

BRIGHTON COLLEGIATE HIGH SCHOOL



2009-2010

Student/Parent Handbook

3551 Southern Street

Brighton, CO 80601

<http://www.brightoncollegiate.org>

Front Office: 303-655-0773

Fax: 303-655-9155

Table of Contents

ATTENDANCE POLICY	4
EXCESSIVE ABSENCES	6
Attendance Policy Steps of Action:	7
BELL SCHEDULE A.....	8
BELL SCHEDULE B	8
2009-2010 Important Dates	9
ANNOUNCMENTS-.....	11
ATHLETICS-	11
NCAA CLEARINGHOUSE.....	13
ATHLETIC BEHAVIOR- HAWK FANS	14
ATTENDANCE GUIDELINES	15
TARDY POLICY	19
CELL PHONES AND ELECTRONIC DEVICES.....	20
CLOSED CAMPUS.....	21
COMMUNICATIONS	21
COMPUTER GUIDELINES	22
CONCERNS/QUESTIONS.....	24
CREDIT RECOVERY AND PLATO PROGRAMMING:	25
CRIME STOPPERS/SAFE 2 TELL.....	26
DANCES.....	26
DISCIPLINE.....	27
EMERGENCY CLOSING/WEATHER UPDATE.....	28
WEATHER RELATED DELAYED START SCHEDULE	28
EMERGENCY PROCEDURES.....	29
FEES	29
FINALS.....	29
GRADE LEVEL DETERMINATIONS.....	29

GRADING POLICY.....	30
GRADUATION REQUIREMENTS	31
GUIDANCE/COUNSELING.....	31
HARASSMENT/HAZING/BULLYING	33
HOMEWORK/MAKE-UP WORK.....	33
HONOR ROLL.....	35
LOCKERS	35
LOST AND FOUND	35
PARENT/TEACHER CONFERENCES	36
PLAGIARISM/CHEATING.....	36
REPORT CARDS/MID-TERM GRADES.....	36
SCHEDULE ADDITIONS/CHANGES.....	37
SCHOOL/OFFICE HOURS	37
SCHOOL RESOURCE OFFICER	38
SCHOOL SAFETY	38
SKATEBOARDS/ROLLER BLADES/SKATES/BIKES ETC.....	39
STUDENT COMMONS.....	39
STUDENT LETTERS OF RECOMMENDATION.....	39
STUDENT RECORDS.....	39
SYLLABUS	40
TEACHER ASSISTANTS	41
TELEPHONE/EMERGENCY MESSAGES	41
TOBACCO USE.....	41
TRANSCRIPT REQUESTS.....	42
TRANSLATION SERVICES.....	42
BCHS UNIFORM CODE PROPOSAL	42
VALEDICTORIAN/SALUTATORIAN	44
VISITORS.....	44
WEIGHTED GRADES	44

ATTENDANCE POLICY

- Teachers will take attendance within the first ten (10) minutes of every class
- Student absences are excused or unexcused by Brighton Collegiate High School. **Parents must call the office, 303-655-0773 ext 101 within 48 hours to inform the school of a student's absence. It is the school's responsibility to identify each absence as excused or unexcused.** Parents/Guardians are required to provide the school with an explanation of why a student is missing class. The appropriate administrator will decide if the absence(s) are excused or unexcused.
- Examples of excused absences (with documentation)
 - A doctor's appointment
 - Family emergencies (i.e. death in the family, etc)
 - Absences required by a legal body (court, juvenile authorities or police)
 - Military obligations
- Examples of unexcused absences
 - Alarm clock failure or getting up late
 - Taking a family member to work or school
 - Traffic
 - Car trouble
 - Doing work for another class
 - Weather
- Parents/Guardians may call the school and ask for absences to be excused without documentation. The school may excuse up to five (5) days of absences in a semester without requesting documentation. Parent/Guardian must call by the end of the next school day (48 hours) of absences or the school may ask for documentation.
- **After five (5) absences in a semester, the school will require proper documentation for any absence the student might have. Without documentation the absence will be marked unexcused. Proper**

documentation (see list above) must be turned in within one (1) school day (48 hours) of the absence to be considered valid.

- The Auto-dialer will call home once a day on the 1st unexcused absence for the day. Parent/Guardian will be encouraged to follow up and monitor the attendance of their student. If an unexcused absence needs to be an excused absence, the parent/guardian should call to excuse the absence immediately.
- Students are encouraged to make up all the work they missed while absent, but a student will earn **NO** credit for work they missed during an unexcused absence
- On the 3rd unexcused absence in one or more classes, the counselor will contact the student and/or parent/guardian, serving as an advocate; discussing the attendance situation. The counselor will discuss graduation requirements, athletic requirements, check the students schedule, check to make sure the classes are appropriate, discuss what the next step will be if the unexcused absences continue, give suggestions, and discuss other support options.
- On the 5th unexcused absence in one or more class(es), a registered letter will be sent home (maximum of one (1) letter will be sent home per student per quarter, mailed no later than 48 hours after the unexcused absence)
- The counselor and the assistant principals and principal will meet weekly to discuss students who may be in violation of the attendance policy.
- On the 7th unexcused absence in one or more class(es), the assistant principal will contact the student to discuss the attendance situation. The assistant principal will contact the parents/guardians, conduct an in-school attendance meeting, put the student on an attendance contract and the student will be assigned either a Tuesday or Thursday after-school detention.
- On the 10th unexcused absence in one or more class(es) if the student is 16 or over the assistant principal will notify the student and parents/guardians that they are subject to further discipline (i.e., suspension, expulsion etc...) issues due to ongoing attendance issues. A student who is under the age of 16 will be referred to a district attendance hearing and/or social services.
- Once a student misses a substantial amount of instructional time due to unexcused absenteeism, the student forfeits the right to earn credit in that class; one-fifth

(approximately 17 days of attendance) or more of the instructional time shall be considered substantial.

- Students being withdrawn from school, due to ongoing attendance issues, may appeal the decision. The appeal must be in writing and filed to the appropriate assistant principal by the student, parent/guardian and/or teacher. All appeals must be filed within three (3) school days of being notified they are being withdrawn from Brighton Collegiate High School.
- According to Colorado School law 22-33-107, “a child who is “habitually truant” means a child who has attained the age of six years and is under the age of 17 years having four (4) unexcused absences from public school in any one month or ten (10) unexcused absences from public school during any school year. Absences due to suspension or expulsion of a child shall be considered excused absences for purposes of this subsection.
- According to Colorado school law 22-33-104. (5)(a), **“The general assembly hereby declares that two of the most important factors in ensuring a child’s educational development are parental involvement and parental responsibility.”** The general assembly further declares that it is the obligation of every child under such parent/guardian care and supervision receives adequate education and training. Therefore, every parent/guardian of a child who has attained the age of six (6) and is under the age of 17 years shall ensure that such child attends the public school in which such child is enrolled in compliance with this section.

