



# **McLain Community High School**

## **2022-2023**

# **Student Handbook**

	<p>McLain Community High School 13600 West 2<sup>nd</sup> Place Lakewood, Colorado 80228</p>	
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**1<sup>st</sup> Floor Main Office Hours: 7:30 A.M. - 3:30 P.M.**

### **Telephone Numbers**

**Main Office: 303-982-7460**

**Fax Number: 303-982-7494**

**ACE Attendance Number: 303-982-7468**

**Achieve Attendance Number: 303-982-7497**

**Adult High School (CB & GED) Number: 303-982-7462**

**JCAPPP Childcare Number: 303-982-7497**

**McLain LIVE Number: 303-982-8659**

**Web Site: [www.mclainhs.com](http://www.mclainhs.com)**



### ***A Program for Every Learner***

We welcome and serve the alternative student: the creative student, the misunderstood student, the pregnant student, the student with kids, the homeless student, the student with three jobs and so many more. Each of our students has a story. Nobody here is a faceless student number in the middle of yet another classroom.

The McLain Community provides the rigor of high school in a safe, alternative setting.

Graduate on your schedule. When you have all the credits you need, you're done!

## **TABLE OF CONTENTS**

<b><u>SUBJECT</u></b>	<b><u>PAGE</u></b>
2022 - 2023 IMPORTANT DATES	3
ADOLESCENT (YOUTH) PROGRAMS	4
ADULT PROGRAMS	5
ATTENDANCE/ELIGIBILITY	5
ATTENDANCE/Second Chance	6
BULLYING	6
BUS SERVICES	6
CAMPUS SECURITY	7
CELLPHONES	7
CHEATING POLICY	7
CHILDCARE CENTER	7
CLOSED CAMPUS	7
CONFERENCES	7
COUNSELOR & SOCIAL WORKER	8
DISCIPLINARY PHILOSOPHY	8
DRESS CODE	8
DRUGS AND ALCOHOL	9
EMERGENCIES & SCHOOL CLOSURE	9
FIGHTING	10
GRADES & REPORT CARDS	10
GRADUATION REQUIREMENTS	10
HARASSMENT	11
HEALTH ROOM & MEDICATIONS	11
INSURANCE FOR STUDENTS	11
LIBRARY INFORMATION CENTER	11
LOST AND FOUND	11
LUNCH	12
MESSAGES	12
PARKING & DRIVING REGULATIONS	12
RED ROCKS POLICE DEPARTMENT	12
RESPECT	12
SCHEDULES & SCHEDULE CHANGES	13
SCHOOL HOURS	13
SCHOOL SEARCHES AND SEIZURES	13
SIGNS & POSTERS	13
SMOKING & TOBACCO USE	13
STUDENT IDENTIFICATION CARDS	14
STUDENT INFORMATION ACCESS	14
STUDENT RIGHTS/RESPONSIBILITIES	14
STUDENT USE OF THE INTERNET	15
STUDENT SUSPENSION & EXPELSION	16
VOICE MAIL & E-MAIL	16
TRANSCRIPTS	16
VISITORS	16
WITHDRAWING FROM SCHOOL	16

<sup>1</sup> This document is not intended to cover all items, categories or situations. It was designed to give students a general overview of MCHS Regulations and Policies. This information was derived in part

from MCHS Regulations and Policies and Jefferson County Public School Conduct Code, Regulations, and Policies.

**Important Dates**  
**2022-2023**

August 15	CB nights start
August 16	First Day of School
September 5	<b>Labor Day - No School</b>
September 15	Beginning of M2
September 20	Picture Retake Day
September 22	<b>Vision and Hearing</b>
September 26	Begin CB H2
September 27	Parent Teacher Conferences 3:00-6:00pm
October 13	Beginning of Quarter 2 & M3
October 20	<b>Teacher Work Day No school for Students</b>
October 21	<b>No School Fall Break</b>
November 7	Begin CB H3
November 14	Begin M4
November 21-25	<b>No School - Thanksgiving Break</b>
December 6	Parent Teacher Conferences 3:00-6:00pm
Dec 22 - Jan 3	<b>WINTER BREAK</b>
January 4	<b>No School Staff Development</b>
January 5	Students Return
January 5	Beginning of Quarter 3
February 8	Begin M6
January 10	Picture Day
January 16	<b>No School-Martin Luther King</b>
February 17	No School Students-Teacher work day
February 20	<b>No School – President's Day</b>
February 21	Begin CB H5
February 23	Parent Teacher Conferences 3:00-6:00pm
March 1	Job Fair 1:00-4:00p.m.
March 8	ASVAB 9:00 a.m.
March 15	Begin Quarter 4 & M7
March 20 - March 24	<b>No School – Spring Break</b>
April 11	Begin CB H6
April 28	<b>Teacher Work Day – Potential Snow Make-up Day</b>
April 27	Take Your Child To Work Day

