at assemblies will be required to leave and may face disciplinary action.

Classroom Behavior

At Monarch High School we believe that:

- Everyone has the right to learn without interfering with the learning of others.

- Everyone's welfare, material possessions, and dignity should be respected.
- Everyone should feel safe for self and property.
- Students are expected to be on time to class. Consequences for unexcused tardiness to class may result in a lowered participation grade for the class.
- Every student is expected to attend classes while on campus unless excused by school personnel.
- Everyone must cooperate with the special situations within each individual classroom and with each individual teacher.
- Cheating is dishonest and will not be condoned. It leads to the loss of credit, academic sanctions, and disciplinary action.
- Students who do not cooperate in the classroom can expect to have consequences that could take a variety of forms from lowering class participation grade to disciplinary action by an assistant principal.

Cafeteria Behavior

- The cafeteria and student center are open to students during their designated lunch period.
- Beverages and food in open containers are not permitted in the hallways and will be confiscated by faculty or staff members.
- Use acceptable eating manners. Absolutely no food or drink throwing. Clean the immediate area when ready to leave.
- Cooperate with the faculty supervisor in maintaining a pleasant atmosphere
- Refrain from unnecessary loudness, horseplay, and inappropriate behavior.
- Support good sanitation and safety by not sitting on tables or placing feet on furniture.
- Students who do not cooperate with these policies may be assigned detention, which may include doing campus clean up.

Visitors to the School

To ensure student safety and campus security, the following procedures are given for visitors to our campus:

- Parents and patrons are welcome to visit our school after obtaining permission from the administration.
- All visitors must report to the front office upon entering the building.

- Students at Monarch are not allowed to bring other students to school. Monarch High School has no provision for a shadowing program.
- Unauthorized visitors may face legal persecution.

Mandatory State Expulsion Laws

The Colorado State Legislature enacted new laws in the summer of 1993 that impact all Colorado schools. These laws will be enforced as well as the policies set forth in the Monarch High School Student Handbook. Monarch High School will also abide by the policies and regulations as stated in the Student's and Parents' Rights document published by the Boulder Valley School District.

The following behaviors have been determined to be so serious that students who engage in these behaviors will face immediate suspension followed by mandatory expulsion by the Board of Education for up to one calendar year. The behaviors which have been determined to be detrimental to the welfare or safety of students and/or school personnel are:

- Carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or the District.
- Selling a drug or other controlled substance.
- The commission of an act (robbery, assault, etc.) which if committed by an adult would be considered a crime.
- The final act of a student on a habitually disruptive contract.

A "Dangerous Weapon" means: (1) firearms, loaded or unloaded, or firearm facsimile that could reasonably be mistaken for an actual firearm; (2) any pellet or "BB" gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; (3) A fixed blade knife with a blade that measures longer than three inches in length, or a spring loaded knife or pocket knife with a blade longer than three and one-half inches; (4) any object, device, instrument, materials, or substance, whether animate or inanimate used or intended to be used to inflict death or serious bodily injury.

An "Assault" is an event in which a person is very seriously injured or where the action is intercepted just before the serious injury but where the intent to cause serious injury is clearly evident.

"Habitually Disruptive Student" means a child who has caused disruptions while at school or on school grounds, at a school sanctioned activity, or event, or while being transported in a school-approved vehicle. "Disruptive Behavior" means behavior initiated by a student which is willful and overt and which requires the attention of school personnel to deal with the disruption.

Cameras, personal technology and communication devices

- Personal cell phones or any other personal technology and/or communication devices brought to classes, study hall, or library may be used according to the guidelines of the teacher of the class.
- Students caught using their cell phones in an academic area without teacher permission, will face the following:
 - 1st Offense - Have their device confiscated for the remainder of the day.
 - 2nd Offense - Have a parent conference.
 - 3rd Offense - Have the phone confiscated for the remainder of the semester or face suspension.
- Students caught using their computers devices inappropriately, or without teacher permission, will face the following:
 - 1st Offense - Students will power down the device for the remainder of the period and use paper and pencil and books in the classroom.
 - 2nd Offense - Will result in a referral to administration and suspension of the use of the device for one week in the class where offense occurred.
 - 3rd Offense - Third offense will result in a referral to administration, a parent-teacher conference and suspension of use of the device for the semester in the class where the offense occurred.
- MHS students violating these restrictions will receive discipline ranging from a warning, to detention, to suspension.
- MHS students cheating using cameras, personal technology and/or personal communication devices will receive severe disciplinary penalties ranging from suspension to a recommendation for expulsion.
- MHS students using cameras, audio equipment, personal technology and/or personal communication devices to take pictures or images of another person in school, on school grounds, or at away school-sponsored events without permission when the person is in a place where s/he has a reasonable expectation of privacy such as in a bathroom, dressing room, or locker room will receive severe disciplinary

penalties ranging from suspension to a recommendation for expulsion. Such cases will also be referred to police authorities.

