

STUDENT & PARENT HANDBOOK

HINKLEY HIGH SCHOOL HOME OF THE THUNDERBIRDS



INFORMATION – PROCEDURES – EXPECTATIONS

2009-2010



HINKLEY HIGH SCHOOL

1250 CHAMBERS ROAD

AURORA, CO 80011

303-340-1500

<http://www.aps.k12.co.us/hinkley>

Aurora Public Schools Administration Office

15701 E. 1st Ave.

Aurora, Co. 80011

303-365-7800

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Hinkley High School Administration

Jinger Haberer, **Principal**

Jocelyn Stephens, **Assistant Principal**

Matthew Willis, **Assistant Principal**

Charlotte Wolf, **Assistant Principal**

Mary Wright, **Assistant Principal**

Kent Hafling, **Dean of Students for Student Services**

Ronaldo Ortiz, **Dean of Students for Student Services**

Kerry Smith, **Dean of Students for Athletics and Activities**

GENERAL INFORMATION

MAIN OFFICE	303-340-1500
ACTIVITIES AND ATHLETICS OFFICE.....	Ext. 27433
BOOKKEEPING OFFICE	Ext. 27420
COUNSELING OFFICE.....	Ext. 27433
RECORDS OFFICE.....	Ext. 27438
HEALTH OFFICE	Ext. 27404
STUDENT SERVICES OFFICE.....	Ext. 27429
INTERNATIONAL BACCALAUREATE OFFICE.....	Ext. 27453
ATTENDANCE REPORTING LINE (Day or Night)	303-326-1674

Who to contact or where to go for information:

MAIN OFFICE

General information, administrative assistance pertaining to anything that happens at school, bus schedules, work permits, check-in for an appointment with school personnel, visitor passes

ACTIVITIES & ATHLETIC OFFICE

Athletic schedules, registration for sports, information about sports like list of coaches, eligibility requirements, directions to schools, club events, club information, building rental

BOOKKEEPING OFFICE

Class fees, book/equipment fees/fines, PE uniforms, parking registration, AP/PLAN test registration, activity card stamp, student ID card fee for replacement, tickets to after-school events including dances

COUNSELING OFFICE

Make appointments with assigned counselor concerning academic planning, school problems, social, and/or personal scholarship information, college/university information, class schedule concerns, open enrollment, employment opportunities

RECORDS OFFICE

Withdraw from school, grade changes, progress/report cards, transcripts, change of address or contact numbers

HEALTH OFFICE

Agency card information, immunization/health records, assistance with physical/emotional issues, distribution of medication during the school day

STUDENT SERVICES OFFICE

Attendance reporting and records, disciplinary issues, incident reports, student ID cards, student parking lot issues, student hand books, offices of Deans, campus Monitors and school resources officer(s) or SRO's.

Aurora Public Schools Alternating Eight Period Block Schedule

PERIODS	MONDAY, TUESDAY, THURSDAY FRIDAY SCHEDULE	WEDNESDAY SCHEDULE
Professional Development Time		7:50 to 9:20
Periods 1 and 2	7:50 to 9:30 (100)	9:20 to 10:37 (77)
Periods 3 and 4	9:35 to 11:15 (100)	10:42 to 11:59 (77)
Periods 5 and 6	11:20 to 1:35 Lunch included	12:04 to 1:57 Lunch included
Periods 7 and 8	1:409 to 3:20 (100)	2:02 to 3:20 (78)

Three 30 Minute Lunches Schedule

PERIODS/TIME	MONDAY, TUESDAY, THURSDAY, FRIDAY	WEDNESDAY
Lunch A Periods 5 and 6	11:20 to 11:50 11:55 to 1:35 (100)	12:04 to 12:34 12:39 to 1:57 (78)
Periods 5 and 6 Lunch B Periods 5 and 6	11:20 to 12:05 (45) 12:10 to 12:40 12:45 to 1:35 (50)	12:04 to 12:42 (38) 12:47 to 1:17 1:22 to 1:57 (35)
Periods 5 and 6 Lunch C	11:20 to 1:00 (100) 1:05 to 1:35	12:04 to 1:22 (78) 1:27 to 1:57

Eight Period Rotation Schedule

First Week							Second Week				
Days	Mon	Tues	Wed	Thu	Fri		Mon	Tue	Wed	Thu	Fri
Periods			PD						PD		
	1	2	1	2	1		2	1	2	1	2
	3	4	3	4	3		4	3	4	3	4
	5	6	5	6	5		6	5	6	5	6
	7	8	7	8	7		8	7	8	7	8

Academic Information

- Graduation Requirements
- Classification Regulations
- Class Schedules
- Course Expectations
- Grade Reports
- Parent conferences
- Parent Portal
- ACT/SAT Test Dates

Attendance Information & Regulations

- Student Responsibilities
- Parent Responsibilities
- Teacher Responsibilities
- Counselor Responsibilities
- Office of Student Services
- Absence Reporting
- Excused/Unexcused Absences
- Tardies
- Parent Portal
- Automated Calling System

Discipline Guidelines & Regulations

- Student Responsibilities
- Parent Responsibilities
- School Responsibilities
- Preventive Measures
- Helpful Telephone Numbers
- Disciplinary Action

Expectations and Standards

- Academic Dishonesty
- Animals/Pets
- Before/After School
- Bicycles/Skateboards
- CD/Similar Device
- Cell Phones
- Dress Code
- Closed Campus
- Principal's Pass
- Fighting
- Food/Drink
- Hall Passes
- Harassment/Intimidation

- Hazing/Initiation
- Highline Canal
- Lockers
- Lost & Found
- Messages/Personal
- North End of Campus
- Parking Lot
- Public Displays of Affection
- Recreational Activities
- School Closure
- Searches
- Smoking/Use of Tobacco
- Student ID Cards
- Suspension/Expulsions
- Theft
- Transportation
- Trespassing
- Vandalism
- Vehicle Registration/Driving
- Visitor Passes
- Weapons
- Entering/Exiting Building
- Most Suspendable Offences

Health Office

Media Center

Activities

Aurora Public Schools – High School

Mission

District Policies & Regulations

ACADEMIC INFORMATION

GRADUATION CREDIT REQUIREMENTS*

Every student who wishes to earn a diploma from the Aurora Public Schools must earn twenty-two (22) credits in the designated areas below. In order to participate in the graduation ceremonies, a student must have earned the 22 credits five days prior to the last day of school for seniors. For additional information concerning credits and graduation, please contact the assigned counselor during the school day.

CONTENT AREA	CREDIT	CONTENT AREA	CREDIT
Language Arts	4.0	Health	0.5
Mathematics	3.0	Practical Arts	1.0
Science	2.5	Fine Arts	1.0
Social Studies must include U.S. History 1.0 Civics 0.5	3.0	Physical Education	1.5
Computer	0.5	Electives	5.0

* PROGRAM PLANNING GUIDE

The Program Planning Guide is a handbook that has been compiled to assist high school students and their parents in planning a program of study for each academic year. Information on such items as graduation requirements, grades, course repeats, incomplete grades, grading system, student assistantships, waivers, college entrance requirements, and course descriptions are included. Each student receives a Program Planning Guide during spring registration and new students at the time of enrollment. Additional copies of the PPG are available in the counseling office.

