



# Rampart High School

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## 2018-2019

This document is provided as a resource to Rampart High School's parents and students. **Readers should be aware that much of this information is in summary form. Current policies in their entirety, including revisions which may have occurred after this document's publication, are available on the District website at <http://www.boarddocs.com/co/asd20/Board.nsf/Public>.** Policies may also be reviewed at the Education and Administration Center of Academy District 20, located at 1110 Chapel Hills Drive. A printed copy of the Handbook of Student's Rights and Responsibilities and Annual Notifications to Parents may be requested at no cost in the administrative office or by calling the Director for Legal Relations at 234-1200. Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with district and school policies, including ones which may not be included in this publication but are on the website.

# Rampart High School

8250 Lexington Drive  
Colorado Springs, CO 80920  
(719) 234-2000  
Fax (719) 234-2199  
Website: [rampart.asd20.org](http://rampart.asd20.org)

**School Mascot:** Ram

**School Colors:** Blue & Gold

**Building Hours:** 7:00 a.m.-4:00 p.m.

**Class Hours:** 7:45 a.m.-2:45 p.m.

## Important Phone Numbers (719 area code)

### Administration

Pete Alvarez/Principal	234-2010
Kyle Chamberlain/Assistant Principal	234-2022
Tracie Cormaney/Assistant Principal	234-2016
Deirdre Mostica/Assistant Principal	234-2017
Andy Parks/Assistant Principal/Athletic Director	234-2051
Jim West/Dean of Students	234-2018

### Attendance

Liz Wetherby	234-2041
Maria Rodriguez	234-2040

Counselor/Andrea Lucero	234-2027
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College and Career

Counselor/Holly Hilts	234-2028
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9<sup>th</sup> Grade

Counselor/Cindy Zomchek	234-2030
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10<sup>th</sup> Grade

Counselor/Becky Anderson	234-2032
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11<sup>th</sup> Grade

Counselor/Karen Hinkin	234-2029
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12<sup>th</sup> Grade

Counselor/Julie Hendrickson	234-2023
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MTSS/504

Counselor/Martha Hinson	234-2026
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SAFE

Registrar/Shirley Hoff	234-2036
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## Academy School District 20

Academy School District 20	234-1200
District 20 Transportation	234-1410
District 20 Help Desk	234-1777

## **Academy District 20 Mission Statement**

The mission of Academy School District 20 is to educate every student in a safe and nurturing environment, and to provide comprehensive, challenging curricular and extracurricular opportunities that meet the unique needs of every individual by expanding interests, enhancing abilities, and equipping every student with the knowledge, skills, and character essential to being a responsible citizen of our community, our nation, and the world.

## **RHS Mission Statement**

Serving a diverse and dynamic community, Rampart High School ensures that all students explore and understand their uniqueness through educational experiences and curriculum based on rigor, relevance, relationships, and respect, in a safe and innovative learning environment that is dedicated to excellence.

## **RHS Core Principles**

Rampart High School supports and teaches these Character Education core principles:

Respect: Respect individual differences

- Be tolerant
- Be courteous and polite
- Be fair
- Be considerate

Honesty: Tell the truth

- Be sincere
- Do not withhold important information
- Be trustworthy
- Do not deceive, mislead, or be tricky
- Be straightforward
- Do not cheat

Perseverance: Commit to keep going under difficult circumstances

- Be determined to learn from hard situations and failures
- Be steadfast

## **Non-Discrimination (ASD 20 Policy AC E 2)**

In accordance with federal and state law, Academy District 20 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in its programs, activities, operations and employment decisions. Academy District 20 designated the following office to handle inquiries regarding the non-discrimination policies:

General Counsel  
Academy District 20  
1110 Chapel Hills Drive  
Colorado Springs, CO 80920  
719-234-1200

## Student Code of Conduct (ASD 20 Policy JICDA)

Rampart High School is a place for learning and personal growth. We require each student to be prepared for class, to attend class and be on time, to respect themselves, others, and both school and personal property, to be honest, and to be an active participant in the learning process. We can meet these objectives if all students and staff feel safe and comfortable.

There is **zero tolerance** for student bullying, harassment, threats, or fights. It is our expectation that any student aware of a potentially dangerous situation will tell an adult. These incidents will be investigated and, if found to be valid, will be reported to the student's parents/guardians, the Dean, and the police. Disciplinary action may include, but may not be limited to, Saturday school detention, in school suspension, out of school suspension, or expulsion. Rampart administration may file police charges if warranted.

The principal or principal's designee may discipline, suspend, or recommend the expulsion of any student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a nexus to school or any district curricular or non-curricular event:

- Damage to school or private property,
- Stealing or attempting to steal school or private property,
- Physical injury to another person,
- Violation of criminal law,
- Engaging in hazing activities,
- Violation of district or building regulations,
- Violation of district policy on alcohol use, bullying, dress code, drug abuse, non-discrimination, sexual harassment, tobacco free schools (Policy JBB),
- Throwing objects which results in harm or injury,
- Directing profanity, vulgar language, or obscene gestures to other students, school personnel, or visitors,
- Engaging in verbal abuse, (e.g., name calling, ethnic or racial slurs, or derogatory statements addressed publicly),
- Committing extortion, coercion, or blackmail,
- Lying or giving false information (either verbally or in writing),
- Scholastic dishonesty, cheating, plagiarism, or unauthorized collaboration,
- Continued willful disobedience or open and persistent defiance of proper authority,
- Behavior on or off school property detrimental to the welfare or safety of others, and
- Repeated interference with the school's ability to provide educational opportunities to students.

Rampart High School **is in no way responsible** for any item a student brings to school, nor does it have the resources to investigate lost or stolen personal items. We highly encourage students **not to bring valuable items to school**, but if they do to **keep them secured at all times**. We encourage students to check the lost and found located at the Reception area for missing items.

# Academy School District 20 2018/19 District Calendar Rampart HS Blue/Gold Edition

Adopted 2-18-2016  
Revised 2-16-2017  
Revised 2-15-2018  
RHS Revised 5-19-2018

## 2018

JULY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**1110 Chapel Hills Drive  
Colorado Springs, CO 80920-3923  
(719) 234-1200  
(719) 234-1299 (FAX)  
www.asd20.org**

- July 4 Independence Day Holiday (district closed)
- August 7, 8, 9 Professional Learning & Orientation for New Teachers (no students)
- August 10, 13 Professional Learning Days (no students)
- August 14 Teacher Workday (no students)
- August 15 First Day of School **Freshmen Only!** (All students 8/16)
- September 3 Labor Day (district closed)
- October 5 Professional Learning Day (no students)
- October 12 End of 1st Quarter
- October 17, 18 All levels Evening Parent/Teacher Conferences (all students in school Oct 17, high school students in school Oct 18)
- October 19 Schools not in session due to Oct 17, 18 evening conferences (school offices staffed until noon)
- \* November 12 Veterans Day is observed in schools
- Nov 19 - 23 Thanksgiving Vacation (schools closed)
- Dec 18-21 Finals Week
- December 21 End of 1st Semester (85 student days)
- Dec 24 - Jan 4 Winter Vacation (schools closed)
- January 7 Teacher Workday (no students) Professional Learning Day (no students) Students Return/ Second Semester Begins Martin Luther King, Jr. Day (district closed) Professional Learning (no students) Presidents' Day (district closed)
- January 8
- January 9
- January 21
- February 15
- February 18
- March 15 End of 3rd Quarter
- March 20, 21 All levels Evening Parent/Teacher Conferences (all students in school March 20, high school students in school March 21)
- March 22 Schools not in session due to March 20 - 21 evening conferences (school offices staffed until noon)
- March 25 - 29 Spring Vacation (schools closed)
- April 19 Professional Learning day (no students)
- May 27 Memorial Day (district closed)
- May 31 Tentative Last Day for Students (92 student days)
- June 3, 4 Teacher Workday/Professional Learning

Finals week in May TBD

\*\*\*The dates found on this calendar are specific to Rampart High School. Elementary and Middle School important dates can be found on the original Academy School District 20 Calendar.\*\*\*

## 2019

JANUARY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

This calendar has:

- 177 student contact days (includes 6 storm make-up days); 171 days with students
- 183 teacher contract days (189 scheduled teacher days includes 6 storm make-up days)
- New Teachers report on August 7 for 3 additional days for stipend.
- \* Veterans are honored through school day activities

- District Closed
- Semester begins
- No student/school
- Semester Ends
- Please refer to specific dates