MHS High School Grading Policy

1. Relative Weight of Grading Categories

The faculty and staff at Monarch High School will use the following guidelines for the relative weighting of categories used to determine grades.

- Assignments in the “preparation and production” category will count for no more than 25% of the student’s overall grade.
- Assignments in the Formative and Summative categories will count for at least 75% of the student’s overall grade. The relative weight between the Formative and Summative categories is left to teacher discretion.

The Monarch High School Relative Weighting Policy is intended to be consistent with the following definitions and philosophies:

- Preparation and production refers to evaluation of non-academic factors or, items that, although essential to learning, are not specifically part of the curriculum for a particular subject area. Examples include (but are not limited to) effort, participation, homework and/or practice assignments assessed for completion, behavior, timeliness, attendance, and tardiness. Teachers provide the support necessary to maintain/improve these skills but the grading of these items should have minimal impact on the overall academic grade.
- Formative assignments refer to items that are designed to determine whether students are learning what is being taught. Formative assessments guide instructional decisions by revealing to what extent students are learning.
- Summative assignments refer to items that are designed to determine student proficiency of a BVSD standards-based curriculum. They should be given after students have had Formative opportunities that include feedback related to performance.
- Many assessments have both Formative and Summative characteristics.
- Teachers are encouraged to use a variety of formats for both Formative and Summative assessments.
- Feedback to students should be frequent and timely.
- The overall academic grade should recognize student progress to achieve BVSD standards throughout the term of instruction. The relative weight of work done early in the grading period should not fail to recognize content proficiency of the BVSD standards that occurs by the end of the term of instruction.

2. Late Work

The faculty and staff at Monarch High School will accept late work from students in accordance with the following guidelines:

- Assignments in the "**Preparation and Production**" category must be turned in on time. Teachers are not expected or required to accept late work in this category. Failure to submit work in this category may result in a "zero" grade.

- Assignments in the **Formative and Summative** categories will be accepted late as follows:
 - Late work will be accepted when it is submitted within a time window defined by either (as determined by the teacher) –
 - a) the date when the assignment has been graded, recorded, and returned to other students in the class;
 - or**
 - b) 4 school days after the original deadline.

 - Credit lost due to lateness will not exceed a drop of one letter grade from the grade earned.
 - Work submitted after the window has closed may be accepted at teacher discretion.

(Work submitted late, but within the window, is classified as "late work". Work not submitted within the window is classified as "missing work", and may or may not be accepted at teacher discretion.)

- (Students with special circumstances (IEP's, 504's, extended absences, etc.) should work with teachers to determine alternate individualized due dates when appropriate. Extensions to original due dates are subject to teacher discretion.

The Monarch High School Late Work Policy should not be used to compromise the following sound educational practices:

- Students are expected to take tests, make classroom presentations, and/or demonstrate proficiency through performances when they are scheduled. The Late Work Policy does not grant students an implied extension simply because they feel unprepared.
- The best educational practice is for students to complete work to the best of their ability and to submit this work on the due date. Additional interventions and consequences may be appropriate for students who

are habitually late with assignments or who practice academic dishonesty.

- Extensions for due dates should be requested in advance. Asking for an extension on or after the due date is not acceptable.

- **3. Reteach/Relearn/Reassess**

The Monarch High School Reteach/Relearn/Reassess Policy is intended to be consistent with the following guidelines:

- It is the responsibility of the students to advocate with teachers to determine an appropriate plan of action when faced with evidence that student proficiency is not satisfactory.
- Reassessment should reflect efforts of relearning and reteaching that occur prior to any reassessment.
- Reassessment efforts may be limited to specific areas of concern and need not utilize the same format as the original assessment.
- Reassessment grades should modify or replace original grades to reflect current levels of proficiency.
- Opportunities for reassessment are limited by teacher discretion.
- Students need to be given the opportunity to achieve proficiency of the BVSD standards.
- IEP's and 504's will be utilized, where applicable, to direct educational decisions by staff.

