

Principal

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Assistant Principals

Office of Activities 303-347-7619

Office of Athletics 303-347-7642

Office of Instruction 303-347-7667

Dean of Students 303-347-3620

Counselors

Laronda Lawson 303-347-7615

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1401 W. Geddes Ave

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Main Office 303-347-7600

Attendance Office 303-347-7630

Attendance 24 hour Recorder 303-734-6700

<http://heritage.littletonpublicschools.net>

HERITAGE HIGH SCHOOL

MISSION STATEMENT

As a community of learners, founded on the principles of integrity and respect, we are committed to rigorous and relevant learning for all students. We cultivate meaningful, collaborative relationships. We develop global citizens who are creative, critical thinkers and life-long learners prepared for the challenges of leading in the 21st Century.

HERITAGE HIGH SCHOOL

VALUES

- We value character; pride, integrity and mutual respect ground everything we do.
- We value the development of the whole person; we support each student's physical, social and emotional well-being.
- We value collaboration between staff, parents, and students. We work together as a community of learners.
- We value relationships; they are the basis on which passion for learning is nurtured and shared.
- We value the development of creativity through the expression of the arts.
- We believe that all students can learn; we set high standards for all.
- We believe learning is meaningful and enduring when students actively speak, perform, debate, and construct meaning.
- We believe that students at all levels must be engaged in order to learn.
- We believe that certain "habits of mind" are critical for success. These include intellectual openness, inquisitiveness, analysis, interpretation, precision and accuracy, and problem solving.
- We believe that technology is a critical to support student engagement in learning, creating, and communicating in the 21st Century.
- We believe that our students must be connected to the local, national, and global society.

LITTLETON PUBLIC SCHOOLS UNIFIED DANCE POLICY

In order to promote a healthy, safe, enjoyable evening for all students, the following procedures will be in place for all Littleton Public Schools' dances. Dances are school-related events, and all LPS and school rules apply.

DRESS: Students will not be admitted into the dance if dressed inappropriately for a school function.

Ladies: Semi-Formal/Formal Dress

- Strapless/spaghetti straps are allowed
- Dress/skirt length must be within school dress code
- No jeans
- No excessively low cut or revealing dresses or tops
- Public health code requires you to wear shoes at all times (bring something comfortable for dancing)

Gentlemen: Semi-Formal/Formal Attire

- Collared dress shirt (tie recommended)
- Dress pants or slacks; no jeans
- No bandanas, chains, or canes
- Public health code requires you to wear shoes at all times (bring something comfortable for dancing)

Casual/Informal Attire: Follow and maintain all LPS and school dress code rules throughout the dance

DANCING GUIDELINES: Students who do not maintain an appropriate style of dance will be asked to stop.

- No inappropriate, graphic or suggestive dancing will be allowed
- No simulated sex acts (excessive grinding, etc.)
- No dancing which could cause harm to oneself or others (moshing, slam dancing or crowd surfing)
- Hands on waists or shoulders only

Violation of these guidelines may result in removal from the dance by an administrator.

MOST HIGH SCHOOLS HAVE ONLY TWO DANCES

Homecoming and Prom

WE ARE FORTUNATE TO HAVE MORE.

High School dances are a privilege.

Let's make ours the best!

DAILY BELL SCHEDULES:

Period 1	7:21 – 8:13
Period 2	8:18 – 9:08
Advisory/Intervention	9:13 – 9:43
Period 3	9:48 – 10:38
Period 4	10:43 – 11:33
Period 5	11:38 – 12:28
Period 6	12:33 – 1:23
Period 7	1:28 – 2:18

* 50-minute classes, 30-minute Advisory/Intervention

Period 1	7:21 – 8:18
Period 2	8:23 – 9:18
Period 3	9:23 – 10:18
Period 4	10:23 – 11:18
Period 5	11:23 – 12:18
Period 6	12:23 – 1:18
Period 7	1:23 – 2:18

* 55-minute classes

Period 1	9:21 – 10:00
Period 2	10:05 – 10:43
Period 3	10:48 – 11:26
Period 4	11:31 – 12:09
Period 5	12:14 – 12:52
Period 6	12:57 – 1:35
Period 7	1:40 – 2:18

* Mandatory PLC work time from 7 – 9 a.m.

38-minute classes

** Late Start dates: 8/28, 9/11, 10/2, 10/23, 11/13, 12/4, 1/29, 2/26, 4/9, 4/30

ACTIVITY FEES

An activity fee (\$25) is required for students who participate in some of our extracurricular programs. Please ask the Assistant Principal in charge of activities or a club/organization sponsor for more information about this fee.

ATHLETIC PASS

An Athletic Pass (\$30) will get you into all home regular season sporting events. All students are encouraged to purchase an athletic pass which lasts for the entire school year. Not valid for playoff games and tournaments.