CLASSIFICATION REGULATIONS

The following requirements apply to all Hinkley High School students to be classified at the next grade level at the end of each academic year. Students who do not meet these requirements will be reclassified back to the same grade level for the next school year. Students who are reclassified but subsequently meet the standards prior to the beginning of the next school year, through summer school classes or other academic work, will be promoted to the next grade level. Otherwise students remain in the "earned" grade level until the end of the school year unless prior administrative approval is granted at end of a semester.

GRADE LEVEL	CREDITS REQUIRED
To move from 9 th to 10 th grade	Four (4) Credits
To move from 10 th to 11 th grade	Nine (9) Credits
To move from 11 th grade to 12 th grade	Fifteen (15) Credits
To GRADUATE	Twenty-two (22) Credits

CLASS SCHEDULES

Student class schedules are built based on what a student chooses and places on the course selection form each spring during registration. The master schedule is built on these requests along with the hiring of staff to fulfill the needs of these selections. This is why careful planning and turning in these forms are so important.

In view of the involvement of students, parents, and counselors in the registration process, adding, dropping, and/or changing the student schedule is discouraged and may not be honored. Counselors and school administration will review individual cases when a schedule change is requested. If a schedule change is necessary or desired, this must be done prior to the first day of school and/or on the first day of the second semester. Counselors will be available by appointment only to assist with schedule changes.

Acceptable Reasons for Schedule Adjustments/Changes

The following are the only acceptable reasons for a student initiated schedule change:

- Drop the class because the student does not meet the prerequisite or does not have a teacher recommendation.
- Add a class because the student is a senior needing a special class to meet graduation requirements. Classes will only be added if space is available.
- Drop a class because the student has a physical disability which would not allow participation in the class. The student must provide a physician's note if seeking a medical waiver.
- Add a class when space is available without changing other courses.
- Delete a class because of double scheduling or add a class to create a consecutive schedule. A class will only be added if space is available.
- Drop a class because credit was earned in summer school or approved credits outside of Hinkley.

Minimum Number of Classes

According to policy, all students in grades 9 and 10 must be enrolled in a minimum of six (6) classes per semester and students in grades 11 and 12 must be enrolled in a minimum of five (5) classes per semester. To have fewer classes than the policy states requires approval by the school principal or the chief operations officer.

Open Class Period

If a student has an open class period, the student may add a class if space is available. Students with an open class period must be in the Media Center, school cafeteria, or the North courtyard. Students are not allowed to loiter unsupervised on campus.

Withdrawing from a Class

A student may drop a course during the first five (5) school days of the semester without penalty. After the fifth day when records are finalized, a student will receive a W/P - withdrawl passing if passing the course at the time of withdrawl or a W/F if failing the course at the time of withdrawl. A W/F will result in an F which is included in the cumulative grade point average. After the twentieth (20) school day of the semester, the student is not allowed to withdraw from a course without receiving an F, even if the student is passing the class at the time of withdrawl. If the student is withdrawn from a course for reasons beyond the control of the student, the student's transcript will reflect no penalty. Students are responsible for returning all books and/or equipment to the appropriate teacher at the time of withdrawl or a fine will be assessed.

COURSE EXPECTATIONS

At the beginning of the school year for year-long classes and at the beginning of each semester for semester courses, the teacher will provide written expectations and rules of the class within the first week of the course. The expectations will include description of the courses, the state standard(s) addressed in the class, grade requirements, materials and/or supplies required, and general rules of student behavior. Parents may also request this information from teachers.

PROGRESS REPORTS and REPORT CARDS

Each semester, students and parents will receive three (3) progress reports approximately every 4-5 weeks indicating current grades in each scheduled class. These reports are for information about performance in each course. At the conclusion of each semester, a report card is mailed, indicating the final grade earned.

PARENT/TEACHER CONFERENCES

Each semester, two evenings are scheduled for parent/teacher conferences for parents to have an opportunity to meet with teachers and receive an update on their teen's academic progress. No appointments are necessary and students may attend with their parents. Conference dates will be announced within the first week of school and will be published in the newsletter. Parents may also contact teachers and counselors anytime during the school year to discuss their teen's academic progress and other pertinent issues.

ACT/SAT EXAM TEST DATES

One of Hinkley's goals is to prepare every student for college. Most colleges require the ACT or SAT for admission. Institutions within the state of Colorado prefer the ACT. If a student plans to attend college or university outside of Colorado, the student should find out what exam the school requires and/or prefers. Students may take both exams if undecided. The ACT and SAT test registration packets are available in the Counseling Office. It is the student's responsibility to mail the registration forms directly to the testing center. Both tests require a registration fee. Scholarships are available to help defray cost of the test. See a school counselor for more information. Also, for more information and registration about the ACT and SAT exams, go to the website. ACT - www.act.org and for the SAT go to www.collegeboard.com. Below are the test dates for 2009-2010.

ACT EXAMS		SAT EXAMS	
Test Date	Registration Deadline	Test Date	Registration Deadline
September 13, 2009	August 12, 2009	October 4, 2009	September 9, 2009
October 25, 2009	September 19, 2009	November 1, 2009	September 26, 2009
December 13, 2009	November 7, 2009	December 6, 2009	November 18, 2009
February 14, 2010	January 6, 2010	January 24, 2010	December 26, 2009
April 4, 2010	February 27, 2010	March 14, 2010	February 10, 2010
June 13, 2010	May 8, 2010	May 2, 2010	March 31, 2010
		June 6, 2010	May 5, 2010

Counselor Responsibilities

- provide guidance, advice, and support for students experiencing irregular attendance
- contact the student and parent about attendance concerns
- ensure proper scheduling of classes for students who have extenuating circumstances
- counsel students and help students make good choices about attendance

Office of Student Services

- document calls from parents who contact the school excusing an absence or tardy
- contact the parent to verify an absence if the call appears to be questionable
- initiate the "In Touch" automated phone system to notify parents of unverified absences
- correct errors by teachers and allow parents one late reporting call per seme

- notify parents, students, staff of Colorado Attendance law, District policy, and school procedures at the beginning of each school year or upon enrollment
- supervise and administer procedures and consequences for violations when a student has accumulated six (6) or more unexcused absences. Unexcused absences are recorded over a semester. At the beginning of a new semester the process begins over again.
 - collaborate with outside agencies concerning student attendance issues

Absence Reporting Procedures

The parent/guardian is responsible for contacting the school to report a student absence or tardy. The absence or tardy must be reported within 24 hours of its occurrence. An absence or a tardy will be considered unexcused if a call is not received within the 24 hour period. Only one late call is accepted per semester and the late call must occur within three (3) school days.

There are two methods to report an absence or tardy. A parent/guardian may call Hinkley's Attendance Line, which is available 24 hours a day or may contact the school during business hours 7:00am to 4:00pm. The phone number for Hinkley Attendance Line is 303-326-1674 and during school is 303-340-1500.