4. Equitable grading practices designed to limit the influence of single assessments

The Monarch High School Equitable Grading Policy is intended to be consistent with the following guidelines:

- Students are expected to complete all assignments in accordance with the grading policies outlined above.
- Teachers are expected to gather evidence to document student learning.
- Teachers may use a variety of methods to limit the overall influence of single Summative assessments on end of semester grades such as: 50% for zero, 4 point scale, dropping the lowest score, averaging, replacing grades with evidence from a later assessment etc.
- Grades should reflect proficiency of BVSD standards.

Academic Excellence Recognition

Selection criteria for Seniors graduating with cum Laude honors

- All selections will be based on cumulative weighted GPA.
- Selections are made when first semester senior year grades are posted on transcripts.
- Selection will include all seniors.

- The breakdown will be as follows:
 - Suma cum Laude
 - Magna cum Laude
 - cum Laude

Percentages will not be rounded; GPA's will be calculated to the thousandth position (i.e. 3.913). Selection will take place after the senior's first semester grades are posted to the transcripts.

National Honor Society - Membership Selection

National Honor Society (NHS) at Monarch High School is a service organization. Members and inductees are expected to be civically minded and to engage in volunteer community and school service. NHS has an induction of juniors in the spring of each school year and an induction of seniors in the fall of each year. Membership is both an honor and a responsibility. Students are selected based on their demonstration of the qualities of scholarship, leadership, service, and character in their high school career. An NHS invitation to apply for NHS membership is sent to all students that have completed five semesters of high school and have a cumulative GPA of 3.7 or better.

A five-member NHS Faculty Council evaluates the qualifications of potential members by examining each application for evidence of scholarship, leadership, community volunteer service, and personal character. Leadership and service evidence **must be verified by an adult supervisor** (other than a family member) in a written document. **A minimum of 25 hours of volunteer service community service (i.e. outside of high school activities)** throughout the student's high school career (prior to application) is required to qualify for NHS membership. Character evaluation is based on the Monarch High School Student Discipline Code, including issues of cheating and plagiarism, and civic laws as a student's record is examined. Three teacher recommendations are required to help verify a student's qualifications.

As the faculty council considers each student, it follows the guidelines for selection provided in the most recent edition of the National Honor Society Handbook. These guidelines include, but are not limited to the following

Leadership: *The student who exercises leadership*

- *Demonstrates initiative in promoting school activities.*
- *Exercises influence on peers in upholding school activities.*
- *Demonstrates reliability and dependability.*
- *Is a leader in the school and/or community activities.*

Service: *The student who serves*

- *Participates in outside of school volunteer activities: Scouts, church groups, volunteer services for the aged, poor or disadvantaged, or community duties.*
- *Represents the class or school in inter-class and interscholastic competitions.*
- *Works well with others and is willing to take on difficult or inconspicuous responsibilities.*

Character: *The student of character*

- *Upholds principles of morality and ethics.*
- *Manifests truthfulness in acknowledging obedience to rules, avoiding cheating and plagiarism.*
- *Shows courtesy concern and respect for others.*

Academic Letter

1. The Award: The Monarch High School Academic Award consists of the standard block chenille "M" using the standard school colors. Certificates will also be awarded.
2. Criteria: Recipients for the award(s) will be designated at the end of the fourth quarter each school year, except seniors. Through the fourth quarter of the current school year, 9th, 10th & 11th grade students must achieve the following minimum cumulative grade point averages to qualify. Seniors must achieve their GPA (weighted grades are included in the GPA) after their seventh semester. There are no other criteria:
 - a. Seniors 3.800
 - b. Juniors 3.900
 - c. Sophomores 3.900
 - d. Freshmen 4.000
 - e. These are the minimums. No mathematical rounding will be used.
3. Transfer Students: Students transferring to Monarch High School must complete one full semester of attendance before becoming eligible for an academic letter award. Transfer grades will be recalculated, if necessary, using Monarch cumulative grade point average criteria.
4. Awards Ceremony: Monarch High School Academic Letter Awards will be given annually to qualified students at a fall ceremony. Graduating seniors will have special arrangements for a ceremony.