May 19	ACE Graduation 9:00pm-TBD ACHIEVE Graduation 12:00pm-TBD CB Graduation 3:30pm- TBD
May 26	<b>Last Day of School for Students</b>

**GREETINGS FROM THE McLAIN  
COMMUNITY HIGH SCHOOL  
ADMINISTRATION AND STAFF**

**We would like to welcome each of you  
to our school. We will do everything in our  
power to make this a successful school year  
for you. We have high expectations for our  
students and we set high standards. Please  
do not be satisfied with less than your best  
work and allow us to assist you on your  
alternative pathway to a high school  
diploma.**



## ADOLESCENT (YOUTH) PROGRAMS

### **Alternative Cooperative Education (ACE):**

ACE (Alternative Cooperative Education) is for students needing to complete 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades. We serve at-risk students who have been unsuccessful in their traditional high school due to personal and/or academic challenges. The alternative schedule has proven favorable for students who may have otherwise dropped out of school. We utilize student needs and interests to make this program relevant, while providing a standards-based, C-CAP aligned curriculum.

Students can make up lost credit to continue toward their goal of earning a high school diploma! While the core content classes offer a stable foundation, experiential education, social and vocational opportunities abound. Such courses include the required Friday "Pathway" options, Warren Tech classes, experiential classes, volunteer work, or a variety of other options. Each course successfully completed earns .25 credit. We grade on a traditional scale with the exception of not giving credit for a "D".

ACE classes are held Monday – Thursday from 8:30 a.m. – 1:20 p.m. and Friday 8:30a.m. – 12:30 p.m. McLain's courses are based on a quarter system; students receive 1/4 (.25) credit for each class completed. There are also PM extension classes available to all programs that run Monday through Thursday from 1:25 – 2:15pm.

**Achieve Academy:** The Achieve Learning Community is also an ACE program, which provides a structured environment in a small school setting. The program has 8 teachers and approximately 160-175 students.

Achieve classes are held Monday – Thursday from 8:30am – 1:20pm. Students may begin class at 8:30 a.m. Courses are designed on a .25-credit basis. Students work closely with teachers and staff to develop personal and workplace skills such as regular attendance, punctuality, productivity, and completion skills. Students must participate in one or more of the following Friday classes" from 8:30 a.m. – 12:30 p.m. to earn their additional credit: Career and Technical Class, Warren Tech, Red Rocks Community College, On the Job Experience (O.J.E.), post-secondary classes, and/or a Connections Class. There are also PM extension classes available to all programs that run Monday through Thursday from 1:25 – 2:15pm.

**Jefferson County Adolescent Pregnancy and Parenting Program (JCAPPP):** The JCAPP program allows students to attend high school full time and receive credit toward high school diploma. Additionally, students have the opportunity to bring their child to the fully licensed, on-site childcare while attending classes. Students may be enrolled in any program at McLain High School while utilizing the JCAPP program.

Upon enrolling in JCAPPP, students will take high school core classes in addition to Labor & Delivery, Child Development, and Parenting courses, which are required for all JCAPPP students. Additionally, a full time registered nurse is on site to assist with medical concerns and breastfeeding support. JCAPPP's mission is to provide adolescent parents with the opportunity to earn a diploma, have access to quality, affordable childcare, and provide them with parenting and life skills to help them work toward self-sufficiency. Students who graduate from the JCAPPP are more likely to continue personal and parenting success due to the education and experiences included in this program.

**McLain LIVE:** McLain LIVE is designed as a 9<sup>th</sup> and 10<sup>th</sup> grade option for students with 0 -4 credits to prepare students for a successful transition to the program of their choice for 11<sup>th</sup> and 12<sup>th</sup> grade. The highly interactive, experiential program serves about 50 students with 5 teachers.

- Designed to create success for students who struggle in a traditional setting
- Prepares students for a successful transition to their program or school of choice
- Integrated use of technology to develop 21<sup>st</sup> Century Learning skills
- Traditional grading scale

McLain LIVE students all attend school from 8:30-1:20 p.m., with a flexible elective time. Wednesdays are all day experiential electives that run from 8:30am - 12:30pm. This program best suits students who:

- want a small program with a supported educational environment
- commit to daily attendance
- need unique scheduling- focused, connected academic courses
- are willing to fully participate in discussions and activities
- want relationships built on shared experiences
- benefit from "Just in time" intervention and support systems
- will have a case managed transition plan for 11<sup>th</sup> and 12<sup>th</sup> grade

## Construction Program:



## Adult High School Program (CB): CB Adult ADULT PROGRAMS

Programs Students who are 18 years of age or older, in their senior year of high school or did not complete high school, are eligible for McLain's Daytime and/or Night Program. Students wanting to attend either program must complete and submit the online application.