EXCESSIVE ABSENCES

- Excessive excused absences will impact the student’s academic progress and require school intervention. Brighton Collegiate High School’s policy for excessive excused absences is:
 - Counselor and assistant principals will meet to discuss these students
 - Four (4) absences in a month will qualify as excessive absence from a class and a letter will be sent home to the parents.

- Ten (10) absences in a school year will qualify as excessive absence from class and put the student in violation of the attendance policy. The student may be referred to a district hearing.
- Students are expected to be in attendance throughout the last school day as established by the published school calendar unless other arrangements have been made and cleared by BCHS administration.

Because Brighton Collegiate High School staff understands the importance of being in school, the school will recognize good attendance. Students who have three (3) or fewer absences in all their classes in a semester will have the opportunity to be recognized at the end of each semester.

Attendance Policy Steps of Action:

Step	Action Taken
Step 1: 1 st Unexcused Absence	Auto Dialer will make a phone call home.
Step 2: 3 rd Unexcused Absence	Counselor will meet with parent/guardian and student.
Step 3: 5 th Unexcused Absence	A registered letter will be sent home via USPS.
Step 4: 7 th Unexcused Absence	Attendance contract will be established via Asst. Principal in conjunction with parent/guardian and student.
Step 5: 10 th Unexcused Absence	Progressive steps in disciplinary action.

BRIGHTON COLLEGIATE HIGH SCHOOL BELL SCHEDULE 2009-2010

BELL SCHEDULE A

Monday, Wednesday and Friday

Minutes	Period	Start	End
56	1	7:55	8:51
54	2	8:55	9:49
54	3	9:53	10:47
54	4A	10:51	11:45 Lunch A - 11:45-12:20
54	4B	11:22	12:16 Lunch B - 10:47-11:22
54	5	12:20	1:14
54	6	1:18	2:12
54	7	2:16	3:10

BELL SCHEDULE B

Tuesday and Thursday- Discovery

Minutes	Period	Start	End
50	1	7:55	8:45
50	2	8:49	9:39
26	Discovery	9:43	10:09
50	3	10:13	11:03
50	4A	11:07	11:57 Lunch A - 11:57-12:32
50	4B	11:38	12:38 Lunch B - 11:03-11:38
50	5	12:32	1:22
50	6	1:26	2:16
50	7	2:20	3:10

2009-2010 Important Dates

July

7/30 Registration, schedule pick up and Student pictures

Aug

8/12 First Day of school 7:55 a.m. - 3:10 p.m.

September

9/7 NO SCHOOL- Labor Day
9/9- Photo Re-takes
9/10- Class Elections (9th-12th grades)
9/14-10/2 NWEA MAP Testing
9/25 NO SCHOOL- Teacher In-service

October

10/7- Senior Pictures
10/9- End of 1st Quarter
10/14- PAST (10th grade)
10/15- ½ Day-Parent Teacher Conferences (1 p.m.-8 p.m.)
10/16- NO SCHOOL-Teacher In-service
10/19- End of the 1st Quarter
10/24- Homecoming
10/27-11/24- NWEA MAP Testing (9th-12th grades)

November

11/5- PLAN (10th grade)
11/23- NO SCHOOL- Teacher In-service

11/24-27- NO SCHOOL- Thanksgiving Break

December

12/15- Period 7 Final
12/16- Periods 1, 2 and 3 Finals
12/17- Periods 4, 5 and 6 Finals
12/18- NO SCHOOL- Teacher In-service
12/21-1/3- NO SCHOOL- Winter Break

January

1/4- First Day of 2nd Semester 7:55 a.m. - 3:10 p.m.
1/11-1/29- NWEA MAP Testing (9th-12th grade)
1/12- 1st Semester Academic Lettering Ceremony
1/14- Class Elections for 2010-2011
1/18- NO SCHOOL- Martin Luther King Jr. Day

February

School Year (10th-12th grades)
2/12- Half Day
2/15- NO SCHOOL- President's Day
2/26- End of 3rd Quarter

March

3/4- Half Day- Parent teacher Conferences

1 p.m. - 8 p.m.

3/5- Half Day- Teacher In-service

3/16-18- CSAP Testing (9th-10th grades)

3/22-24- CSAP Testing- (9th-10th grades)

3/26- NO SCHOOL

3/29-4/2- NO SCHOOL- Spring Break

April

4/16- NO SCHOOL- Teacher In-service

4/24- Prom

4/28- ACT Testing (11th only)

4/29- Athletics/Activities Banquet

4/19-5/7- NWEA MAP Testing (9th-12th grades)

May

5/6-7- Senior Finals

5/11- Eligibility Deadline for Graduating Seniors

5/13-14- Senior Breakfast

5/15- Graduation- 10 a.m.

5/19- 7th period Final

5/20- Period 1, 2 and 3 Finals

5/21- Period 4, 5 and 6 Finals

5/24- NO SCHOOL- Teacher Work Day

ANNOUNCEMENTS-

Announcements will be broadcast via the PA system daily during the last five (5) minutes of first hour. A hard copy of the announcements may be available in the front office.

ATHLETICS-

Any questions concerning a specific sport, practice, lettering requirement, etc., should be discussed with the head coach of that sport.

Eligibility, financial, and athletic check in questions should be discussed with the Athletic Director.

All athletes participating in high school sports must return all required forms and fees before practice begins for that particular sport. The necessary forms are available in the front office or from the Athletic Director. All athletes must comply with the following checklist before participating in the BCHS athletic program:

1. Must be an undergraduate of BCHS
2. Must be enrolled in and attending five (5) classes, which offer a minimum of 2.0 Carnegie Units of credit during the semester he/she is participating and the previous semester. If an athlete drops his/her course load to less than the equivalent of 2.0 credits he/she **immediately** becomes ineligible.
3. Must not be failing more than the equivalent of .5 credits at the end of the week. A student who receives more than .5 credits of failure will be ineligible for the next week (Monday-Saturday). Eligibility is checked every Friday. **Students receiving an “F” in more than 1.0 units of credit at the end of the semester will be ineligible for approximately the next 8 weeks (per CHSAA guidelines).**
4. Summer school classes taken after the close of the second semester may be used to replace any Carnegie Units failed. Classes must be completed by the first day of school for an allowable contest in that sport. Credits completed through

- summer school should be in the same curricular area and be accepted to meet graduation requirements of classes failed.
5. Must have read and signed the Brighton Collegiate High School authorization for athletic participation form.
 6. Must have a physical examination from a practicing physician, physician's assistant or nurse practitioner within the last calendar year. Physicals are good for one calendar year and only need to be given once for multiple sport participation within a school year.
 7. Must have a signed permission form signed by a parent/guardian giving authorization to participate in the athletic program. This form may be found on the last page of the athletic handbook.
 8. Must have not turned 19 before August 1.
 9. Must have paid the \$40.00 athletic fee per sport.
 10. Must not have dropped out of school.
 11. Must not play more than four (4) seasons in any one sport during their high school career. The period of eligibility for a high school athlete shall be limited to eight (8) consecutive semesters (if he/she began high school as a ninth grader), except that a student otherwise eligible may complete a season begun with the limits set forth above.
 12. Must not practice with a non-school team in their sport while a member of a Brighton Collegiate High School team (unless they have received prior written consent from the Brighton Collegiate High School principal.)
 13. All student-athletes must attend **all classes** the day of an athletic activity (game or practice) in order to participate. Absences due to doctor appointments, court appearance, or other legitimate reasons need to be cleared by the Athletic Director prior to the student leaving. ***Any unexcused absence from any class by the end of the school day makes the participant ineligible to participate on that day.***
 14. If a student is serving a discipline suspension he/she shall not participate in athletics until he/she has regained status as a student. (A student suspended in Friday from school, cannot participate in athletics until he/she regains student status on the next scheduled school day.)