5. Eligibility: All Monarch High School students enrolled for more than one semester are eligible to compete for this academic award. This includes students in special education and special programs
6. Alterations to the Program: The Academic Letter Award program may be altered/modified by a committee composed of the principal, a minimum of four high school faculty members and a minimum of three students

Homework Guidelines

Homework assigned at Monarch supports student learning within the classroom. These activities also provide important feedback to teachers on student progress in achieving district standards.

1. An increasing amount of independent homework is considered necessary and is expected of secondary students.
2. For students at the secondary level, homework loads will be affected by individual course selections.
3. Across different programs, it is the degree of difficulty and complexity that distinguishes assignments rather than amount of work given. Secondary building homework guidelines should address the issue of reasonable homework expectations in all programs.
4. The purposes of homework at the secondary level include: practice/review; preparation for subsequent lessons; extension of previously learned material to new situations; and integration of separately learned skills into single product.

Modified Closed Campus

Monarch High School is a modified closed campus school. This means that 9th and 10th grade students must stay on the campus and attend all scheduled classes everyday. Students may not cross Campus Drive and/or stand on the side of the road for any reason. If students choose to depart campus without permission, school consequences may be implemented.

Freshmen and sophomores must take six classes and a study hall or seven classes, and they are not allowed to leave the campus during the school day. Juniors must take six classes and seniors must take five classes. Students may not loiter in the parking lot, near the athletic fields, tennis courts or north of the gym.

Junior and seniors without off campus passes who are taking fewer than 7 classes are expected to remain on campus during their unscheduled time. They may go to the cafeteria, work with a teacher, or use the library.

If a junior or senior is eligible and receives an Off-Campus Pass, the student may leave campus when he/she is not assigned to a class. Students

who have Off-Campus Passes are expected to carry the pass at all times. **Parents may not excuse freshmen, sophomores, juniors or seniors without Off-Campus Passes to leave the campus for lunch.**

Monarch Attendance 2015-2016

Regular attendance in all classes is an integral part of the educational process. Students are expected to be in attendance every day school is in session as required by Colorado law and BVSD policy. Participation in the classroom is a significant aspect of a student's academic performance, and failure to attend is considered to be grounds for academic sanction.

The Monarch High School attendance policies does align with the BVSD policies and any updates will be posted on the Monarch High School Website, and sent home to parents/guardians.

Excused Absences

The following absences are considered excused when the parent/guardians provide documentation and call in the absence to the attendance line at 720-561-5635 within two school days of the absence. This line accepts calls 24 hours a day.

1. Illness, medical appointments, or injury
2. Prearranged absences that are documented and pre-approved by school administration for:
 - a. interviews with college admissions
 - b. interviews with career representatives
 - c. special family activity/travel
 - d. extenuating circumstances determined by the building administrator
3. Extended absence due to physical, mental, or emotional disability (documentation required)
4. Approved work-study programs
5. Religious holidays (call in required)
6. Court appearances or court-ordered activities (documentation and call in required)
7. Approved school-sponsored activities/athletic events
8. Extremely inclement weather
9. Out of School Suspensions

Unexcused Absences

Unexcused absences are those not covered by one of the above circumstances. Listed below are a few common examples of unexcused absences:

1. Skipping class
2. Student misses a single class period while still on campus
(example: student misses PE class to make up a science test)
3. Student is ill; however, the student does not check into the health room
4. Senior Ditch Day

Letters will be sent home when a student reaches 20 and 40 class period unexcused absences. Additionally, students with a high number of unexcused absences will be placed on a Monarch High School Attendance Contract and may be referred to the BVSD Attendance Advocate for truancy proceedings. State law defines a student habitually truant if the student has four days of unexcused absences in a month or 10 days of unexcused absences in a school year.

If a student feels they were mistakenly marked unexcused by the teacher, the student must contact the teacher to make the correction with the Attendance Office.

Missed work due to unexcused absences will be provided and accepted in alignment with BVSD Policy JH, STUDENT ABSENCES AND EXCUSES.

Tardiness

Tardiness is defined as arriving late to class late without an excused reason. Students arriving more than 10 minutes late will receive an unexcused absence.

Sign In/Sign Out and Leaving During the School Day

Students without an off campus pass, must be signed out through the Attendance Office by a parent/guardian. Only those listed as an emergency contact may sign a student out.

- Students who arrive late to school should sign in at the attendance office before going to class.
- Students who become ill during the school day must be signed out through the Health Room in the main office in order to be excused.
- Students who need to leave campus for an appointment must have their parent call the Attendance Line at 720-561-5635. The student will be given a pass and expected to sign out before leaving campus.