**CB Day Program:** CB Adult Day Program accepts new students every six weeks on a first come first served basis until the program's capacity is met. Once an application is received, it will be reviewed by McLain staff. Students who are a good fit for the Adult Day Program will be invited to attend a mandatory orientation meeting. Students who are not accepted due to the program being full or for some other reason will be notified.

Adults who enter the day program must complete the [Discovery Class](#) their first six weeks. This highly structured introduction class is focused on learning about and developing advanced communication and career ready skills for students. Upon completion of [Discovery Class](#), daytime CB students enroll in two core classes and one elective class on Monday - Friday from 8:30 am to 8:00 pm; schedules are based on student needs.

**CB Night Program:** Adults earn core credits in an individualized setting. Students must attend two to four nights per week on Monday through Wednesday from 5:30 pm to 8:30 pm. Students can begin immediately upon completing Online Application and Registration.

**McLain GED+ Program:** General Equivalency Development (GED) tests are designed to certify that you have the high school equivalent knowledge. The GED has four subtests in Language Arts, Math, Social Studies and Science that are taken separately.

The McLain GED + program has an educational goal that all students not only pass the GED but are also informed and prepared for a career or post-secondary education. We work with all our students to develop an instructional study plan that best suits their academic readiness as determined by the GED READY pre-test. We accept students of all ages starting at 16.5 years old. Students must have a government issued photo identification. Daytime and night class are available on a first come first served basis.



## ATTENDANCE AND ELIGIBILITY CRITERIA

### Choosing McLain High School

Jefferson County Public Schools is committed to providing a variety of learning opportunities to meet the diverse needs of students. McLain Community High School provides [Alternative Education Campus \(AEC\)](#) eligible students a choice to attend a school other than their assigned neighborhood school. Regular school attendance is the most reliable indicator of student success at McLain, so students must satisfy the school - specific eligibility requirements for attendance and academic performance. Students who fail to satisfy these eligibility requirements shall be placed in **Second Chance** or probation and given an opportunity to be successful in the program. If a student is unable to achieve success in the program, they could be administratively transferred to another school or look at another pathway.

### Attendance Requirements

As a condition of continued enrollment, McLain students shall maintain. "regular school attendance" which means five or fewer unexcused



absences per quarter. Consistent with District policy, absences from McLain shall be unexcused unless they fall within one of the excused-absence exceptions set forth in [District Policy JH](#) and McLain receives suitable proof that the absence is excused, including, but not limited to, a doctor's note or court order.

A student's placement in **Second Chance** will occur at the conclusion of the quarter for the next quarter. The student must meet all the requirements of **Second Chance** the following quarter to return to a regular schedule at McLain.

**Students must attend all classes at their designated time, for instance, Mon-Friday students should be in their 1st period class everyday at 8:30 or they will be marked absent.**

### **Academic Probation**

As a condition of continued enrollment, McLain students shall attain a passing grade specific to their program in each of the classes they complete. If a student fails two or more classes in one quarter they will be placed on Academic Probation for the next quarter. Any student who does not pass ALL classes during their quarter of **Academic Probation** will be placed in **Second Chance** the next quarter they may also be given the opportunity to attend a study skills class.

### **Work Opportunity**

All students in Second Chance are eligible and encouraged to be employed and enroll in [McLain's On-the-Job Experience \(OJE\)](#) program to earn elective credit. For every 100 hours worked, students earn a .25 elective credit.

### **Dis-Enrollment from McLain High School**

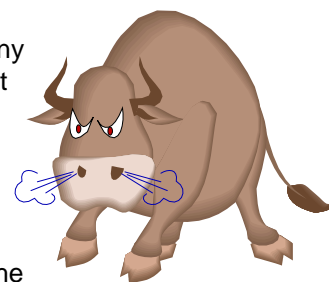
If a student does not fulfill requirements while in Second Chance, he or she shall be administratively transferred in accordance with District policy to a more suitable educational setting, which may include a return to the home high school or another alternative setting. Students will only be offered the **Second Chance** option once.

### **Communicating Academic Leave Progress**

A student's progress is available online 24/7. The final grade and number of credits earned will be calculated the last day of the quarter.

## **BULLYING**

Bullying on the part of any student or group of students at any time will not be tolerated at McLain Community High School. Students who bully another person shall be held accountable for their actions whether it occurs on or off the school grounds.



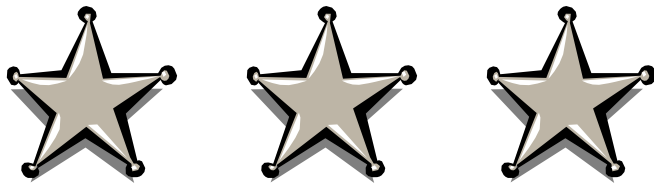
Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another student or group of students. Bullying behavior can be a threat or actual, physical harm or can be verbal abuse. Bullying is a one-time occurrence or a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students. Students who engage in such behaviors are subject to the behavior consequences as prescribed in the Jefferson County Public Schools Conduct Code and McLain Community High School Policies and Regulations.