When calling to report an absence or tardy, be prepared to provide the following information:

- Name of student, spell the last name
- Relationship to the student
- Grade of the student
- Date of Absence
- Length of Absence, i.e. All Day, 8:00am to 10:00am
- Reason for the absence
- Telephone number to verify the phone call

For Parents/Guardians who do not have access to a phone, a parent/guardian may notify the school in writing of an absence, providing a "signature card" is on file in the Office of Student Services. Signature cards must be updated yearly. Notes received will be kept on file to serve as verification and documentation of a student's absence. If a parent wishes to send a note, the parent must come to the school and complete a signature card.

Excused and Unexcused Absences

Absences due to illness, injury, medical appointments, funerals, court appearances, family emergencies, or school-initiated absences are considered appropriate and acceptable reasons for missing school. Students may not be excused from any class and remain on campus, including physical education classes. Students excused from participation in physical education class are expected to be in class. Once a student has arrived on campus, the student is expected to be in class. If a student becomes ill while at school, the student is to go to the Health Office. The nurse will assess the situation and determine if the student needs to go home or return to class. Either way the school nurse will contact the parent of the visit to the Health Office and the outcome of the visit.

An unexcused absence occurs when the parent/guardian is unaware or had no prior knowledge of the absence, did not approve of the absence, or did not contact the school within the allowed 24 hour time period. The Office of Student Services reserves the right to determine if an absence is unexcused or excused. Students who experience excessive unexcused absences may be required to sign an attendance contract. Failure to abide by the contract may result in disciplinary action including truancy court, In-House suspension, out-of-school suspension, or withdrawal from school for the remainder of the current semester. **Students who are absent for ten (10) consecutive school days with no notification to the school, will be withdrawn from school effective the last date of attendance.** A phone call and certified letter will be sent to the address on file. No response will result in withdrawal and the student may be allowed to re-enroll at the beginning of the new semester, providing residence is within the Hinkley attendance area.

Tardies

Students are expected to be on time to every class. When a student is late to class, the student is expected to give an explanation for the lateness if asked by a teacher. Reasonable consequence to deter tardies will be imposed at the teacher's discretion. Parents will be contacted by the teacher when lateness begins to affect academic performance or becomes a disruption to class. It is recommended the teacher make a parent contact on the 3rd and 5th unexcused tardy. When a student accumulates six (6) unexcused tardies, the teacher may submit a referral to the Office of Student Services. When a student has been referred to the Office of Student Services for tardies, consequences may be lunch detention, after-school detention, community service (formerly called work detail), Saturday School, In-House suspension, or out of school suspension to be determined by the Office of Student Services. Tardies are recorded over a semester. At the beginning of a new semester the process begins over again.

Late Passes: The Attendance Office will only issue a pass to the student who arrives late to school due to appointments or family business when the parent/guardian has already contacted the school, has made prior arrangements, or accompanies the student to the Office of Student Services. When a teacher or other school official detains a student, that teacher or official shall give a pass to that student. This tardy is considered excused.

Parent Portal – Internet Student Information Service

Parent Portal is an internet service that provides parents with information about their teen's performance in school. The system gives up-to-date information about attendance, tardies, grades, and disciplinary actions. From an internet connection at home, the workplace, any public library or anywhere the internet is available, a parent may access Parent Portal. Parents may register for an Parent Portal account by going to Hinkley's website a www.aps.k12.co.us/hinkley.

Once the registration account is established, a parent/guardian needs to be come to Hinkley HS during school hours with identification, preferably a valid driver's license, and the parent will receive a password. If problems occur with the Parent Portal program, contact Hinkley's technology manager.

Automated Calling System for Attendance

The Office of Student Services uses an automated calling system to notify parents if their teen is absent from one (1) or more classes during the school day and the Office has not been notified of such absence. It is important the school has an accurate phone number so messages may be sent to the parent. Calls are delivered throughout the evening beginning around 4:30 pm. A call is documented as received if the receiver is picked up. The system only allows the school to state an absence has occurred and is not capable of giving the name of the student or the class periods missed. If a call is received from the automated calling system, parents are encouraged to contact the Office of Student Services the following day to learn more information. If an error has been made, it will be corrected. If more information is needed or there are questions about the automated calling system, please contact the Office of Student Services.

STUDENT DISCIPLINE PROGRAM

PHILOSOPHY

The philosophy of Hinkley's discipline program is to provide a safe environment that is conducive to learning, teaching, and working for students and staff. In order for the discipline program to be effective, expectations and standards have been established which require mutual respect, cooperation, and enforcement between all members of our community — students, staff, and parents. When students choose to not abide or adhere to established expectations and standards, intervention and guidance are necessary to help gain a better understanding of what is appropriate behavior and what behaviors are acceptable and unacceptable. Hinkley's Student Discipline Program is an equitable, progressive plan that follows Aurora Public School policies on student rights and responsibilities. This policy can be found in the Safe Schools District Policy and Regulations Handbook (ADH, ADHA, JKD, JKE, JICI) and is available on the District's website. The ultimate goal of Hinkley's discipline program is to encourage students to make good decisions when it comes to their actions and behavior and to gain an understanding that there are consequences, good and bad, when making choices and decisions.

SHARED RESPONSIBILITIES

An effective discipline program is the shared responsibility of students, staff, and parents. The following are examples of some of our varied responsibilities.

Students have a responsibility to:

- attend school regularly, arrive on time to classes, bring materials, participate in class, and complete assignments/homework.
- respect the rights of all people and appreciate each person's differences.
- never bully. This includes derogatory written, pictorial, cyber/cell communications, derogatory verbal comments, threats, or physical conduct which is provocative, rough, or restrictive.
- learn to resolve conflicts nonviolently.
- apply violence prevention skills every day at school, home, in after-school activities, in the community.
- work with peers, staff, and community to discuss problems at school.
- get involved in school activities that happen in the classroom or after school like clubs, drama/music productions, athletics, community service projects.
- know expectations, standards, rules, and policies and follow them.
- keep the school clean, free of graffiti, putting trash in receptacles.
- set goals for your future. Make plans to obtain the education and skills needed to achieve your goals.
- ask for assistance, advice, and guidance from teachers when struggling to learn.
- be a role model.

Parents/Guardians have a responsibility to:

- support school discipline regulations and policies and assist in the resolution of discipline problems.
- review the expectations and standards with your teenager.
- assist your teenager in attending school regularly, arriving on time, completing assignments, and asking for help with understanding material when needed.
- get to know your teen's teachers. Communicate with the school staff by attending conferences or calling teachers and finding out how to assist student learning.
- contact the administration if a concern or problem arises.
- serve on school committees.
- get involved in school activities.

Staff/School have a responsibility to:

- create a strong academic vision and provide effective academic instruction.
- instruct students in appropriate behavior. Set clear rules and consequences for misconduct.
- established a "zero" tolerance for fighting, name-calling, profanity, poor citizenship.
- to have high expectations for all students and not accept substandard work by any student.
- to be consistent and fair when enforcing school and classroom rules.
- treat students and parents with respect.
- communicate regularly with students and parents about academic and behavior performance.
- model expected behavior.
- be a role model.

PREVENTIVE MEASURES

The following are examples of measures taken by our school to prevent the occurrence of discipline problems Professional development focused on improving student achievement.

