



In cooperation with
Littleton Public Schools



Summer School

2017 High School Programs

Day | Evening | Online

Credit recovery students from local high schools are welcome to attend these classes with the approval of their school counselor. Online and swimming courses are available only to LPS students.

For more information • 303-797-5722 • arapahoe.edu/communityed

Day High School Option: 4 weeks • June 5 – June 30

If you are an Incoming 9th grade student, check with your counselor to determine if you are eligible for this program.



Language Arts

English 9 – 1st semester

Daily grammar practice; Students study traditional and contemporary literature and increasingly complex informational texts as the primary, though not exclusive, basis for instruction in these skills. They read novels, short stories, poetry, drama, nonfiction, and essays. Students learn reading strategies and examine the elements of literature and literary techniques as the basis for analyzing, interpreting, and evaluating. Students write literary, narrative, informational, and persuasive texts using a controlling idea or thesis with relevant support which emphasize critical thinking, research skills, analysis, originality, and organization as well as editing and proofreading. Students will explore research questions effectively using the analysis of informational materials and effective problem solving. They will write using appropriate grammar, usage, mechanics, clarity, correct spelling, and an expanded vocabulary. Students give informative and persuasive speeches that demonstrate effective organization, critical thinking, and presentation skills. Students learn listening strategies in order to analyze a speaker's purpose, gain information, and interpret meaning. This course content is based on the Colorado Academic Standards: oral expression and listening, reading for all purposes, writing and composition, and research and reasoning.

Mon-Fri, 8-11 a.m., 4 wks, June 5-June 30 *ACC Campus*
YTHC 2001M01-58023 *\$270*

English 9 – 2nd semester

Daily grammar practice; Students study traditional and contemporary literature and increasingly complex informational texts as the primary, though not exclusive, basis for instruction in these skills. They read novels, short stories, poetry, drama, nonfiction, and essays. Students learn reading strategies and examine the elements of literature and literary techniques as the basis for analyzing, interpreting, and evaluating. Students write literary, narrative, informational, and persuasive texts using a controlling idea or thesis with relevant support which emphasize critical thinking, research skills, analysis, originality, and organization as well as editing and proofreading. Students will explore research questions effectively using the analysis of informational materials and effective problem solving. They will write using appropriate grammar, usage, mechanics, clarity, correct spelling, and an expanded vocabulary. Students give informative and persuasive speeches that demonstrate effective organization, critical thinking, and presentation skills. Students learn listening strategies in order to analyze a speaker's purpose, gain information, and interpret meaning. This course content is based on the Colorado Academic Standards: oral expression and listening, reading for all purposes, writing and composition, and research and reasoning.

Mon-Fri, 11:30-2:30 p.m., 4 wks, June 5-June 30 *ACC Campus*
YTHC 2002M01-58024 *\$270*

English 10 – 1st semester

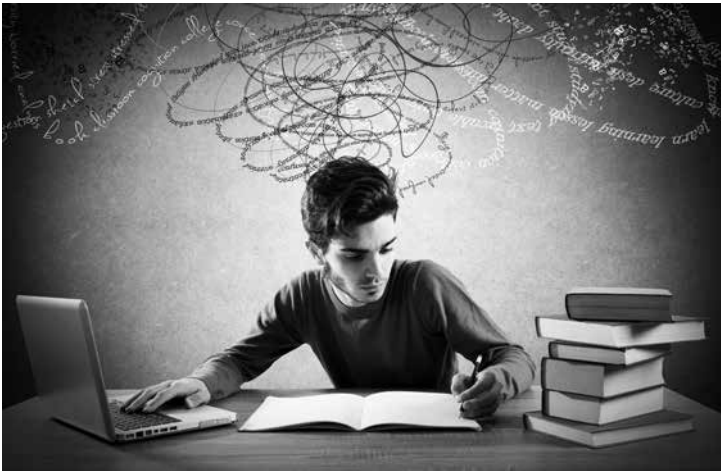
Students will study a wide range of texts including novels, short stories, poetry, drama, non-fiction, and essays. Students will apply reading strategies and examine the elements of literature and literary techniques, with a focus on interpretation of universal themes and human experience. Students will write within literary or narrative genres with a focus on organization, grammar, and usage. Students will gain practice in research and reasoning through collecting, analyzing, and evaluating information obtained from multiple sources. Students will also gain experience in oral expression and listening by successfully operating in small and large groups demonstrating effective listening skills. Students will use persuasive techniques while speaking both formally and informally. This course emphasizes further knowledge, practice, and application of the four basic areas as stated in the Colorado Academic Standards: reading for all purposes, writing and composition, research and reasoning, oral expression and listening.