## **BUS SERVICES**

Jeffco may provide transportation via yellow bus service to North, South and Central area school zones. Parents need to go into Jeffco Connect and pay for the transportation fee and contact Jeffco transportation for specific pick up spots in each regional area. See learning community secretaries for pick areas.

There is an RTD bus stop located across the street from McLain Community High School. The Federal Center at W 2<sup>nd</sup> Place and Union serves as the main transfer station for access to Red Rocks Community College, Warren Tech, and McLain Community High School. For information on times and routes, call 303-299-6000 or visit their web site at [www.rtd-denver.com](http://www.rtd-denver.com) and use their Trip Planner.



## CAMPUS SECURITY

McLain Community High School is staffed with several campus security personnel to maintain the safety and wellbeing of both students and staff members. Security personnel will be available throughout the school year to assist students and staff members with their Student Identification Cards. Security personnel are also available to assist with conflict management, mediation, and problem-solving strategies.

For safety reasons, anyone on the McLain Community High School campus must follow the directions and/or instructions of security personnel. Failure to comply with requests is in violation of the Jefferson County Public Schools Conduct Code and McLain Community High School Policies and Regulations.

## CELL PHONES

**The use of a cell phone is not permitted in the classroom. These instruments should be turned off in the classroom.** Students should inform parents and friends that contact should be made only during non-school hours.

In the case of a true emergency, the students' parents may call the program secretaries and the message will be delivered immediately.



**Students who violate this policy may have their phones confiscated.**

## CHEATING POLICY

McLain Community High School believes in maintaining an atmosphere of trust and confidence among students and faculty to ensure that each student is judged solely according to his or her own merits. The following are examples of behaviors that are considered to be academically dishonest:

- \* Giving or receiving aid during any examination or otherwise cheating on an examination;
- \* Failing to distinguish carefully between one's own work and material from any other source including internet resources;
- \* Misrepresenting the type or amount of one's own work;

\* Misusing school resources, including library material, Jefferson County resources, and computers.



## CHILDCARE CENTER

The McLain Community High School Childcare Center is provided by Jefferson County Public Schools so that infant/toddler care is available to students completing credits toward graduation.

The Childcare Center is a licensed childcare facility serving infants/toddlers ages three weeks to thirty-six months. There is a nurse on staff who provides information and guidance on health care issues. Direct care is provided by certified childcare workers.

Childcare payment is the responsibility of the student. However, most students apply for and receive grants from the Department of Human Services programs such as Colorado Child Care Assistance Program (CCCAP) 303-271-4732 and Temporary Assistance to Needy Families (TANF) 303-271-4717. If a student requires assistance for payment, the financial contract must be in place before the child is admitted to the Childcare Center.



## CLOSED CAMPUS

McLain Community High School has a **closed campus**. Once students arrive on campus to begin their regularly scheduled school day, they may not leave at any time during the day, including breaks, until classes are complete.

**Students are not allowed in their cars or in the parking lot during class times or breaks.** If a student needs to go to his/her car, a teacher must issue a pass. Violation of this policy could result in loss of parking privileges or other disciplinary action.

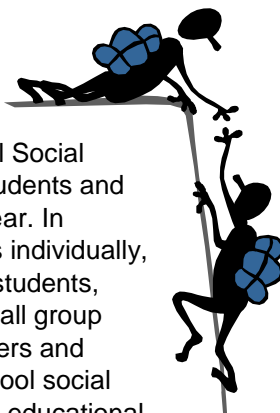


## PARENT/TEACHER CONFERENCES

We encourage parents and students to attend all the scheduled parent/teacher/student conferences available throughout the year. This is an opportunity for student's families to be involved in the educational process. If students are concerned about their progress, a visit with the counselor and/or teachers should be scheduled. Please check with your individual program for parent/teacher/student conference dates.

## COUNSELORS AND SOCIAL WORKER

Several counselors and a School Social Worker are available to assist students and parents throughout the school year. In addition to meeting with students individually, counselors meet with groups of students, conduct classroom and other small group activities, and consult with teachers and parents. Our counselors and school social worker assist students in making educational plans, setting goals, and understanding themselves and others.



Students who need to see a counselor or the school social worker are expected to fill out a REQUEST FORM. Counseling request forms are located in the Counseling Center on the third floor. A counselor will then send for the student at an available time. Students should not go to the Counseling Center without a pass to sit and wait for someone to see them. Parents should feel free to call the counselors or social worker if they have questions or concerns.

## DISCIPLINARY PHILOSOPHY

McLain Community High School is a Jefferson County Option School and as such serves a student population that has made a voluntary decision to attend. Considering that enrollment at McLain is based on student qualifications and space availability, it is anticipated that all students will cooperate with school policies and strive for excellence in their educational program.