- Training and support for staff in diversity and cultural awareness.
- Teacher access to parent phone numbers, mailing and email addresses.
- Parent meetings such as Back-to-School Night, Coffee Club, 8th Grade Parent Meeting, Parent Conferences.
- Parent access to teacher voice mails and email addresses.
- Distribution of Student/Parent Handbook and APS Safe Schools Handbook.
- School and District websites with information about activities, calendar, phone numbers, educational links, parent assistance links, etc.

- Class meetings with Chief Operations Officer, Deans, class sponsors to discuss student expectations and involvement.
- Teachers distribute and explain class expectations, requirements, and grading system.
- Rules and expectations when appropriate are posted within the building and are periodically reviewed in the school announcements and website.
- After-School programs like tutoring, anger management, drug/alcohol awareness are offered to assist students.
- Items that distract from the classroom are banned like use of cell phones, music players, etc.
- Dress code bans, clothing that is disruptive and distractive.
- Campus is monitored by surveillance cameras and school security.
- Visitors are required to sign in at the Main Office.

DISCIPLINARY ACTION LEVELS

Hinkley’s Student/Parent Handbook and the APS Safe Schools Handbook contain the rules, regulations, and policies that students are expected to abide by and adhere to while enrolled as a student in the Aurora Public Schools.

Disciplinary actions apply to the behavior and conduct of students while on District Property, in District vehicles, at school sponsored events or activities on or off campus, and under circumstances where off campus behavior is detrimental to the safety and welfare of other people and of school personnel.

Within each level, from minor offenses to the most serious of offenses, there are probable interventions and available consequences that may be applied. There will be considerations as to the specific event, seriousness, prior offenses, whether the student stops the misbehavior when told to do so, the number of students involved, the number of adults necessary to deal with the immediate incident, whether the incident presented a significant danger of physical or emotional harm to any person, etc. Due to the seriousness of some behaviors, the consequences are very specific and required enforcement by Aurora Public Schools’ policy and Colorado State statutes. In accordance with APS policies and Hinkley High regulations, the Aurora Police will be notified of violations when deemed necessary.

LEVEL 1 - MINOR OFFENSES

Examples of minor offenses include, but are not limited to:

- disrupting class by talking, making noise, cell phone ringing, use of cell phone
- cheating on a test or copying work
- excessive tardies
- excessive unexcused absences
- inappropriate language
- use of cell phone, music devices
- dress code violations
- failure to carry current school student ID card
- use of tobacco on campus
- riding bicycles, skateboards, use of inline skates while on campus
- name calling
- food/drink in hallways, leaving trash on ground, floors, tables; throwing trash
- gambling
- no hall pass when in hallways during class period
- internet/computer violations
- loitering/trespassing
- parking violations
- school bus violations

LEVEL 1 - ACTION/INTERVENTION

Examples of actions may include, but are not limited to:

- conference between student and Dean/Counselor to gain a better understanding of accepted behavior
- conference between the student and teacher or staff member to discuss and resolve the situation
- conference between the student, parent, and/or teacher or school official
- parent notification
- behavior contract
- attendance contract
- loss of privileges: use of hall passes, parking lot use, computer use, school transportation
- confiscation of unauthorized items
- lunch detention
- community service detail
- after-school detention
- In-house suspension
- Saturday School

LEVEL 2 - MORE SERIOUS OFFENSES

Examples of Level 2 offenses include, but are not limited to

- repeated Level 1 offenses
- disrespect/defiance
- profanity directed toward students and/or staff
- threats: verbal, written, text message
- harassment/bullying
- encouraging a fight
- fighting
- driving violations
- possession of an illegal substance
- illegal substance use or reasonable suspension of illegal substance use
- possession of stolen property
- trespassing
- vandalism

LEVEL 2 - ACTION/INTERVENTION

Examples of actions and interventions may include, but are not limited to:

- lunch detention
- community service detail
- after-school detention
- In-house suspension
- Saturday School
- out of school suspension
- exclusion from after-school activities and school-sponsored events
- confiscation of unauthorized items
- assigned to another teacher/class
- financial liability and settlement
- referral to Hinkley awareness programs: anger management, drug/alcohol
- referral to Juvenile Awareness Center*
- referral to Adams/Arapahoe County Social Services
- referral to Aurora Police
- Recommendation for expulsion

*Not funded by the school for such intervention unless specifically authorized by the principal.

LEVEL 3 - VERY SERIOUS OFFENSES

Examples of Level 3 offenses include, but are not limited to:

- repeated Level 1 and/or Level 2 offenses - progressive, willful disobedient
- arson
- assault
- encouraging a fight - 2nd offense
- 2nd fight
- possession of alcohol and/or illegal drugs
- sexual or racial harassment
- false fire alarm
- bomb threat
- behavior on or off school property which is detrimental to the safety and welfare of other students and school personnel.

LEVEL 3 - ACTION/INTERVENTION

Examples of actions and interventions may include, but are not limited to:

- emergency removal due to immediate danger or serious disruption
- suspension out of school for up to ten (10) school days
- alternate placement within the school district
- recommendation for expulsion

LEVEL 4 & 5 - MOST SERIOUS OFFENSES

Examples of most serious offenses may include, but are not limited to:

- continued willful disobedience or open and persistent defiance of proper authority
- willful destruction or defacing of school property, including graffiti and arson
- breaking and entering school property
- behavior on or off school property which is detrimental to the safety and welfare of other students or of school personnel
- physical aggression against a staff member
- repeated interference with a school's ability to provide educational opportunities to other student's
- assault*
- robbery**
- sale/distribution/purchase of a "drug or controlled" substance**
- Carrying, bringing, possessing, or use of a dangerous weapon or bringing a firearm to school, without the authorization of the school or District**

LEVEL 4 & 5 - ACTION/INTERVENTION

Examples of actions and interventions include:

- extended out of school suspension
- extended out of school suspension, pending expulsion
- expulsion for twenty-six (26) days or until the end of the current semester, whichever is longer*
- mandatory expulsion for up to one full calendar year**

EXPECTATIONS AND STANDARDS

ACADEMIC DISHONESTY

In an attempt to improve the academic integrity of Hinkley High School, the following regulations will be followed concerning academic dishonesty in every content area.