## 2018 - 2019 Bell Schedules

<p style="text-align: center;"><b>Mon/Tues/Wed/Fri</b> *lunch tied to 3<sup>rd</sup> block class/teacher</p> <p>Warning Bell 7:38</p> <p>Blue 1/Gold 1 7:45 - 9:15</p> <p>Blue 2/Gold 2 9:20 - 10:55 *announcements 1<sup>st</sup> 4 minutes</p> <p>Blue 3A/Gold 3A 11:00 - 12:30 3A Lunch 11:05 - 11:35</p> <p>Blue 3B/Gold 3B 11:40 - 1:10 3B Lunch 12:40 - 1:10</p> <p>Blue 4/Gold 4 1:10 - 2:45</p>	<p style="text-align: center;"><b>Wed Academic Time</b> *lunch tied to 3<sup>rd</sup> block class/teacher</p> <p>Warning Bell 7:38</p> <p>Blue 1/Gold 1 7:45 - 9:05</p> <p>Blue 2/Gold 2 9:10 - 10:15 *announcements 1<sup>st</sup> 4 minutes</p> <p>Academic Time 10:40 - 11:15</p> <p>Blue 3A/Gold 3A 11:20 - 12:40 3A Lunch 11:20 - 11:50</p> <p>Blue 3B/Gold 3B 11:55 - 1:15 3B Lunch 12:45 - 1:15</p> <p>Blue 4/Gold 4 1:20 - 2:45</p>	<p style="text-align: center;"><b>Thur KRAM</b> *lunch tied to 3<sup>rd</sup> block class/teacher</p> <p>Warning Bell 7:38</p> <p>Blue 1/Gold 1 7:45 - 9:15 *KRAM 1<sup>st</sup> 15 minutes</p> <p>Blue 2/Gold 2 9:20 - 11:00</p> <p>Blue 3A/Gold 3A 11:05 - 12:30 3A Lunch 11:10 - 11:40</p> <p>Blue 3B/Gold 3B 11:45 - 1:10 3B Lunch 12:40 - 1:10</p> <p>Blue 4/Gold 4 1:15 - 2:45</p>
<p style="text-align: center;"><b>2 Hour Late Start</b> *lunch tied to 3<sup>rd</sup> block class/teacher</p> <p>Blue 1/Gold 1 9:45 - 10:45</p> <p>Blue 2/Gold 2 10:50 - 11:55 *announcements 1<sup>st</sup> 4 minutes</p> <p>Blue 3A/Gold 3A 12:00 - 1:00 3A Lunch 12:00 - 12:30</p> <p>Blue 3B/Gold 3B 12:35 - 1:35 3B Lunch 1:05 - 1:35</p> <p>Blue 4/Gold 4 1:40 - 2:45</p>	<p style="text-align: center;"><b>Snow Day Follow Up (Green)</b></p> <p>Blue 1 7:45 - 8:30</p> <p>Gold 1 8:35 - 9:20</p> <p>Blue 2 9:25 - 10:10 *announcements 1<sup>st</sup> 4 minutes</p> <p>Gold 2 10:15 - 11:00</p> <p>Blue 3 11:05 - 11:50</p> <p>All School Lunch 11:55 - 12:20</p> <p>Gold 3 12:25 - 1:10</p> <p>Blue 4 1:15 - 2:00</p> <p>Gold 4 2:05 - 2:45</p>	<p style="text-align: center;"><b>2 Hour Late after Snow Day</b></p> <p>Blue 1 9:45 - 10:10</p> <p>Gold 1 10:15 - 10:40</p> <p>Blue 2 10:45 - 11:15 *announcements 1<sup>st</sup> 4 minutes</p> <p>Gold 2 11:20 - 11:55</p> <p>Blue 3 12:00 - 12:25</p> <p>All School Lunch 12:30 - 1:15</p> <p>Gold 3 1:20 - 1:45</p> <p>Blue 4 1:50 - 2:15</p> <p>Gold 4 2:20 - 2:45</p>
<p style="text-align: center;"><b>Assembly Schedule</b> *lunch tied to 3<sup>rd</sup> block class/teacher</p> <p>Blue 1/Gold 1 7:45 - 9:00</p> <p>Blue 2/Gold 2 9:05 - 10:35 *announcements 1<sup>st</sup> 4 minutes</p> <p>Blue 3A/Gold 3A 10:40 - 12:10 3A Lunch 10:40 - 11:10</p> <p>Blue 3B/Gold 3B 11:15 - 12:45 3B Lunch 12:15 - 12:45</p> <p>Blue 4/Gold 4 12:50 - 1:50</p> <p>Assembly 1:55 - 2:30</p> <p>Blue 4/Gold 4 2:35 - 2:45</p>	<p style="text-align: center;"><b>Professional Team Time</b></p> <p>Warning Bell 7:38</p> <p>Blue 1/Gold 1 7:45 - 8:45</p> <p>Blue 2/Gold 2 8:50 - 9:50 *KRAM 1<sup>st</sup> 15 minutes</p> <p>Blue 3/Gold 3 9:55 - 10:55</p> <p>Blue 4/Gold 4 11:00 - 12:00</p> <p>All School Lunch 11:55 - 12:20</p> <p>Professional Time 12:15 - 3:15</p>	

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## **Academic Information/Policy**

Rampart High School's faculty has developed the following policies to provide equitable treatment of all students and to inform parents. Students should see their counselor for consideration of any exception to these policies.

All freshmen, sophomores, and juniors must carry a minimum of seven classes per semester as listed in the [Rampart Course Guide](#). Students earn one credit for each semester class. Parents, counselors, or an administrator can grant permission for a partial absence. Student and office assistants, who must be a junior or senior, earn .5 credits. These students are graded on a pass/fail basis, with a limit of one assistantship per semester, and these courses do not count toward the five (5) required courses for athletic and activity eligibility. Study hall is also worth .5 credits and is a pass/fail grade.

### **Academic Letters**

Rampart High School is proud to recognize student academic excellence! All students who carry five full-credit classes or more a semester are eligible for academic awards, not to include student assistant. The first time a student earns academic distinction (GPA of 3.5 and above), the student receives an academic achievement letter; for each subsequent semester of academic excellence, the student receives a 4.0 pin (Dean's List) or academic gold bar (Honor Roll) to pin to their letter. Principal's Merit Award students receive a principal's award pin. Rampart notifies students of their academic awards the semester after they were earned, via email, and holds an in-school assembly for award winners. Rampart awards academic achievement as follows:

- Dean's List – student earned a 4.0 and above GPA for a semester.
- Honor Roll – student earned a 3.5 to 3.99 GPA for a semester.
- Principal's Merit Award – student improved their previous semester's GPA by 0.5 points.

### **Academic Time**

Academic time is an extension of second period, usually held on Wednesdays, when students have access to teachers, hold class meetings, pursue IB/AP work, or the teacher can use it as additional teaching or studying time. Students are required to remain in their second period classes during academic time.

### **Alternating Block Schedule**

District 20 high schools use an alternating block schedule of classes, in which students can take up to eight 90-minute classes that meet every other day during the semester. Rampart distinguishes these as blue and gold days. Exceptions to this are green day schedules, used after 2-hour delays or snow days, and days with special events or assemblies. See page iii.

### **College and Career Planning**

Rampart High School offers numerous programs for students. Please see the [Rampart Course Guide](#) or contact your guidance counselor for more information.

### *Career and Technical Education Pathways*

Colorado Career & Technical Education (CTE) believes that every student should be on a path that leads to career success, through seamless plans of study fostering academic and technical achievement. Rampart offers programs in Business & Marketing; Human Services & American Sign Language Education and Training; Law, Public Safety, Corrections & Security; Architecture &



Construction; Arts, A/V Technology, and Communication; and Alternative Cooperative Education.

### *College Pathways*

The primary goal of Academy District 20's College Pathways is to provide opportunities for college-ready secondary students to accelerate learning. Students can earn college credit with significant cost and timesaving by taking courses on the post-secondary campus or by taking high school courses aligned with equivalent college courses. Students may also earn credit in robust, assessment-based national programs including Advanced Placement® (AP) and International Baccalaureate (IB).

### **Eligibility**

The Colorado High School Activities Association (CHSAA) eligibility requirements for all athletics and activities state that a student must be enrolled in a minimum of five full-credit classes. Teacher assistants, office assistants, and study hall courses do not count toward the course requirements for athletic and activity eligibility. Any student failing more than one class will lose eligibility. This also applies to all extra-curricular activities. For more information on NCAA eligibility, please refer to Rampart High School's Course Guide and the [Parent/Athlete Handbook](#).

### **Grading Period/Reports**

The RHS school year has two semesters, the first ending before winter break in December, and the second beginning with students' return to school in January and finishing at the end of May. Semester grades appear on a student's transcript. Rampart generates progress/midterm grade reports in October and March in conjunction with parent/teacher conferences, which are available on the parent and student portals in Infinite Campus (IC) to view and/or print. Parents/guardians can monitor student grades and assignments continuously in IC. In order to determine student athletic and activity eligibility, Rampart pulls student grades from IC every two weeks.

### **Grading System**

Rampart teachers evaluate student performance using plus/minus grades, and record those grades on report cards/progress reports. Rampart computes student grade point averages (GPA) using all courses receiving a letter grade for that semester. Students receive their final GPA and class rank based on eight semesters of classes. The grade of a weighted course is based on a 5-point scale when averaged into the cumulative GPA. Rampart teachers use the standard high school curve, which is the most commonly used curve in District 20 secondary schools:

A+ = 96.5	C+ = 76.5	F = <59.5
A = 93.5	C = 73.5	NC = no credit, audit
A- = 89.5	C- = 69.5	I = incomplete
B+ = 86.5	D+ = 66.5	WP = withdraw pass
B = 83.5	D = 63.5	WF = withdraw fail
B- = 79.5	D- = 59.5	P = passing

While plus/minus notations will appear on transcripts, the current grade point calculations remain in place. Specifically:

Grade	Non-Weighted Course Points	Weighted Course Points
A+ → A -	4	5
B+ → B -	3	4
C+ → C -	2	3
D+ → D-	1	2
F	0	0
WF	0	0
NC	Not used in computation	
WP	Not used in computation	
P	Not used in computation	

It is at the teacher’s discretion to give incomplete grades. A student should complete all course work within a two-week period after the end of the semester unless previously arranged in writing with their teacher. In the absence of prior arrangements, the incomplete will become an F after the two-week period.

