



# **LOVELAND HIGH SCHOOL Student Handbook 2009-10**

## **School Mission Statement**

*In partnership with the community,  
Loveland High School will educate all students  
to assume their current and future responsibilities as  
individuals, citizens, and members of the work force.*

**BE LOVELAND. BE THE BEST.**

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## Telephone Directory

**Loveland High School** **613-5200**

**Attendance 24- hour Hot Line** **613-5290**

R2J District Administration Building 613-5000  
LHS Administration Office 613-5228

### Administration

*Fred Dreier*, Principal 613-5222  
*Scott Elias*, Assistant Principal, 12th grade 613-5221  
*Devin Anderson*, AD/Assistant Principal, 11th grade 613-5220  
*Rick Frei*, Assistant Principal, 10th grade 613-5225  
*Jim Sanchez*, Dean of Students, 9<sup>th</sup> grade 613-5226

Athletic Office 613-5219  
Attendance Office 613-5202  
Bookkeeping Office 613-5223  
Career Center 613-5278  
Counseling Office 613-5212  
Library/Media Center 613-5217  
Nurse's Office 613-5211  
Registrar's Office (student records) 613-5210

## **Guidance & Counseling**

The counseling office is open during school hours. Counselors provide academic, career and personal/social guidance services.

### **COUSELOR CONTACTS:**

Counseling Secretary	613-5212
Counseling Dept. Fax	613-7193
Jill Doty (A-E)	613-5206
Carolyn Guernsey (F-K)	613-5207
Matthew Atkins (L-R)	613-5205
Brooke Thomas (S-Z) (ELL)	613-5204
Kathy Hancock (Special Ed)	613-7187
Glenda Nachtrieb (IB)	613-5209
Brett Cain (TAG/STC)	613-5278

### **APPOINTMENTS**

Please schedule an appointment with your counselor at 613-5212. Drop-ins will be seen unless the counselor is unavailable.

### **CONFIDENTIALITY DISCLOSURE NOTICE**

The Counseling office follows the American School Counselor Association's (ASCA) rules regarding confidentiality. Student information is kept confidential unless disclosure is required to prevent clear and imminent danger to the counselee or to others or when legal requirements demand that confidential information be revealed. By law, educators must report any form of child abuse to social services. When appropriate, counselors will consult with other professionals.

### **ADD/DROP DAYS**

- Add/drop dates and forms are available in the counseling office
- Remember to get a parent signature on the form
- Register wisely so you don't need to make changes

### **PUPIL INFORMATION CHANGE**

Please notify the registrar (613-5210) immediately! This includes any change in your personal information.

## **Graduation Requirements Class of 2013**

English	4 Credits
Math	3 Credits
Science	3 Credits
Social Studies	3 Credits
World Lang	1 Credit
Physical Education	1 Credit
General Electives	8 Credits
Applied Arts	.5 Credit
Fine Arts	.5 Credit

Minimum Graduation Requirement ... **24 Credits**

**Meet with your counselor to get a better understanding of your graduation status.**

### **GRADE REPORTS**

- Students and parents may access grade reports via portal account.
- Progress reports handed out at parent/teacher conferences
- Grade reports are available at semester end
- Copies in the counseling office

### **WITHDRAWL FAIL (WF) POLICY**

All WF grades are averaged into a student's grade point as an "F". The "Repeated Class" policy applies. "WF" grade cannot be replaced.

### **WEIGHTED GRADES**

Grades assigned for AP and IB classes are weighted as follows: A=5, B=4, C=3, D=1, F=0. Pre IB & AP are not weighted.

### **INCOMPLETES**

An "I" (incomplete) automatically becomes an "F" unless completed within two weeks of the end of semester. *Students are responsible* for insuring that the teacher completes a grade change. **Building principal** must sign off on all grade changes.

## Academic Information

### PARENT PORTAL INFORMATION

Parents can access all student discipline, attendance and grades through Parent Portal. Parent/guardians may request an activation key via email at: [lhsparentportal@thompson.k12.co.us](mailto:lhsparentportal@thompson.k12.co.us) If questions arise please contact Karen Hamilton @ 613-5228.