- It will be the responsibility of each teacher to CLEARLY DEFINE what is considered academic dishonesty — cheating, plagiarizing, copying, cribbing, etc., — in a particular class. This information will be included in the course expectations that are given to students and parents. Remember, with numerous teachers using a variety of teaching strategies and techniques like cooperative learning groups, group projects, paired instruction, and similar methods when students work together, what may be considered “cheating” in one class may be a primary instructional strategy in another.
- If a teacher is not absolutely sure or does not have a clear-cut case with documentation, the student will be given the benefit of the doubt for the first incident.
- In the FIRST INCIDENT OF CHEATING the teacher will give the student a “zero” for the assignment, project, test, paper, activity, etc. and contact the parent. The teacher will document the incident, date/time of parent contact, date/time of counselor contact, and submit a disciplinary referral to the Office of Student Services.
- In the SECOND INCIDENT OF CHEATING the teacher will again give the student a “zero” for the assignment and refer the student to the appropriate Dean of Students with a disciplinary referral indicating this is the second incident of academic dishonesty in the same class. The teacher will provide documented information on both incidents. The student will be referred to the In-House suspension room and a parent contact will be made by the Dean. It is the responsibility of the Dean to see that both the student and parent are aware of the consequence of any further incidents of academic dishonesty during the school year.
- In the THIRD AND SUBSEQUENT INCIDENTS OF CHEATING, the teacher will refer the student to the appropriate Dean. The SECOND time that the Dean sees the student for academic dishonesty, the student will be suspended from school for three (3) days and possibly removed from the class with an W/F and assigned to the In-House suspension room for that class period only for the remainder of the semester.
- If a student has been removed from a class for academic dishonesty and is SUBSEQUENTLY REFERRED FOR CHEATING in another class, the student will be suspended for five (5) school days, removed from the class with an “F” and referred to the In-House suspension room for the remainder of the semester.
- If a student has been removed from two (2) classes for academic dishonestly and is SUBSEQUENTLY REFERRED from another class, the student will be suspended for five (5) school days and a recommendation for expulsion from Aurora Public Schools for the remainder of the semester will be made to the Superintendent of Schools.

ANIMALS/PETS

Animals, even if considered a pet, constitute a potential danger to others. Students are not allowed to bring any animals or pets on campus unless prior permission has been granted by the school’s administration.

BEFORE/AFTER SCHOOL

Students are welcome to be on campus prior to the start of school and may remain on campus after school provided they are under the direct supervision of a staff member. Only students who are meeting with a staff member or involved in after-school activities and athletics may remain on campus after school. Students who do not have a class during the last class period 7 and or 8, and are not involved in after-school activities are to make arrangements to leave campus within 15 minutes of Period 6. Students who have a Period 7 or 8 and are not involved with after-school activities or business are asked to leave campus within 30 minutes of the last period bell. If transportation is provided by the school, students with no Period 7 or 8 are to remain in the cafeteria until Period 7 or 8 ends to ride the school bus.

BICYCLES/SKATEBOARDS/ROLLER BLADES

Skateboards/Inline Skates may be used as transportation to and from school but are not to be used while on campus. Students must be off their boards or out of their skates when they reach the property line of the campus per City Ordinance #27-60. These items may be stored in the school locker or in the Office of Student Services (name must be on the board/skates.) Failure to comply with the rule will result in loss of privileges for an amount of time determined by the Office of Student Services. Bicycles are not to be ridden on the school grounds during the school day. Bicycles are to be locked in the bike racks located on campus outside of the Office of Student Services. The school is not responsible for theft or damage to the bicycle.

CELL PHONES/CD/MP3 PLAYERS/IPODS or SIMILAR DEVICES

In order to be fair, consistent, and persistent, each of the APS High Schools will follow the same policy in regards to cell phones and electronic devices.

Cell phones are not to be seen, heard, or used in any way inside the school during the instructional day from 7:30 a.m. to 3:20 p.m. This includes the use of any cell phone options such as cameras, PDA's, and calculators. Cell phones may be used outside the building. However, there will be consequences enforced if a student misses academic time due to cell phone use.

Electronics that are "receive only" devices such as I-pods, MP3 players, PDA's, etc. will be allowed in the Commons and or lunch area during the instructional day. Electronic devices used in instructional areas will be confiscated. The exception may be the library or study areas if specific permission from a staff member has been granted. Electronic devices that disturb other students or staff will be confiscated.

Any staff member seeing or hearing a cell phone or electronic device used in violation of the above policy will confiscate the item and turn it in to the deans' office. The dean will return the confiscated item to a parent only. Multiple violations will result in more serious disciplinary action.

Hinkley High School is not responsible for lost or damaged phones, pagers or electronic devices.

DRESS CODE

A school is an educational business and thus a dress code is established for all, students and staff included, to provide a setting and environment that is conducive to learning, teaching, and performing duties that occur during the school day. A student's dress must adhere to the accepted standards for an academic setting and to the appropriateness of the teaching, learning, and business environment. Whenever there is a disagreement between the school and the student/s about appearance/dress, the school reserves the right to determine what is or is not appropriate. Admittance to class will not be permitted and the student will have a choice to remove the item, cover the inappropriate clothing, and/or go home to change clothes. Continued defiance of the dress code will result in further disciplinary action.

Regardless of fashion trends or statements, the following items are not appropriate dress for school ----

- No Headgear of any kind to include but not limited to baseball caps, stocking caps, do-rags, bandanas, scarves, hairnets, headbands, visors, earmuffs, beanies, skull caps, and/or any other item worn on the head are allowed on campus anytime during the school day. When hats are worn due to cold temperatures outside, students are to remove the hat upon entering the school building OR place the hat in a pocket, backpack, or locker for the duration of the school day. Headgear worn will be confiscated and returned at the end of the day for the first offense. For second and further violations, the headgear item will be confiscated and returned at the end of the school year.
- No low-cut, see through camisoles, tube tops, midriffs, halter tops, backless, shoulder less, one shoulder tops are allowed to be worn unless a shirt is layered over these tops.
- No excessive exposure of skin is permitted and applies to both genders. Clothing must cover the back, chest, belly, and buttocks.
- No clothing of any kind may be worn that contains profane, lewd, vulgar, sexual, defamatory graphics or language, including derogatory/offensive puns.
- No gang affiliated attire, symbols, or styles as identified by law enforcement are allowed.
- No Sagging. Pants and shorts must be worn above the buttocks line.
- No spiked bracelets or collars are to be worn during the school day.
- No sunglasses are to be worn in the building.
- No gloves are to be worn in the building unless distributed by the nurse or custodian.
- No pajamas or house slippers.
- No bare feet.

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

CLOSED CAMPUS AND PRINCIPAL'S PASS

APS has developed an earned privilege for the off-campus program that encourages students to be in class everyday. With this program, freshmen will remain on campus during lunchtime for the entire school day including lunch, unless you do not have a period 7 or 8. Sophomores, Juniors and Seniors may earn a Principal's Pass to leave campus for lunch. This change is designed to motivate students to achieve in school.

Freshman and students who have not earned a Principal's Pass may bring their lunches or may purchase lunches from the school lunch program.

The benefits of this program include increased academic achievement, fewer absences and tardiness, fewer complaints from citizens in the community, a reduction in inappropriate behavior off school grounds and fewer complaints of non-students loitering on or near another school campus.

- The criteria for a Principal's Pass in all district high schools include:
- **93%** average daily attendance rate or higher (school-related activity absences do not count against attendance rates)
- **2.75** or higher grade-point average (GPA)
- no discipline issues

Students (10th, 11th, and 12th graders) will have the opportunity to earn a Principal's Pass quarterly. **Fourth quarter from the prior school year will determine eligibility for a Principal's Pass for the first quarter of the following school year.** Once students earn a Principal's Pass, they will receive a color-coded pass with their photograph, which must be worn at all times when off campus. The color-coding will change quarterly. Students who earn a Principal's Pass may also use their vehicles when leaving campus, if applicable.

Local Law enforcement will be aware of the off-campus guidelines and will also be aware of the quarterly color-coded Principal's Pass indicating which students have permission to be off campus.