ATTENDANCE POLICY

Consistent attendance in class is a critical component for students' academic success and completion of graduation requirements. As a result, Heritage's attendance policy and procedures have been carefully designed to encourage regular student attendance through the implementation of two components. Through a combination of interventions and consequences we aim to improve the attendance rate as well as impact student achievement. Interventions could include contact with the teacher, counselor, and grade level administrator. Consequences for unexcused absences and/or tardies may include after school detentions, Saturday school and suspensions.

Reporting Absences

It is required that parents notify the Attendance Office on or before the day of the absence or by noon the day following the absence or this absence will remain unexcused. The numbers to call are: (303) 347-7630 from 7:00 a.m. to 3:30 p.m. and **after hours** the recorder at (303) 734-6700. We **do not** accept notes to excuse absences, and **we will only accept phone calls from parent/guardian(s) designated on the emergency card.**

Absences

There will be times when students cannot attend one class, several classes or an entire day of school because of illness or other appointments that cannot be scheduled outside of school.

Excused – The following absences shall be considered excused as per the Littleton School Board Policies (Policy Code JH).

A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance before the absence. Administrators shall give prior approval only for appointments or circumstances of a serious nature which cannot be taken care of outside of school hours.

A student who is absent for an extended period due to physical, mental, or emotional disability.

A student who is pursuing a work-study program under the supervision of the school.

A student who is attending any school-sponsored activity or activities of an educational nature with advance approval of the administration.

Other absences considered excused may include: medical or legal appointments, family emergency or religious observances.

In all other cases not covered by one of the foregoing exceptions, the principal or designee shall decide whether absences are excused or unexcused.

Unexcused Absences

Unexcused absences are defined as absences from a single class or multiple classes for reasons the school does not authorize, because reporting the absence did not occur within the prescribed time frame, or because the parent or the school did not grant permission for the absence.

A student who leaves before class is over or misses more than 15 minutes of a class is considered unexcused. Other examples of **unexcused** absences or tardies may include: oversleeping, car trouble, errands, studying for another class, etc. Colorado Compulsory Attendance Laws require students to attend regularly through their 17th birthday. A student with twenty-four hours of unexcused period absences may be subject to truancy proceedings.

Excessive Excused Absences

If a student has 5 or more absences due to illness during the school year he/she may be asked to provide medical office verification to excuse further absences. Multiple absences for the same reason may be subject to verification at the request of an administrator. Once a student has received notice of required doctor's notes for excused absences either via an attendance contract or administrator contract the student must continue to bring doctor's notes for the remainder of the year, or a family may be subject to provide documentation to court representatives.

Pre-arranged Absences

Absences for family vacations, hospitalizations, and college visitations that are a minimum of three days duration and are known and planned ahead of time must be documented on a Pre-Arranged Absence form. Pre-Arranged Absence forms are available at the Attendance Office where a student needs to return it once

completed at least one week prior to the scheduled absence. The Attendance Office will inform the Assistant Principal in charge of attendance of the student's leave of absence.

Homework Requests

In an effort to assist parents in getting homework assignments when their students are ill or absent for an extended period of time, we recommend the following procedure: On the morning of the third day of an absence, call the Counseling Office at (303) 347-7610 to request homework. If the request is received by 8:00 a.m., homework may be available for pick-up the same day after 3:00 p.m. Requests received after 8:00 a.m. will be ready the next day at 3:00 p.m.

School-Initiated Absences

There are occasions for students being absent for official school business. These absences for student government workshops, early departure of athletic teams, activity programs, and the like, will be recorded as excused once the student's attendance is validated.

TARDY POLICY

A tardy is defined as entering class after the tardy bell. Students have five minutes to move from one class to another which is ample time to change classes. Therefore, students are expected to attend all class sessions on time. A student who is tardy to class disrupts class and compromises his/her own instruction. A student who misses more than 15 minutes of class is considered absent and unexcused.

Excused Tardies

There are legitimate reasons for a student to be tardy to class such as court, a medical appointment or illness. To excuse a tardy, a student must check in at the Attendance Office upon arrival at school to get an "Excused Tardy" slip to enter class. A parent must call the Attendance Office to excuse the tardy within the prescribed time limit – by noon the day following the tardy – or the tardy will be considered unexcused. Excused tardies do not count toward assignment to detention.

Unexcused Tardies

Students without an "Excused Tardy" slip and who enter class after the tardy bell rings will be considered unexcused tardy. Multiple tardies in the same class will result in detention assigned by the teacher according to the following:

*3 unexcused tardies = 1 detention hall

*5 unexcused tardies = 2 detention halls

*7 unexcused tardies = referral to the grade level administrator and additional consequences which may include suspension.

Unauthorized Phone Calls

Parents or legal guardians are the only adults who can call to request an absence be excused. Students who call to excuse their absences will be subject to disciplinary action, of either Saturday school, in-school exclusion or out-of-school suspension.

Make-up Work

Excused or unexcused absence. Credit for work missed during excused or unexcused absences shall be given when the required work has been satisfactorily completed. Students are given 2 school days for each day absent to make up work missed in class.