### **Recording Grades**

Rampart records a grade for each course on the student’s transcript, which may not be removed or changed without the input of the teacher and/or administrator. The student’s transcript will show both grades for repeated courses, and both grades will be figured in the student’s GPA. However, if the student passes the course more than once, the student only gets credit once. The exceptions for additional credit are music, physical education, journalism, electronic media, IB Art/Design, student government, student assistant, Peer Partner, elementary helpers, and drama classes. Classroom teachers make grade changes by the submitting the appropriate grade change form to the Registrar’s office

### **Grade Appeal Process**

Rampart works to handle grade appeals in a timely manner. All grade appeals for the first semester must be initiated before January 20<sup>th</sup> of the same school year, and all appeals for the second semester must be initiated before August 20<sup>th</sup> of the following school year.

If a student and his/her guardians have concerns about a teacher’s grading practices, they may request the direct administrative supervisor to conduct a Grade Appeal. The following steps are part of the Grade Appeal process:

- The administrator will request the grading records of the teacher in question.
- The administrator will request the grading criteria of the teacher.
- The administrator will request samples of other student work graded by the teacher for the assessments in question.
- The administrator will review the assessment practices of the teacher for the assessments in question through analyzing the grading information the teacher has provided and clarifying the grading process with the teacher.
- The administrator will determine if grading practices have been consistent for all students.
- The administrator will share findings in writing to the student and his/her parent/guardian and the teacher.

- The administrator may request the teacher to make a grade change if appropriate.
- If the teacher does not agree with the administrator's request, s/he may choose not to change the grade.

If the student and his/her parents are not satisfied with the results of this appeal process, they may submit their concerns in writing to the supervisor of the administrator who conducted the Grade Appeal Process within 10 days of receiving the initial results.

### **Homework Policy** (ASD 20 Policy IKB)

Rampart students will have regular assignments to complete outside normal school hours which will affect the students' semester grade. Homework assignments may include a variety of activities, may require a written product, and may involve working with someone else. The total amount of time spent on homework will vary depending on a student's grade level and course load.

Parents can help their students be successful with their homework in the following ways:

- Monitor your student's grades and attendance in Infinite Campus.
- Be aware of teachers' expectations on homework; these are generally communicated at the beginning of a course.
- Plan an appropriate place and time for your student to do homework and support the plan.
- Help your student develop the use of a planner and check it regularly for assignment due dates.
- Homework is your student's responsibility, but your support and encouragement will go a long way toward ensuring his/her success.

### **Make-up Policy**

It is the student's responsibility to obtain and make up any work missed due to an excused absence. The amount of time allowed for makeup assignments to be completed is the length of the excused absence plus one day. For example, if a student misses three days due to illness, he/she would have to turn in all missed assignments within four school days of his/her return to school (3 excused days of absence + 1 day = 4 days to turn in work). If a teacher scheduled a test during the time of absence, the student should take the test during the designated makeup period. This does not apply to pop quizzes or other tests that were not planned and publicized ahead of time.

### **Summer School**

Courses taken for credit in an approved summer school program will be recorded on the student's permanent record, and grades and credits received will apply toward graduation and will be calculated in the GPA. Only those high school level summer school courses will appear on a student's high school transcript and count toward graduation.

According to the CHSAA, students may use summer school courses to attain athletic eligibility with a limit of one class per summer. If a student wants to move ahead one year in a world language or math, he/she would have to attend both sessions of summer school. Rampart applies these credits and the grades toward graduation and calculates them into the student's GPA.

## Activities/Clubs (ASD 20 Policy JJA)

Rampart High School has many outstanding clubs and activities for students – academic and competitive, fun and adventure, language and culture, performing arts, and service and awareness. Please check the RHS website’s [Clubs & Activities](#) page for the current school year’s offerings. If you are interested in starting a new club at Rampart, please contact the Dean of Students and fill out this [application form](#).

## Athletics

At Rampart High School, we believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of a student’s educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to other students, to the community, and to the athlete’s themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education.

See the [Parent/Athlete Handbook](#) on the Rampart High School website or contact the RHS Athletic Office for information regarding athletic teams. If you have questions about NCAA eligibility, contact the College/Career Counselor.

### **Admission to RHS Athletic Events**

Rampart charges admission (subject to change) for the following home games:

Sport	Level
Basketball	all levels
Football	any level played at D20 stadium/Pine Creek turf field
Hockey	varsity
Lacrosse	any level played on Pine Creek turf field/D20
Soccer	any level played at D20 stadium
Swimming	all levels
Track	invitational meets only
Volleyball	all levels
Wrestling	all levels

Season passes are available for purchase at student registration or by contacting the Athletic Office. Season passes are good for the entire school year. Passes are valid for all home games of the issuing school, with the exception of playoff games, hockey games, and tournaments. Opponents may charge admission at their discretion at any sporting event at any level.

Fee	Pass
\$55	Adult Pass
\$40	Student Pass (K-12)
\$40	Senior Citizen Pass (age 60+)
\$175	Family Pass: max of 5 passes, 2 of which can be adult passes
\$30	Additional Family Pass (for students K-12)

## **Sport Opportunities**

Rampart High School offers 25 student sports governed by CHSAA:

<b>Fall Sports</b>	<b>Winter Sports</b>	<b>Spring Sports</b>
Varsity Boys and Girls XC	Varsity Boys Basketball	Varsity Baseball
Sub-varsity Cross-Country	Junior Varsity Boys Basketball	Junior Varsity Baseball
Varsity Football	C-Squad Boys Basketball	C-Squad Baseball
Varsity Girls Basketball	Varsity Girls Basketball	Varsity Girls Golf
C-Squad Football Junior Varsity	Girls Basketball	Varsity Girls Lacrosse
Junior Varsity Football	Varsity Ice Hockey	Junior Varsity Golf
Varsity Boys Golf	C-Squad Girls Basketball	Junior Varsity Girls Lacrosse
Varsity Girls Gymnastics	Junior Varsity Ice Hockey	Varsity Boys Lacrosse*
Varsity Boys Soccer	Girls Varsity Swimming	Sub-Varsity Boys Lacrosse*
Junior Varsity Boys Soccer	Sub-Varsity Girls Swimming	Varsity Girls Soccer
C-Squad Boys Soccer	Varsity Wrestling	Junior Varsity Girls Soccer
Varsity Girls Softball	Sub-Varsity Wrestling	C-Squad Girls Soccer
Sub-Varsity Girls Softball	Varsity Cheerleading	Varsity Boys Swimming
Varsity Boys Tennis	Junior Varsity Cheerleading	Varsity Girls Tennis
Sub-Varsity Boys Tennis	Hip Hop	Sub-Varsity Girls Tennis
Varsity Girls Volleyball		Varsity Boys and Girls Track
Junior Varsity Girls Volleyball		Sub-Varsity Track
C-Squad Girls Volleyball		
Varsity Cheerleading		
Junior Varsity Cheerleading		
Hip Hop		

\*Academy School District 20 has one Boys Lacrosse team sponsored by Pine Creek High School. All male students at a District 20 high school may tryout. Rampart will award letters earned by participants.

## **Attendance (ASD 20 Policy JE, JH, JHB)**

The intent of the RHS attendance policy is to encourage good attendance, develop student responsibility, and build greater cooperation among parents/guardians, school officials, and students. Regular and punctual attendance is a major contributor to success in the classroom and on the job. Rampart expects students to attend every scheduled class, and requires teachers to communicate with parents, counselors, and administrators when a student's absences significantly affect his/her performance in class

Parents are responsible for calling in all student absences, whether from illness, family emergency, or appointment. Please remember that while parents report absences, legally only the school can excuse an absence. In cases of excessive excused absences, it may be necessary for parents to provide documentation, such as a doctor's verification of illness. If a parent cannot make a phone call to RHS attendance, on the first day after the absence their student must bring a note to school from the parent that explains the absence. If the Attendance office does not receive a phone call or note from the parent to clear the absence within 48 hours, the absence will be marked as unexcused.

### **Excused Absences**

According to the Colorado School Attendance Law (22-33-104) and ASD20 Policy JE, the following conditions are excused absences from compulsory school attendance:

- Absences approved by the principal, principal's designee, or school administrator.
- Absences due to doctor's appointments, temporary illness or injury, or physical, mental or emotional disability.
- Absences due to field trips, pre-arranged absences, school-sponsored activities, or athletic events.
- Absences due to student being in the custody of the court or law enforcement authorities.

### **Leaving Campus during the School Day**

If a student needs to leave the school building during the day, a note or verbal confirmation from a parent is required before Attendance will release a student. Students who leave school during the day due to illness or appointments must check out through the Attendance office prior to leaving the building, and must check in with the Attendance office upon their return.

### **Pre-arranged Absence**

A pre-arranged absence is when a family/student anticipates leaving town for a number of days. Please follow these procedures:

- Provide a note from parent(s) stating the reason for and dates of absence to Attendance.
- Obtain a Pre-arranged Absence Form from Attendance one week prior to the absence.
- Complete the Form with teachers' signatures and assignments.
- Obtain an administrator's signature on the form.
- Return the form to the Attendance office prior to leaving.

Rampart considers field trips a pre-arranged absence. Students need to make arrangements for make-up work **prior** to the date of the scheduled field trip. Students are responsible for making teachers aware of the trip and completing missed assignments.

### **Tardy**

Academic time on task is highly valued at Rampart. A student is tardy if he/she is not in the classroom when the class bell rings. Consequences for unexcused tardies may be a warning, detention, or Saturday School. Excessive tardies may result in discipline consequences.