### FINALS

Dates for semester finals are listed in the calendar. Any deviation from the building-test schedule must be approved by administration.

### REPEATED CLASSES

Student may repeat a class, however **both** the previous and repeated grades will appear on the transcript and both will be calculated into the student's GPA. A student may not repeat a class in the same year unless the student is a senior and the class fulfills a graduation requirement.

### AIDE POSITIONS

If you are interested in being a teacher or office aid schedule, an appointment with your counselor. The grades are "S" (satisfactory) or "U" (unsatisfactory). Students earn .25 credit (maximum of 1.0 credit).

### TRANSFERRING CREDIT

The transfer of accredited college credit for high school credit is permitted.

3 credit classes = .5 LHS credit

5 credit quarter classes = .5 LHS credit

A maximum of 2 credits may be earned through pre-approved correspondence courses.

**A second semester senior entering LHS for the first time, must be enrolled full-time for at least one semester to receive an LHS diploma (3.0 credits.)**

## **NATIONAL HONOR SOCIETY**

To be inducted into NHS, students must have a 3.7 cumulative GPA at the end of the third quarter. All inductees must maintain a 3.5 cumulative GPA, perform 20 hours of service each year (including two NHS event), attend meetings, and pay yearly dues to remain in Honor Society. Students who have a 3.8 cumulative GPA and complete all other requirements will receive an academic letter.

## **ACADEMIC CHALLENGE / HONORS SCHOLAR DIPLOMA**

Qualified students will receive the designation "Honors Scholar" on his/her transcript and diploma. Requirements include completing a minimum of 28 credits, a cumulative GPA of 3.7 and other scheduled paperwork deadlines. Contact your counselor during the first month of your junior year to begin the process.

## **COLLEGE AND CAREER CENTER**

Located in the room on the west side of the library are college test prep, and career resource materials that may be checked out through the library. Regularly updated information is on the LHS Website.

## **POST SECONDARY ENROLLMENT OPTIONS ACT (HB1244)**

There is a statewide agreement between Colorado school districts and Colorado colleges for districts to reimburse tuition for approved college classes taken by juniors and seniors at local colleges. Speak to counselors to assess your eligibility.

## **VALEDICTORIANS AND SALUTATORIANS**

The title of valedictorian will go to student(s) with a GPA of 4.0 and above. The salutatorian will be the student(s) with the next highest GPA. Beginning with the graduating class of 2012, this distinction will be replaced by the following honors criteria:

4.0+	=	Summa Cum Laude
3.85-3.99	=	Magna Cum Laude
3.7-3.84	=	Cum Laude

# Expectations

## **LAKE POLICY**

*The lake is off-limits between classes AND during open periods.* Students with open periods are welcome to leave campus, sit in the cafeteria or go to the library.

## **CLOSED CAMPUS**

Freshmen are to remain on campus at all times.

## **ELECTRONIC DEVICES**

ALL electronic devices, (including, but not limited to: **cell telephones** and PDA's) are not allowed to interrupt the school environment. If they do, they may be confiscated by the teacher, given to an administrator and must be reclaimed at the end of school day.

## **DISRUPTION OF THE EDUCATIONAL PROCESS**

Students must obey the reasonable instructions of school district personnel. **Conduct, which interferes with the educational process, is prohibited and may result in disciplinary action.** Intimidation, harassment, or other verbal conduct (including swearing, disrespectful insulting speech to students, teachers or administrators), creating a hostile educational environment will NOT be tolerated. Refer to District Discipline Code Booklet for additional information.

## **FREDOM OF EXPRESSION**

Students' verbal and written expression of their own private opinion on school premises is to be encouraged so long as it does not substantially disrupt the educational process or interfere with the rights of others.

## **DISCRIMINATION**

The Thompson School District complies with all non-discrimination rules and regulations and does not permit discrimination against students based on race, color, national origin, gender, or disability. This holds true for all students who are participating in educational programs and/or extracurricular school activities.

## **HARASSMENT**

No one should be subjected to harassment at school for any reason. All employees, volunteers, parents and students will deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, disability or sexual orientation. Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment.