For absences as a result of suspension from school, make-up work will be permitted and students will receive full credit. However, the make-up work must be initiated by the student.

Final Exams

In order to maintain the integrity of final examinations, students may not take examinations prior to the scheduled time. Students must contact their teachers prior to missing their final exam to schedule an alternate time for the exam.

Procedures

In order to maximize student attendance, communication between the student, parent and school is important to support the student's success. Interventions by the teacher, counselor, and the Assistant Principal will occur at prescribed intervals to facilitate regular attendance.

Students and parents are encouraged to check the Infinite Campus system to monitor attendance.

ASSEMBLIES

There are assemblies scheduled throughout the year to promote school spirit, involvement and recognition. All students are required to attend. Special assembly schedules can be found on the Heritage website under "Bell Schedules".

ATHLETICS

Heritage has several levels of competitive varsity and sub-varsity athletic programs and teams designed to build teamwork and promote sportsmanship. The Athletic Office has complete information about our programs. The Athletic Office has moved to a new website www.heritageagles.com. Once here click "Athletics" at the top of the page and then pick the sport you are interested in. All Athletic registration has moved to an online registration process. Once a season has been opened for registration you will click "Register" at the top of the Eagles home page, click the sport you wish to participate in, and begin the online registration process. All athletes are required to submit a **PHYSICAL** to the Athletic office and complete the online registration before they are cleared to participate. The participation fee is \$135 per sport, \$270 per athlete per year, \$405 per family per year (excluded are Ice Hockey, Boys' and Girls' Lacrosse – give your fees to your coach even if you have met your family maximum in the school). **Do not bring your \$135 fee with your physical.** Payment will be made to the bookkeeper after you make the team. Make checks payable to Heritage High School. You must notify the Athletic Department of your intent to drop the sport. Athletes who quit the sport after the first contest, become academically ineligible, or are suspended from participation for disciplinary reasons are not eligible for a refund.

2013 - 2014 Athletic dates are as follows:

- Fall Sports – 1st day of practice, August 12th (Boys' Golf August 5th)
- Winter Sports – 1st day of practice, November 13th
- Spring Sports – 1st day of practice, February 24th

You can find athletic schedules at www.continentalleague.org.

The Heritage Athletic Department believes interscholastic athletics are an integral part of a student-athlete's educational experience. Athletics should be an enriching and healthy experience in which physical, mental, and social growth take place. Our coaches and administration maintain high academic and behavior expectations for our student-athletes. Every student-athlete will be expected to abide by the rules and regulations established by the Colorado High School Activities Association, Littleton Public Schools, and Heritage High School. Each coach will communicate in writing and discuss with student-athletes these rules and regulations. Students and their parents are expected to be familiar with the Littleton Public Schools Athletic Code of Conduct.

SPECTATOR BEHAVIOR EXPECTATIONS

I WILL...

- Remember that I am at a contest to support and yell for my team and to enjoy the skill and competition.
- Never intimidate or ridicule the other team and its fans.
- Remember that school athletics are learning experiences for students and that mistakes are sometimes made.
- Praise student-athletes in their attempt to improve themselves as students, as athletes and as people as we praise a student working in the classroom.
- Understand that a ticket of admission is a privilege to observe the contest and not a license to verbally assault others and be generally obnoxious.
- Learn the rules of the game to understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups.
- Respect the integrity and judgment of game officials.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, and during games, and

afterwards on or near the site of the event (i.e., tailgating.)

- Use only those cheers that support and uplift the team.
- Not use profane language.

BUSES

School buses are provided for students living at least 1.5 miles from school. Please direct any questions regarding bus routes or pickup time to the District Transportation Office at 303-347-4775.

CAMPUS SUPERVISORS

Heritage employs "Campus Supervisors." These staff members assist in the enforcement of school policies and procedures. Therefore, students are expected to treat the supervisors with respect and respond appropriately to their instructions or directions.

CELL PHONE USAGE

Cellular telephones, paging devices/beepers, and I-pods are part of our society. However, interruption by such devices is not appropriate in the educational setting. Therefore, the use of cell phones and I-pods is restricted in class rooms, locker rooms, rest rooms, study areas and the library. If an interruption occurs, teachers will bring phones and I-pods to the main office and they may be picked up **after school**. 1st offense the student can pick up the phone, 2nd offense the parents must come and pick up the phone, 3rd offense both the parent and student must meet with an assistant principal. The use of cameras on cell phones is strictly prohibited inside Heritage. Students are reminded that the transmission of photos without written permission is illegal.

CLUBS

There are a number of clubs that meet before and after school based on student interest and need. Students are encouraged to get a list from the Activities Office and to get involved.