Mon-Fri, 8-11 a.m., 4 wks, June 5-June 30 *ACC Campus*
YTHC 2010M01-58025 *\$270*

English 10 – 2nd semester

Students will study a wide range of texts including novels, short stories, poetry, drama, non-fiction, and essays. Students will apply reading strategies and examine the elements of literature and literary techniques, with a focus on interpretation of universal themes and human experience. Students will write within literary or narrative genres with a focus on organization, grammar, and usage. Students will gain practice in research and reasoning through collecting, analyzing, and evaluating information obtained from multiple sources. Students will also gain experience in oral expression and listening by successfully operating in small and large groups demonstrating effective listening skills. Students will use persuasive techniques while speaking both formally and informally. This course emphasizes further knowledge, practice, and application of the four basic areas as stated in the Colorado Academic Standards: reading for all purposes, writing and composition, research and reasoning, oral expression and listening.

Mon-Fri, 11:30-2:30 p.m., 4 wks, June 5-June 30 ACC Campus
YTHC 2011M01-58026 \$270



Comprehensive English 1, 2

Various novels, short stories, and informational texts will be read to interpret and evaluate purpose and meaning. Students will research to provide insightful conclusions on the values of humility, empathy, and confidence. Students will write to explore thematic elements of literary, narrative, informational, and persuasive texts. Students will make ongoing revisions using appropriate grammar, usage, mechanics, clarity, and an expanded vocabulary. Areas of study include problem solving, reading comprehension exercises, writing, and vocabulary development. This course offers students concentrated instruction and additional practice in the Colorado Academic Standards of: oral expression and listening, reading for all purposes, writing and composition, and research and reasoning.

Mon-Fri, 11:30-2:30 p.m., 4 wks, June 5-June 30 ACC Campus
YTHC 2013M01-58027 \$270

Mathematics

Algebra I – Semester 1

Explore the properties of real numbers and use them in problem solving situations. Use graphs, tables, situations, and equations to explore linear functions and inequalities. Write and solve linear equations and inequalities. Graph linear functions and inequalities, including systems of both functions and inequalities. Collect and organize data using measure of center and range. Study algebraic and geometric patterns involving area, perimeter, and angles of polygons.

Mon-Fri, 8-11 a.m., 4 wks, June 5-June 30 ACC Campus
YTHC 2020M01-59334 \$270

Algebra I – Semester 2

Continue work with situations, equations, tables, and graphs of linear functions and inequalities. Solve systems of linear equations graphically and algebraically. Extend understanding of functions to interpret and solve problems involving quadratic and exponential functions. Derive and use the quadratic formula and explore solutions to quadratic functions.

Mon-Fri, 11:30-2:30 p.m., 4 wks, June 5-June 30 ACC Campus
YTHC 2021M01-59335 \$270

Algebra II – Semester 2

Examine, interpret, solve and graph rational, quadratic, inverse, exponential, and logarithmic functions. Be introduced to sequence series and complex numbers. Investigate conic relations.

Mon-Fri, 8-11 a.m., 4 wks, June 5-June 30 ACC Campus
YTHC 2025M01-58031 \$270

Geometry – Semester 2

Students formalize geometric relationships involving angles, lines, triangles, quadrilaterals, and circles. Students spend time creating viable arguments around triangle congruence and similarity, using transformations as the key underlying definition of congruence and similarity. The study of triangles includes trigonometric ratios and right triangle relationships. Students create arguments and solve problems with shapes represented both on and off the coordinate grid. Coordinate geometry provides a connection and reinforcement to ideas studied in Algebra I.