## **Discipline**

### **DUE PROCESS:**

Students are expected to follow the laws of the State and rules of the District. *The right of due process shall be given to all students. An appeals process exists for students beginning with the building administration.*

**Students suspended or expelled from any high school in the Thompson District will be denied attendance at any other high school in the District during the period of suspension or expulsion.**

### **SCHOOL SERVICE:**

Students who violate school rules may be assigned detention and/or school service as an alternative to suspension.

## **Emergencies & Closings**

**School Closings/Late Start – School Closure Line:  
613-6788**

Announcements will be made on KOA (850 AM); KHPN (1570 AM); KCOL (1410 AM); KLMO (1060 AM); KIIX (600 AM); KUNC (91.5 FM); KUAD (99.1 FM); KTTR TRI (102 FM); or television channels 4, 7, and 9. KOA radio also posts schools closings on their website at [www.koaradio.com](http://www.koaradio.com).

## **LATE START**

In the Thompson School District, a **late start** means that all bus routes and school starting times will be **delayed by 90 minutes**. When the district is on a late start schedule, all schools will be dismissed at normal times and all after school bus routes will be run in the normal order and times.

## **FIRE DRILL**

- The signal for a fire drill is a continuous siren.
- Immediately evacuate the building through the nearest exit (*you may not go to lockers, bathrooms, etc.*)
- Stay with your class; **move at least 150 feet away from the building.**
- A verbal announcement will be made over the intercom to notify "all clear."

## **TORNADO or SEVERE WEATHER**

- The signal for severe weather is an announcement.
- Stay in your classroom unless told to move to a designated area without windows.
- In case of a tornado, "duck and cover."
- Stay together at all times.

## **EVACUATION of BUILDING**

In the event that the school building would need to be evacuated, the designated emergency evacuation sites are:

Area 1      **100, 300 and 500 classrooms and library will go to:**  
Trinity Lutheran Church – fellowship hall and sanctuary  
3333 Duffield Ave.  
Loveland, CO 970 - 667-5700

Area 2      **200, 400, 600, 800 classrooms will go to:**  
Lincoln Elementary  
3312 N. Douglas Ave.  
Loveland, CO 970 - 613-6200

Area 3      **All other areas in LHS will go to:**  
Church of the Nazarene – gym and sanctuary  
807 West 29<sup>th</sup> St.  
Loveland, CO 970 - 667-4323

## **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions or at any athletic event sponsored by the school **must be reported immediately** to the person in charge *and* to administration.

## **Care of our Campus**

Please help keep our school and grounds beautiful. Trash belongs in trashcans; food is to be eaten in designated areas. Graffiti is not allowed. Furniture and equipment in our school are for student use. Please use appropriately.

RECYCLE! Please deposit your recyclable materials in the appropriate bins.

Students who vandalize property will be **required either to pay for the damage or replace the item and may face additional legal consequences.**

**Upon arrival at LHS, are not to use skateboards, bikes, or rollerblading on school property.**

## **Attendance**

### **EXCUSING ABSENCES**

- Students that must leave during the school day shall sign out with the attendance clerk or school official. **It is strongly recommended that the parent contact** the attendance clerk **or** send a note excusing the student **prior** to the student's leaving.
- A **parent/guardian** must call the attendance line at **613-5290**, within two days of the absences.

### **EXCUSED ABSENCES INCLUDE:**

Illness or injury	Medical/dental appt
Religious observances	Court appearances
School-sponsored activity	Family emergency or death

## **PARENT NOTIFICATION**

***At 6 unexcused absences per class/semester*** parents will be notified via letter, email or voice mail that their student has excessive absences and or tardies. If you have a "blocked" or delayed phone answering system you may not receive an immediate notification.

## **TARDY POLICY**

Teachers issue consequences for the first 3 tardies. On the 4<sup>th</sup> tardy, an administrator is notified via referral and discipline issued.

- Tardy = ½ class period
- Absent = ½ plus class period

## **APPEALS PROCESS**

Students or parents have the right to appeal any attendance decisions. The parent or student must initiate appeals to the teacher or principal.