DRESS CODE

Students at Heritage are expected to dress appropriately for each school day as well as school-sponsored activities. For the safety and welfare of students and staff, we encourage neat, clean apparel that follows these guidelines:

- Appropriate footwear is required at all times.
- Dress that, according to the instructor, endangers the student while he/she is participating in classroom activities will not be permitted.
- Dress may not be such that it creates a distraction or disturbance which interferes with the teaching/learning activity or disrupts the climate of the school.
- Articles of clothing deemed too revealing or provocative are unacceptable. No undergarments, including bra straps and boxer shorts, will be visible. Halter tops, midriffs, tube tops and sagging pants are unacceptable. Shoulder straps must be approximately 1½" in width.
- Skirts will be a minimum of the student's fingertips in length.
- Shorts will have an inseam of no less than 2 ½ inches.
- Also considered unacceptable is clothing advertising alcoholic beverages, tobacco or drugs, displaying gang symbols/colors indicating or pertaining to gang activity, or using defamatory or vulgar, offensive or obscene language, design or message.
- Any hazardous apparel or jewelry, such as spiked belts, wrist bands, necklaces or chains, that may be dangerous to the health and safety of students and staff, will not be permitted.

Students who are not appropriately dressed will be asked to change their apparel. Further disciplinary actions may include referral to administration, parent conference, detention, suspension and/or expulsion.

ELEVATORS/LIFTS

Elevators/lifts are to be used only by those students who have permission due to a physical handicap. A \$10 elevator key deposit is required.

EMERGENCY INFORMATION

For students' safety, emergency information is required at the beginning of the school year or at time of enrollment. Updating this information is part of your online summer check in and contains personal information: name and telephone number of the family doctor, the parents' work numbers, and a third party to contact in an emergency. It is extremely important to report any changes in this information to the office during the school year.

EMERGENCY CLOSURES

In case of bad weather or unforeseen crisis, the School District will communicate information about our school schedule as well as start and departure times to students and parents as quickly as possible via television and radio stations and/or the Littleton Public Schools website. Please note, LPS high schools **do not** have a late start schedule for weather delays.

GOOD NEIGHBOR POLICY

Heritage is located in a residential neighborhood which requires that we be sensitive to our neighbors' desire for privacy and quiet. Students are instructed to exhibit courteous, cooperative and responsible behavior while traveling throughout our neighborhoods. Infractions may result in removal of open campus privileges as well as suspensions or expulsions and/or loss of HHS parking permit.

HEALTH SERVICES

Illnesses

Students who get sick during the school day are required to check into the Clinic through the Attendance Office. At the time, parents will be contacted by telephone to excuse the student's absence from class and/or to take the student home. Students cannot be excused for illness if they do not check in at the Attendance Office/Clinic but remain at school.

Accidents

Students need to report on campus accidents that occur during the school day to the Main Office. An accident report form will be completed by the involved parties.

IDENTIFICATION CARDS

Every student must purchase an identification (ID) card at registration time. The ID helps staff to identify Heritage students and to maintain a secure campus. Every Heritage student is **required** to carry his/her ID to show and/or surrender his/her ID card to supervising personnel at any time. Failure to carry, show or surrender the ID card may result in disciplinary action. A current student ID is required to attend school dances, purchase a parking permit, and to check out library books. Students who fail to provide ID at school events may be denied admittance.

INTERNET USAGE

Student use of the District Internet system is considered a privilege, not a right. Accordingly, use of this resource demands personal responsibility and an understanding of acceptable uses of the internet. A complete listing of appropriate and inappropriate uses can be found in the Student Code of Conduct located on the home page of the Heritage High School Web site. Students should not have an expectation of privacy related to Internet use.

Inappropriate usage will be dealt with according to the disciplinary procedures set forth in the Code of Conduct. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the District Internet system may result in one or more of the following consequences:

- Suspension or cancellation of use or access privileges.
- Denial of future access.
- Payments for damages and/or repairs.
- Discipline under other applicable District policies, including suspension and expulsion.
- Civil or criminal liability under other applicable laws.

Please note that the District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District Internet system.

PERSONALLY OWNED DEVICES

Personally owned electronic devices that may be used to access the Internet may only be used in accordance with the LPS Acceptable Use Policy. Students who violate this Policy may face the aforementioned consequences.

LIBRARY (INTEGRATED LEARNING CENTER)

The Library is located on the first floor and is open from 7:00 a.m. to 3:30 p.m. every school day. Students are encouraged to use the library for quiet study, reading magazines, using computers and electronic databases, checking out reading materials and researching information. This area is designated as a quiet study area, so students who need to work in groups are encouraged to meet in the Student Center or academic common areas on the 2nd or 3rd floor.

LOCKERS

Lockers are a very important part of student life at Heritage so students must take care of their lockers and keep the following rules and regulations in mind.