Parents/Guardians may choose to deny their student the privilege of a Principal's Pass by submitting their written request to the principal. This pass may be revoked at any time at the discretion of the principal. Actions that may result in a pass being revoked include, but are not limited to, a student not wearing the valid pass, demonstrating increased absences and tardiness, a decline in academic achievement and GPA and inappropriate behavior resulting in discipline referrals.

Students who have not received a Principal's Pass and leave campus for lunch will face disciplinary action. The Principal may revoke Principal's Pass privileges at any time.

FIGHTING

Violence between students or violence by one student directed at another will not be tolerated. Fighting on or off school grounds or inciting and encouraging a fight on school grounds, at a school-sponsored event on or off campus or off school grounds will not be tolerated. If a conflict appears to be eminent, the student is expected to make every reasonable effort to avoid the conflict and to see a teacher, campus monitor, counselor, administrator, or any other staff member immediately. Students involved in fighting should expect an out-of-school suspension and a police contact. A second incident for fighting will result in a recommendation for expulsion.

Students who attend a fight involving Hinkley students off campus — during or after school hours — including weekends and vacations, may be given consequences up to and including suspension or even expulsion depending on the nature of the fight and its impact on Hinkley High.

Physical aggression toward a staff member will not be tolerated. A student who strikes out or hits a staff member will be suspended and recommended for expulsion for a full school year. The violation here is physical contact, not what the student may have intended to occur. Included are verbal threats or destruction of an employee's property at anytime or place.

FOOD/DRINK

It is recommended that food and drinks be consumed in the cafeteria, gym lobby area, a classroom, or outside of the building. For health reasons and sanitation reasons, refrain from eating food/drink while in the hallways or storing items in school lockers. Students are expected to place wrappers, soda containers, and other trash in trash cans and not leave their trash or leftovers on the floor, tables, stairs, etc. Students are expected to assist in keeping our building free of trash on the grounds by using trash receptacles.

HALL PASSES

Any time a student leaves a class, the student must have a hall pass. Release of a student from the classroom is a matter of teacher discretion. Hall passes for any reason with the exception of a pass to the health office are not to be issued the first or last ten (10) minutes of any class. Students **MUST** have their student ID card in order to receive a hall pass except for emergency and extenuating circumstances as determined by the teacher. Upon request of any Aurora Public School employee, a student will show the hall pass. Abuse of hall passes will result in loss of privileges for a reasonable amount of time as determined by the teacher.

HARASSMENT AND INTIMIDATION

Harassment is unwelcome behavior toward a person that may be verbal, physical, visual, or abusive. It may target one person or a group of persons. Sexual, racial, or any other kind of harassment will not be tolerated and disciplinary action will result. Refer to District Policy-XYZ and District Policy ACBA for further information.

HAZING AND INITIATION

Hazing is persecuting or harassing a person or a group of persons with meaningless, difficult or humiliating acts or tasks. Initiating is exacting humiliating performances from or planning practical jokes upon a person or persons that could cause physical or mental injury. Hazing/Initiation of any form will not be tolerated.

HIGHLINE CANAL

The Highline Canal, which travels through the east side of Hinkley's campus is off limits to students. Students are not to enter the canal, push/throw/pull or otherwise cause another student to enter the canal. The purpose of the canal is for irrigation so students are to refrain from throwing trash or other items into the canal.

LOCKERS

Lockers are the property of Hinkley HS and are for the purpose of storage of books and personal items. School lockers are optional. Lockers are randomly assigned based on a student's class schedule and location of other classes, i.e. students assigned to a small learning community.

Students in an SLC will have lockers near their community. There are a limited number of lockers so lockers are issued on a first come, first served basis. When all lockers have been issued, students in need of a locker will be placed on a waiting list. The school is not responsible for lost or stolen items from lockers. Students are advised not to share lockers or give out the combination. Locker searches will be conducted on the suspicion that its contents may be a threat to the health and safety of the student assigned, other students, or staff. Lockers will also be searched if there is reason to believe a locker contains items which are illegal, stolen, or contrary to District policy. If a locker is not working properly, it is the responsibility of the student to report the problem to the Office of Student Services.

LOST & FOUND

The Office of Student Services will house items “Lost & Found.” It is recommended that personal belongings be labeled with permanent ink. It is advisable to not bring valuable items to school, including large sums of money. Students must be able to identify items claimed. Every effort will be made to return items to the rightful owner providing the items have the person’s name. PA announcements will be made when items like car keys, purse, eye glasses, and like items have been turned in. Items not claimed within two weeks will be donated to a charitable organization.

MESSAGES

Only parents/guardian on file who are listed as the contact person or an employer may leave messages for a student. The message should be one of an emergency or serious nature as determined by the Office of Student Services. Messages will be delivered to the student. Every effort will be made to deliver the message; however, if a student is not in class, it will be noted with date and time of delivery attempted and placed in the student’s file.

NORTH END OF CAMPUS

The property north of campus, is off limits to students during the school day. Aspen Place and the Weatherstone Apartment Complex are private properties and students will be cited for trespassing and/or loitering if on these properties during the school day. Only students who reside at Weatherstone may enter the complex. Students who continue to violate the request of staying out of or off of these properties will face further disciplinary action by the school.

PARKING LOT

Students are not to loiter in student or staff, parking lots anytime during the school day. This includes sitting in parked cars during passing periods and during lunch. Upon arriving to campus, students are to park their cars and leave the lot. Upon returning to the car, students are to exit the parking lot. Students must register their cars and display a current parking sticker. Violators will be ticketed and possibly towed at owner’s expense.

PUBLIC DISPLAYS OF AFFECTION

Open displays of affection are considered inappropriate and will not be tolerated while on school property. Disciplinary action will result, including a parent contact, when students are repeatedly requested to refrain from open displays of affection.

RECREATIONAL ACTIVITIES

Recreational activities like hacky sack, break dancing, soccer ball juggling, tossing baseballs/footballs/frisbees are to be confined to a designated area established by the Office of Student Services. These areas will be away from walkways and parking lots. Many will be outside of the building.

SCHOOL CLOSURE

School closure resulting from adverse weather conditions or facilities not adequate to maintain a safe environment will be announced on several of the major radio and television stations. Public service announcements will be made by these stations. Please refrain from contacting the school or administration building. If no service announcement is made, school will be in session. When Aurora Public Schools are closed the following radio stations are notified:

KOSI (1430 AM) - KERE (710 AM) - KIMN (950 AM) - KOA (850 AM) - KLAK (1600AM) - KTLK (1280 AM) KHOW (630 AM) and television stations - KUSA (Channel 9) - KMGH (Channel 7) - KOA (Channel 4).

SEARCHES

School searches are authorized by the principal or designee. Searches are conducted if there is reasonable suspicion to suspect a person, place, or thing may lead to the discovery of prohibited items or evidence of prohibited activity that could create a danger within the school or to occupants of the school, i.e. firearms, knives, drugs, alcohol, explosives, etc. Searches may include but not be limited to the student, their clothing, backpack or other items within their possession including lockers, desk, storage areas, and vehicles on school property. Reasonable suspicion is defined as a state of facts that would lead a person of ordinary care and prudence to believe and entertain an honest and strong suspicion that the search may lead to the discovery of prohibited items or evidence of prohibitive activity.