# **Things to Know**

Loveland High School assumes no responsibility for loss to student's personal property. **Students are advised against bringing valuables to school.**

## **CAFETERIA**

The LHS kitchen uses a computerized system for student lunch accounts. **Do not give out your number to anyone else.** LHS will not be held responsible if an unauthorized user accesses your account.

## **STUDENT ID CARDS**

Students are encouraged to carry their student ID card. The ID card will be used for campus identification and to activities/athletic events. There is a \$5.00 charge for replacement ID's, whether lost or stolen.

## **LOCKERS & STUDENT PROPERTY**

Lockers are assigned at the beginning of the school year. Lockers are district owned and not the personal property of students. No permanent modifications may be made. No inappropriate materials may be placed *on the inside or outside* of lockers. Personal locks are not allowed. If the school incurs extra custodial expenses for a locker, the student may be charged for that additional work.

## **MESSAGES**

*Messages to students will not be delivered to classes unless a valid emergency exists.*

## **DELIVERIES FOR STUDENTS**

Classrooms will not be interrupted for personal deliveries.

## **LOST & FOUND**

Lost and found items are stored in the information booth. Items not claimed in a timely manner are donated.

## **HEALTH SERVICES**

Students who become ill or injured should report to the nurse's office. No medication can be given to students. After one class period, students will be required to return to class or go home.

## **JACK WILSON LIBRARY/MEDIA CENTER**

Students are welcome in the media center to work on assignments, read or check out books. The library maintains a check out policy for a variety of materials and will issue fines for overdue materials. Internet access is a privilege offered by the Thompson District. The district requires students and parents to read and sign the *Acceptable Use Policy*.

## **POSTERS**

Posters to be displayed at LHS must first be approved by administration and displayed in designated areas only. Posters must be removed immediately after the event being advertised.

## **VISITORS**

Students are not allowed to have guests attend class or be on campus, unless approved by an administrator.

## **PROPERTY SEARCH AND SEIZURE**

School authorities shall seize illegal materials or objects that violate school rules or poses a hazard to the safety of the school.

**Parents and students should be aware that surveillance cameras are used for the safety and security of staff and students.**

1. Authority to Conduct a Search: The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.
2. General Inspection: School authorities may make general inspections of lockers. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable suspicion exists.
3. Personal Searches: A student's person and/or personal effects (e.g., purse, book bag, etc.) will be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
4. Motor Vehicle Searches: Motor vehicles, which are driven by students and parked on or near school property during regular school hours or during school activities are subject to search.

## **Fees & Fines**

### **INSTRUCTIONAL MATERIALS FEES & FINES**

The district loans textbooks to students. Students may be asked to pay a non-refundable rental fee related to the actual cost of some school items provided to them. The Board shall adopt rental fees each spring for the following school year. Fees for expendable instructional materials shall be adopted at the same time. No rental fee will be assessed for classroom reference materials or library books.

**PAY-TO-REPEAT POLICY**

Fees for retaking non-elective classes required for graduation are being assessed as per Board policy JNA/JNA-R.

**BOOK FINES**

Students are responsible to pay for textbooks that are not returned on the last day of class

**FACTS ABOUT FINES**

- All fees are authorized by the Board of Education.
- Fees will be collected at registration.
- Fees will be waived for students qualifying for free or reduced price school meals under federal guidelines.
- Students may be charged for optional materials that they select for class projects.
- Students may be required to bring specific, necessary supplies for their own use in the classroom. A requirement of this sort is not considered a fee and is specifically authorized under Colorado Revised Statute 22-32-110.

**CONSEQUENCES OF UNPAID FINES**

- No Athletic Clearance Cards will be issued
- Seniors cannot participate in Graduation Commencement and their Diploma will be held
- Transcripts will be held, per Board Policy, for students who have fines.
- Extra-curricular activities (other than athletics) and student organizations may collect fees to cover the cost of specific activities or events.

## **Activities, Athletics and Transportation**

### **Athletic Attendance, Eligibility & Rules**

***Students must be in class at least half the day to be eligible to participate that day.*** In order to meet CHSAA eligibility requirements, students must pass a minimum of 2.5 credits each semester. See the Loveland High School Athletic Handbook (available in the athletic office or on-line at the LHS website) for rules & eligibility.