The staff of McLain Community High School supports the idea that our school be a positive place marked by cooperation and mutual respect.

## DRESS CODE

### Student Out of Common Dress Code Expectation



This school-wide policy, procedures and practices will benefit our school community by.....

<i>Purposes of Policy</i>	
<ul style="list-style-type: none"> <li>Allow personal expression while maintaining a safe, respectful, and inclusive learning environment</li> <li>Policies are meant to be equitable in regards to race, ethnicity, gender-identity, religion, etc.</li> </ul>	

<i>Adult Behavior Expectations</i>	<i>Behavior Expectations</i>
<p><b>Who:</b> Classroom Teachers, Administration</p> <p><b>Where:</b> Inside the classroom and in the hallways</p> <p><b>When:</b> During the class period and passing periods</p> <p><b>What:</b> Actively monitoring students in the classroom and hallways</p> <p>-Ask if the student has something to cover-up based on school dress code expectations Please go and see the Learning Community assistant principal/proxy</p> <p>-Principal directs the LC secretary to provide some optional choices for students to</p>	<p><b>Who:</b> All students</p> <p><b>Where:</b> School property or activities</p> <p><b>When:</b> During the school day or at school-sponsored activities</p> <p><b>What:</b> Students dress in a way that promotes a safe, respectful, and inclusive learning environment</p> <p><b>How:</b></p> <p>-Tops must cover the chest and back from <u>arm-pit to arm-pit</u>, and cover a portion of the torso</p> <p>-Pants, shorts, dresses, and/or skirts must cover buttocks and not hang low enough to reveal underwear</p> <p>-No images or messages with overt, explicit</p>



<p>wear to be within the guidelines</p> <p><b>How:</b> Verbally address the dress code, if student's parent is called or the student is sent to the principal's office, note the incident in admin conference</p>	<p>profanity, sexual references, or reference to drugs and alcohol</p> <p>-No overtly threatening/targeted weapons references or images</p> <p>-No showcasing gang affiliation</p> <p>-No images, symbols or messaging that are threatening, hateful or derogatory towards individuals or groups</p> <p>-To avoid injury and disease, shoes, boots, sandals, or other footwear must be worn (no socks or bare feet)</p>
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## DRUGS AND ALCOHOL

The unlawful or unauthorized student use, possession, distribution, gift, purchase, exchange, or sale of alcohol or drugs is detrimental to the health, welfare, and safety of all students involved in such practices.

Student possession, use, distribution, gift, purchase, exchange, sale, or being under the influence of illegal drugs or alcohol is prohibited on all district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by the district or one of its schools, and off school property when such conduct has a connection to school or any district curricular or non-curricular activity or event. Compliance with the standards of conduct set forth in this policy and its accompanying regulations are mandatory for all students. A violation shall subject a student to appropriate disciplinary action, up to and including expulsion and referral for prosecution.



## EMERGENCIES & SCHOOL CLOSURE

McLain Community High School and Jefferson County Public Schools have developed and implemented a School Safety Plan that guides each school's students and staff members as to the appropriate responses in an emergency situation. In an effort to assist all persons in the building on the appropriate actions in the case of an emergency, several drills will be conducted throughout the school year.

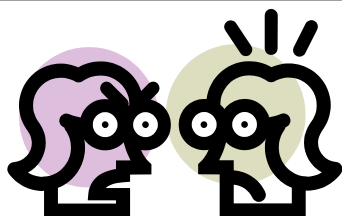
On questionable weather days, please listen to the local radio and TV stations, Social media, phone calls, text, and email for accurate information concerning school closures. **McLain Community High School is a Jefferson County Public School.** Please refer to the media sources below for official information regarding school closures.

### Accountability Measures

- If a student is not meeting the dress code expectations, students will be addressed privately and provided options for meeting the expectations (eg: a change of clothes, call a guardian to bring some from home, turn a garment inside out, reminder to not wear that again.)
- The dress code changes periodically in order to address:
  - a. New fads and styles.
  - b. Other issues that represent a distraction (or potential to distract) to the educational process
  - c. Other issues that represent a safety (or the potential to be a safety) concern.

**Reference: Jeffco Policy**

<b>Jeffco Schools Hotline 303-982-6600</b>	
<b>Radio Stations</b>	
<b>Am Radio</b>	<b>FM Radio</b>
<a href="#">KHOW 630</a> Adult Popular/Talk	KALC Alice 105.9 Rock
<a href="#">KOA 850</a> News/Talk	KBCO 97.3 Rock
KKZN 760 am	KBPI 106.7 Rock
KKFN 950 am Sports	KOSI 101.1 Soft Rock
KYGO 1600 Country	KRFX 103.5 Rock
	KYGO 98.5 Country
<b>Television Stations</b>	
<a href="#">KUSA (NBC) Channel 9</a>	<a href="#">KWGN (WB@2) Channel 2</a>
<a href="#">KMGH (ABC) Channel 7</a>	<a href="#">KDVR (FOX 31) Channel 13</a>
<a href="#">KCNC (CBS) Channel 4</a>	KMAS Spanish Channel 60, 63 or 67 Telemundo



## FIGHTING

There is no tolerance for fighting. It is illegal and dangerous. The Lakewood Police Department may ticket students who fight. Usually both parties in a fight are suspended.