It is the athlete's responsibility to know and understand all the rules regarding eligibility. If an ineligible player participates on a Brighton Collegiate High School team in any athletic contest(s), the contest(s) must be forfeited according to league and state association rules.

NCAA CLEARINGHOUSE

College-bound student-athletes who wish to participate in Division I or II athletics must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse ensures consistent application of NCAA Initial-Eligibility requirements for all prospective student athletes at all member institutions. Athletes need to start certification early (by the end of their junior year.) To be certified by the Clearinghouse, student(s) must see Mrs. Wells in the counseling office.

Brighton Collegiate High School Athletic Teams:

Fall

Cross-country (co-ed) V, JV

Soccer (B) V, JV

Volleyball (G) V, JV

Coaches

David Lange

Matt Cirbo

Kristen Handyside

Winter

Basketball (B) V, JV, F

Basketball (G) V, JV

Dan Lira

Bob Younger

Spring

Soccer (G) V

Track (co-ed) V

Keri Simonich

Michael Brown

Brighton Collegiate High School has a partnership with our surrounding schools which grants a student who wants to compete in a sport we do not offer he/she may compete at his/her home school while still being considered a fulltime student at Brighton Collegiate High School.

ATHLETIC BEHAVIOR- HAWK FANS

In order for school athletic programs to be positive educational experiences, spectators need to be aware of the necessity for good sportsmanship and the means by which it is attained. All fans viewing high school contests are asked to:

- Show respect for the opponents at all times and treat them as guests.
- Show respect for the officials and judges. Good sportsmanship is the willingness to abide by and accept the decisions of officials.
- Know, understand and appreciate the rules of the contest
- Maintain self-control at all times. Keeping a proper perspective on the environment, the event and the level of competition is important.

- Recognize and appreciate skill and performance, regardless of the team. The ability to recognize quality performance and to acknowledge it without regard to team membership is one of the highest gestures of good sportsmanship.
- Observe league and state rules prohibiting signs and noisemakers
- Cheer for your team; not against your opponent.

The way to influence the behavior of other spectators is to be a model of excellent behavior. We appreciate your support and involvement.

ATTENDANCE GUIDELINES

Phone: 303-655-0773 ext 101

In order to maximize academic achievement, students must attend class daily. Students must be present in class to fully assimilate the content. For these reasons, please schedule appointments for students after 3:10 p.m.

Brighton Collegiate High School believes students are responsible for their actions. We also understand that parents/guardians need to be kept informed about their students. Consistent participation in the education program is expected of all students. Regular school attendance is the single most important determining factor in student achievement and success. *The most common cause of academic failure is absence.* Because of the aforementioned beliefs, we have implemented the following attendance policies.

Student Responsibility

The student's responsibility is to attend school for all the days of the established Brighton Collegiate High School Calendar. The student need to appear in class on time, prepared for his/her academic endeavor(s). The student should contact his/her teacher immediately upon return of absences to arrange to complete all make-up work assigned, and establish when this make-up work shall be completed. All assigned work needs to be completed in an acceptable manner. The work should be completed as assigned by the teacher when a prearranged absence is requested. The student must follow the established school

procedure(s) when enrolling in or withdrawing from a class. **No early finals will be given at the end of the grading period unless advanced permission has been granted by BCHS administration.**

Students are not entitled to earn credit for work missed during unexcused absences. It is the student's responsibility to obtain make-up work. Students have the number of days absent plus one additional day for every day absent to make up any missed work for excused absences.

Exceptions to this policy for long-term assignments will be noted in the course syllabus.

Parent/Guardian Responsibility

Parents/guardians need to recognize that any absence, regardless of cause, may have a detrimental influence on student achievement. Therefore, they should contact the school regarding student attendance via the established school procedure(s); and in the case of extended home confinement, request make up assignments. **Please note that it is the parents' responsibility to call the school within 48 hours to inform the school about a student's absence. It is the schools responsibility to identify each absence as excused or unexcused.** The teacher's record is the official attendance record. **Per Colorado State Statue, a school has the authority to accept or deny requests to excuse absences.** The parents/guardians need to maintain communication with his/her student regarding attendance and monitor the assigned make-up work of a student who has missed class. The parents/guardians should contact the school and request a conference with the appropriate administrator upon notification from the school of an attendance concern. This policy will enable them to work cooperatively with the teacher and administrative personnel to resolve attendance concerns. The parents/guardians should recognize that the school depends upon them for their support to address attendance concerns.

The parents/guardians should ensure compliance with the compulsory attendance statue when a pupil is expelled by a school district for the remainder of the school year.

According to Brighton Collegiate High School's policy, parents/guardians have 48 hours to excuse their student's absence. They should also be ready to present documentation regarding the absence. Any absence reported after the 48 hours must be accompanied with the proper documentation. Proper documentation must have the time and dates of the absences identified and are on paperwork with office heading. Proper documentation may be accepted from the courts, military, or medical notes. (These have to be signed by a doctor that has prescriptive privileges, M.D (doctor), D.O. D.D.S., D.M.D (dentist), Psychiatrist or those who work directly under a specific doctor's license such as a PA (physicians assistant) or Nurse Practitioner. For prearranged absences, the parents and students get prior approval from the school. Parents/Guardians should also monitor the student's attendance to ensure that the student is not excessively absent from school. Computer access, through Infinite Campus is available to parents in order to check student attendance and class progress.

Teacher Responsibility

The teacher's responsibility in regards to a student's attendance is to maintain daily attendance records and to record and report attendance using the Infinite Campus program. In the even that Infinite Campus in nonoperational attendance will be reported on a class by class basis to the office. The teacher's record is the official attendance record. The teacher needs to support and administer the make-up work procedures for excused classes in a fair and timely manner to allow students the opportunity for completion of work. The teacher will notify the school principal or designee, of those students in need of attendance intervention and participate, as necessary, in conferences to address attendance concerns. Students arriving to class when more than half of the class period has occurred will be counted absent. The teacher will also provide positive recognition to students who attend school regularly.

In accordance with Brighton Collegiate High School's attendance policy, the teacher will keep accurate records on Infinite Campus regarding students' attendance. The teacher

will make appropriate changes regarding student attendance if a student is late to class, tardy or leaves class early.

