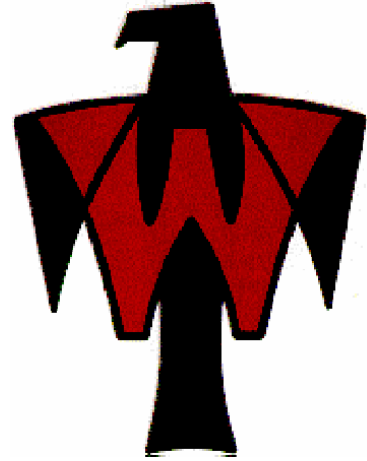


Student Handbook Overview for

Roy J. Wasson High School



***Our mission is to commit every effort to assist
all students in becoming proficient in all con-
tent standards and the application of those
skills to life experiences.***

2115 Afton Way
Colorado Springs, CO 80909
719-328-2000

Sean Dorsey: Principal

www.d11.org/wasson

Attendance Policies

- **Absences left unexcused more than 24 hours after the absence are considered truancies.**
- Parents and students may monitor attendance records through either Parent Connection or Student Connection. Details on using these computerized monitoring systems are available in the Counseling Center, located on the first floor, open 7:30 a.m. to 3:30 p.m. daily, phone 328-2019.
- Students' parents/guardians must call in excused absences (unless otherwise arranged) to the attendance office (328-2013 or 328-2014) between 7 a.m. the day of the absence to 2:30 p.m. the day after the absence. Voice mail messages are checked frequently; please provide callback information.
- ALL STUDENTS PULLED FROM SCHOOL FOR ANY REASON MUST CHECK OUT THROUGH THE ATTENDANCE OFFICE.
- To prearrange a student pickup, parents need to call the attendance office; the student needs to pick up a check-out slip from the attendance office prior to the absence then show the check-out slip to the classroom teacher who will dismiss the student at the appropriate time.
- Students who become ill during the school day must come to the attendance office where a clerk will attempt to contact a parent or make other arrangements.
- To prearrange absences (being out-of-town, long termed medical absences, etc.), parents or guardians must contact the attendance office at least 3 days prior to the planned absence.

Los padres o el guardian legal deberan llamar la oficina de asistencia (328-2013 o 328-2014) dentro de los 24 horas de su ausencia. La falta se tomara como una ausencia. Para mas informacion, llamar el nombre del telefono XXXXXX.

Inclement weather

To receive notices about weather related closures or cancellations, turn to Comcast Cable Channel 16, or check the notifications on the CSSD11 website, www.d11.org/weather.htm. For a schedule of classes on days when weather causes a 2-hour delay, check the online schedule: "Quick Facts About Wasson" at www.d11.org/wasson/frames.htm. Although the district calendar includes provisions for school cancellations because of weather, it also includes two make-up days May 29 and June 1, 2009.



Avoid Misunderstandings

“The principal of any school may establish additional guidelines for its own students.”

Student handbook: Page 4

Identification badges

- Required of all students and staff; visitors and guests must display a temporary badge available from the receptionist at the main office.
- Must wear on front of abdomen, above the waist and below the chin and visible at all times when on campus.
- Required for all after-school functions.
- Five (5) temporary badge per quarter.
- Students without Identification subject to suspension.
- Replacement IDs cost \$5 each.

Personal electronics policy

- School Board Policy prohibits use of cell phones, personal music devices, headphones, or game devices. Such devices may be used **ONLY** outside the building before or after school hours.
- Visible electronics are subject to immediate confiscation by any school personnel.
- Confiscated electronics may be collected in front office at 3 p.m. on the day collected. Students leaving school early **will be expected to return at 3 p.m.** Parents may collect at any time during the school day.
- After three confiscation incidents, parents will be required to meet with administrators before release of the offending electronic device; students may be suspended for flagrant disregard of this policy.
- Students who contest the confiscation may be suspended for insubordination.

Classroom Behavior expectations

- To protect the educational opportunities of all students, disruptive students will be removed from the classroom and may be suspended at the discretion of administrators. Parents will be required to attend readmission conferences prior to a student's readmission to school.
- Students are expected to arrive in class on time prepared for class; students later than 15 minutes are considered “unexcused absent” and may receive failing grades on that day's activities.