- A. Combinations and lockers will not be changed during the school year, so students should not share lockers or combinations or switch lockers with anyone else.
- B. Students are responsible for keeping their lockers in good condition- that means clean and undamaged. Inappropriate pictures and decorations are unacceptable.
- C. Lockers are provided for students' convenience to keep books and other things needed at school; they remain the property of the school.
- D. All lockers are registered through the front desk in the Main Office, so if students have any problems they should check with someone in that office right away. Students may not put a lock on their locker or someone else's locker because it will be removed immediately.
- E. Lockers will be inspected periodically for cleanliness and/or storage of illegal items (drugs, alcohol, weapons, stolen property, etc.). In addition, random canine searches for drugs or contraband may be conducted at the school's discretion with no prior notification.
- F. Theft of items from lockers does occur occasionally so students must protect their property by securing the locker each time it is opened and closed. Students should not open the locker in full view for those around to watch. Students should spin and check the dial when closing the locker to be sure it is locked.
- G. Students may lose the use of a locker, be asked to pay for any damages, or face disciplinary action if they abuse a locker or these regulations.

LOSS AND/OR THEFT

Students are reminded to secure bicycles, automobiles, musical instruments, backpacks, valuables including laptops, I-pods, and cell phones in their lockers. Students should first check in the Main Office for missing belongings. Students who have reason to believe their personal property has been stolen/vandalized need to fill out a "Theft/Vandalism Report" in the Main Office. Filing this report will assist the school and the police, should their involvement be warranted, in retrieving the stolen or damaged property.

Note: The school cannot take responsibility for personal belongings that are left or stored inside/outside the building including lockers, storage areas or classrooms. Students are encouraged to avoid using PE/Athletic lockers for storing any valuables. Students are expected to exercise care in what is brought to school and where the items are left. Students should not leave belongings and backpacks unattended. Students must lock bicycles to the provided bike racks with a lock the student provides.

It is recommended that anything of value be left at home.

MESSAGES TO STUDENTS

The school does not make a practice of taking messages or personal item deliveries to students during class time. Students will be paged to the Main Office during passing periods to pick up their urgent messages. It is requested that parents assist students with this policy. A drop off table is provided at the front entrance to allow students to pick up personal items that have been dropped off.

PARKING

Student Parking

Parking on campus is limited to students (from 6:30 a.m. until 2:30 p.m.) who have paid the appropriate parking fee and have a current HHS parking permit showing on the passenger inside window of the car. All fines must be paid before obtaining a parking permit. There are a limited number of parking spaces available, therefore; parking will be on a first-come, first-served basis. Heritage High School and the Littleton School District assume no liability for damages, theft, accident, or loss of articles left in a car, which are incurred while a student parks on District property.

Students must register their car or motorcycle and must display a HHS parking permit to park on campus. The permit must be attached and displayed on the passenger inside window of the car during the school year.

To purchase an HHS parking permit the cost is: \$50 per year, \$25 for the second semester, \$15 for the month of April and \$10 for the month of May. Students must provide a valid driver's license, current automobile registration, current proof of insurance, HHS parking permit agreement, and a current student ID to the secretary in charge of parking. Students will be charged to replace lost, stolen, or misplaced permits. If an alternate vehicle is driven to school the student must obtain a day pass from the secretary prior to their first class. Temporary permits are limited to 2 weeks.

Driving and Parking Regulations

- A. There is no Esplanade area parking (front of school drive) at any time.
- B. Students may not park in visitor, staff parking, drop-off and bus areas/lanes at any time. Handicap parking must have a handicap permit.
- C. Maximum speed is 5 m.p.h.
- D. Use caution and courtesy at all times.
- E. Cruising through the parking lot is prohibited.
- F. Lock car doors and secure valuables.
- G. Sitting in or loitering around cars is not allowed.
- H. Park only in designated spaces between yellow lines, including yellow designated spaces at the Seventh Day Adventist Church.
- I. Vehicles parked on school authorized property are subject to search by authorized school personnel which might include random searches by canines for drugs or contraband.
- J. Horseplay using cars or careless, reckless or hazardous driving on school property is considered a serious threat to safety and violators will lose parking privileges and be subject to disciplinary action.
- K. The school retains the right to revoke a student's parking permit and, thus, parking privileges for the school year.
- L. Selling or giving away or purchasing a parking permit for someone else will result in loss of parking privileges.
- M. Excessive parking citations (2 or more) may result in vehicle immobilization (booted vehicle).
- N. Regardless of weather conditions, all parking rules and regulations will apply and be enforced.
- O. Smoking/use of tobacco products is not allowed in the parking lot or in vehicles.
- P. Alcohol or illegal drugs found in cars subject driver to disciplinary action according to our District policy.
- Q. The school and the School District are not responsible for any damages, theft, accident or loss of articles left in car.
- R. Littering in either lot or around the neighborhood is unacceptable.

Violations/infractions of parking regulations may result in monetary fines, vehicle booted/towed, school suspension, parking privilege revoked, and a Littleton Police Department ticket.

Visitor Parking

Visitors may park in spaces designated "Visitor Parking Only" at the base of the student lot. Volunteer Parking is located at the base of the student lot on the east side. Additional spaces are available in the Main Lot.