### **Unexcused Absences**

Any absence from school or class that does not fall into the above categories will be marked as unexcused. Students can make up schoolwork missed due to unexcused absences, but it may not be counted for credit. The 20Alert automated phone system notifies parents every evening of any unverified absences. Parents have 48 hours to excuse their student before the absence is marked unexcused and becomes subject to consequences. Discipline consequences for unexcused absences include:

- Contact with parent/parent conferences,
- Academic consequences,
- After school detention or Saturday School detention,
- Suspension from school in accordance with Colorado State law, and
- Truancy court.

Students who have four unexcused absences in any one month, or ten unexcused absences during the school year, are “Habitually Truant” as defined by State Law (22-33-107, Section 6). Be aware that the district will first take steps to work with families to reduce truancy, but the school partners with local juvenile courts to intervene and address “habitual truancy.” When a student has an excessive number of absences, whether excused or unexcused, it negatively affects the student’s academic success. The principal may identify a student who is absent 10% of a quarter, even if they are excused absences, as “chronically absent.” School administrators may take legal action if parents and students fail to follow compulsory attendance laws.

## **Behavior, Conduct, and Discipline (ASD 20 Policy JIC, JK)**

**\*Please note:** students in the Discipline office (room 218) for disciplinary action or to attend an assigned lunch detention or in school suspension are required to forfeit their cell phone to the front desk for the duration of their time in the office.\*

### **Bullying** (ASD 20 Policy JICDE)

In keeping with the ASD 20 mission statement to educate every student in a safe and nurturing environment, the district supports a school climate that is free from threats, harassment, and any types of bullying behavior. All types of bullying are unacceptable. “Bullying” is defined in district policy JICDE and state law as “any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.” Rampart prohibits bullying against any student for any reason, including but not limited to any such behavior toward a student based on his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services. Bullying does not necessarily include all conflicts between students. A student who engages in an act of bullying and/or a student that takes retaliatory action against a person, who in good faith reports an incident of bullying, is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities.

The district cannot respond to allegations of bullying unless it knows about them. If a student experiences or witnesses bullying, the student should tell an adult in the building. Safe2Tell® provides an anonymous way to report any threatening behavior that endangers a student, or the student’s friends, family, or community. To make a report using Safe2Tell®, call 877-542-SAFE (877-542-7233).

### **Buses**

Bus drivers will provide specific rules to students. Rampart expects students to comply with these policies, as disciplinary action will result from violations. School bus stops are district property, so use of any tobacco/electronic cigarette or tobacco products is strictly forbidden.

### **Detention**

RHS has three types of detention: lunch, after school, and Saturday school, which are district-level consequences for behavior incidents. Failure to attend an assigned detention will result in two additional detentions; if a student continuously fails to attend assigned detentions, the student will receive a state-level in-school suspension. Below are the rules for student behavior during detention. Failure to follow these rules may result in additional detentions.

- Be on time. Failure to be in the designated room at the beginning of detention means the student is a no-show, resulting in additional detentions.
- Students cannot use electronic devices during detention; students will forfeit cell phones to the proctor at the beginning of detention.
- Students are expected to bring and do schoolwork or read quietly during detention.
- Students cannot whisper or talk to other students during detention.
- Students cannot sleep or engage in disruptive/off-task behavior. A detention proctor may dismiss a student from detention for this behavior, which will result in additional detentions or suspension.
- Students cannot eat or drink during after school and Saturday school detention.
- Students cannot leave early.

Lunch Detention is during the student's scheduled lunch period for 30 minutes in room 218. Students may bring lunch to their detention, but they cannot order it and have it delivered during detention. Students will forfeit their cell phone during this time. After School Detention is from 3:00pm to 3:30pm, Tuesday and Wednesday, in room 238. Students will forfeit their cell phone along with any other electronic device during this time. Students cannot use the bathroom, go to their lockers, or see another teacher once detention has started. Saturday School Detention is from 8:15am to 11:15am in the LMC (the proctor may change this location). Students will forfeit their cell phone during this time, along with any other electronic device, and students cannot use the LMC computers. Students must enter the building through the main school entrance and must leave school property immediately after the conclusion of Saturday school.

### **Dress Code** (ASD 20 Policy JICA)

Rampart High School recognizes that how one dresses is, in part, a matter of individual style. However, in a learning environment some manners of dress may result in distractions to learning. In order to limit these distractions, the staff, students, and parents at Rampart have developed the following guidelines for dress during the school day. RHS staff will determine whether the student is in violation of the dress code.

- Clothing must cover a student's chests, backs, midriffs, and buttocks.
- Students cannot wear halter-tops, or spaghetti straps or strapless tops or dresses.
- Straps of tops or dresses must be at least 2 inches wide.
- Non-see-thru clothing must cover student's undergarments (e.g. sports bras, bras, underwear, boxers).
- Students cannot wear clothing that depicts drugs, alcohol, tobacco products, obscenity, or sexual explicitness.
- Clothing and accessories cannot have chains, spikes, or sharp objects.
- Students, by either grooming or wearing apparel (to include clothing, jewelry, bandanas, emblems, badges, and headgear, which by virtue of color, arrangement, trademark, or other attribute associates with a gang), cannot denote membership in or affiliation with any gang.
- Students cannot wear skin-tight clothing.
- Students cannot wear shorts, skirts, or slits in skirts that are inappropriately revealing.
- Students cannot wear clothing that is immodest (e.g. cleavage seen in front or from behind), distracts others, or promotes symbols that are not acceptable by school policy.
- Students cannot wear facemasks, sunglasses, or other devices that obscure the identity of the student.



- In cases of questionable dress, RHS staff members will decide what is appropriate.

Violation of the dress code will result in an initial referral and warning, and/or a required change of clothing. Rampart considers repeated referrals as disobedient/defiant and carry an appropriate consequence.

### **Drug & Alcohol Use by Students** (ASD 20 Policy JICH)

It is a violation of district and school policy and considered to be behavior that is detrimental to the welfare and safety of other students or school personnel for any student to possess, use, or distribute alcohol or drugs, or to possess drug paraphernalia on school property or at school-sponsored events. Sharing prescription medication is also a violation of district policy. In order to promote a healthy and safe learning environment, the school district will take disciplinary action that may include suspension or expulsion from school and may include referral to law enforcement for criminal prosecution.

#### *Penalties for Student Use or Possession of Alcohol and Drugs*

Rampart will discipline students who use or possess alcohol or drugs or are under the influence of alcohol or drugs in violation of ASD 20 policy JICH in the following manner:

- First Offense. Rampart administration will suspend the student for ten school days. The student can shorten this period by up to five days if the student completes an appropriate alcohol and/or drug education/treatment/counseling program and/or community service that the principal and parent(s) agree to. The student and parent(s) pay for these programs. Failure to provide documentation of completion of the program within the prescribed time limits will result in the imposition of the additional days of suspension. Based on the circumstances of individual cases, including but not limited to situations involving particularly pernicious, harmful, or addictive illegal drugs such as felony class controlled substances, the principal may recommend expulsion.
- Second Offense. Rampart administration will suspend the student for ten school days.
- Third and Subsequent Offense(s). The principal or designee will recommend to the superintendent the student's expulsion for up to one calendar year and all subsequent offenses occurring within three years.

#### *Penalties for Student Possession of Drug or E-Cig Paraphernalia*

Rampart administration will discipline students who possess drug paraphernalia at school, on the school bus, or at school sponsored events in the following manner:

- First Offense: student suspension for three school days.
- Second Offense: student suspension for five school days.
- Third Offense: student suspension for five school days and the principal may recommend expulsion.

#### *Penalties for Distribution, Selling, Purchasing or Exchanging Alcohol or Drugs*

Rampart administration may expel students who distribute, sell, purchase, or exchange alcohol or drugs for anything of value. The purchase or exchange of over-the-counter drugs may be limited to a suspension in appropriate circumstances at the discretion of the principal.

### **Gangs** (ASD 20 Policy JICF)

The term "gang" as used in the ASD 20 policy refers to two or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually. The Board of Education and district administration desire to keep district schools and students free from the threats of harmful influence of any groups or gangs which advocate drug and/or alcohol use, violence, or disruptive behavior.

Gangs or individuals who initiate, promote, or participate in activities (threats, initiations, hazing, intimidation, etc.) which threaten the safety or well-being of people or property on school grounds or at school related activities or disrupt the school environment will be suspended and/or expelled.

### **Honesty Policy**

We believe that dishonesty and cheating in all its forms, in any forum, devalues educational goals, damages the character of students, and undermines the integrity of the school and district community. Cheating on a test may include using resources not allowed on the test, talking during the test, having unauthorized materials in view, etc. Plagiarism includes copying from a source without using quotes and/or citations, cutting and pasting from an internet source, using someone else's ideas without citations, not changing a minimum of 80% of the information obtained in a source into your own words, etc. Consequences for academic dishonesty include the complete loss of credit (0%) for the assignment/test and possible further disciplinary consequences.

### **Internet/Network Violations** (ASD 20 Policy JS)

The district provides technology resources to students to conduct research, complete assignments, and communicate and collaborate with others in support of their education; access is a privilege, not a right. Students who have parental permission and who agree to the terms of the D20 Network Acceptable Use Agreement will receive network access. Once the agreement is completed, the student may perform class-related Web research, printing, and other network functions.