School dress expectations

- Students are expected to observe district dress code policies.
- Violations of the dress code are determined at the administration's discretion: examples include shirts or half shirt with spaghetti straps or that expose cleavage, midriff, or private parts; sagging clothes that expose underwear or underwear or sleepwear worn as street clothing; sunglasses, hats, bandannas or headwear inside the building; or, any item determined by the administration to promote drugs, alcohol, tobacco, gang activity, or that is profane or promotes discrimination or harassment or is disruptive of the learning environment.
- Parents may be requested to correct students' dress code violations immediately.
- Dress code violators may be suspended for repeated violations.
- For more details, see: www.d11.org/boe/policies/jica.pdf (En espanol: www.d11.org/boe/policies/jica-sp.pdf)

Harassment

Out of a “respect for the dignity and worth of each individual...” the Board of Education has committed to “a general policy of nondiscrimination on the basis of race, color, national origin, ancestry, sex, religion, age, and

- disability.”
- Students are expected to avoid any activity or statement that may be interpreted as harassment of any student, staff, or visitor associated with a District 11 property, facility, or activity.
- A student or staff member or visitor who feels threatened by the words, actions, or behaviors of another person may file a complaint under this policy.
- Victims of harassment are expected to report incidents to school administration or staff and to file a written, formal complaint by following procedures listed in the student code of conduct policy JBB & JBB-R (www.d11.org/boe/policies).
- Any form of retaliation associated with an active or disciplined violation of this policy will result in additional consequences; if, during investigation, a student involved in the incident is found to have violated other board policies, additional consequences may be assigned.

Hall Passes

- Students are required to be in assigned classrooms or academic areas during instructional periods unless in possession of an authorized hall pass.
- Students found outside assigned areas without appropriate passes will be reported as truant for that period and face disciplinary consequences.
- During lunches, access to all academic areas are available only to students with pre-written passes legibly detailing the student’s sponsoring faculty member, time of authorized visit, purpose of visit, and destination.
- Abuse of pass privileges will result in consequences.

School technology use

- Students must have a valid “fair-use agreement” on file prior to using school computers.
- Use of Internet for non-academic purposes is prohibited.
- Bypassing or tampering with computer programming or equipment carries consequences from modification of technology access privileges to expulsion.

Student responsibilities

- Students are expected to be a part of their education by monitoring their progress through Student Connection and conferences during non-instructional time with teachers, counselors and administrators.
- Students are responsible for tracking their completed graduation requirements.

Safety issues

- Students are responsible to each other and to the school community at large for reporting to any staff member unsafe behaviors by others or/and building conditions.
- **No student may open a locked outside door** without staff authorization and supervision.
- Courtesy and respect to everyone include avoiding horseplay or reckless behaviors in hallways.
- All students are to clear the building within 15 minutes of a day’s end unless in the company of a staff member or parent; students still in the building without supervision will be escorted outside.

Attendance expectations

- Students are expected to arrive in class on time; students later than 15 minutes are considered “unexcused absent” and may receive failing grades on that day’s activities
- Excessive tardiness may be grounds for a suspension; under district policy, suspended students receive zeros on assignments missed during suspension even though students are entitled to receive the instructional materials from their teachers.

- By state law, all students under age 17 must attend school or they and their parents may face court sanctions and possible incarceration. Older students may be dropped from enrollment for non-attendance based on their number of frequent absences.
- Colorado school attendance laws require the school notify the courts when students are “unexcused absent” the equivalent of 4 days (28 classroom periods); such notification may result in court appearances by students and their parents and related consequences.
- Additional information regarding school attendance is available elsewhere in this brochure.

Schedule change policies

- Seniors are ultimately responsible for checking their own graduation requirements carefully. Questions should be addressed to the students’ alphabetically designated counselors. Appointments may be made in the Counseling Center or by calling 328-2019. Magnet students should contact Chancy Lewis at 328-2012.
- Schedules are based on student/parent requests and balanced against state and locally mandated graduation requirements. Students should review schedules during two weeks prior to end of the school year or during pre-registration in August; after approval, staffing changes or errors may be grounds for changing a schedule, but those are at discretion of the counselors.
- Only with permission of an assistant principal may freshmen, sophomores, or juniors have fewer than 7 class periods per day; seniors must have a minimum of five class periods daily. Report insufficiencies directly to the designated counselor.
- Classes that are incorrectly assigned, either because they are of the wrong level, or the student has not passed or completed a prerequisite class, must be reported to your counselor.
- **After beginning of a term**, only the AP of Curriculum & Instruction may approve dropped classes; changes may occur for work release, misconduct, or extraordinary circumstances; students dropped for disciplinary circumstances will be placed in an alternative setting and receive an “F” grade for the class. Parents will be notified by mail or phone.
- Retakes of failed classes are permitted only with counselor and administrator approval; students should consider on-line or summer credit recovery courses which may be taken at the student’s own expense.
- **Disciplinary drops**, which may be administratively mandated and will receive a grade of “F”, occur for a variety of reasons including insubordination, disruptive classroom behavior or habitual truancy.
- Any class dropped after 2 weeks will result in an F for that class.