Mon-Fri, 11:30-2:30 p.m., 4 wks, June 5-June 30 ACC Campus
YTHC 2022M01-59336 \$270

Social Studies

US History – Semester 1

The first course addresses American history after the Civil War. The first semester is a survey of Industrialization, Manifest Destiny, Progressivism, Imperialism, World War I, the 1920's and the Great Depression – New Deal. These units emphasize the recurring themes of political and economic foundations of the U.S., and dealing with diversity to bring about unity.

Mon-Fri, 8-11 a.m., 4 wks, June 5-June 30
YTHC 2031M01-59120

ACC Campus
\$270

US History – Semester 2

The second course addresses World War II, the Cold War, domestic and foreign challenges in Vietnam, Korea, and the Civil Rights Movement. The class leads the student to understand the end of the 20th century and the role America plays in the world as we go into the 21st century. The themes include the recurring role of government to solve social and political inequality - versus- traditional government non-involvement and the limits of individual freedom. In order to encourage students to become global citizens, course content is based on the Colorado Academic Standards of: developing an understanding of how people view, construct, and interpret history; analyzing key historical periods and patterns of change; examining and making connections with places and regions; analyzing the origins, structure, and functions of government and their impact on societies and citizens.

Mon-Fri, 11:30-2:30 p.m., 4 wks, June 5-June 30
YTHC 2032M01-59121

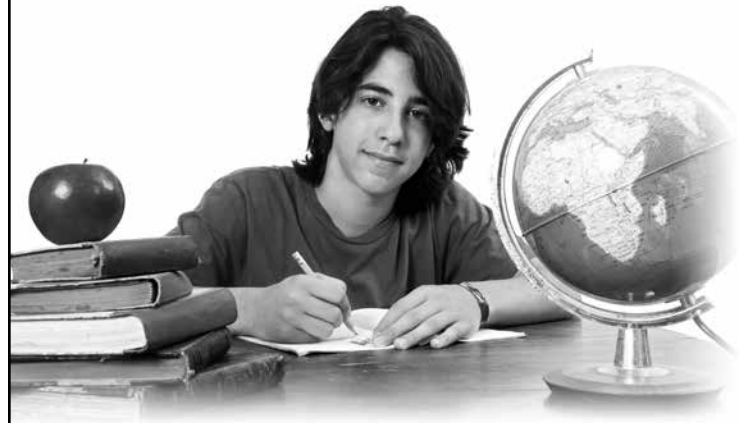
ACC Campus
\$270

Western Civilization 2/World History 2 – Semester 2

The chronological study of mankind will continue from the Middle Ages through the 19th and 20th centuries. In order to encourage students to become global citizens, course content is based on the Colorado Academic Standards of: developing an understanding of how people view, construct, and interpret history; analyzing key historical periods and patterns of change; examining and making connections with places and regions; analyzing the origins, structure, and functions of government and their impact on societies and citizens.

Mon-Fri, 8-11 a.m., 4 wks, June 5-June 30
YTHC 2034M01-58038

ACC Campus
\$270



World Cultural Geography

This course will introduce students to the examination of spatial relationships and processes in both human and physical geography. Students will study physical systems, including the dynamic and slow processes that shape our planet's various landforms, climates, and natural resources. The course will also focus on the human realm, and students will examine population, urbanization, and economic and political geography. Maps, globes, and other tools of geography, as well as the National Geographic's five themes of geography will be integrated into the course. In order to encourage students to become global citizens, course content is based on the Colorado Academic Standards of: developing spatial understanding, perspectives, and personal connections to the world; and examining places and regions and the connections among them.

Mon-Fri, 11:30-2:30 p.m., 4 wks, June 5-June 30
YTHC 2030M01-58039

ACC Campus
\$270

Economics

This course will introduce students to both micro and macroeconomic principles. Students will be given an overview of how various economic systems choose to allocate scarce resources among unlimited wants. The course will focus on the market system including the mechanisms of supply and demand. Students will also look at the U.S. economic system and explore the role of government in maintaining economic growth and stability, with an emphasis on personal finance. The course will conclude by focusing on issues of international economic interdependence. In order to encourage students to become global citizens, course content is based on the Colorado Academic Standards of: understanding the allocation of scarce resources in societies through analysis of individual choice, market interaction, and public policy; and acquiring the knowledge and economic reasoning skills to make sound personal financial decisions.