Administrative Support

Linda Hubbard	Last Names A - D	(720) 561-4214
Eric Moroye	Last Names E - K	(720) 561-4283
Russ McKinstry	Last Names L - Rn	(720) 561-5640
Mark Sibley	Last Names Ro - Z	(720) 561-5631

Making Up Missed Work From Absences

According to School Board Policy, File JED: R, students have the opportunity to make up work that has been missed due to an excused or unexcused absence.

Credit for class work missed due to an unexcused absence shall not be allowed unless specifically permitted by the principal. School board policy specifically states:

- Missed Work - Students are responsible for all class work missed due to any absence either excused or unexcused. Within two school days after his/her return to class following an excused absence, the student must arrange to make up work missed.
- Make-up Work - The teacher shall make appropriate provisions for completion of missed class work.
- Credit for Excused Absences - Credit for class work missed during excused absences is allowed when class work is adequately completed within the teacher arranged time period.

STUDENT SERVICES

Counseling

MHS professional, licensed counselors provide a comprehensive guidance program that meets the developmental needs of all students. Counselors will assist students with personal issues, academic planning, career and personal planning, post-graduate decision making including college, military, technical or other vocational pursuits. You may contact the Monarch High School Counseling Office at 720-561-5634. MHS Counseling Office is open daily from 7:15 am to 3:15 pm. Students and parents may access counseling office services by making an appointment to see a specific person. Students may also stop in before or after school, in-between classes, during lunchtime or during study hall/free periods. Communicating with the counseling staff by notes, e-mail or phone calls is welcomed and viewed as very important. Every attempt will be made to respond to those communications within a day's time. If crisis or emergency situations exist, please indicate the urgency of the request to the counseling assistant.

SCHEDULE CHANGE PROCEDURE

All schedule changes must be made before the beginning of each semester. It is expected that all freshmen and sophomores be enrolled in seven classes, juniors in six, and seniors a minimum of five. Seniors must carry a minimum of five classes both semesters. Student Assistants and Independent Studies are in addition to the minimum number of required classes.

Fall Semester: Students will review their scheduled courses at Back to School Check In. At that time:

CHANGES WILL BE MADE FOR:

- Seniors needing a course to fulfill graduation requirements
- Students needing to drop a course that has already been taken for credit
- Students needing to move to appropriate course level, (should be initiated by the teacher)
- Students who've been scheduled into a class that was not a selected course or alternate course will be given priority to select another course based on space available

CHANGES WILL NOT BE MADE FOR:

- Change of mind
- Work schedule
- Athletic schedule
- Request for specific off period
- Request for specific teacher

Spring Semester: Students should review their 2nd semester schedule on Infinite Campus before December. If a change is necessary (according to the above guidelines), students must come to the counseling office to make the change with a counselor. Students should come before or after school, during lunch, or an off period. **All changes for 2nd semester must be completed before finals week.**

Post Graduate Center

The Post Graduate Center is adjacent to the Counseling Office. It is the hub of college and career planning for students. The Center is designed to provide students and parents with materials and information regarding future options for students. Representatives from colleges, businesses, technical schools, armed services and other organizations are available to consult with students throughout the year.

Monarch High School Library

The library at Monarch High School has received "Highly Effective School Library" recognition from the Colorado Department of Education for the past seven years. It is the only high school in the Boulder Valley School District to be granted this prestigious status.

The library's mission is to provide a safe and supportive environment for all students. We strive to fulfill our students' academic needs through a variety of means- traditional books to technological resources such as Nooks, I-pods, and Flip cameras. We also provide several quality online databases that students may access from school or home. Responsible use of the Internet is expected in the library as it is throughout the building.

Because books that spend an entire semester in a locker are of no use to anyone, we charge .10¢ per school day for each overdue book- there is no charge for weekends or holidays. The MHS library follows the BVSD approved and adopted board policy in regard to fees, fines, overdue and lost materials. If a student is unable to pay for a fine or lost books, they may contact the librarians and we will make alternative arrangements with them.

The library hours are 7:15 A.M. – 3:30 P.M. (Wednesday we open at 8:00am) The knowledgeable and friendly MHS Library staff is happy to help: Librarian Beatrice Gerrish and Media Tech Amy Armijo. Our number is [\(720\)561-4300](tel:7205614300). Feel free to contact the librarian at beatrice.gerrish@bvsd.org.