#### *Activities permitted and encouraged include:*

- School work
- District committee work
- Original creation and presentation of academic work
- Research on topics being studied in school
- Research for opportunities outside of school related to community service, employment or further education
- Publishing of student work online
- Engaging in distance learning experiences
- Completing online testing required for some courses (AP, language tests)
- Engaging in online collaborative projects using blogs, wikis, or other collaborative tools
- Engaging in electronic discussions with experts outside the classroom
- Sharing or exchanging school-related files with students in or outside the classroom
- Storing student work in My D20 Space for retrieval at home
- Completing online Internet-based college or financial aid applications
- Downloading educational videos, podcasts, simulations, or content
- Use of online content/course management tools as provided by the teacher and/or district

*Activities not permitted when using district or personal technologies include:*

- The use of encryption technology to encrypt files on the district file servers
- The use or attempted use of Internet proxy servers for any purpose
- Possessing key logging or other monitoring devices, software, or malicious code
- Network monitoring or packet capturing
- Logging in or attempting to log in as another user, with or without their consent or knowledge
- Using a computer that is already logged in with someone else's credentials
- Computer vandalism, either physical or virtual
- Storing music collections or other copyrighted material
- Playing unapproved games
- Loading any software on district computers
- Attaching a wireless access point to the network or configuring a laptop computer to act as the same
- Configuring any district computer to join an Internet bit torrent or other like system
- Enabling remote access to any district computer system
- Attempting to defeat district filtering software in any way
- Executing programs (.exe; bat, bin) from removable media without prior approval by an authorized teacher/administrator
- Use of encrypted web-based email, with the exception of password transmittal

Unacceptable use of technology resources belonging to the school district, or accessed through school district equipment or networks, may result in one or more of the following consequences:

- suspension or cancellation of technology access privileges,
- payments for damages and repairs, and/or
- discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or civil or criminal liability under other applicable laws.

### *Inappropriate Content/Misuse*

Rampart administration expects students to report cyberbullying, harassment, threats, hate-speech, and inappropriate content to a teacher or administrator. Students should ask a teacher or administrator about the appropriateness of an activity, and should immediately notify a supervising adult if they accidentally come across inappropriate content.

### *Privacy*

All digital storage is district property, and as such, network administrators may review files and communications. Students should not expect that network communications or files stored on district servers are private. Rampart expects students to use technology resources in a manner consistent with permitted and not permitted activities, and are responsible for intentional misuse.

### *User Security*

Students must not share their logins, passwords, or access with others. Student shall not login as other students or staff members, with or without their consent or knowledge, and will log off when their session is completed.

### *Vandalism*

Rampart administration considers any intentional act by a student that damages district technology

hardware, software, operating systems, or data, and/or requires repair or replacement of district technologies or data, to be vandalism; the student will face disciplinary procedures and possible criminal prosecution.

### **Lunch**

The following are student rules of behavior during lunch periods, the violation of which may result in disciplinary actions:

- The commons area and patio are the only areas where RHS allows food and drinks. Other than lunchtime, staff locks the patio doors from the outside.
- Students must clean up their area and dispose of trash appropriately after they finish eating or drinking, otherwise RHS may revoke lunch privileges.
- Juniors and seniors in good standing have open lunch privileges and should re-enter the building through the front doors only.
- 9<sup>th</sup> and 10<sup>th</sup> graders found leaving the commons/patio area are in violation of the Closed Campus policy and will receive appropriate disciplinary consequences.
- The Tech Wing hallway and academic hallways are off limits to students during any lunch period without special permission from a staff member.

### **Search and Seizure** (ASD 20 Policy JIH, JIHB)

The Board of Education and district administration seek to maintain a school climate conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

#### *Interviews by school administrators*

When a violation of district policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, school administration will not make contact with the student's family.

#### *Searches conducted by school personnel*

School personnel may search a student and/or the student's personal property, without the prior consent of the student's parent/guardian and while the student is on school premises or during a school activity, and may seize any illegal, unauthorized, or contraband materials. School officials will notify a parent/guardian of a search as soon as reasonably possible.

Whenever possible, RHS staff will inform the student of the reason(s) for conducting the search and the will request the student's permission to perform the search. RHS staff considers a student's failure to cooperate with school officials conducting a search as grounds for disciplinary action. School officials conducting a search will prepare an administrative report explaining the reasons for the search, the results, and the names of any witnesses to the search.

The principal or designee may search the person of a student or a student's personal effects such as a purse, backpack, book bag, or briefcase on school property or at school-sponsored events or activities if the school official has reasonable grounds to suspect that the search will uncover:

- Evidence of a violation of district policies, school rules, or federal, state, or local laws, or

- Anything that, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing.

RHS staff will ensure that the extent of the search of a student's person or personal effects and the means to conduct the search is necessary to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student. RHS staff will conduct the search out of the presence of other students and as privately as possible by a person of the student's same sex; at least one person of the same sex as said student shall witness but not participate in the search. A law enforcement officer will conduct searches that require the removal of a student's clothing other than a coat or jacket.

#### *Search of school property*

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks, and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

#### *Detection canines*

The school principal or designee contracts authorized persons using trained detection canines to conduct searches of school facilities, lockers, common and gym areas, personal property, the school perimeter, vehicles, and school parking lots. Rampart conducts these random, unannounced visits to the campus to minimize the presence of prohibited/contraband items. We encourage all students to ensure that their vehicles are free from prohibited items while parked on school property.

#### *Law enforcement officers' involvement--interrogations and interviews*

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall confirm that the law enforcement officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstance exists, such interrogations and interviews are discouraged during student's class time. It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards.

Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials shall make an effort to notify the student's parent/guardian. In cases involving the investigation of reported child abuse where the suspected perpetrator is a member of the student's family, when law enforcement has a court order directing that the student's parent/guardian not

be notified, or when an emergency or other exigent circumstance exists, RHS administration will not notify parents/guardians. However, whether or not to postpone the interview or interrogation until the parent/guardian arrives is the law enforcement officer's decision.

The principal or designee may request a law enforcement officer to conduct a search on school premises. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search. Rampart expects that law enforcement will conduct searches in accordance with the requirements of applicable law.

#### *Seizure of items*

Anything found in the course of a search conducted by school officials that is evidence of a violation of law, district policy, or school rules, or which by its presence presents an immediate danger of physical harm may be:

- Seized and offered as evidence in any expulsion proceeding. The principal will keep such material in a secure place until presented at the hearing;
- Returned to the student or the parent/guardian; and
- Turned over to a law enforcement officer in accordance with this policy.

#### *Custody and/or arrest*

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When law enforcement officers for any reason remove a student from school, school officials will make reasonable efforts to notify the student's parent/guardian. School officials expect law enforcement officers conducting student arrests follow all procedural safeguards prescribed by law. However, district staff is not responsible for an officer's legal compliance when arresting a student.

#### **Suspension/Expulsion** (ASD 20 Policy JKD, JKE)

Suspension is a serious consequence for a serious offense. Rampart officials may suspend students for a period of one to five days based on the offense, and will notify parents when a suspension occurs. Rampart policy does not allow students under suspension to be on or around school grounds or to attend or participate in extra-curricular activities while on suspension. Rampart staff will automatically suspend a student for being habitually disruptive (interfering with teacher instruction or student learning); fighting or what would be considered an adult violent crime; an act that would be considered an adult robbery or assault; drug and/or alcohol related offenses; and use or possession of weapons or incendiary devices. Students are required to contact their teachers in order to make up work they will miss while suspended out of school.

#### *Habitually Disruptive Students (ASD 20 Policy JKEA/R)*

Students suspended from school for causing a material and substantial disruption during any one school year while on school property, at a school-sanctioned activity or event, or while being transported in a District-approved vehicle, may be subject to an individual remedial discipline plan developed and implemented in accordance with the administrative procedure associated with this policy. If the student is suspended a second time, in any one school year, for causing a material and substantial disruption, a remedial discipline plan must be developed and implemented.

If the student continues to engage in disruptive behavior, has been suspended three or more times in any one school year, and who acts in violation of his or her remedial discipline plan, such student shall be declared a habitually disruptive student and shall be subject to mandatory expulsion in

accordance with Policy JKD/JKE and state law. Students with disabilities shall be subject to expulsion as a habitually disruptive student if a determination has been made by the student's properly constituted staffing committee that the disruptive behavior is not a manifestation of the student's disability.

For this policy, disruptive behavior means behavior which is initiated, willful, and overt on the part of the student; which requires the attention of school personnel to deal with the disruption; and which results in an out of school suspension. Procedures regarding this policy, to include reporting requirements, remedial discipline plans, and student discipline, are listed in ASD20 Policy JKEA R.

### **Threats/physical assault** (ASD 20 Policy JHC, JAK, and JKE)

Rampart staff shall use the following procedures in instances of alleged assault, disorderly conduct, harassment, allegation of child abuse, or alleged criminal offense by a student directed towards another student, teacher, or school district employee. Rampart staff shall use these same procedures in instances of damage by a student to the personal property of another student, teacher, or school employee occurring on school district premises.

- In all cases, anyone who has been physically assaulted or threatened with physical assault should immediately contact a member of the administrative staff or central office. It shall be the responsibility of any administrator who is knowledgeable of such a situation to communicate immediately with the superintendent or his designee who, in turn, will inform the Board of Education relative to the incident.
- The student, teacher, or employee shall file a written complaint with the school principal or immediate supervisor, the superintendent's office, and the Board of Education.
- The principal or immediate supervisor, after receipt of the complaint, investigation, and proof of the charges, shall suspend the student for a minimum of three days in accordance with established procedures.
- The superintendent or designee shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
- The superintendent or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

Students deemed a danger to the safety and well-being of other members of the student body or staff because of a formal record of improper behavior outside the school setting may be provided education via means other than the regular classroom setting.