Mon-Fri, 11:30-2:30 p.m., 4 wks, June 5-June 30
YTHC 2037M01-59179

ACC Campus
\$270

Physical Education

Beginning/Intermediate/Advanced Swimming for Littleton Public School Students Only

Only Littleton Public School students who will be in grades 10-12 in the fall of 2017 may register for swimming classes! Incoming 9th grade LPS students are not eligible for swimming class.

Swimming and water safety skills will be introduced as well as an orientation program in survival swimming. Swimming skills include rhythmic breathing, finning and sculling, surface dives, elementary diving, front crawl, back crawl, breast-stroke, elementary backstroke, and sidestroke. Survival skills include treading, survival float, clothes flotation, and basic assists. Course content is based on the comprehensive Health and Physical Education Colorado State Standards which

include understanding and execution of movement competence; mastery of physical, personal, emotional and social wellness; as well as prevention and risk management.

Mon-Fri, 8-11 a.m., 4 wks, June 5-June 30 Arapahoe H.S Pool
YTHC 2038M01-58041 \$270

Mon-Fri, 11:30-2:30 p.m., 4 wks, June 5-June 30 Arapahoe H.S Pool
YTHC 2038M02-58042 \$270

Online Classroom Option: 4 weeks • June 5-30

Littleton Public School (LPS) Students ONLY



Only incoming 10-12 grade level LPS students may enroll. All course work completed online in a computer classroom on the ACC campus. These are not home study courses. The online classes are facilitated in the classroom by a certified teacher and students must be present in the classroom. Students and parents/guardians should attend an online class orientation immediately following the first day orientation to learn more about online classes. These courses are not appropriate for ELA students.

You may only register for one online course during one block of time.

Block I: M01 Monday-Friday, 8-11 a.m., June 5-30

Block II: M02 Monday-Friday, 11:30-2:30 p.m., June 5-30

Cost: \$270 per course

Select from the following courses. You may only take one course per time block. Select your time block using the codes listed above.

ACC course numbers and titles must be included on the registration form along with the block number of the class. Please use this format to complete the form.

Course number/Section: YTHC XXXX M0X-XXXXXX.X

XXXX = Course number

M0X = Block Number (block of time for class: see above list)

(XXXXXX.X) = LPS Curriculum Code

Language Arts

YTHC 2051 English 9 S1 (203521.5)

YTHC 2052 English 9 S2 (203522.5)

YTHC 2098 English 10 S1 (203525.5)

YTHC 2099 English 10 S2 (203526.5)

YTHC 2059 Creative Writing (205525.5)

Social Studies

YTHC 2065 Government (143011.5)

YTHC 2085 Geography S1 (504509.5)

YTHC 2066 US History S1 (505001.5)

YTHC 2067 US History S2 (505002.5)

YTHC 2068 Western Civilization S1 (505011.5)

YTHC 2069 Western Civilization S2 (505012.5)

YTHC 2072 Psychology I (508502.5)

Math

On-line math courses are only appropriate for students who have taken math, understood it and failed it for such reasons as not turning in homework. If the student struggles with math concepts, then enroll in a traditional classroom math course.

YTHC 2090 Algebra I S1 (354011.5)

YTHC 2091 Algebra I S2 (354012.5)

YTHC 2095 Geometry S1 (354511.5)

YTHC 2096 Geometry S2 (354512.5)

YTHC 2089 Consumer Math (143039.5)

Miscellaneous

YTHC 2061 Career Planning (054022.5)

YTHC 2086 Health (405504.5)

YTHC 2092 Personal Finance (053537.5)

Evening High School Program: 6-Weeks • June 12-July 20

These classes are designed for individual and small group instruction. Students work independently and/or on group projects. Courses will require the use of a computer outside of class time, approximately 2 hours per week. Indicate the specific class needed on your registration form and the instructor will provide the curriculum to meet the course requirements for you. For example: Geometry S1 or English 10 S1.