Health Room

The Health Room is open during school hours and is staffed by a Paraeducator and volunteers. Students who fall ill during the school day may rest in the Health Room for 15 minutes and then return to class or call a parent. Students who come to the Health room from a scheduled class must have a pass from the teacher. Students who are ill and need to go home must be excused through the health room and the attendance office.

Administering Medicines to Students

Prescription and non-prescription medications may be administered during the school day by District Personnel according to the following procedures:

- Medications are **NOT** to be in the personal possession of students.
- For all prescription and non-prescription medications, a student's parent or guardian shall make a written request for school personnel to administer medications by providing the completed Medication

Administration Authorizations Form, which is to be signed by both parents and physician. The medication needs to be brought to the health room by the parent or guardian. The student must report to the health room or school office to take medications.

- Prescription medication supplied by the student's parents or guardian must be in the properly labeled bottle dispensed by a pharmacy.
- Non-prescription, "as needed" medications must be in the original labeled container. The bottle should also be labeled with the student's name.

Messages for Students

Non-emergency messages to students will be posted on a message board for students to pick up at their convenience. If a school administrator deems the message an emergency, it will be delivered to the student in class.

STUDENT PRIVILEGES

Student Parking

Parking at Monarch High School is a privilege. Dangerous or careless behavior can lead to parking privileges being revoked. Seniors will be given priority for upper lot parking permits. Any remaining upper lot spaces will be distributed to juniors through a random number lottery system. Juniors will receive priority for lower lot parking. Sophomores will be able to purchase any remaining lower lot passes starting September 9th, 2015. There is no extra fee to add permits on extra vehicles once a permit is purchased. Upper lot parking is strictly for upper lot passes unless approved by security or administration. This is the case even when there are empty spaces available in the upper lot. This guideline goes through the senior graduation date.

The fee for the 2014-15 school year is \$30.00 for the lower lot and \$50.00 for the upper lot. There will be a replacement fee for lost or stolen permits of \$30.00. Parking applications will be provided during registration for juniors and seniors. Sophomores can obtain parking applications in the attendance office after September 9th, 2015.

IF YOU DO NOT HAVE A CAR – PLEASE DO NOT APPLY FOR A PARKING PERMIT! ALL STUDENTS APPLYING FOR A PERMIT MUST HAVE A VALID DRIVER'S LICENSE!

Students who are issued a parking permit must register their vehicle by:

1. Completing the registration form and returning it to the treasurer office.
2. Paying a fee (\$50 for upper or \$30 for lower lot) for a parking pass.

The faculty and visitor parking lot at Monarch K-8 is strictly off limits. In order to have safe and secure parking lot conditions, please observe the following:

- Obey the 15 mph speed limit.
- Drive and park in designated areas only.
- Lock all vehicle doors to secure your belongings.
- **Students may not go to their cars during the school day unless they are leaving campus.**

Students who forge parking passes may be suspended from school and will lose their parking privileges. Students who fail to obey parking rules and expectations may be suspended from school and may lose their parking privileges. Cars may be ticketed, booted or towed when parked in unauthorized areas.

Hall Lockers

Students are reminded that there is to be only ONE student to a locker. It is the responsibility of each student to keep lockers clean inside and out. Any student defacing lockers (writing, banging, or tampering) will be expected to compensate the school for the damage done. Students will be assigned a locker when they turn in their emergency card with proper signatures and have paid any outstanding fees. Students: **DO NOT** give your combination to anyone.

Elevator Key Checkout

Monarch has two elevators and a lift available to students and staff who are unable to use the stairs. Elevator keys will be checked out to students who need them from the receptionist to access the second floor or the lower gym area for classes when they cannot navigate the stairs due to an injury. A \$5.00 deposit will be required and will be returned to the student upon the return of the elevator key.

BOULDER VALLEY SCHOOL DISTRICT TERMS AND CONDITIONS FOR IN-SCHOOL USE OF INTERNET

Appropriate Use of Technology Resources for Students
© Boulder Valley School District
March 2007

The purpose of this document is to inform parents, guardians and students of the rules governing the use of district and personal technology resources while on or near school property, in school vehicles and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access.

Please read the following carefully before signing your registration packet. BVSD reserves the right to modify the terms and conditions of this document at any time. The latest version of this document is available from the BVSD web site at <http://www.bvsd.org/>.