### **TRANSPORTATION**

Students are not allowed to drive themselves to practices or games held outside the school district boundaries. Students may drive to practice sites in Loveland. ***If a bus is traveling to an event, students must ride the bus.***

### **ADMISSION**

Admission to an athletic event is \$5.00 for adults and \$4.00 for student with a student I.D. An activity pass for students may be purchased through bookkeeping and will admit the student to all HOME athletic events. Families may purchase passes for HOME athletic events through the athletic office.

### **FIELD TRIPS**

A parental permission slip is required for each student participating in the trip. The teacher will provide the parents with pertinent information concerning the field trip. The use of private vehicles by students will not be permitted for field trips. Students will not be permitted to leave the field trip group during the trip unless they are released to their own parents.

### **EQUIPMENT RETURN**

All equipment must be returned to respective coaches/sponsors. Cost to replace equipment not returned will be placed on fee/fine list.

## LHS SPORTS

### *Fall*

Cross Country  
Football  
Boys' Golf  
Gymnastics  
Boys' Soccer  
Softball  
Spirit Team  
Boys' Tennis  
Volleyball

### *Winter*

Boys' Basketball  
Girls' Basketball  
Spirit Team  
Girls' Swimming  
Wrestling

### *Spring*

Baseball  
Girls' Golf  
Girls' Soccer  
Boys' Swimming  
Girls' Tennis  
Boys' & Girls' Track

### **DISTRICT SUPPORTED TEACHER DIRECTED CLUBS**

Art Club  
Colorado Youth Outdoors  
DECA  
Future Business Leaders of  
America  
FCCLA  
French Honor Society  
German Honor Society  
International Club  
Jr. Reserve Officer Training  
KLHS  
Knowledge Bowl  
LUC  
MESA  
Musical  
National Honor Society  
Newspaper  
Ocean Science Bowl  
Odyssey of the Mind  
Plays (Fall & Spring)  
River Watch  
Robotics Team

Science Bowl  
Sign Language Club  
Ski and Board Club  
Skills USA/TSA  
Spanish Honor Society  
Webmasters  
Yearbook

### **CHSAA SPONSORED CLUBS**

Act One/Drama  
Band  
Choir  
Forensics  
Orchestra  
Student Council

### **STUDENT CLUBS (NOT CURRICULUM RELATED)**

Amnesty International  
Chess Club  
EPYCS  
Fellowship of Christian Athletes  
Key Club  
Knitting Club

<b>RED DAY</b> Periods 1 – 4	<b>BLACK DAY</b> Period 5 – 8	<b>WEDNESDAY</b> 1 - 4 or 5 - 8
<b>PERIOD 1</b> 7:38-9:13	<b>PERIOD 5</b> 7:38-9:13	<b>PERIOD 1 OR 5</b> 7:38-8:53
<b>PERIOD 2</b> 9:20 – 10:57	<b>PERIOD 6</b> 9:20 – 10:57	<b>PERIOD 2 OR 6</b> 9:00-10:17
<b>LUNCH</b> 11:04 – 11:44	<b>LUNCH</b> 11:04-11:44	<b>PERIOD 3 OR 7</b> 10:24 – 11:39
<b>PERIOD 3</b> 11:44 – 1:19	<b>PERIOD 7</b> 11:44 – 1:19	<b>PERIOD 4 OR 8</b> 11:46 – 1:01
<b>PERIOD 4</b> 1:26 – 3:01	<b>PERIOD 8</b> 1:26 – 3:01	<b>LUNCH</b> 1:01 – 1:21

#### **ASSEMBLY SCHEDULE**

<b>Period 1 or 5</b>	<b>7:38-9:03</b>
<b>Assembly</b>	<b>9:10-9:50</b>
<b>Period 2 or 6</b>	<b>9:57-11:24</b>
<b>Lunch</b>	<b>11:31-12:06</b>
<b>Period 3 or 7</b>	<b>12:06-1:31</b>
<b>Period 4 or 8</b>	<b>1:38-3:01</b>

### **Thompson School District Mission Statement**

The Thompson School District will be a school district that empowers, challenges and inspires students, faculty, staff, parents, school leaders and community members to learn, achieve and excel.