Sometimes adults will tell a student that it is okay to hit someone who hits him/her first. While a student may decide to do that, the student should remember that there are consequences for physical violence at school. All students who actively engage in a fight will have consequences. If a student believes that he/she might be involved in a fight, we want the student to try to prevent it by problem solving, not by violence. A good first step to take would be to talk to a counselor or a teacher. If the problem has not yet gotten to the physical state, no one gets in trouble by talking to a counselor. A student might also ask to take part in peer mediation or talk to an administrator. It is important to let someone know that a student is having trouble before anyone gets hurt.

## GRADES AND REPORT CARDS

Students are expected to demonstrate achievement of the Jefferson County Guaranteed and Viable curriculum. Students will earn grades in each class that reflect their level of proficiency. Grades will be recorded on each student's transcript at the end of each grading period. Report cards will be mailed home each quarter. Please see a counselor or the program administrator if you would like to see a copy of your transcript.



## GRADUATION REQUIREMENTS (2021-2022)

English Language Arts	4
Math	3
Science	3
Social Studies	3.5
Physical Education/Health	0.5
Fine/Practical Arts	0.5
Additional Coursework	8.5
<b>TOTAL</b>	<b>23</b>

## GRADUATION REQUIREMENTS (Beginning with Class of 2021)

	<b>English</b>	<b>Math</b>
Work Keys	Bronze	Bronze
ASVAB (AFQT)	31 <sup>st</sup> Percentile	
SAT	470	500
District Capstone	Individualized	Individualized
Industry Certificate	Individualized	Individualized
Collaboratively Developed Performance Based Assessment (State-Developed)	State Rubric	State Rubric

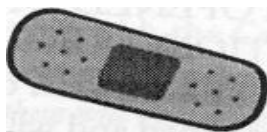


## HARASSMENT

It is the right of every student and staff member to come to school and feel safe. McLain Community High School is committed to maintaining a learning environment for students that is free from harassment based on an individual's race, color, religion, national origin, ancestry, sex, sexual orientation or disability.

Any student who engages in harassment of another student based on the other student's race, color, religion, national origin, ancestry, sex, sexual orientation or disability shall be required to attend a meeting with his or her parent(s) or guardian(s) and a school administrator; be subject to remedial action such as education or counseling; and be subject to disciplinary action up to and including suspension or expulsion.

## HEALTH ROOM AND MEDICATIONS



**HEALTH ROOM:** A health room with limited space is available on the first floor for students who become ill during the day. Students must get a "Clinic Pass" from a teacher before they will be allowed in the clinic. Students exhibiting symptoms such as a high fever or vomiting will be kept in the clinic until parents/guardians can pick them up. Due to the limited space, students not exhibiting visible signs of illness will be sent back to class after 10 minutes.

**MEDICATIONS:** When a student is using prescribed medications at school, the nurse should be notified. All prescription medications or over-the-counter medications must be kept in the ORIGINAL or pharmacy-labeled container with the correct student name, drug name, dosage, and administration instructions. Prescribed and over-the-counter medications may only be taken for their intended use.

### Tylenol Policy

The process for administering medication (prescription and non-prescription) to students has been updated. Parents must provide a medication order signed by their healthcare provider if their student has a condition that will require the administration of any medication (prescription or non-prescription, including Tylenol). Parents will provide the medication along with the

appropriately signed medication form, which can be accessed on our Health Services website. Once received, a nurse may delegate administration of either a prescription or over-the-counter medication, based on the healthcare provider's order.

Please contact the Health Services Department at 303-982-7251 should you have any questions.

## INSURANCE FOR STUDENTS

Parents of Jefferson County School District students have the opportunity to purchase Student Accident, Athletic, Health, and Dental Insurance coverage for their children. The plan is underwritten by the MEGA Life and Health Insurance Company and administered by Summit America Insurance Services of Denver, Colorado.



Please be advised that the district DOES NOT carry insurance for students on their parent's behalf. Beyond any legal liability of the District, the District will not pay for medical expenses incurred as a result of any injury sustained by a student. The District's legal liability for school related injuries is limited by the Colorado Governmental Immunity Act. Jefferson County School District has no interest, right, or does it warranty this insurance product.



## LIBRARY INFORMATION CENTER

Students are issued an I.D. card at the beginning of the school year. I.D. cards are required for library use and book checkout. Books may be checked out for two weeks and may be renewed for an additional two weeks. Lost or damaged books will be charged at the current replacement price of the book.