Counselor Responsibility

The counselor will aid the administrator who is handling the attendance issues of students; help in providing assistance to students who have been identified as having attendance problems; and provide positive recognition to students who attend school on a regular basis. Options for students who are not experiencing academic success will be provided. The counselor and administrator will monitor students' unexcused and excessive unexcused absences, and contact students in accordance with the school policy when students are not meeting school requirements, are in jeopardy of not graduating, or are falling behind in credits in their grade level.

The counselor will contact students who have three or more unexcused absences in a grading period. This contact will be documented and the student will be made aware of his/her academic progress in regards to graduation and athletic requirements. The counselor will check the student's schedule and make sure it is academically appropriate and help the student understand the ramifications of further absences.

Administrator Responsibility

The administrator will develop, with staff and community input, a comprehensive building attendance policy. The Administrator will supervise the attendance policy and procedures. The parents or guardians, and student will be provided information about the school attendance policy and procedures, as well as information about their student's attendance record when requested. The school will require from parents, guardians or legal custodians written acknowledgement of having received school policies/procedures. The Administrator will excuse or unexcused absences and follow through with consequences for unexcused absences and excessive unexcused absences. Assistance will be provided to students who have been identified as having attendance problems and positive recognition will be given to students who attend school on a regular basis. The

Administrators will also file a copy of the school's attendance policy and procedures with the Brighton Collegiate High School's Board of Education.

This attendance policy also addresses students who are excessively absent from class. If a student accrues four (4) excused (or a combination of excused/unexcused) absences in a month, a letter will be sent home to the parent/guardian. Ten (10) absences in a school year (excused and unexcused combined) will require an Administrator to review the student's attendance. Further absences will only be excused by the appropriate administrator.

TARDY POLICY

Once classes have begun, the following conditions must be met:

- Students who are tardy must report directly to class unless the student has documentation (appropriate documentation is explained in the attendance policy) to authorize their tardy. If a student has documentation for their tardy, they need to report to the office. BCHS administration will excuse or unexcuse any tardy. Documentation will need to be on official paper work bearing an office heading. The documentation must have the time and date on it with a short explanation. Without documentation the student will be considered unexcused and should be marked tardy.
- Students who need to leave class during the day should wait until a passing period. If a student needs to leave during a class, a parent/guardian must contact the office and request the student be excused from class.
- Upon returning to school (that school day or the next school day the student attends) the student must go directly to the office and provide the school with a copy of the required documentation needed to excuse a student from school (a doctor's note, court documentation, military documentation, etc...)
- Late calls must be appealed through the office. It is beneficial to call before 9:00 a.m. on the day of absence to avoid a call from the Auto-Dialer.
- Students are expected to be in their class on time unless they have prior approval or proper documentation.

- Per class period:
 - Tardies #1-#2: Teacher in-class consequences (documented parent contact)
 - Tardy #3: will result in one (1) unexcused absences
 - Tardy #4- Referral to Assistant Principal (one 30 minute detention, discuss consequences of further tardies)
 - Tardy #5- Tuesday, Thursday after school detention for 1 hour
 - Tardy #6- will result in another unexcused absence for a total of two (2)
 - Tardy #7- and on: Discipline as per matrix

Students may not have any unauthorized absences on the day of school-sponsored activity (athletics, performances, etc.) to be eligible for participation. School approved activities will be considered excused absences.

CELL PHONES AND ELECTRONIC DEVICES

Student learning is the focus at Brighton Collegiate High School. In accordance with Superintendent Policy EHC, electronic devices, whether for personal, recreational, communication or instructional purposes are permitted as follows:

- In academic settings such devices must be in the off” or “silent” position at all times and **stored out of sight** except as permitted by the instructor , as assistive technology, or as part of a student’s individualized education program.
- Students may not operate personal cells phones or any other personal technology and/or communication devices in the building during the school day.
- Such devices may not be used in any manner that disrupts the academic environment, or otherwise disrupts school activities or functions
- Students may not depart class during a class period to activate and/or operate personal cell phones or any other personal technology and/or communication devices.
- Devices may not be used in a manner which is potentially unsafe or illegal.

- Students violating these restrictions will be disciplined as published in the discipline matrix. Students using cameras, personal technology, and/or personal communication devices for the purpose of cheating will receive disciplinary penalties.

CLOSED CAMPUS

Brighton Collegiate High School is a closed campus. At no time shall students leave campus unless they have signed out and have prior approval as outlined in the excused absence policy. Students are to remain on campus for the duration of the school day (7:55 a.m. - 3:10 p.m.). If students have a free period they are expected to work quietly in the computer labs or if a student's free period is during 7th hour students are expected to leave campus immediately. At no time shall a Brighton Collegiate High School student be found on another school's campus and at no time shall a student of another school be trespassing on BCHS property during the hours of school operation including lunch. At no time shall parents/guardians bring lunch to a BCHS student. If such event(s) occurs consequences will be set forth based on the discipline matrix and/or a student may be subject to the consequences of the school in question and/or to local law enforcement penalties.

COMMUNICATIONS

The staff at Brighton Collegiate High School has made a commitment to openly and proactively communicate with parents regarding their son/daughter's academic progress as well as non-academic concerns. As a positive partnership between school and home is the best arrangement for students, we encourage parents to stay in contact with their son/daughter's teachers regarding his/her academic progress. In order to facilitate these lines of communication, parents will be able to access teachers through the following methods:

- Email
- Voice mail
- Personal Web page

- Infinite Campus (link on BCHS webpage or 27-J webpage)

COMPUTER GUIDELINES

Acceptable Computer Use-

The use of Brighton Collegiate High School's computer systems must be in support of the educational goals and consistent with the educational objectives of Brighton Collegiate High School. Transmission through networks of any material in violation of the U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted, threatening, obscene or offensive material. *Downloading, viewing, or using pornographic material; stand alone games; networks games; large music or video files; using proxy servers to bypass the district filtering; real-time chatting (instant messenger); email for non school related activities; music/video players and recorders are not acceptable uses of computers at Brighton Collegiate and will result in loss of privileges and other appropriate discipline if deemed necessary. Use of commercial activities is not acceptable. Students should refer to Brighton 27-J school policy file EHC- R.*

Privileges:

The use of Brighton Collegiate High School's computer facilities is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The Brighton Collegiate staff will deem what is inappropriate use and their decision shall be made in accordance with school and district disciplinary policies and procedures.

Vandalism:

Vandalism is defined as any willful or malicious attempt to harm or destroy data, software or hardware. Vandalism will result in the cancellation of privilege on all computers and other appropriate discipline. This includes, but is not limited to, the uploading or creation of computer viruses, erasing/altering another student's work, or erasing or tampering with operation systems, etc. Theft or vandalism of computer equipment will result in other discipline consequences.

Security:

Attempting to gain access to personal information, confidential records, computer accounts, or computing resources for which one is not authorized is a violation of the acceptable use guidelines and is prohibited. Students must not share their user ID or password with other students. Many of these examples involve violations of the law.