Closed campus

- All freshman and sophomore students must remain on campus at all times during the school day.
- Upper classmen without class assignments must be either in the school library, in an area with permission and supervision of a staff member, or off campus.

Parking regulations

- Students must register their vehicles with building security after paying a \$50 parking permit fee in the business office; bring the receipt, proof-of-insurance and vehicle registration to the security office to receive a permit.
- Students must park in the south lot which is located between the building and Constitution Avenue; faculty and visitors park in the north lot adjacent Patrician Street; faculty members must also register their vehicles with security.

Illegally parked vehicles may be booted, or towed at the owner’s expense; parking violation fines are: **\$10** for first violation, **\$15** for the second, and either a **\$25** fine for the third unless the vehicle is towed, in which case the towing fee is **\$150**; all fines must be paid in the business office within 24 hours or the vehicle will be towed. Refer to

- www.d11.org/boe/policies/jic.htm.
- All drivers on campus are responsible at all times for the control of their vehicles.
- Speed limit in parking lots is 10-mph.
- Observe the fire lanes, handicapped and other posted no-parking zones
- Enter and exit by assigned driveways.
- According to Code of Student Conduct file JIHB, “The privilege of bring a student operated vehicle onto school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband. Refusal by a student, parent or guardian, or owner of the vehicle to allow access to the vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle onto school premises. Routine patrolling of student parking lots and inspection of the outside of student vehicles hall be permitted at all times. Student operated vehicles may be searched by law enforcement officials at any time allowed by law, including when such vehicles are parked off school property.”

School lockers and searches (www.d11.org/boe/policies/JIH)

- School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search pursuant to this policy.
- Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school.
- Sharing lockers without administrative approval may result in the loss of locker privileges.

Due process

Students are entitled to due process

STEP 1: Teacher conference with student; parental contact; collegial meeting with other teachers.

STEP 2: Referral to student support services committee for intervention planning.

STEP 3: Referral to Dean of Students for consequences according to discipline matrix.

STEP 4: Referral to appropriate assistant principal for consequences.

STEP 5: Referral to Student Discipline Services.

Tobacco usage

- Possession and use of tobacco is prohibited on school premises and at all school activities by all people in accordance with state law and school policies.
- In accordance with the city’s ban on teenage smoking, teens smoking within sight of school property may be ticketed.

Visitors

- Adults and community members are always welcome, but must check in with the main office to receive a visitor’s identification badge.
- If a student wants to have a visitor, the student’s parent or guardian must contact a school administrator at least one day in advance of the visit to schedule that visit; such visits are not permitted during the first and last month of the school, the first and last week of any term, or on a Monday or Friday.

Textbooks and equipment usage

- Students are responsible for any textbooks or materials loaned by the school; all must be returned in good condition; damaged, lost or stolen textbooks or materials are responsibility of the student; all obligations resulting from non returned textbooks or materials will result in an obligation attached to the student's records that must be cleared before the next registration opportunity.
- Students are responsible for proper care and use of all school property and will be required to pay for any property loss or damage.

Cafeteria grounds usage

- Responsible behavior is expected at all times in the cafeteria.
- Students are responsible for clearing their dining areas.
- Food and drink may NOT be taken to classrooms, or hallways except water; no food or liquids may be taken to the technology laboratories.
- Information about free and reduced meals may be obtained from the cafeteria manager or through the Counseling Center.

2008—2009 Calendar Highlights

Teachers/Staff Development Dates (school open, no students):

Aug. 29, Sept. 19, Oct. 17, Jan. 5-6, March 13, April 24, May 15 & 29

Parent/Student/Teacher Conferences:

Oct. 29 — 4 p.m. to 8 p.m.

Oct. 30 — 8 a.m. to 8 p.m.