### **Tobacco Use on Campus** (ASD 20 Policy ADC)

To promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco product by staff, students, and members of the public is prohibited on all school property. Students cannot possess any tobacco product on school property.

Tobacco products are defined as:

- Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and e liquids or vape oils.

- Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, hookah, juul, electronic nicotine delivery system, or personal vaporizers.

**Weapons** (ASD 20 Policy JICI, JKD, JKE)

Students cannot carry, bring, use, or possess any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. The principal or designee shall initiate proceedings for the expulsion of the student involved in the possession or use of any such weapon. Rampart administration, in accordance with District policy, shall confiscate and surrender to law enforcement officers (at their direction) any illegal weapon found on school property.

Dangerous or deadly weapons include, but are not limited to:

- Firearm
  - A firearm is any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive;
  - The frame or receiver of any weapon described above;
  - Any firearm muffler or firearm silencer; or
  - Any destructive device.
  - A “destructive device” - any explosive, incendiary, or poison gas including a bomb, grenade, or rocket having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to the devices described above.
- Any knife or cutting instrument possessed without authorization of school officials.
- Any device capable of temporarily immobilizing a person by the infliction of an electrical charge, including stun guns or taser guns.
- Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.

**Cell Phones and other Electronic Devices** (ASD20 Policy JICJ, JS)

Students cannot have electronic devices of any kind (e.g. cell phones, pagers, CD players, iPods, MP3 players, laser pointers) during class time unless used for instructional purposes and with the approval of a teacher. During non-instructional time, school staff may restrict students’ use of such devices if, in their judgment, use of the devices interferes with the educational environment.

Students may only use cell phones for emergencies to contact parents or guardians. Students may not take a pass, go out to the hallway, and use their cell phone for personal use. If the electronic device is visible, the teacher may confiscate the device and a parent or guardian may be required to pick up the device from the Discipline office in room 218. Additional incidents involving electronic devices may result in further disciplinary action.

The Rampart staff cannot guarantee the security of electronic devices or any other valuables. Students are encouraged to keep their valuables secure or leave them at home. Rampart High School does not have the resources to investigate the loss of personal items.



## **Closed Campus**

Rampart High School is a closed campus during the school hours of 7:45 am to 2:45 pm. Once a student has arrived on campus he/she may not leave school property until the end of the school day, to include during class passing periods. Underclassmen cannot leave the building/campus for other than an excused absence handled through the Attendance office.

### **Lunch Privilege**

The privilege of leaving campus during lunch periods is limited to 11<sup>th</sup> and 12<sup>th</sup> grade students only, and **only with a proper school ID**. This means that upperclassmen may not drive underclassmen off campus during lunch, nor may sophomores who drive leave campus at that time. Inappropriate behavior in the community, attendance, or tardy problems at lunch will result in revocation of the privilege and potentially other disciplinary consequences.

### *Exceptions*

11<sup>th</sup> and 12<sup>th</sup> grade students who have a behavior or safety plan, or whose parents have informed the school that their student is not allowed to leave campus, will have a hole punched above the photo on their ID and will be prohibited from leaving campus.

## **Counseling Services**

Rampart High School counselors are committed to helping students navigate the high school transition from young adolescence to young adulthood. As student advocates, counselors focus their attention on four main areas:

- Student academic success, whether vocational skills or college preparation
  - Counselors provide resources and support to assist each student in reaching full academic potential, coordinate tutoring services, and schedule consultations.
- Prepare students for life after high school, to think about their future goals
  - Counselors help guide students to more specific college and career opportunities based on their individual, and changing, interests and strengths.
- Students' social and emotional growth
  - Counselors listen to students about important life issues, provide effective crisis intervention, and help students succeed in peer relationships, conflict resolution, and decision-making, and provide appropriate community resource information.
- Prepare students for national tests and coordinate practice tests (PLAN, PSAT).

### **Confidentiality**

Counselors respect the inherent rights and responsibilities of parents, respect their relationship with the student, and endeavor to establish a cooperative relationship with both parents and students.

Counselors respect the privacy rights of students; however, counselors shall inform parents of information that may jeopardize the health, safety, and/or welfare of the student. Counselors shall share such information with parents even if the student objects to the disclosure. If parents have any concerns regarding confidentiality or any counseling services, they are encouraged to contact their child's counselor.

### **Home-Bound Tutoring**

If a student has an extended medical illness/accident requiring an absence from school for at least three weeks, short-term homebound tutoring may be an option. Please contact your counselor and nurse for information and forms regarding this service.

### **Right to Refuse Services**

Parents have the right to refuse counseling services for their child. If parents do not want their child to access counseling services, they simply need to write a letter and submit it to the counseling department chair. It is the parents' responsibility to renew their wishes about counseling services when the child's home school changes. Refusing counseling services will not exclude students from meeting with a counselor for concerns about scheduling, academics, career/college advising or the classroom curricular component.

### **Transcripts**

Current students please visit the RHS Counseling website to find instructions on how students can [request transcripts](#). Additionally, current students may print an unofficial transcript anytime from their Infinite Campus account under the Reports tab. If you need help, please come to the counseling department. All transcript packages for current students include an official transcript, GPA, class rank if in 11<sup>th</sup> grade, after the fifth semester, or in 12<sup>th</sup> grade, an RHS Profile Sheet, and ACT/SAT test scores.

## **General Information**

### **Bicycles, etc.**

Bicycles, skateboards, roller blades, scooters, etc., are acceptable means of transportation to and from school; however, students cannot use them on school or district property. Students should lock bicycles in the provided bicycle racks and store roller blades and skateboards in lockers. Students cannot use shoes with rollers or wheels during the school day. Rampart staff may confiscate any of the above items if used inappropriately during school hours or on school or district property, and may ask a parent/guardian to pick up the item during normal school hours. Rampart High School does not assume responsibility for these valuable items.

### **Dances**

All dances – homecoming, winter dance, and prom – are subject to all rules regarding the code of conduct for both students, guests, and staff, just as they would be for any other school-sponsored function. Students must present an ID to enter any dance, and once a student leaves a dance they are not allowed to re-enter. Supervising staff shall determine if a style of dance is inappropriate, which may lead to a student's removal from the event. School dances usually end at 10:30pm, except for prom, which ends at 11:30pm.

Rampart students may invite ONE non-RHS student to a dance. RHS *does not allow guests who are middle school students or who are 21 years old or over* to attend school dances. RHS students and their guests must complete a guest form and turn it in at least two days prior to the dance in order to buy dance tickets for themselves and a guest. Students can pick up and return guest forms in room 218.

### **Drop off procedures**

Parents picking up or dropping off students are encouraged to do so in the front drive-through by the school front doors. This will lessen the potential for accidents with school buses loading and unloading in the bus lanes, pedestrians, and student drivers in general.

### **Facility**

In order to keep our school buildings safe and secure, only the school's front doors will be open during the academic day. All students should vacate Rampart High School by 4:00 pm when the LMC closes, unless involved in a school-supervised activity; school security locks the building by 4:00 pm daily. The school does not provide after school supervision for students after 4:00 pm.

### **Hall Passes**

Students shall remain in class during the instructional periods scheduled. Trips to the office, lockers, bathrooms, etc. should happen during passing periods or lunchtime. During class, teachers will issue hall passes to students at their discretion, however, teachers will not give out passes during lunch periods. It is a student's responsibility to have a current, appropriately filled out hall pass before he/she leaves the classroom; faculty and security may require a student to present a hall pass if the student is in the hallway during class time. Students in the hallways without a pass or with a fake/forged pass will receive appropriate discipline consequences.

### **ID Cards**

Rampart provides student identification cards at no charge to students during Check-in Day and on Picture Make-up Day. If a student misses either of these dates, they can get their ID in room 218. Students should carry their IDs with them at all times, and are expected to produce them for identification when requested by staff or security personnel. Students shall provide their full name when requested by staff or security personnel. Use of the LMC, computer labs, and PE make-up periods (both in the gym and in the pool), as well as attendance at school dances, will require an RHS student ID. Students can go to room 218 for a replacement ID card if one is lost, stolen, or needs to have information changed, and costs \$5.

### **Infinite Campus**

Parents can view student grades, assignments, and teacher comments 24 hours a day through the Infinite Campus Parent and Student Portal via the [RHS website](#) or the [District 20 website](#). To set-up an account, please contact District 20 at 234-1777. For help with a student or parent portal issue please email the helpdesk at [help@asd.20.org](mailto:help@asd.20.org).

### **Library**

Rampart's Library Media Center (LMC) & Internet Café is located on the second floor at the top of the central stairs. The library is open Monday through Friday, 7:00 am – 4:00 pm. Library hours are subject to change on any given day – please check with library staff or the [library website](#). At the library's Internet Café, students can purchase coffee, hot tea, and hot cocoa for \$1.00, and iced coffee and iced tea for \$3.00. Students are welcome to use the LMC & Internet Café before, during, and after school.

The LMC handles all textbooks, English novels, and assorted devices for the school that are checked-out to students. Students are responsible for the full replacement value of any lost, missing, or

damaged books and items. Students check out all books and materials on loan. Students can check out ten library books for two weeks. TI-84 Calculators are also available, however students need a note from their math teacher to get one.