English

Include specific course on the registration form.

Monday and Wednesday, 6-8:30 p.m., 6 wks, June 12-July 19 ACC Campus
YTHC 2045M01-58043 \$270

Math

Include specific course on the registration form.

Tuesday and Thursday, 6-8:30 p.m., 6 wks, June 13-July 20 ACC Campus
YTHC 2046M01-58044 \$270



Registration Information

A registration enrollment form is required for courses and must be approved and signed by the student's home school counselor. Registration is on a first-come, first-serve basis. Register early to avoid filled classes. If a minimum enrollment is not met, a class may be cancelled. A student is not registered for any class until the completed registration form including all signatures and payment has been received by Arapahoe Community College.

Priority registration for Littleton Public Schools students begins April 3. Students from Littleton Public Schools are strongly encouraged to register early by following the registration procedures listed in this schedule. Please note that beginning April 17, registration will be open to students from other school districts. Registrations will not be accepted after Wednesday, May 31.

Class sizes will be limited. Therefore, we encourage you to register early.

Refunds

A 100% refund of tuition will be given if a student drops a class no later than 5 p.m., Friday, June 2 for the day and online program and no later than 5 p.m., Friday, June 9 for the evening program.

Methods to Register



Mail-In Registration: Complete a registration form, signed by a counselor or principal (if a counselor is not available), and include with payment. Pay by check, money order, or credit card. Make checks payable to Arapahoe Community College. Credit card information may be included on the space provided on the registration form. Mail your registration form with payment (credit card information, money order, or check) to Arapahoe Community College, Community Education Program Office, A1215, 5900 S. Santa Fe Drive, Littleton, CO. 80120.

It is important to include the entire address on the mailing envelope in order that mail is delivered to the correct department.



Walk-In: Students may register by bringing their completed registration form with payment: check, money order, or credit card, to the Arapahoe Community College, Community Education Program Office, Room A1215, in the Annex building located near the tennis courts. The office is open Monday-Friday, 8 a.m.-5 p.m.



Phone in Registration: Phone in registration is not accepted, as the student's home school counselor must approve and sign the registration form. The original signed registration form must be presented upon registration via walk-in or mail-in methods.



Online: Online registration is not accepted, as the student's home school counselor must approve and sign the registration form. The original signed registration form must be presented upon registration via walk-in or mail-in methods.



Fax: Fax registrations are not accepted.

Registration Enrollment Form

You will not be officially registered in the program until both sides of this form have been completed accurately and payment has been received. You may copy this form, but original signatures must be on each copy.

Summer 2017
Office use only: _____ date
Student S # _____
_____ payment _____ signatures
_____ ACC PD _____ cashier
Notes: _____

Student Name: _____
Last First Middle

Birth Date: _____ Male _____ Female
MM/DD/YYYY

Address: _____ City _____ State _____ Zip _____

Phones: _____ Evening _____ Day _____ Cell _____ Email _____

Parent/Guardian Name: _____ Relationship _____

Parent/Guardian Phones: Evening _____ Day _____ Cell _____

Student's Home School: _____ Grade level Fall 2017 _____ S _____ Jr _____ Sr

To be completed by the student: After successfully completing Summer School, I will be a graduating senior. _____
I authorize Arapahoe Community College to release my grades, discuss my course progress, and any Code of Conduct issues with my school district representative and/or parents/guardian any time during the course(s) for which I have registered. I understand that more than 3 absences will result in a failing grade and automatic withdrawal from the summer school program without a refund. *I understand that my home school district may be contacted to provide a copy of an IEP if one is note provided by the parent/guardian(s).

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Are you a student with an IEP? yes no *Parents are responsible for providing a copy of the IEP for the student.

Please indicate any special learning needs of the student: _____

To be completed by the counselor and/or principal:

The student has verified course selection listed with me and I approve the course(s) for which the student is enrolling.