Oct. 31 — No School

Holidays (schools closed):

Labor Day, Sept. 1; Veterans' Day, Nov. 11;
Thanksgiving, Nov. 26-28; Winter Break, Dec. 22—Jan. 2;
Martin Luther King Day, Jan. 19; Presidents' Day, Feb. 16;
Spring Break, March 23-27; Memorial Day, May 5.

Beginnings of New Quarters (expect exams to precede):

Quarter 2, Oct. 20; Quarter 3, Jan. 7; Quarter 4, March 16

Last Day of School:

May 28, unless additional snow days needed, may extend to June 1.

Saturday Academy

Pre-register and get a breakfast ticket before each attendance in the counseling office or at the main reception desk.

Cafeteria doors open at 7:45; breakfast served at 8; study starts at 8:30; first release is 10:00; session ends at Noon.

Aug 23

Sept. 6, 13, 20, 27

Oct. 4, 11, 25

Nov. 1, 8, 15, 22

Dec. 8, 15

Jan. 10, 17, 24, 31

Feb. 7, 14, 21, 28

March 7

April 4, 11, 18, 25

May 2, 9, 16, 23

General Attendance Policies

For students' safety:

- All outside doors are locked at 7:30 a.m. Students and guests must enter through the building's main entrance located in the southeast corner of the courtyard.
- Students arriving late must sign-in at the attendance office. Parents or guardians must personally check students out during the school day. If an adult other than the parent or guardian is checking a student out, such removal must be arranged with an assistant principal prior to the date of removal. **Picture identification is required.**
- Students who arrive at class after the tardy bell rings will be required to register their time of arrival on a log kept by the classroom teacher. Those logs will be matched with teacher's computerized records. Penalties will be assessed for excessive tardiness.
- Students who are truant from class will lose credit for that day's activities including in-class assessments or work due that day; students are entitled to receive classroom notes or to complete any assignments so that knowledge will be available regardless of attendance. **It is the responsibility of absent students to meet with teachers at their convenience during the first 24 hours after returning to class from either an excused or unexcused absence. Students participating in activities (such as field trips or voluntary assessments) for other Wasson classes will be responsible for making up missed work under the same guidelines as excused-absent students.**

See: <http://www.d11.org/boe/policies/alphalisting.htm#J>

Regular Day Schedule

Announcements 7:45 – 7:50

Lunch A			Lunch B			
1st	7:45	8:41	1st BLOCK	7:45	8:41	1st
pass	8:41	8:47		8:41	8:47	pass
2nd	8:47	9:38		8:47	9:38	2nd
pass	9:38	9:44		9:38	9:44	pass
3rd	9:44	10:35	2nd BLOCK	9:44	10:35	3rd
pass	10:35	10:41		10:35	10:41	pass
4th	10:41	11:32		10:41	11:32	4th
LUNCH A	11:32	12:09		11:32	11:38	pass
pass	12:09	12:15		11:38	12:29	5th
5th	12:15	1:06		12:29	1:06	LUNCH B
pass	1:06	1:12		1:06	1:12	pass
6TH	1:12	2:03	3rd BLOCK	1:12	2:03	6TH
pass	2:03	2:09		2:03	2:09	pass
7th	2:09	3:00		2:09	3:00	7th
Freshmen and Sophomores attend A Lunch Juniors and Seniors attend B Lunch						

Wednesday PLC Schedule

No Announcements

Lunch A			Lunch B			
1st	7:45	8:32	1st BLOCK	7:45	8:32	1st
pass	8:32	8:38		8:32	8:38	pass
2nd	8:38	9:25		8:38	9:25	2nd
pass	9:25	9:31		9:25	9:31	pass
3rd	9:31	10:18	2nd BLOCK	9:31	10:18	3rd
pass	10:18	10:24		10:18	10:24	pass
4th	10:24	11:11		10:24	11:11	4th
LUNCH A	11:11	11:45		11:11	11:17	pass
pass	11:45	11:51		11:17	12:04	5th
5th	11:51	12:38		12:04	12:38	LUNCH B
pass	12:38	12:44		12:38	12:44	pass
6TH	12:44	1:31	3rd BLOCK	12:44	1:31	6TH
pass	1:31	1:37		1:31	1:37	pass
7th	1:37	2:24		1:37	2:24	7th
pass	2:24	2:30		2:24	2:30	pass
PLC	2:30	3:15		2:30	3:15	PLC