Etiquette:

Users must follow accepted rules of network etiquette such as politeness and confidentiality regarding personal address or phone numbers. Email and other computer activities are not guaranteed to be private and can be monitored by the school, IT professionals or district staff at anytime. All documents files and data stored in the school's network are deemed school property. Administrators of the systems as well as school administrators will have access to all computer activities. Messages or actions relating to or in support of illegal activities will be reported.

Computer Guidelines:

When in the computer lab:

- Students will be asked to log on to the computer for the Internet, software and printing access
- No food or drink is allowed
- Users with academic needs will have priority
- The lab is closed during designated periods during reserved teacher check out times
- Printing is limited to academic purposes; additional chargers may be added for other printing productions
- Students should save their work in My Documents

Personal Electronics:

Brighton Collegiate discourages students from bringing expensive personal electronic equipment to the school. Personal laptops cannot be plugged into the school districts

network at anytime. Brighton Collegiate is not responsible for any loss or damage to any personal electronics.

CONCERNS/QUESTIONS

Communication Pathway:

As a core value, BCHS strives to effectively and efficiently communicate with parents, students, and other members of the school community. A communication pathway has been created. The pathway should be followed when bringing questions or concerns to the attention of teachers and coaches, staff members and administrators.

We customarily try to resolve concerns or grievances at the lowest level of intervention, which incorporates the conventions of the chain-of-command model.

School personnel will follow this intervention pathway in order to gather the perceptions and understandings of others, namely those who have first-hand knowledge of the situation related to the concern.

Step I: If a student or parents/guardians have a concern or a complaint relative to a teacher, we request the scheduling of an appointment to meet with the specific staff member. It is advisable to check for understanding and consider the perspectives of others. If the student or parent/guardian still feels uncomfortable about the original concern, take the concern up the chain-of-command. This approach would be used with a coach, too.

Step II: If the concern persists, schedule an appoint with the next person in the chain-of-command. It would probably be the person's supervisor, most likely the athletic director or principal, or in some cases a department chairperson, school counselor or assistant principal.

Step III: Concerns or complaints should ultimately come before the principal, but after exhausting the chain-of-command.

Step IV: If the decision of the principal does not bring closure to the grievance to the satisfaction of the student or parents, it would be proper to contact the chairman or vice-chairman of the Board of Directors in order to schedule an appointment for purposes of airing out the grievance. It should be noted, however, that nothing obligates a member of the Board to meet individually or privately with a member of the public.

Step V: The final step would be to address the Board of Directors, at a regularly scheduled meeting, when the Board is obliged to hear public comments. When addressing the Board, however, concerns or complaints about personnel can not lawfully be heard in an open session. The Board would have to agree to go into executive session and clear the meeting room in order to hear such complaints. This would be at the discretion of the Board.

This pathway is suggested as a method of enhancing the lines of communication among all involved parties. It is solution-oriented in its vision and adheres to customary chain-of-command principles.

CREDIT RECOVERY AND PLATO PROGRAMMING:

Beginning with the 2009-2010 school year, BCHS students taking courses to recover credit within the PLATO system will earn pass/fail (P/F) credit for successful completion of his or her PLATO courses. In addition to classes completed on PLATO the following classes will also receive pass/fail credit:

- Resource (Special Education), 0.5 credits each semester.
- Discovery, 0.25 credits each semester.
- Academic Lab, 0.25 credits each semester.
- Teacher's Assistant (TA), 0.5 credits each semester.
- PLATO, 0.5 credits per course.
- Leadership, 0.5 credits each semester.

A pass or “P” grade has no effect on GPA, but credit is earned. A fail or “F” grade is counted in GPA calculations, and no credit is earned.

Beginning with the graduating class of 2013, students failing a regular course will have twelve (12) months to successfully complete a credit recovery class on the PLATO platform. Further, beginning with the graduating class of 2013, students starting PLATO and not successfully completing the computer-based course within twelve (12) months shall earn a completion grade of F, and shall not be eligible to repeat the course on the PLATO platform.

Students requesting PLATO classes should see the counselor in order to obtain proper class scheduling. *PLATO is not an option for maintaining valedictorian or salutatorian status.*

CRIME STOPPERS/SAFE 2 TELL

Telephone: 720-972-6755

Toll Free Hotline: 1-877-542-7233

Safe 2 Tell Website: www.safe2tell.org

Crime Stoppers and Safe 2 Tell is internationally recognized program that allow students to provide tips to the administration and or the school counselor regarding crimes.

Students who commit crimes at Brighton Collegiate High School may be required to pay restitution, referred to legal authorities, and/or disciplined as per the Brighton Collegiate High School discipline matrix.

DANCES

The following guidelines will be in effect at all Brighton Collegiate High School sponsored dances. These guidelines will help ensure safety, security and guarantee an enjoyable time for all.

- Dress must be appropriate for a high school dance. Determination is subjective to the discretion of school administration. Those students not complying will be allowed to go home and change into more appropriate attire.
- We shall still follow the Safe School Policy and Brighton Collegiate High School Rules and Regulations during dances.
- Guests must be approved and will be allowed to attend at the discretion of the Brighton Collegiate High School Administration. Forms can be picked up in the counselor's office up to 10 days before the event and **MUST** be returned to the counselor's office no later than **2 days** prior to the dance. Guests must also provide their school/Colorado ID's.

DISCIPLINE

Every student must consider the effect his/her behavior has on others and the school climate. If the effect is detrimental or otherwise offensive to others, the behavior may be subject to disciplinary consequences. The intent of Brighton Collegiate High School staff is to be corrective in most disciplinary actions and to help students modify unacceptable behavior. Prior to considering the range of disciplinary actions, the following factors will be considered:

- The severity of the action
- The circumstances involved
- The number of prior offenses
- The requirements of the law and the Brighton Collegiate Board of Education

Note: A student who is suspended will not be allowed to participate in or attend any school-sponsored activity during the time of suspension. Students suspended on a Friday will regain eligibility for all activities once they regain student status on the next scheduled school day. Any suspended or expelled student(s) on school grounds or at school-sponsored activity will be issued a trespassing ticket by the local law enforcement.

EMERGENCY CLOSING/WEATHER UPDATE

In the case of inclement weather or emergency situations resulting in dismissal of school, information will be announced by internet and TV stations as soon as possible. Please listen for school cancellation announcements on one of the following:

Internet

www.brightoncollegiate.org

TV

Channel 9

WEATHER RELATED DELAYED START SCHEDULE

Due to inclement weather BCHS will make the decision based on the safety of the students and staff to implement the following delayed start schedule. This information will be posted on the Brighton Collegiate High School website as well as on TV.