## LOST AND FOUND

Students should clearly mark their names on personal belongings and leave expensive or sentimental items at home. Students who find an item or who have lost an item should contact security personnel. Items left in the lost and found are donated to charity at the end of each semester.



## LUNCH

McLain Community High School offers lunch prepared by Jeffco Food Services between 10:10-11:15am.

Please remember that students **may not leave** campus during their regularly scheduled day.



## MESSAGES

Students will not be called out of class to receive a message unless it is an emergency. Non-emergency messages will be given to the student after class.



## PARKING & DRIVING REGULATIONS

All student vehicles are required to display a MCHS parking permit when parked on campus. Evening students are exempt. Parking permits may be acquired throughout the school year from the finance office. There is no cost to obtain a permit.

Students need to understand that parking on school grounds is a privilege afforded to students. Certain conditions are attached to that privilege. Students who fail to uphold these conditions will be subject to loss of parking privileges and/or disciplinary action.

1. Students must show a valid Colorado Drivers' License and proof of insurance in order to obtain a MCHS parking permit.

2. Parking permits must be displayed any time the vehicle is parked on campus.

3. Students are not allowed to be in their cars during their regular scheduled school day. Students who require access to the parking lot must have a pass from a teacher or administrator.

4. Students not parking in designated student areas or who are parking illegally (i.e. handicapped, staff parking, visitor parking, grassy areas, double parked,) may lose their parking privileges.

5. All students who drive recklessly on campus will be denied the privilege of parking on campus.

**Please be aware** that vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security of his or her vehicle and will make certain it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and/or weapons, that are found in his or her car and will be subject to disciplinary action by the District, as well as referral for criminal prosecution. Searches of vehicles may be conducted any time there is reasonable cause to do so, with or without the presence of the student.



## RED ROCKS POLICE DEPARTMENT

The Red Rocks Community College Police Department patrols the entire Lifelong Learning Campus twenty-four hours a day.

Speed limits are posted and are strictly enforced. Please be conscientious of your driving habits while on campus.



## RESPECT

Individual differences are welcomed at McLain Community High School. Part of our philosophy includes a willingness to learn from these differences. Differences provide people an opportunity for personal growth. Because McLain Community High School is comprised

of many different programs that share space within one building, MCHS students are expected to respect all students and staff regardless of program affiliation. Disrespectful conduct will result in disciplinary action.



## SCHEDULES & SCHEDULE CHANGES

You must see a counselor to request a schedule change. Schedules are only changed using the guidelines below.

### **Acceptable Reasons for Schedule Changes:**

- A student is in a class without the proper prerequisite;
- A student, through a scheduling error, does not have a complete schedule;
- A student has a required class missing from the schedule;
- A conflict exists between two courses offered the same period.

A student must report to the regularly scheduled class until the change is made by a counselor

- Classes may be changed during **the first three days** of the quarter only.



## SCHOOL HOURS

8:30 a.m. – 3:30 p.m.

CB Nights Hours: 5:30 p.m. – 8:30 p.m. M-W



## SCHOOL SEARCHES AND SEIZURES

McLain Community High School respects the rights of students to privacy and security against arbitrary invasion of their person. School officials do have the right, however, to search students and their property in the interest of the overall welfare of other students and/or when necessary to preserve order and discipline in the school.

School authorities may conduct searches of student lockers, desks and automobiles at any time, with or

without permission of the student. School officials may seize contraband, illegal items or substances, weapons or stolen property found in any search undertaken pursuant to any portion of this policy.

The search of a student's person may be conducted only if school officials have a reasonable suspicion that a student's clothing, purse, book bag or other container contain stolen items or other items or substances prohibited by law or District policy.

Interrogations by law enforcement authorities may be conducted in private with the school principal or his designee present, and efforts shall be made to have a parent or guardian present. In the event that a parent or guardian cannot be present, or cannot be present within a reasonable time, law enforcement authorities may be permitted to proceed with questioning.

## SIGNS AND POSTERS

Signs and posters are allowed to be hung with certain permissions and provisions. Staples or tape directly to the wall is not allowed. Students wishing to hang signs and/or posters in the school must first obtain permission from an administrator. All signs and/or posters must be appropriate for the school setting and relate to school functions or events. Each sign and/or poster must have a visible administrator's signature.



## VAPING, SMOKING AND TOBACCO USE

**The use of tobacco or other smoke products by students, teachers, staff, and visitors in or on any school property or at any student activity sponsored by the district is prohibited.**

School property includes, but is not limited to, any building used for instruction, administration, support services, maintenance, or storage, **the grounds surrounding those buildings if the school is authorized to exercise dominion and control over those grounds**, and all vehicles used by the school for transporting students, workers, visitors, or other persons.



## STUDENT IDENTIFICATION CARDS



McLain Community High School students are expected to carry their student identification cards (I.D.) while on campus. 2022-2023 McLain High School I.D. cards will be distributed during registration on Aug. 3rd. There is a **\$5.00** charge to replace a previously issued I.D.