All visitors during school hours are required to sign in at the Security Desk in the front lobby and secure a visitor's pass. Visitors are required to present a photo ID upon entering the school.

Loitering on a school campus is prohibited by law. Unauthorized visitors will be removed and/or ticketed by the Littleton Police Department.

PICKUP/DROP OFF AREAS

Parents are requested to pick up and drop off students around the main entrance drive-through lane; please do not delay or park your car in this area. **Please do not drop your student off in the area by the flag pole.** This is the loading and unloading zone for buses. If you need to enter the building, please use visitor parking.

PERSONAL ITEMS

Students, not the school, are responsible for their personal property. Students are discouraged from bringing valuable items to school because of the difficulty of providing secure storage for them and the distraction that they pose for other students and staff members.

Experience has proven that these items present a disturbance problem and also become objects of theft. Students are expected to follow all classroom guidelines established around personal items, surrendering such items upon the request of Heritage Staff.

PRINTING CHARGES

All print jobs in the library are free for the first three pages and are then charged a 10¢ fee per page after that. Color prints will cost 25¢ per page. Students need to have exact change and their money ready when they pick up their copies at the front desk. The photo copier charges 10¢ per copy and provides change.

SCHEDULING PROCESS

Current Students

Once each year students will receive registration materials in Advisory for the following school year. Included in these materials will be a copy of the student's graduation status, and a registration card. Please view *The Prospector Course Description Guide* on-line to see what courses are being offered. Course requests will be entered into the computer and students will receive a print-out of their course requests for verification. Any corrections to a student's schedule will need to be made in a timely manner upon receiving their schedule. These corrections are made for academic need and not convenience. The master schedule of classes will be built after all student course requests are entered into the computer. This is a dynamic process and one that needs the investment of students, parents, staff, and community to be successful.

Note: Counselors will select courses for students who do not return registration cards, and no changes will be allowed.

New Students and Incoming Freshmen

New students will receive informational materials at the annual "Heritage Showcase" evening. Students and their parents will have the opportunity to learn about Heritage and the curriculum at this meeting. Students interested in honors level classes or other challenging classes will have the opportunity to input their course request during the registration period provided at Heritage High School.

Adding and Dropping Courses

Students may not begin a new course after the first week of the semester. Students may drop a class within the first 10 school days of the semester with no penalty. After 10 days, students will receive a withdraw/fail. Withdraw/fail grades will be calculated in the GPA and remain on the transcript.

STUDENT CONDUCT - EXPECTATIONS

The maintenance of discipline is essential to the educational process and is the dual responsibility of the home and school. Mutual cooperation among teachers, administrators and parents is necessary to encourage acceptable student behavior. To ensure maximum educational benefits for all students, each student has the responsibility to know and abide by the regulations of the school. We expect every student at Heritage to exercise appropriate behavior and abide by school rules and regulations. In order to participate in the Awards Convocation and/or Commencement Exercise, a student's behavior and conduct shall be honorable.

STUDENT CENTER AND SENIOR PIT

The Student Center and Senior Pit are open throughout the school day for socializing and studying. Since these areas are used all day, students are expected to assist in keeping them clean and orderly. Food and drink should be confined to the Student Center.

- Keep it clean. Pick up after yourself and others if need be.
- Keep the noise at an appropriate level.
- Respect the learning environment at Heritage High School.
- Speak and act in a respectful manner.

The Senior Pit is for Seniors only!

Conduct To and From School

The safety and welfare of students from the time they leave home until they return home from school is of concern to the school. School officials may have jurisdiction over pupils if conduct is detrimental to the welfare of other students and/or the school.

UNACCEPTABLE CONDUCT

In order to ensure the best possible educational environment for all students, unacceptable behavior as described below shall be prohibited and subject to disciplinary action if such actions occur while the student is under school jurisdiction (whether as a participant or spectator). The Student Code of Conduct which is located on the home page of the Heritage High School website and updated each year describes, in more detail, State Law and Littleton School District policy regarding student behavior and consequences.

The following examples of unacceptable conduct at school-sanctioned activities, on the bus, and to and from school will be subject to detention, work detail, in-school exclusion or out-of-school suspension, expulsion, and/or police action and applicable state law regulations.

- A. Any serious violation or repeated violations of school and District rules and regulations stated in the District's Code of Conduct.
- B. Bullying
- C. Attendance violations.
- D. Destruction of school property.
- E. Disobedience, disrespect or open defiance of proper authority.
- F. Fighting and/or harassment.
- G. Gangs and symbols violations.
- H. Habitually disruptive behavior.
- I. Inappropriate public displays of affection.
- J. "Kidnapping" of students, verbal or physical hazing or initiation activities.
- K. Disruptive or inappropriate behavior
- L. Lasers.
- M. Scholastic dishonesty.
- N. Parking violations.
- O. Obscenities, vulgarities or profanity.
- P. Pulling a fire alarm or making bomb threats.
- Q. Smoking or use of tobacco products in the building, on campus and the adjacent neighborhood, and on all District property and at all school-sponsored events.
- R. Disruptive or inappropriate behavior.
- S. Stealing.
- T. Throwing snowballs.
- U. Use of skateboards in/on or around school grounds during the school day.
- V. Verbal or physical abuse of others.