No Breakfast Program on a Delayed Start Schedule:

1 st Period	10:00-10:35 (35 min)
2 nd Period	10:39-11:15
3 rd Period	11:19-11:56
LUNCH	12:00-12:44 (44 min)
4 th Period	12:48-1:18
5 th Period	1:22-1:52
6 th Period	1:56-2:26
7 th Period	2:30-3:00

EMERGENCY PROCEDURES

In the event of an emergency during the school day, students need to follow the directions provided to them from their teachers and/or other appropriate Brighton Collegiate High School staff members. Information will be provided via the intercom as deemed necessary.

FEES

All students are required to pay a student fee of \$35.00 upon registration. Other fees may be deemed necessary for specific classes, extra curricular activities, spirit weeks, parking privileges and any other events/activities approved by the BCHS administration.

FINALS

Finals are given at the end of each semester in December and May. No early finals will be given unless prior administration approval is granted. Students must make arrangements to take the final if prior approval has been granted before end of the semester grades are due. All students will participate in a final exam or culminating project in every class.

GRADE LEVEL DETERMINATIONS

BCHS students are required to participate in scheduled achievement testing. CSAP, ACT, and MAP tests are examples of assessments that are required of BCHS students. Students are expected to apply themselves to the utmost of their abilities and parents are expected to encourage their children to try as hard as they can. The staff uses the performance results to prescribe individual interventions and inform our building-wide instructional practices.

Freshmen and sophomores are particularly subject to mandatory CSAP testing, achievement testing in the areas of math, reading and writing for all students in grades 3-10 throughout the state. Sophomores complete The PLAN assessment in the fall this assessment provides preparation for the ACT as well as career and aptitude information. Juniors are required in the spring to comply with the Colorado National ACT Testing

day. The ACT is a college entrance exam. The SAT assessment will not be administered at Brighton Collegiate High School; however the, ACT and PSAT will be administered at the Brighton Recreation Center. MAP assessments will be given to all grades levels (9-12) during the fall, winter and spring at Brighton Collegiate High School. Students are tested at the grade level in which they are enrolled by the school or district (C.R.S. 22-7-409). For purposes of determining grade level for testing administration, students shall be considered freshmen or ninth graders through two (2) semesters of full-time high school enrollment; students shall be considered sophomores or tenth graders through four (4) semesters of full-time high school enrollment; students shall be considered juniors or eleventh graders through six (6) semesters of full-time high school enrollment; and students shall be considered seniors or twelfth graders through eight (8) semesters of full-time high school enrollment.

The school reserves the right to make this determination and consider mitigating circumstances.

Determining grade level for assessment administration is independent of satisfying graduation requirements. BCHS students are not retained at grade level (like they might be in elementary or middle school). Some students, therefore, take longer than four (4) years or take more than eight (8) semesters to graduate from high school.

GRADING POLICY

It is the responsibility of teachers to maintain accurate and consistent grading records for all students in all classes. Brighton Collegiate High School's grading scale is listed below and utilizes Carnegie Units for awarding credit. Grading scales will also be published in each teacher's class syllabus.

90-100% = A

80-89% = B

70-79% =C

60-69% = D

59% and below = F

GRADUATION REQUIREMENTS

Graduation requirements have been established by Brighton Collegiate High School and the Board of Education to ensure a well-balanced program to meet the challenges of our society. These requirements allow and encourage a wide range of electives to prepare for post high school work, training, and advanced study. All students must be enrolled in a minimum of 5 classes for the 2009-2010 school year. All students should be enrolled in 2.5 credits each semester and 2.0 of the 2.5 credits must be core classes. Core classes include math, science, social sciences and English.

Students and parents/guardians should consult the Brighton Collegiate High School course catalog for specific requirements within each of the areas.

Brighton Collegiate High School Graduation Requirements

English.....	4 credits
Math	4 credits
Social Sciences	4 credits
Science	4 credits
Electives	8 credits
Total Required Credits	24 credits

GUIDANCE/COUNSELING

Phone: 303-655-0773 ext 115

The developmental nature of the curriculum framework is intended to provide students with a wide continuum of learning experiences so they can develop an understanding of their role as a student, worker and citizen in the 21st century. Brighton Collegiate High School will provide opportunities, expectations, and support for each student to achieve academic excellence.

The partnership of staff, student, families and the community will encourage individual integrity, personal growth and enthusiasm for the future. The counseling framework will address the standards as outlined by The American School Counselor Association.

Personal/Social Domain

Students understand the concept of self-identity and the skills necessary to develop interpersonal relationships as well as responsible life style(s).

Educational Domain

Students understand the personal challenges of learning in school and other settings and strategies to deal with such challenges.

Career Domain

Students know how to explore and identify personally appropriate careers.

During the tenure of a BCHS student, the guidance and counseling program will focus on assisting students to identify goals, academic strengths, and career interests which may include students identifying career aspirations and beginning the application process to college. College and scholarship search information will be initiated throughout high school, with an emphasis tailored to the later years of high school. Before graduation, students will concentrate on post-secondary options and opportunities.

Individual Counseling

Students may schedule an appointment to see the counselor. Students are encouraged to make appointments during free periods or before and after school.

HARASSMENT/HAZING/BULLYING

The staff and community of Brighton Collegiate High School expects all students to conduct themselves in a manner, one in which consideration, kindness, and respect are displayed toward fellow students. Every member of the school community is entitled to attend school free from harassment, intimidation, threats, or fear. Bullying as defined by state law is any written or verbal expression, or physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students. Incidents of harassment/bullying (physical, sexual, verbal or written) or hazing will not be tolerated. A student who feels he/she is the recipient of such behaviors needs to report it immediately to his/her teacher, counselor, or administrator. Any staff member who is approached by a student about harassment/hazing/bullying shall ensure the student receives the assistance necessary, which may include addressing the situation immediately, parent contact, and/or referral to the administrator. Incidents of this type must be documented in writing. If a student witnesses bullying, intimidation, harassment or hazing of another student and fail to report it, may also be considered disciplined per the discipline matrix.

The following examples could be viewed as forms of harassment/hazing/bullying:

- Repeated remarks with sexual or demeaning implications
- Any unwelcome touching
- Incidents involving any form of initiation
- Verbal or physical intimidation
- Public Displays of Affection (PDA)

HOMEWORK/MAKE-UP WORK

Homework refers to the tasks assigned by teacher and intended for completion outside the classroom or class period. Homework offers additional practice of academic skills, prepares students for upcoming lessons, and/or elaborates on introduced material.

Student Responsibilities:

- Ask for clarification if an assignments or its due date is not understood
- Complete homework assignments thoroughly, thoughtfully and neatly
- Submit homework assignments on time

Parent Responsibilities:

- Realistically assess the time required to meet the needs of their student's education, being mindful that other activities may infringe on time available for academic success
- Encourage and motivate their students to complete both class work and homework to the best of their abilities
- Assist their students in setting aside a time(s) and place in which to complete homework assignments
- Contact their student's teacher(s) via email, voice mail, letter, or in person regarding any questions or concerns about homework

Teacher Responsibilities:

- Clarify the specifics of homework assignments, including purpose, connection to in-class instruction, and due date
- Provide clear, timely feedback regarding student performance on homework

Students have the number of days absent plus one (1) additional day for each missed day to make up work for excused absences. Exceptions to the above will be noted in the class syllabus. Students and parents may request make-up work for emergency or pre-approved absences of three (3) days or longer by calling or emailing teachers directly. Teacher's email addresses and direct extensions can be found on the school's website.