Counselor and/or principal signature: _____ Date: _____

Print counselor/principal name: _____ Phone: _____

List course(s) approved to take this summer. Courses must be approved by your counselor as indicated by the counselor's signature.

Course Number/Section	Course Title	Start Time	Tuition
YTHC			
YTHC			
YTHC			
TOTAL:			\$

Note: A one semester course is equivalent to a one semester course at the student's high school.
You may only register for a one semester course during any given time block.
Academic requirement questions should be directed to your school counselor.

Payment Information

Drop off or mail this completed form with payment to:
Arapahoe Community College • Community Education-A1215
5900 So Santa Fe Drive • Littleton, CO 80120
Questions: Call 303-797-5722

Littleton Public Schools registration begins April 3. Other school district registration begins April 17.

By check Make Payable to Arapahoe Community College Check #: _____ Check amount: \$ _____

By money order. **We do not accept cash.**

By credit card Card # _____

Name on card: _____ Expiration Date: _____

Student Emergency and Consent Form

This form must be completed and returned with your registration. Please complete all highlighted sections by printing with blue or black ink.

STUDENT NAME: _____
Last First Middle

ADDRESS: _____ City _____ State _____ Zip _____

PHONE: Daytime _____ Evening _____ Cell _____

BIRTHDATE: _____ Male Female

STUDENT LIVES WITH: Mother Father Guardian Other (specify) _____

In case of accident, illness, or emergency it is necessary for the college to know the following:

PARENT/GUARDIAN: _____ Relationship: _____

PHONE: Daytime _____ Evening _____ Cell _____

PARENT/GUARDIAN: _____ Relationship: _____

PHONE: Daytime _____ Evening _____ Cell _____

Name and phone numbers of two adults we may call if you are not available:

NAME: _____ Relationship: _____

PHONE: Daytime _____ Evening _____ Cell _____

NAME: _____ Relationship: _____

PHONE: Daytime _____ Evening _____ Cell _____

HEALTH CONCERNS: Specify and explain fully (include chronic conditions, limitations, medications, special needs, allergies etc.)

WEARS: GLASSES CONTACTS

DOCTOR NAME: _____ PHONE: _____

HOSPITAL OF CHOICE: _____

I do hereby authorize officials of Arapahoe Community College to contact directly the persons named on this form, and do authorize the named physician or associates to render such treatment as may be deemed necessary in an emergency for the health of said child. In the event of extenuating circumstances or if the Parents/Guardians or other persons named on this form cannot be reached, the officials of Arapahoe Community College are hereby authorized to take whatever action is deemed necessary in their judgment for the health of aforesaid child.

Complete each section below:

Yes, I have read this form and agree all information is correct.

Yes, I/we have read, discussed (with Parent/Guardian) and understand the Code of Conduct Overview, and acknowledge that failure to adhere to this policy will result in dismissal from the Youth College Summer School with no refund.
I/we understand the full document will be available online and reviewed by me/us prior to the start of the program.

Yes, I do No, I do not give permission for photographs of me/my child to be taken and used for promotional materials.

***PARENT/GUARDIAN SIGNATURE:** _____ **Date:** _____

(Required for students 17 years of age and under)

STUDENT SIGNATURE: _____ **Date:** _____

Complete both sides of this form or your registration will not be complete.

Return completed and signed form to:

Arapahoe Community College • Community Education-Annex 1215
5900 So Santa Fe Drive, Littleton, CO 80120 • 303-797-5722

Important Information



Books and Materials

Some classes may require a textbook or materials for which students may need to pay an additional fee. That information will be provided to the student during the first week of class. Some classes may have students check-out a book. If the book is lost, stolen, or damaged, the student will be charged a fine and grades will not be released until all fines have been paid.

Transportation/Parking

Students must arrange their own transportation. For courses held on the ACC campus, a parking pass will be provided to the student prior to the class start date. This pass will allow students to park in the ACC parking lots for the duration of the class(es) being taken. Students who are only taking swimming classes will not receive a parking pass. Students riding bicycles must use bicycle racks located around the college campus. Bicycles are not allowed in college buildings.