The LMC issues textbooks at Check-In Day in August. After Check-In Day they will be issued from the Textbook Central Door (room 215) or the Library Office. In order to receive textbooks students are required to show library staff a current school year student ID. Students can track their checked-out items using the [Follett/Destiny Textbook system](#); students use their RHS student ID number and password to login and check their account. If you have any textbook related questions, please contact the Library/Textbook clerk: [linda.bode@asd20.org](mailto:linda.bode@asd20.org)

Please take care with your textbooks:

- Write your name on the inside front cover.
- Keep them away from pets.
- Keep them away from liquids.
- Do not leave them in classrooms (you are responsible for them, not your teacher).
- Keep them separate from your friends' books and your locker partner's.

### **Lockers**

Rampart students may request a locker with a padlock during each school year, as well as request a locker partner, via the [Locker Request Form](#) on the RHS website the summer prior to the upcoming school year. In most cases, Rampart staff assigns two students of the same grade and gender to each locker. Students cannot trade or reassign their lockers without administrative permission. Lockers and padlocks are the property of the school and are loaned to the students for their use. As a result, lockers are subject to inspection and maintenance by school administrators and other school personnel at any time.

The care and upkeep of the assigned locker becomes the locker partners' responsibility for the year; students can be fined a \$5.00 fee for excessive clean-up of a locker, damage to a locker, or a missing padlock. Administration or security personnel will remove non-RHS padlocks from lockers. Students should report problems with the locker, padlock, or locker partner to room 218.

Despite the padlock, the security of the lockers is negligible. Lockers are for storing the materials needed for school - papers, pencils, books, etc. Rampart High School is not responsible for any item lost or stolen from a student locker. If it becomes necessary to bring items of value to school, students should secure them in the administration office.

### *PE/Athletic Lockers*

All students participating in physical education classes and athletics should use PE /athletic lockers. Each student provides their own combination lock to go on their PE/athletic locker, which should remain in the PE locker rooms. RHS staff provides ample notice to students to vacate athletic lockers, and will remove locks and locker contents after the announced date.

The presence of a combination lock does not make a locker secure and the school will not be responsible for items lost or stolen and no reimbursement will be given. Please do not leave valuables in the locker and make sure the locker is locked before leaving for class. Students **SHOULD NEVER** leave valuable items sitting in unsecured backpacks.

## **Signs**

Any announcements, posters, or signs concerning activities in or outside of the school need to be approved and initialed by the Assistant Principal for Activities prior to display. Items can only be displayed in the approved areas.

## **Valuables**

Students are encouraged not to bring any item of value to school (i.e. iPods, PSPs, cell phones, large amounts of cash). The school is not in any way responsible for and does not investigate lost or stolen personal items. Thefts may be reported to the administrator responsible for the Safe to Tell program (1-877-542-SAFE). Students are encouraged to check the lost and found located in the Commons area.

## **Visitors**

Rampart welcomes parent visitors and volunteers. Visitors need to check-in at the security kiosk at the front doors where security personnel check visitor IDs and create a visitor ID badge for the visitor to wear while in the school.

- If a parent wishes to observe a teacher, please pre-arrange this with an administrator who will broker a date/time with the teacher and parent.
- If a parent wishes to see their child, after checking-in at the kiosk they can proceed to the attendance office to make contact with their student.
- If an RHS graduate wishes to meet with a teacher this must be pre-arranged with the teacher and the visitor must check-in at the security desk. Teachers must notify school security in advance of an upcoming graduate visit.

Rampart High School does not allow student visitors in the school, unless they are accompanied by a parent/guardian or involved in a school-sponsored activity.

## **Yearbooks**

Students may purchase yearbooks from the bookkeeping office or PayForIt.net throughout the year. A yearbook costs \$65 at Check-In Day; after Check-In Day the price increases to \$70. After winter break the price increases again to \$75.

## **Graduation (ASD 20 Policy IKF)**

The District bases graduation requirements on the units of credit earned in grades 9 thru 12. The District defines a unit of credit as the amount of credit given for the successful completion of a course per semester. All courses are one (1) credit per semester, with the exception of student assistant, library assistant, and guided study hall, which are half (.5) credit courses. Students must complete all graduation requirements in the required categories in order to participate the Rampart High School graduation ceremony.

For students graduating in the 2020-2021 school year, and for each graduating class thereafter, students must:

- I. Meet coursework requirements. These requirements, listed in the table below, have not changed for the class of 2021. These requirements, in effect since 2011, reflect a well-rounded sequence of courses that prepares D20 graduates for a wide range

of post-secondary options.

- II. Demonstrate proficiency in both math and English language arts (ELA). This Colorado Department of Education requirement is new for the class of 2021. During each of the past three school years, Academy District 20 has convened a task force to develop procedures and options to meet the needs of all D20 students.

Coursework Requirements		Math and ELA Proficiency
Course Type	Credits	
English	8	Students may demonstrate proficiency in math and/or ELA by any one of the following: <ul style="list-style-type: none"> <li>• Meeting the established minimum score on one of CDE’s approved assessments</li> <li>• Obtaining an approved industry certificate that aligns with their individual career and academic plans (ICAP).</li> <li>• Obtaining a C- or higher in an approved concurrent enrollment, college level course that aligns with their ICAP.</li> <li>• Obtaining a passing score on a capstone project approved for math and/or ELA that aligns with their ICAP</li> </ul>
Science	6	
Mathematics	6	
Social Science	6	
World Language	2	
Core Electives	6	
Physical Education	3	
Health	1	
Arts	1	
Unrestricted Electives	11	
Total	50	

### **Early Graduation**

Rampart discourages early graduation, as students may need additional courses for post-secondary work in addition to the courses required for graduation. However, students wishing to apply for early graduation should follow the following procedure:

- Meet with their counselor to discuss credits needed to meet graduation requirements and a plan to do so.
- Meet with the College Counselor to discuss the procedure for early graduation.
- After agreement between the counselor, student, and his/her parents that early graduation is appropriate, submit the early graduation plan form signed by the student and the student’s parents to the principal for consideration.
  - A student wishing to graduate at the end of the first semester of his/her senior year must submit his/her letter of request no later than December 1 of that year.
- Attend his/her sixth and seventh semesters at Rampart High School prior to terminating his/her enrollment.
- Students who plan to walk at graduation will not be withdrawn from Rampart and will graduate with their class at the end of the eighth semester.
- Parents of early graduates who plan to walk in the graduation ceremony must attend one of the mandatory senior parent meetings in the spring of their graduating year.
- Complete senior checkout/withdrawal procedures through the registrar’s office.

### **Outside Credits**

Students may take outside credits for credit recovery or enrichment in the event that the course is not offered or available to the student through school or district-sponsored programs, or as determined by the principal. Outside credits may not replace an existing earned credit. Students may, subject to the information below, take no more than six outside credits to achieve the required credits for graduation.

- The student’s counselor and RHS administrator must approve all courses from outside agencies *prior* to enrollment in the outside credit. Rampart administration will not consider credits received without prior approval.
- RHS allows no more than two outside credits during the 9<sup>th</sup> and 10<sup>th</sup> grade grades combined, and no more than two outside credits in both the 11<sup>th</sup> grade and the 12<sup>th</sup> grade.
- Students must be enrolled in District 20 as full-time students before taking outside credits.
- Neither District 20 nor RHS pays for courses taken through outside agencies.
- Full-time students are not eligible to receive homeschool credits. A part-time student with an active Intent to Homeschool form on file with District 20 can earn homeschool credits, which are evaluated the same way as other in-coming homeschool credits.

### **Transfer Credits**

The District will convert transfer student transcripts with numerical grades to letter grades, while transcripts with letter grades will be recorded as is. Credits transferred from a non-District 20 school will not be weighted unless the exact course receives a weighted grade in District 20.

### **Valedictorian/Salutatorian**

Rampart High School has a valedictorian and salutatorian, as well as an IB valedictorian and salutatorian. Valedictorians will be the students with the highest grade point average in the graduating class within each group. Salutatorians have the second highest GPA in each group. If two or more students have the same GPA, and have the highest GPAs in the class, those students will all be the valedictorians. If there is more than one valedictorian, there will be no salutatorian. In order to be eligible, a student must be a full time student during his/her 6th, 7th, and 8th semesters at Rampart. RHS will compute the GPA from all courses through the completion of the seventh semester. If a student moves out of the IB Programme during his/her junior or senior year, the student is not eligible for valedictorian or salutatorian in either group. Beginning with the class of 2021, the only weighted grades that will be used to calculate Valedictorian/Salutatorian will be AP and IB Diploma courses and Concurrent Enrollment courses that have been approved for weighted grades by the district office.

### *Honor Graduates*

Honor graduates are those who have a weighted 3.800 cumulative grade point average at the end of their seventh semester.

### **Waiver Procedure**

A high school waiver authorizes a student not to take a district course that is required for graduation. Only juniors and seniors are eligible to submit a waiver request, and only one (1) course may be waived per student. Students must still earn the minimum number of graduation credits specified by District 20 in order to graduate. Students granted a waiver must take another class for credit.

Students must request the waiver - in writing - the semester prior to the start of the semester for the class they wish to waive. The waiver request must detail the rationale for the waiver, identify the specific criteria (detailed below) that fits the student’s individual situation, and be signed by both student and parent(s). A committee chaired by the school principal will make a decision on the waiver, which may require a conference with the student and parent(s). Students can appeal the committee decision through the District Deputy Superintendent, whose decision shall be final.