- W. Use or possession of weapons, including ALL knives; lighting fires or firecrackers.
- X. Using, possessing, selling, giving, being under the influence of or being in the presence of others who use or possess illegal drugs or alcohol and/or possessing drug paraphernalia or controlled substances.
- Y. Trashing or littering the building or grounds.
- Z. Violations of the dress code.

Scholastic Dishonesty

Any student plagiarizing written work from the Internet or other sources and/or any person involved in unauthorized collaboration with another person on written work will receive no credit for that assignment. In addition, any student receiving or giving unauthorized assistance including via forms of technology, may receive a "0". Further disciplinary action, including suspension, may also be warranted depending on the specific nature of the offense.

Sexual Harassment

Sexual harassment is a behavior of a sexual nature that makes a person feel uncomfortable or unsafe.

Sexual harassment comes in many forms. What may be harassment in one situation may not be in another. In general, sexual harassment is repeated or severe words/behaviors that:

- Give unwanted sexual attention
- Are degrading to people of one sex or the other

Students, please report any cases of sexual harassment to teachers, counselors or administrators so that the harassing action may be appropriately stopped.

Behavior on or off school property that is detrimental to the welfare or safety of other students or of district employees, including behavior that creates a threat of physical harm to the child or to other children, may lead to suspension or expulsion.

The rules, expectations and consequences for student behavior and attendance described in this handbook are not to be an all-inclusive list. It is not feasible to identify all possibilities for students and parents, and our intent is to provide general guidelines and information. The school administration retains the right to recognize, as inappropriate, student behaviors other than those specifically addressed in this handbook and to implement consequences deemed appropriate for these behaviors.

CONSEQUENCES FOR UNACCEPTABLE CONDUCT

The following are descriptions of consequences for inappropriate conduct at school, school-sanctioned activities, on the bus and to and from school:

- Administrators – a warning given to the student in a conference with a teacher and/or administrator. Inappropriate behavior as well as appropriate behavior alternatives with possible consequences will also be discussed and/or implemented.
- Parent Contact – communication with parents via telephone or letter to discuss any concerns.
- Detention – supervised by staff. Students are typically assigned after school detention as a consequence of unacceptable behavior.
- Saturday School – Students are assigned by an administrator to a supervised study hall from 8:00 a.m. – 12:00 p.m. Students are assigned for attendance/behavioral issues.
- Administrative Referral – repeated or serious offenses could result in a referral to an administrator and placement on a remedial discipline plan.
- Suspension – Out-of-School or In-School Exclusion - students are removed from school for a half day to five days. Absences are considered unexcused and students are not permitted to attend activities or be on campus (except as scheduled for In-School Exclusion) during the time of the suspension. Parents will be notified at the time of the suspension.
- Legal Action – contact with the Littleton Police Department to pursue assistance, press charges and/or help investigate school-related matters which warrant their involvement.

- Restitution – students are required to reimburse the school or other parties for damages caused due to inappropriate actions.
- Expulsion – the exclusion of a student from attending all classes for a part or the remainder of a semester or school year up to a calendar year. Expulsion is mandatory for the following offenses: a) declaration that a student is habitually disruptive, b) carrying, bringing, using, or possessing a dangerous weapon, c) selling a drug or controlled substance, d) committing an act which if committed by an adult would be robbery, assault, or a crime of violence.

Classroom Discipline

Classroom discipline is the initial responsibility of each teacher. Students with persistent behavior problems within the classroom may be referred to the appropriate administrator. The teacher, counselor and assistant principal will, in this order, make an effort to arrive at a solution to the problem.

Due Process and Parental Notification

Students shall be given the opportunity to have an informal hearing at the time disciplinary action is taken. The students will be informed of the charge(s) and have the opportunity to respond. In all cases of suspension, parents will be notified by phone at the time the action is taken and given the reason(s) for the action. A letter stating the reason(s) for the action for each suspension will also be sent to the parent.

TEXT BOOK RETURN POLICY

- Textbooks are due on dates specified by individual teachers. (Date varies based on days that classes meet.) A \$5.00 late fee will be assessed if books are not returned during the class period specified by the teacher.
- If a student finds a lost textbook after paying the replacement fee, he or she may return the book for a refund (minus a late fee) only up to the end of the next semester. **Textbook replacement fees will not be waived nor will refunds be issued for any books returned after the cutoff date.**
- Seniors will not receive caps and gowns if they have outstanding books or fines.
- According to LPS School Policy JQ “The District may withhold the diploma, transcript, or grades of any student who fails to return or replace such book(s), materials, or equipment at the end of the semester or school year.” This will affect sending college and NCAA transcripts for juniors and seniors and sending transcripts to transfer schools if students move out of our attendance area.
- **Parking permits will not be issued to any students who have outstanding fines.**
- Students and parents may view fees and fines on *Infinite Campus*. It is the student’s responsibility to clear up any existing fines prior to the end of the year. Please help us reduce our textbook replacement expense by making sure textbooks are returned on time!