Introduction

Boulder Valley School District (BVSD) is pleased to offer students access to district computers, communications systems¹, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for her/his use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Using the Internet and Communications Systems

District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with district standards and honor this agreement to be permitted the use of technology.

All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private.

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access these other materials as well. BVSD does not condone or permit the use of this material and uses content filtering software to protect students to the extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. BVSD believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using technology. If a student accidentally accesses inappropriate material they should back out of that information at once and notify the supervising adult.

Proper and Acceptable Use of All Technology Resources

All district technology resources, including but not limited to district computers, communications systems¹ and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of BVSD.

Activities that are permitted and encouraged include:

- school work;
- original creation and presentation of academic work;
- research on topics being studied in school;
- research for opportunities outside of school related to community service, employment or further education.

Activities that are not permitted when using district or personal technologies include but are not limited to:

- plagiarism or representing the work of others as one's own;
- using obscene language; harassing, insulting, ostracizing, or intimidating others;

- representing Copyright ©, Registered ®, and/or Trademark ™ materials as one's own work;
- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted);
- damaging or modifying computers or networks;
- intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers; intentionally bypassing district filters;
- use of USB, bootable CDs, or other devices to alter the function of a computer or a network;
- subscription to any online services or ordering of any goods or services;
- use of personal e-mail accounts, not district-provided e-mail accounts, on the district network.
- online sharing of any student's or staff member's name, home address, phone number or other personal information;
- non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or raffles;
- participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher;
- use of district resources for commercial purposes, personal financial gain, or fraud;
- any activity that violates a school rule or a local, state, or federal law.

Students are expected to report harassment, threats, hate-speech and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Privacy and Security

Students must use district technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

Online Assessments

Student assessments may be conducted using technologies such as the Internet or audience response systems. Normally, students will use these technologies as a part of their instructional day. Privacy and security, as defined above, along with confidentiality of assessment responses, are expected.

Vandalism

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that

requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism.

Consequences of Misuse

Misuse of personal or district technology resources while on or near school property, in school vehicles and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. This document shall be used in conjunction with BVSD Board of Education policies Student Rights and Responsibilities (JF) and Student Conduct (JFC). In addition, the student's use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Individual schools may choose to have additional rules and regulations pertaining to the use of personal, networked, and communications resources in their respective buildings. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or Federal law.

Reliability and Limitation of Liability

BVSD makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. BVSD will not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. BVSD specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold BVSD harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

1(Communication systems include e-mail, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listserves, and/or other emerging technologies).

Monarch High School Telephone Numbers

Main Phone: (720) 561-4200

Athletics: (720) 561-5641

Attendance: (720) 561-5635

Counseling: (720) 561-5634

Fax: (720) 561-5650

To Report Crimes Anonymously, visit:

Safe2Tell.org or call 1-877-542-7233

Monarch High School Bell Schedule 2014-2015

Monday	
1	7:30 – 8:20
2	8:25 – 9:15
3	9:20 – 10:10
4	10:15 – 11:05
5a Class	11:10 – 12:00
1st Lunch	11:10 – 11:40
2nd Lunch	12:05 – 12:35
5b Class	11:45 – 12:35
6	12:40 – 1:30
7	1:35 – 2:25
F.S.	2:30 – 3:00*

*Tutor time is from 2:30-3:00
for 10th -12th Graders

Tuesday/Friday	
1	7:30 – 8:25
	Pledge/Vital
	Announcements
2	8:30 – 9:25
3	9:30 – 10:25
4	10:30 – 11:25
5a Class	11:30 – 12:25
1 st Lunch	11:30 – 12:00
2 nd Lunch	12:30 – 1:00
5b Class	12:05 – 1:00
6	1:05 - 2:00
7	2:05 – 3:00

Wednesday – 98 minute	
Blocks; 50 minute Professional Learning Community Meetings	
PLC	7:30 – 8:20
Tutor Time	8:20 – 9:16
2	9:21 – 10:59
4a Class	11:04 – 12:42
1st Lunch	11:04 – 11:34
2nd Lunch	12:47 – 1:17
4b Class	11:39 – 1:17
6	1:22 – 3:00

Thursday – 99 minute	
Blocks; 5 minute announcement period	
1	7:30 – 9:09
3	9:14 – 10:57**
w/Announcement time	
5a Class	11:02 – 12:41
1 st Lunch	11:02 – 11:32
2 nd Lunch	12:46 – 1:16
5b Class	11:37 – 1:16
7	1:21 – 3:00