Note: A minimum of two (2) days notice is encouraged to acquire all homework. Parents should request that makeup work will be delivered to the Front Office for pickup.

HONOR ROLL

Student achievement will be recognized at the end of each semester. Students achieving a grade point average of 3.0-3.49 will make Merit Honor Roll. Students achieving a grade point average of 3.5-3.99 will make the Honor Roll. Students achieving a grade point average of 4.0 or higher will be on the Principal's Honor Roll.

LOCKERS

Based on availability, each student may have the option to be assigned an individual locker and will be expected to maintain it and be responsible for all contents.

- Combinations and lockers should not be shared
- The display of pornography, nudes, gang or offensive materials is not permitted. These items will be taken and destroyed and the student may face disciplinary consequences
- Lockers are school property and are intended for storage of books, clothing and other school related material. Therefore, the school reserves the right to search lockers at any time. Locker search may include the use of trained dogs.
- Misuse or damage to locker (including writing or using lockers as message board) will result in a fine for the repairs and/or loss of locker privilege.
- Suspicious activity, thefts or damage of lockers should be reported to the SRO or the BCHS administration.

Students are discouraged from bringing large amounts of money or valuable articles to school. The school assumes no responsibility for lost or stolen articles on school grounds or at school activities.

LOST AND FOUND

The lost and found is located in the front office. Items left in the lost and found for more than one month will be donated to local charities.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are important communication opportunities and times to interact one-on-one with teachers, students, and parents/guardian. Conferences will be held October 18, 2009 from 1 p.m. - 8 p.m. and on March 4, 2010 from 1 p.m. - 8 p.m.

PLAGIARISM/CHEATING

Plagiarism means to present, as one's own, the work, writing, words, ideas, or computer information of someone else. (Sources could be published or unpublished.) Cheating is supplying, receiving or using devices. For example, looking at or using someone else's work, using stolen notes, logging into someone else's PLATO or computer or using disallowed equipment, etc.

Consequences for plagiarism and cheating are as follows:

Matrix for Plagiarism/Cheating (covers all classes, lasts all year)

- 1st Offense- 0 on the assignment, teacher calls home and behavior referral
- 2nd Offense- 0 on the assignment, and 1 day OSS, and parent/teacher conference, and behavior referral
- 3rd Offense- 0 on the assignments and 2 day OSS
- 4th Offense- 0 on the assignment and referral for Expulsion Hearing

REPORT CARDS/MID-TERM GRADES

Report cards will be distributed four (4) times during the school year. Mid-term report cards will be mailed home at the nine (9) and eighteen (18) week mark of the school year. All reports cards will be mailed home to the address on file through Infinite Campus.

First semester midterm grades will be mailed home in October. Second semester midterm grades will be mailed home in March. For semester classes, students will receive one (1) midterm report before their final grade. This will be the only formal written notification of progress before the final semester grade is awarded. Students and parents are

encouraged to monitor Infinite Campus for additional information regarding student progress.

SCHEDULE ADDITIONS/CHANGES

Student schedules are made for the full year based on the student's requests.

Appointments for considering schedule changes can be made during the **first 10 school days of a semester. If a schedule change is not made within this time frame; (first 10 school days) counselor, teacher and administration approval is required, otherwise a "WP" will replace the class on the student's transcript.** Students should not plan on requesting a change during class time. Students may request a change because they:

1. Failed a class or have not taken the prerequisite
2. Have a physical disability (must have documentation)
3. Have previously earned credit in the same class.

Note: Until a schedule change is approved, the student must continue to attend all classes on his/her schedule.

SCHOOL/OFFICE HOURS

The main office, business, counselor, and administrators offices will be open from 7:00 a.m. - 4:30 p.m. for students, parents, and community members:

Parents/Guardians should drop off students no earlier than 7:00 a.m. Classes end everyday at 3:10 p.m. (unless otherwise noted). Students should be picked up or need to exit the building by 3:30 p.m. unless they are in a school-related function. For security reasons the school will not be open to students until 7:00 a.m.

If you need assistance from a teacher, administrator or staff member for any reason, please do not hesitate to contact them. The phone number for Brighton Collegiate High School is 303-655-0773. Updated email addresses for all staff are available on the school's website at www.brightoncollegiate.org.

SCHOOL RESOURCE OFFICER

The School Resource Officer program is a cooperative program between the Brighton Police Department, Brighton 27-J School District, and Brighton Collegiate High School. The program provides a part-time officer to the school to help educate and protect members of the school community. It allows students and staff the opportunity to interact with a member of the law enforcement community on a regular basis. The SRO program also assists the school in responding to situations of concern. When students and or parents engage in behavior that may be against the law while on school grounds, the School Resource Officer will be notified and will make a determination as to possible charges

SCHOOL SAFETY

In an effort to ensure secure schools, Brighton Collegiate High School has developed numerous crisis interventions plans. Students and staff participate in drills related to most of these concerns: fire, tornado, lockdown, lockout etc.

School administration and area law enforcement are always involved in the decision process when any of these actions are implemented.

- All guests of BCHS students must be high school age, up and including 20 years of age. This includes Prom and Homecoming.
- Any student who is suspended or expelled during the time of a scheduled dance will not be allowed to attend the event.
- If you leave the dance, you will not be allowed to return.
- Parents are welcomed to stop by and enjoy the event or volunteer to be chaperones.
- Students will be required to show their school ID as they enter the dance
- Dance moves need to be appropriate for a high school dance

SKATEBOARDS/ROLLER BLADES/SKATES/BIKES ETC.

These items cannot be used in school or on school grounds. They may be confiscated and made available for parent/guardian pick-up if used inappropriately.

STUDENT COMMONS

The following rules apply to the student commons for **all** students throughout the day.

- Teacher approved passes are required to work, converse or sit at the tables in the commons area.
- Littering may result in consequences or loss of privileges for the individual or the group. Please clean up after yourself!
- Please do not distract, be disrupted or impede the ability of the office staff to complete his/her job
- Failure to comply by these rules will result in discipline as per the matrix

STUDENT LETTERS OF RECOMMENDATION

Students who request a recommendation from a staff member are asked to provide a two-week turn-around time. Students need to pick up the recommendation either before or after school unless other arrangements have been made.

STUDENT RECORDS

In accordance with federal law, Family Educational Rights and Privacy Act (FERPA) and Superintendent Policy, JRA/JRC, parents or legal guardians may inspect the records of their students (request to review shall be in writing). The school reserves the right to have appropriate staff present to interpret the contents of records. In accordance with policy JRA/JRC parents may challenge, in writing, the contents of the records within ten (10) school days of the date of inspection (policy JRA/JRC).