### *Conditions for Consideration*

- Student is currently taking a full complement of classes (7 classes);
  - Student has no partial absences in schedule,
  - Student has no office assistant positions in schedule currently or previously.
- Student has successfully completed all past and current coursework.
- Student is enrolled in a prescriptive (e.g. IB, Engineering Pathways, etc.) academic program whose requirements are in conflict with elective requirements.
- Student has a physical or mental disability that prevents him or her from successfully participating in and completing the course that is being requested to be waived;
  - Students with a current Individual Education Plan that precludes participation in a particular course would not be required to substitute a course that meets the equivalent standards of the course being waived.
- Student has experienced an extreme life circumstance beyond his/her control.
- Participation in the alternative course is demonstrably in the student's best educational interests.
- Student has no history of significant attendance or discipline issues.

### **Withdrawal Procedure**

A student who needs to withdraw, transfer, or drop from school for any reason must obtain and complete a withdrawal form from the Registrar.

### **Parking and Parking Permits**

Parking at Rampart High School is a privilege. The District sets the cost of parking fees, which helps pay for parking lot maintenance and security personnel. The Rampart parking lot is District property; as such, school officials and school security reserve the right to search vehicles parked on school property upon reasonable suspicion. Items considered dangerous or illegal, such as guns, knives, other types of weapons, drugs or drug paraphernalia, alcoholic beverages, or incendiary devices, shall be seized and given to the appropriate law enforcement agency. Students in possession of such items in their vehicle will be referred to the Dean for disciplinary action. Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a vehicle on school premises at the time of a search request shall be cause for termination of parking privileges. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials. **Rampart High School administration is not responsible for damages to vehicles or loss of personal property from vehicles parked on school property.**

### **Permit Stickers**

**Students who want to park on campus MUST HAVE a current year parking permit sticker visible on their windshield.**

Obtaining a parking permit sticker is a three (3) step process:

- Complete the on-line [Parking Permit Application Form](#) on the RHS website **OR** complete a paper Parking Permit Application (available at Check-In Day and in room 218) and turn it in to room 218.
- Pay for parking using PayForIt.net, on Check-In Day at the Fees table, in the Bookkeeping office, or in room 218.
- Pick up your parking permit sticker in room 218.



### **Please note:**

- Students parking vehicles on campus that do not have a visible, valid parking permit sticker in the windshield risk parking fines and possible revocation of parking privileges and/or disciplinary action.
- Even if your student has paid for a parking sticker and has more than one registered vehicle, if the sticker is not in the vehicle parked on campus the student can be fined. Students **must** transfer their sticker between their regular vehicle and their other registered or temporary vehicles, if, for example, their regular vehicle is in the shop.
- If a student either can't move the sticker or forgets to move the sticker, the student **MUST** obtain a temporary parking permit for their vehicle in room 218.
- **Parking stickers issued in a previous school year are not valid** and are ticketed as such.
- Parking permit stickers can be purchased/picked up starting 10 August 2018 in room 218.
- Parking rules will be enforced beginning 31 August 2018; please have your parking permit sticker purchased and in your vehicle prior to that date.

Student parking permits cost \$40 for one year and \$20 for the second semester (after winter break). Students can pay for parking permit stickers using cash, a check made out to RHS, credit card, or via PayForIt. Parking permit applications are available during school Check-In Day, on the RHS web site, or in room 218. Parking permit costs will not be reimbursed if the permit is suspended or revoked for disciplinary reasons. Students or parents must report any changes to the registered vehicle's information (e.g. a new license plate) to room 218 in person, by phone, or email. Replacement parking stickers must be purchased if the student's original parking sticker is lost or irretrievable (e.g. vehicle is totaled), at a cost of \$5.00.

### **Rules**

- The parking sticker **must be visible** in the vehicle at all times while parked at Rampart, otherwise the vehicle will be ticketed for not having a valid parking permit.
- Place the sticker in the upper left corner, inside of the windshield, below window tinting.
- Do not park in restricted areas: visitor, staff, school bus area, handicapped, or fire lane.
- The parking sticker **is not transferrable to other students**.
- Be aware of pedestrian traffic and drive courteously and respectfully.
- Maintain the 5mph speed limit in the parking lot.
- Inform the Discipline office of status changes to the student's registered vehicle (e.g. new license plate, new vehicle).
- If a student's registered vehicle is temporarily unusable, the student may use/transfer the parking sticker to a temporary or second registered vehicle. Failure to transfer the sticker to a temporary or secondary vehicle may result in a ticket. If a student cannot remove the sticker, then the student **must** get a temporary pass from room 218 to display in the vehicle.
- The dirt parking lot at Rampart is a recognized parking lot and students must have a valid parking permit sticker to park there.

### **Parking fines**

Parking regulations are strictly enforced. Parking offenses that will result in a fine, revocation of driving privileges, and/or discipline actions include but are not limited to:

- Not having a visible, valid parking permit sticker in the vehicle parked on campus.
- Parking in a marked, reserved parking spot – visitor or staff, or the school bus area

- Parking in fire lanes or handicapped areas (This will result in a city parking citation. This is a city ticket and the Colorado Springs City Code dictates the fine.).
- Not obeying the 5mph speed limit and/or reckless driving.
- Parking in two spaces, parking in the hashmarks at the end of a parking row (which are there to maintain space for buses to move through the parking lot), at the curb or fence, or parking where there is not a marked parking space.
- Taking an underclass student off campus.

Students can pay parking fines in person in room 218; fines not paid in person are added to the student’s account and an email is sent to the parent/guardian notifying them of the fine.

Offense	Fine
1st	\$5.00
2nd	\$10.00
3rd	\$20.00
4th	\$40.00
5th	Revocation of parking privilege and/or disciplinary action

## Student Records

The district protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child’s education records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy JRA/JRC). If you wish to allow a third party (for example, a step-parent) access to personally identifiable information from your child’s education records, please contact RHS registrar to request a third party consent form. Each parent or guardian must complete the form, have his or her signature notarized, and return the notarized forms to the school. This permission will be effective until a parent/guardian revokes said permission in writing and submits the revocation to RHS administration.

## Wellness (ASD 20 Policy ADF)

Academy District 20 promotes healthy schools by supporting student wellness, good nutrition, and regular physical activity as part of the total learning environment, and encourages school health teams in every building. If you are sending food to school for any school function, please consider sending in healthy choices.

### Health Conditions

Parents need to report to the school nurse any acute or chronic health conditions of their student. These may include, but are not limited to, diabetes, seizure disorder, asthma, and life threatening allergies. Rampart encourages parents/guardians and physicians to fill out specific health care plans that are available in the front office or via the school nurse. These health care plans need to be updated annually.

### Immunizations (ASD 20 Policy JLCB)

The district annually provides enrolled students’ parents/guardians a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment. It includes a list of required and recommended immunizations and at what age they should be

given. Colorado follows the [ACIP recommended immunization schedule](#) for children 7 to 18 years.

No student is permitted to attend or continue to attend any school in District 20 without meeting the legal requirements of immunization against disease, unless the student has a valid exemption for health, religious, personal, or other reasons as provided by law.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by a parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to this policy's accompanying regulation.

### **Medications** (ASD 20 Policy JLCD)

Whenever possible, students need to administer medications at home. High school students may self-administer medications except for controlled drugs; if a student must self-administer medication while at school, the student should arrange to take the medication around lunchtime to avoid disruption of the instructional program.

If a high school student needs a controlled substance (prescription medicine) administered at school, the student's parent or guardian - with written permission from the student's physician or dentist - may do so only with a specific written request form. Parents must bring the medication to school, in the original, pharmacy-labeled container with the student's name, name of medication, when and/or how often it is to be given, the dosage, the name of the prescribing physician, and the date of the prescription. A person who has received medication training through a state approved medication course and annual nurse delegation shall administer controlled drugs for high school students.

School personnel shall maintain a written record of all medications administered to students. The record will include the student's name, medication, dosage, date, time taken, and the name of the school person assisting the student. Students whose parents have completed the District contract to self-carry for epi-pens and/or rescue inhalers with appropriate medical provider signatures may self- carry and self-administer these medications.

### **Sick Room**

Rampart has an area where a sick student may lie down. If after approximately 30 minutes the student has not recovered, the school nurse will call parents to come get the student. A parent must provide a note or verbal confirmation before a student is given permission to leave the building. Students who leave school during the day due to illness or appointments must check out through the Attendance Office prior to leaving the building.

## Important Numbers

Subject	Office/Person	Phone Number
Absences	Liz Wetherby	234-2040/2041
Athletic Info	Athletic Office	234-2050
Activity Pass	Bookkeeping Office	234-2038
Caps/Gowns (seniors)	Counseling Office	234-2031
Career and College Info	Counseling Office	234-2031
Financial Aid	Counseling Office	234-2031
Fees	Bookkeeping Office	234-2039
Graduation Announcements	Counseling Office	234-2031
Graduation Requirements	Counseling Office	234-2031
ID/ ID Replacement	Discipline Office	234-2019
Information	Main Office	234-2000
Immunization Records	Nurse Office	234-2168
Library (LMC)	Desk	234-2047
Parking Permits	Discipline Office	234-2019
SODEXO	Kitchen	234-2193
Special Education	Room 114	234-2068
SRO	Discipline Office	234-2020
Transcripts	Registrar	234-2036
Visitor Passes	Security Kiosk	234-2169