Food Service

Food service on campus is available through our café. A microwave is available outside the café. Students are expected to adhere to specific classroom policies regarding food or drink. Vending machines are available around the campus.

Code of Conduct

Students are expected to conduct themselves in a manner conducive to learning. Each student will read and sign a code of conduct prior to the start of classes. Any infractions to this code of conduct may result in student dismissal from the program without a refund. All infractions will be reported to the student's home school and parents/guardians.

Attendance Policy

Attendance is crucial to student success. All pre-arranged absences must be excused by the instructor. More than three (3) absences will result in a failing grade and withdrawal from the course. Three (3) tardies equals one (1) absence. No refunds will be given.

Class locations/Room assignments

All classes will be held at Arapahoe Community College, 5900 S. Santa Fe Drive, Littleton, Colorado, except for swimming, which will be held at Arapahoe High School. Room assignments will be provided at orientation or on a parking permit depending on the classes for which you are registered.

Course content

Course content standards will follow the standards approved by the Littleton and Jefferson County Public School Districts.

Course selection

Students must obtain approval from their high school counselor prior to enrolling in a class. The counselor must sign the registration form to ensure that the student's course selection meets a school's graduation requirements.

Course credit

One summer school course is equivalent to a one semester course at the student's home school.

Registration

Priority registration for Littleton Public School students begins April 4, 2016. Students from Littleton Public Schools are strongly encouraged to register early. Follow the registration procedures listed in this schedule. Please note that beginning April 18, registration will be open to students from other school districts. Registrations will not be accepted after June 1.

Grade Reporting

Official grades will be mailed to the student's home school in August only when all tuition, fees, and/or fines (lost book, parking, etc.) are paid. A course syllabus will be distributed to each student outlining grading requirements. Questions about grades earned must be made in writing to the Executive Director of Community and Workforce Programs at Arapahoe Community College by August 4, 2017.

Who may enroll?

Students who have completed grades 9-11 or who must complete credits for grade 12 may enroll in high school courses and may earn one semester's credit (.5 Carnegie Unit or five credits) toward graduation for each class taken. Students must have their counselor sign the registration form which specifies courses are required to complete.

Summer School Student ID's Required

All students taking a class on campus, day or evening, must have an Arapahoe Community College Summer School student ID for safety purposes and for use of college facilities. Once a student registers, pays, and payment has been processed, the college will issue a summer school ID. An ACC ID used in previous years will not apply for the current summer program. If you are only taking swimming classes, you will not need a summer school ID.

Office Hours

The Community Education Program office is open Monday-Friday from 8 a.m.-5 p.m. and is located in A1215 of the campus (northeast corner of the building by tennis courts).

Mandatory Orientation

On Monday, June 5 students who are attending day classes on campus must attend a mandatory orientation session to be held in the college Summit Room, located in the main building on the first floor at 7:30 am (not for students taking only swimming classes or Evening High School classes). If your class begins at 11:30 a.m., you will need to leave the campus and return at your class starting time after the orientation.

Online Students

Immediately following the general orientation, an online class orientation will be held. Parents are encouraged to attend with their student to learn more about how an online class is conducted.

Student Code of Conduct Overview

It is the personal responsibility of members of the ACC community (students, teachers and staff) to respect the rights of others and to conduct themselves in a manner conducive to learning in an educational environment. While ACC expects students to adhere to this Code of Conduct during all College-sponsored events and activities on and off the college campus, ACC also assumes the obligation of clearly identifying and enforcing these standards. ACC maintains the basic understanding that students who do not follow and adhere to this code will be held accountable for their actions. It is the student's responsibility to access and review The Student Code of Conduct, Disciplinary Procedures, and Grievance Procedures which are available on the ACC web site. The full student handbook can be found at <http://www.arapahoe.edu/campus-life/student-handbook> or go to [arapahoe.edu](http://www.arapahoe.edu), click on current students, student resources, then student handbook.