SMOKING/USE OF TOBACCO

Per Colorado State Statute, smoking and chewing tobacco are not allowed on campus at any time. Students who choose to violate the ordinance will receive disciplinary action, which includes parent contact.

STUDENT ID CARDS

Every registered student is issued a student ID card at the beginning of school at no charge. The student is required to carry the ID card at all times while on school property or attending school events. Often student ID cards are needed to use the media center, checkout school items, and enter school-sponsored events. Any authorized Hinkley staff member (teacher/counselor, clerk, campus monitor, custodian, substitute teacher, or administrator) may ask a student to identify themselves by their given first and last name and to see his/her school ID card. For safety and security reasons, a student who refuses to identify himself/herself or surrender their student ID card will face disciplinary action. *Students are expected to replace (lost/stolen) cards immediately. Replacement cost is \$5.00.*

SUSPENSION/EXPULSION Students who are given an out-of-school suspension or who are expelled from school are not allowed on any Aurora Public Schools property during the period of suspension or expulsion. Students who choose to be on campus will receive a ticket for trespassing and further disciplinary action may be taken. Students who accumulate 10 or more unexcused absences during each quarter and or **If a student is suspended from school (in house or otherwise) they will not be allowed to attend ANY HOME OR AWAY EVENT(S) INCLUDING DANCES, SPORTING EVENTS, PERFORMING ARTS, OR ANY EXTRACURRICULAR ACTIVITY FOR ONE (1) SEMESTER.**

THEFT

Theft is taking or “borrowing” property that belongs to someone else without permission. Students who steal will be suspended and/or recommended for expulsion.

TRANSPORTATION

School transportation is a privilege. State law does not require a school district to provide transportation. It is the responsibility of both the driver and the students to do everything possible to make it a safe ride. The right of the student to ride a school bus is contingent upon continuous observation of the safety rules and acceptable behavior. Students who fail to abide by and adhere to school bus rules and become a safety concern will lose privileges to ride the bus for a determined amount of time which could include an entire school year or as long as the student is enrolled in the Aurora Public Schools.

TRESPASSING

A student is considered to be trespassing when the student has been asked to leave the campus and refuses to do so, chooses to come onto Hinkley’s campus while serving an out-of -school suspension, or chooses to visit another school’s campus during school hours without **VANDALISM OR DESTRUCTION OF SCHOOL PROPERTY**. Vandalism is intentionally and recklessly causing damage to or defacing school district property. Minor incidents are those which can be repaired for less than \$20 for labor and materials. Tagging, intentionally clogging plumbing systems, impairing the functions of a computer or computer system, kicking/punching school lockers, kicking/punching/pounding school doors, breaking display case windows, and/or damaging school equipment/property to the point where repairs are necessary are acts of property destruction. Disciplinary action will be taken and financial compensation for the damage will be assessed.

VEHICLE REGISTRATION/DRIVING/PARKING

For safety and security reasons, all students who use the school parking lot must register their car/s. The registration fee is **\$20.00** for each car. A hanging tag must be displayed. To register and receive a hanging tag, the student must complete the car registration form and provide the license plate number, make, model, year, and color of the car. Students who register their car and receive a parking tag agree to adhere to all the rules and guidelines of driving and use of the parking lot. Students must park in the designated student parking area. Student’s who choose to speed, drive recklessly, park in unassigned areas, or horseplay while driving are subject to losing their parking privileges. Cruising the parking lot is not allowed. The speed limit in the parking lot is 5 mph. Students are not allowed to loiter around or sit in vehicles at any time during the school day, including lunch. The school is not responsible for theft or damage to vehicles parking in campus lots. It is advisable to remove valuable items like purses, clothing, and stereos. District security and school **security periodically patrol the parking lot to help curtail vandalism and theft to parked cars**. Report any damage, vandalism, or theft to the Office of Student Services. NOTE: All student drivers are expected to abide by and adhere to Colorado laws governing the operation of a motor vehicle.

VISITOR PASSES

Visitor passes are not issued to students who are of school-age, including siblings and other relatives. Only Hinkley Alumni and an adult may request a visitor pass. Parents who wish to visit are asked to check-in at the Main Office to receive a visitor pass. A parent who is visiting must appear on the student data screen in order to receive a visitor pass. If a special school project requires a school-age visitor to be on campus, arrangements are to be made through the Office of Student Services.

NOTE: Hinkley High students are not to visit other schools, elementary-middle-high, during the school day unless prior permission has been granted. Students who choose to be on another school's campus while school is in session may be subject to trespassing charges and an out-of-school suspension.

WEAPONS

Any possession and/or use of a weapon is prohibited at any school, the grounds, and property of any Aurora Public School. School suspension and police contact will occur and a recommendation for expulsion will be made. See District Policy Code JICI for additional information concerning weapons. Weapons not covered in the definition of "Dangerous Weapons" is any weapon in possession like toy guns, water guns, knives, pocket knives, mace, pepper spray, etc. If these weapons have not been used in a threatening manner, possession will result in disciplinary action with possible recommendation for expulsion for second incidences. Laser penlights are also prohibited and will be confiscated and only returned to a parent.

ENTERING/EXITING THE BUILDING

As a safety to all staff and students, anyone entering the building must enter through the main entrance of the building. All other doors will be considered an emergency exit only. These doors are to remain locked at all times. For everyone's safety students are not allowed to open any locked doors, prop them open or let anyone through. A violation of this policy will result in a suspension.

MOST SUSPENDABLE OFFENCES

FIGHTING	Page # 16 in the Student Handbook
OPENING OR PROPING OPEN ANY SIDE DOORS	Page # 20 in the Student
DEFIANCE OR DISOBEDIENCE	Page # 21 in the Student Safe Schoolbook
WEAPONS	Page # 20 in the Student Handbook
ALCOHOL OR DRUGS OR SMOKING	Page # 18 in the Student Handbook

HEALTH OFFICE

A full time registered nurse is on staff to provide services for promotion and maintenance of student health. Available services include emergency care of the ill and injured, communicable disease prevention and control, vision and hearing screening, immunization records, and health counseling for all students, parents, and staff members.

While parents have the primary responsibility for their teen's health care, the school nurse welcomes information from parents about health issues and/or problems which may affect a student while attending school. It is extremely important for parents to advise the school nurse if a child has health problems or allergies. The school must be notified when a child contracts a communicable disease such as measles, pertussis, mumps, chicken pox, etc. A child with a serious health condition like diabetes, seizures, etc. should have an individual health plan on file in the Health Office prior to attending school. The Health Office will cooperate with physicians, dentists, and health and social agencies to assist students and parents in fulfilling optimal wellness.

STUDENTS REPORTING TO THE HEALTH OFFICE

A student who needs to go to the Health Office must have pass from a teacher that is dated and timed unless it is an obvious emergency. If the Health Office is closed, the student is to go to the Office of Student Services for assistance. When a student misses a class period/s due to health reasons, the school nurse will notify the Office of Student Services and the absence is excused. The school nurse only excuses absences of students seen in the Health Office and recorded in the medical log book.