VARIABLE SCHEDULE

The variable schedule is similar to the college semester system. Classes meet two, three, four, or five days a week. Students receive one credit for each day per week that the class meets. For example, U.S. History is a five-credit class because it meets five days per week. Introduction to Drama is a two-credit class as it is scheduled only on Tuesday and Thursday. This system allows students to experience a wider selection of courses each semester. Students are encouraged to spend unscheduled time in a productive manner.

Minimum Class Load Requirements

Senior high school students may not be permitted to continue in regular enrollment in cases where course load drops below the minimum semester hours, unless special permission has been granted by the principal or principal’s designee of the school because of extenuating circumstances or other good cause. Heritage students are required to enroll as follows:

Seniors – 23 hours	Sophomores – 24 hours
Juniors – 23 hours	Freshmen – 26 hours

Should a student fall below the minimal requirement, alternatives including withdrawal, GED program, Supervised Work Experience and alternative schools will be explored.

Recoverability For Freshmen

N/C (no credit) will be applied to all courses failed by freshmen. This procedure places a value on what students know and can do, and not on past mistakes. The intent is to provide motivation for starting anew after a poor freshman year and provide another incentive to work towards graduation. At the end of each semester, teachers will give grades as they always do, including F's. All students, including freshmen, will receive report cards with the F's indicated. The freshmen F's will be converted administratively to N/C (no credit) after the report cards become available on Infinite Campus. The N/C grades will not figure into the cumulative GPA. Repeated courses can be taken on-line, in the building or through summer school. Courses must be approved by a counselor or building administrator.

VISITORS

Students from other schools are not permitted on the Heritage campus unless they are enrolled in a class or have made arrangements in advance at the Main Office. All visitors must check in at the Security Desk by the front doors or the Main Office and wear a visitor's badge. Violators are subject to trespassing tickets.

HERITAGE HIGH ONLINE

Resource Information Home & School Access

To check grades, view your schedule, see grade reports, get your Google Apps login, etc., use:

HHS Infinite Campus

Click on the **Campus Portal** link at the top of the Heritage home page and sign in.

Username = your school ID number

Password = lower case Initials & your birthday mmddyy

To save your documents, share projects with others and store your student work use:

HHS Google Apps

Click on the **lpsk12.org** link at the top of the Heritage home page and sign in.

If you don't know your Google account information, look under the Technology tab in your Infinite Campus account (see above).

To access the HHS library catalog, place holds on books, check out eBooks and digital audiobooks use:

HHS Online Destiny Library

On the school website, go to Academics>Library, then scroll to the center of the Library page and click on the "access the HHS Online Library System" link.

Use your Google Apps username and password to log in.

To access HHS Reference Databases:

At School

Through the school website, go to Academics>Library>Electronic Databases.

Click on the desired database link on the Heritage page. When you are on a school networked computer you will get right into the databases by clicking on the links.

Remotely

Type in the full http address and then the User name & password for each of the following Databases:

HHS Reference Database List with Remote Login Information

Gale Reference eBooks

<http://infotrac.galegroup.com/itweb/litt62325?db=GURL> Username: litt62325 PW: hhsrpa

Areas of interest with over 250+ volumes include: Arts, Environment, History, Law, Literature, Math Multicultural Studies, Nation and World, Religion, Science, Social Sciences

Columbia International Affairs

<http://ciaonet.org> Username = heritageco Password = eagle

Documents in American History

<http://history.salempress.com/action/remoteAccessActivation>

Username = heritageco Password = eagle1

Use for "Primary Source" documentation

EBSCOhost –AIRS Database

<http://search.ebscohost.com> Username = eagle Password = heritage

Use for Literature & Literary Criticism

Facts On File*

<http://www.fofweb.com> Username = heritageco Password = facts

GALE Literature Databases,* Opposing Viewpoints

<http://infotrac.galegroup.com/itweb/litt62325> Username = litt62325 Password = hhsrpa

Use for Literature & Literary Criticism

Granger's World of Poetry

<http://columbiagrangers.org> Username = heritageco Password = eagle

Grove Art

<http://www.oxfordartonline.com> Username = heritageco Password = eagle

Grove Music

<http://www.oxfordmusiconline.com> Username = heritageco Password = eagle

LibriVox

<http://librivox.org>

Provides free audiobooks from the public domain

Oxford University Press & African American Studies

<http://www.oxfordreference.com> Username = heritageco Password = eagle

Discovery Streaming

<http://streaming.discoveryeducation.com> Username = hhsips Password = littleton

**Hard copy volumes available in the HHS Reference Library*