Student records may be released to the following persons:

- Parents or legal guardians (for those under 18)

- Students (over 18)
- Officers or employees of public, private, or parochial schools where the student attends or intends to enroll
- The Colorado Commissioner of Education or the district superintendent and members of their staff
- Law officers and court officials with appropriate release forms. In addition, records shall be furnished in compliance with a judicial order or pursuant to any lawfully issued request
- A recruiting officer for any branch of the US Armed Forces as it relates to directory information.

Student records are the property of Brighton Collegiate High School staff. Official student records will not be released until student fines have been paid. ***Note: Parents or eligible students must contact school officials in order to request that the school not disclose directory information about them.***

SYLLABUS

During the first week of class, teachers will distribute to each of their students a copy of the course syllabus. Items in this will include:

- A course title, instructor name, and any prerequisites
- Instructor email address
- Instructor web-page
- Instructor voice mail number
- When and where help is available
- A course description
- Course objectives or essential outcomes
- Grading procedures and scale
- Expectations of student work and participation
- Absence policy
- Tardy policy

- Late work policy
- Review of plagiarism and cheating policies
- General guidelines
- Space for parents/guardians to provide contact information and signature.

TEACHER ASSISTANTS

Students may sign up to be a teacher's assistant or an assistant in one of the various school offices during one of their free periods with prior approval. Students may not drop a class in order to become a teacher assistant. Interested students may sign up in the counseling office during the first week of each semester. Students will earn a .25 credit for being a teacher assistant and will be graded in a pass/fail basis. Students may sign up for an unlimited amount of teacher assistantships; however, only .50 of the 8 elective credits needed for graduation may be earned through teacher assistantship.

TELEPHONE/EMERGENCY MESSAGES

Telephones, located in the office are available for personal calls during a student's free time when staff permission has been granted. Office telephones are for business use only.

Personal messages will not be delivered to students during class. During the school day, *emergency* calls should be directed to the front office at 303-655-0773.

TOBACCO USE

Superintendent Policy ADC

The Board believes that the use of tobacco products is injurious to health and that tobacco smoke may be a hazard to non-smokers in the vicinity. In an effort to provide a healthy environment for students and staff in which the maximum opportunity for teaching and learning may take place, smoking and the use of tobacco products is prohibited in school buildings, on school grounds, on or in all school property, in all school vehicles, and at all school functions.

TRANSCRIPT REQUESTS

The counseling office of Brighton Collegiate High School will provide transcripts at no cost to students. The transcripts of student grades are usually required with application for college admission, scholarship, employment, etc. Official transcripts are not official until they bear the signature of the school counselor and are embossed with the Brighton Collegiate seal. **Please note: Transcripts will not be released if a student has an outstanding balance on his/her student account.**

TRANSLATION SERVICES

Schools are responsible for arranging translation services for discipline actions, parent/teacher conferences, IEP meetings, and any other communication needs regarding routine or non-emergency medical health, attendance, or academic performance questions. Please contact the school office if you have any questions regarding this district service.

BCHS UNIFORM CODE PROPOSAL

Uniforms unify students by identifying them as Brighton Collegiate High School students. The dress code you see below grants leeway to the BCHS administration and the interpretation of these specific rules and regulations. Make no mistake, dress code is an important part of our philosophy, and it will remain so. However, allowing our administration to interpret how it will be enforced will be within their area of expertise. Below is a detailed description of the school uniform policy.

DRESS CODE WILL BE ENFORCED THROUGHOUT THE ENTIRE BUILDING AT ALL TIMES INCLUDING LUNCH, PASSING PERIODS AND AFTER SCHOOL.

Modifying the uniform in any way will not be allowed. Students are to maintain the manufactured lines of each garment.

Allowed	Not Allowed
<ul style="list-style-type: none"> • School approved shirts • Undershirts in a variety of colors as long as a school shirt is worn over them • Slacks, jeans, skirts, shorts or warm-up pants (khaki, navy blue, black, denim) • Open-toed sandals, athletic shoes, dress shoes • School approved athletic tee shirts or sweatshirts • Jackets or sweatshirts with school logo. • Coach or Principal approved dress for special events • Hoodies are allowed to be worn over school shirts as long as they are a solid (undecorated) navy, gray, forest green, white, or black 	<ul style="list-style-type: none"> • Sweat pants • College or Professional Team logos • Torn or unhemmed pants, shorts or skirts • Drug, alcohol and/or gang related logos or colors • Mini skirts or shorts (skirts must measure no more than 4 inches above the knee), tight and/or suggestive clothing • Oversized, baggy and/or sagging clothing • House shoes, slippers, or bare feet • Headwear of any kind; including hats and hoods • Sunglasses • No cleavage, visible underwear, exposed midriffs • No wallet chains of any length, spiked belts, collars or cuffs

For each infraction of the dress code, the following procedure should be followed:

- Student receives a Dress Code Violation Slip from a teacher and comes directly to the office.
- The student signs out “loner clothing” for the remainder of the day. The clothing which caused the infraction will be confiscated and kept until the end of the day.
- Students will return the “loner clothing” at the end of the day and receive his/her clothing. If the loaner clothing is not returned in a reasonable amount of time, the student will be charged a replacement fee.

The following consequences will result for each subsequent violation:

1. On the First offense, the student receives a warning, and a letter and copy of the dress code are sent home.
2. On the Second offense, the student receives an after-school detention, and a letter and copy of the dress code are sent home.
3. Any subsequent offense may result in out-of-school suspension at the discretion of the administration.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian and Salutatorian will be determined by grade point average at the completion of three (3) semester finals. Students graduating must complete courses totaling a minimum of 24 credits. Students qualifying for Valedictorian or Salutatorian can have no grade replacement or academic pass-fail courses.

VISITORS

Parents/guardians and their guests are welcome to visit the school at any time. 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 front office and present a state issued ID*, to be issued a visitor's pass. Visitors will be escorted to their destination. *Student visitor's, including older siblings are not allowed.* Visitors must also sign out in the same place, upon completing their business (transcript request, enrollment, professional meeting).

WEIGHTED GRADES

Current BCHS students or transferring students to Brighton Collegiate High School may have credit weighted if the course is an Advanced Placement (AP) or an approved college-level course. Weighted credit must be given prior administrator approval.

The information contained in this handbook is designed to provide students and parents/guardian with school and superintendent policies and information pertaining to academics, behavior standards and student services. These policies are critical in establishing a positive learning environment and maximizing learning opportunities for all students. Information regarding important dates throughout the school year is provided as well.

Calendar activities and events published may not represent a total listing due to changes, deletions and additions that may occur throughout the year. Please listen to daily announcements, consult the website and read parent newsletters for updates.

I have read and understand the policies and expectations in the BCCHS 2009-2010 student/parent handbook. My signature also gives permission for my son or daughter's picture to be included on the BCCHS website. In addition my son or daughter may be transported by BCCHS to educational activities including sporting events and field trips.

Student name _____ Date _____

Parent/Guardian name _____ Date _____