The following is a partial list of actions and/or behaviors that will be deemed to violate Colorado Community College System (CCCS) Common Student Code of Conduct standards. Conduct that violates student rights and freedoms and is subject to disciplinary action includes, but is not limited to:

- 1. Academic Misconduct:** Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Arapahoe Community College disciplinary procedures. See Academic Misconduct Statement in Part 2 of the document for definitions.
- 2. Disruptive Behavior:** Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the college.
- 3. Deceitful Acts:** Engaging in deceitful acts, including, but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.
- 4. Conduct that is Detrimental to College or to Safety:** Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Chief Student Services Officer or designee. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.

- 5. Physical/Non-physical Abuse:**
 - Physical abuse or conduct that threatens or endangers another person's health or safety.
 - Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
 - Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.
- 6. Harassment and/or Discrimination:** Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.
- 7. Sexual Misconduct:** Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. (See ACC Student Handbook for more information)
- 8. Weapons:** Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.
- 9. Narcotics/Alcohol:** Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles.
Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.
- 10. Dress Code:** Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.
- 11. Leaving Children Unattended:** Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.

12. Violation of Laws, Directives, and Signage:

- Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
- Violations of college traffic and parking rules, regulations, or signage.
- Damage to or falsely using fire alarms and/or fire extinguishers.
- Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
- Violations of college policies, protocols, procedures or signage.

13. Illegal Gambling: Participation in illegal gambling activities on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

14. Unauthorized Entry and/or Unauthorized Possession:

Entry into, or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.

15. Unacceptable Use of College Equipment, Network or System:

Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.

16. Unauthorized Pets/Animals: Possession of any unauthorized pet or animal, excluding trained service animals while on college-owned or college-controlled property.

17. Tampering with Student Organization, Election, or Vote: Tampering with the process of any college recognized student organization, election or vote.

18. Group or Organization Conduct: Students who are members of a college recognized student organization or group and commit a violation of SCOC may be accountable both as an individual and as a member of the student organization.

19. Abuse of the Student Disciplinary and/or Grievance Procedure:

Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:

- Disruption or interference with the orderly conduct of the student disciplinary / grievance procedure.
- Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
- Attempting to discourage an individual's proper participation in, or use of, the student disciplinary / grievance procedure.
- Attempting to influence the impartiality of a participant and/or the student disciplinary / grievance procedure.
- Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary/grievance procedure.
- Failure to comply with directives and/or sanctions imposed under student disciplinary / grievance procedure.
- Influencing or attempting to influence another person to commit an abuse of the student disciplinary/grievance procedure.
- Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary/grievance procedure.

20. Violation of course rules as contained in the course syllabus or other information provided to the student; violation of program regulations or guidelines as established by departments/regulatory boards/licensing bodies and made available to students.

Please note: In most circumstances, the college will treat attempts to commit code of conduct violations as if those attempts had been completed. Violations of the above may result in, but are not limited to, fines, restitution, community service, and/or disciplinary procedures.

Additionally, all students are expected to:

- keep class areas clean and use trash receptacles when needed.
- exit buildings using designated doorways.
- mute or turn off all electronic devices (games, cell phones, pagers, radios, tablets ipods, etc.) during class time unless directed otherwise by the instructor.
- remove headphones during class.
- lock bicycles to bike racks and not take bicycles into buildings.
- remove hats during class time.
- remove sunglasses during class time.

College staff will contact parent(s)/guardian(s), College police officers, and/or high school counselors or principal if the code of conduct is not adhered to by the student. This will result in dismissal from the program with no refund.

Review this document and acknowledge your review and understanding of its contents by completing the signature section on the Emergency Contact/Health Form. All signatures are required to be officially enrolled in the program.



COMMUNITY EDUCATION

5900 S Santa Fe Drive

Littleton, CO 80120

Budget Code: 021410.221410

Registration Check List

- Complete the registration enrollment form
- Have your counselor sign the registration enrollment form to approve your course(s)
- Read the Student Code of Conduct Overview
- Complete the student emergency and consent form
- Mail or drop off your completed forms with payment to Arapahoe Community College
Community Education Program
5900 So Santa Fe Drive, A1215
Littleton, CO 80120
- Obtain your ID (for on campus courses only)

Attend the orientation on June 5 at 7:30 a.m. (for on campus day school and on-line courses only) Students taking only Evening High School or only swimming courses are exempt from attending this meeting.