STUDENTS RELEASED FROM SCHOOL DUE TO ILLNESS OR INJURY

When a student leaves school due to illness/injury, the student needs to see the school nurse prior to leaving the building so the parent can be notified. Students are released from school only if a parent/guardian or other designated adult gives permission. The time a student leaves school to go home and the name of the person contacted will be also be recorded by the school nurse in the medical log book. Every effort is made to inform a parent in a medical emergency. It is important for the school to have an accurate home and work telephone numbers to facilitate contact. Student emergency health cards are completed at the beginning of the school year or upon enrollment. It is the responsibility of the parent/guardian to contact the school when emergency contact numbers change.

MEDICATION POLICY

For the protection of the students and school personnel, it is the policy of the Aurora Public Schools, that no medication (including aspirin) be administered by a school staff member without an order from a physician. No medication of any kind is provided by the school. Refer to District Policy JLCE and JLCD-R.

Prescription Medication: A student who needs to take prescription medication during school hours should bring it to the Health Office in the original container, with the pharmacy label and any other special instructions from the physician. The label on the container must indicate the

student's name, name of the drug, dosage, the time to be taken, and the name of the prescribing physician. A note signed by the parent requesting administration of the drug must accompany the medication. If an inhaler is needed to be carried by the student, a parent/guardian must complete the permission form for the student to carry the inhaler during the school day.

Nonprescription Medicine: A student who needs to take nonprescription medication during school hours should bring the medicine to school and leave it in the Health Office. The medication should be in the original, labeled container. A note signed by the parent recognizing use of the medication and granting permission must accompany the medication. This note should include the student's name, name of the medication, dosage, time of administration, duration of treatment, and the purpose of the medication.

PHYSICAL EDUCATION EXCUSES

A student, may be excused by a parent and/or the school nurse from physical education class for a maximum of two (2) consecutive days. A student who requires an excuse for more than two days of activity in physical education class must have a written note from a physician stating the length of time to be exempt and the reason for exemption. A student is excused from the activity portion of the class. The student is expected to attend and be dressed out for class. Students who miss activity need to contact the teacher for alternative assignments.

IMMUNIZATIONS

The following immunization requirements went into effect on July 1, 2001. Students who do not meet the immunization requirements listed below or do not have an exemption on file, will be denied attendance in accordance with CRS 25-4-902.

Students in Grades 9-12

MMR – 2

HB (Hepatitis B) - 3

Tetanus/Diphtheria* - 4

Polio* - 4

*If a child began immunizations when they were older, they may be certified with three doses of the above. Check with the school nurse or your physician regarding exceptions.

The parent/guardian is responsible for contacting the family physician or care facility for immunizations their child may need. If the family has no physician or primary care giver, the parent/guardian may contact Tri-County Health Department at 303-341-9370 for information on immunizations.

MEDIA CENTER

The Media Center provides many services for students. Print material, online catalog, research lab with internet access, and a computer writing lab are available for student use.

Guidelines for Use of the Media Center

- Students must have a current school ID to enter the Media Center to study and/or use the research/computer lab unless entering the Media Center with an assigned class.
- Students must have a current school ID to check out any books and/or materials.
- Students must have a signed pass from a teacher to use the Media Center during the school day.
- Students must have a signed agreement on file to access the internet. The internet is a resource for educational research only — unacceptable use of the internet will result in loss of privileges and may also result in further disciplinary action.
- Students are expected to honor the posted guidelines governing student responsibilities and behavior in the Media Center including computer labs.
- Students are expected to return items checked out within the given deadlines.
- Students are fined 5¢ per day per book when books are not returned on the due date. Magazines are for overnight check-out only.
- No food or drink are allowed in the Media Center, including computer labs. Food includes candy of any kind and other types of consumable items.
- No CD's and/or similar music devices.
- No use of cell phones ~ Cell phones are to be on the silent mode.

ACTIVITIES & ATHLETICS

ACTIVITIES

All students are encouraged to participate in co-curricular activities sponsored by the school like clubs, community projects, and athletics.

Clubs and other school-sponsored organizations are open to any student who would like to become an active member. There are some activities that require try-outs or specific qualifications like cheerleading, national honor society, and our sports teams; however, all students have the opportunity to try to become one of its members.

There are over forty-five chartered organizations. Pending student interest, some of the clubs will be considered active for the school year and others will not. Contact the Office of Activities and Athletics for more information on clubs and how to become involved.

ATHLETICS

All students are welcome to try out for any sports teams. The student must meet Colorado High School Activities Association eligibility requirements in order to become a member of any sports team at any level. In order to participate, a student must have a current medical physical, proof of health insurance, and parent permission on file in the Office of Athletics. **The athletic participation fee is \$55 per sport and all athletes must provide their own lock.** Contact the Athletic Office for prices on the family plan when more than one family member is participating in athletics. Fees are due at the time of the registration.

Athletic schedules are available from the Office of Athletics on Hinkley's website and on www.Highschoolsports.net directions to any high school in Colorado are available online at chsaa.org.

FALL SEASON

(Practice begins August)
Cross Country (Boys)
Cross Country (Girls)
Football
Soccer (Boys)
Volleyball (Girls)

SPRING SEASON

(Practice begins November)
Basketball (Boys)
Basketball (Girls)
Swimming (Girls)
Wrestling

WINTER SEASON

(Practice begins February)
Baseball
Lacrosse (Girls)-coop w/ Rangeview
Lacrosse (Boys)-coop w/Gateway
Soccer (Girls)
Swimming (Boys)
Tennis (Girls)
Track & Field (Boys)
Track & Field (Girls)

Activities/Athletic Attendance

Rules and Regulations

Students are given the privilege and opportunity to attend extracurricular activities at Hinkley High School.

This privilege has specific expectations for all students.

EXPECTATIONS for attendance or extracurricular activities:

1. Behavior at extracurricular events is the same as outlined in the student handbook.
2. Good sportsmanship – No negative language toward our team or the opposing team.
3. Positive cheers/comments toward all Hinkley participants and coaches.
4. Students with activity cards are not charged an entry fee to home athletic events.
5. Students without an activity card must pay the required entry fee.
6. If asked to leave an event, disciplinary action will be taken the following school day.
7. If a student is suspended from school (in house or otherwise) they will not be allowed to attend **ANY HOME OR AWAY EVENT INCLUDING DANCES, SPORTING EVENTS, PERFORMING ARTS, OR ANY EXTRACURRICULAR ACTIVITY FOR ONE (1) SEMESTER.**

Exception: If a student is a member of a team, or cast or performer and is suspended from school (in-house or otherwise) the suspension covers any activities they may be involved in as well as school. After the suspension is lifted they will be allowed to participate in their respective activities only. Attendance at any other school sponsored activity will not be permitted.

Mission Statement

We, the members of the Aurora Public Schools community, are committed to developing lifelong learners who:

- value themselves;
- contribute to their community;
- and succeed in a changing world.

In fulfilling our mission, the safety of students, staff and patrons shall be a priority.

PLEDGE OF ALLEGIANCE

I Pledge Allegiance
To the Flag
Of the United States of America
And to the Republic
For which it Stands
One Nation
Under God, Indivisible,
With Liberty
And Justice for All