## STUDENT INFORMATION ACCESS

Scholastic achievement data on individual students is considered a closed record and may only be accessed by the appropriate school personnel, the student, the parents, or the legal guardian. In the case of divorced parents, both parents have the right to inspect and copy any and all school records which pertain to their child.

The custodian of school records may transmit scholastic achievement data to a student's prospective employer or to a law enforcement agency if (1) a written request is received for such information from a legitimate prospective employer when authorized by the student, or (2) an authorized representative of a law enforcement agency shows that they have a student under investigation and that such data are needed for their investigation.

The custodian of school records may transmit, at the request of the student, or if the student has not reached 18 years of age, with the permission of the parent, any and all records of a student to a school or college where the student has enrolled or has applied for admission.

It is unlawful to give out addresses and telephone numbers of students without first having obtained written permission from a parent or legal guardian.

## STUDENT RIGHTS & RESPONSIBILITIES

The purpose of this policy is to establish a renewed trust based on the humane values of self-respect and respect for others. No student has the right to interfere with the education of fellow students. If dialogue is interrupted or destroyed, then the bonds that hold us together are broken. It is thus the responsibility of each student to respect the rights of all who are involved in the educational process.



Members of the school community, students, parents, and school staff have the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult, harassment or injury, and to provide maximum opportunities for learning for each student.

**Student Responsibilities:** While on school grounds, in school facilities, in district approved vehicles, or at school-sponsored events, the responsibilities of students shall be as follows:

1. To help maintain an overall atmosphere conducive to learning, and to respect the principle that no student shall engage in any activity which disrupts or threatens to disrupt the school operation and/or interfere with the public or private rights of others.

2. To refrain from any conduct, which discriminates against other students on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, age or disability.

3. To attend classes, be on time, and attempt to complete a course of study as prescribed by the Board of Education.

4. To respect the property of the school by caring for it and protecting it from theft, and to refrain from theft of any property of the school, staff and other students.

5. To return all district property to the school, or reimburse the school at replacement value of each item, prior to transfer or withdrawal from the district, level change within the district, or graduation.

6. To promote the physical safety and personal security of all others, exercising in this pursuit, a high degree of self-discipline, and to not engage in assaultive behavior, including fighting with students, staff or other persons.

7. To refrain from all conduct that presents a threat to the safety and welfare of other students or school personnel.

8. To personally refrain from, and discourage others from, bringing, carrying, possessing or using any kind of weapon.

9. To refrain from using, possessing, buying, selling, giving, purchasing, exchanging or being under the influence of alcohol and illegal drugs; to refrain from selling or exchanging drugs and substances which the student represents as drugs; and to refrain from possessing drug paraphernalia.

10. To practice and encourage honesty in academic work and in all other transactions.

11. To respect the staff by obeying all reasonable requests with equanimity and avoiding the use of profanity or obscene gestures.

12. To be familiar with school rules and Board policies regarding expectations for all students.

**Student Rights:** There is an urgent and growing need for school administrators to provide strong leadership in the area of human rights. Human rights accrue to all people simply because they are human. One's humanness cannot be denied because of temporary status as a student; nor should students be denied the opportunity to learn about, and practice, human rights behavior in the school setting.

**Education:** Every student has the right to an education relevant to needs and ability — as provided by state law.

**Freedom of Expression and Assembly:** Students have the right to assemble and express themselves by speaking, writing, distributing, wearing or displaying symbols of ethnic, cultural, or political values such as buttons, badges, emblems, and armbands; or through any mode of dress or grooming style; or through any other medium or form of expression, except that the principal, or designee, may regulate expression, provided the regulation is based on legitimate educational concerns, there is a factual basis for believing a specific form of expression by a specific student is causing or will cause substantial disruption of school activities or the expression constitutes a health or safety hazard.

Students shall also have the right to refrain from expressing themselves in these student-originated activities.



## STUDENT USE OF THE INTERNET

McLain Community High School believes the Internet should be used in schools as a learning resource to educate and to inform students. Accordingly, the Jefferson County School District provides access to the Internet for its students as a means to offer a wide variety of educational resources. While many opportunities offered by the Internet are exciting and appropriate, others are unsuitable for school use. Consequently, use of the computer and Internet is for educational purposes only while attending school.

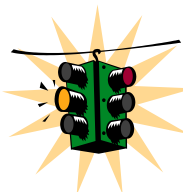
Use of this educational resource demands personal responsibility and an understanding of the district's acceptable use procedures for the Internet. Student use of the Internet is a privilege, not a right, and therefore entails responsibility. General rules for behavior and communications apply when using the Internet. Failure to follow the district's acceptable use procedures and/or this policy will result in the loss of the privilege to use this educational tool and restitution for costs associated with damages, and may result in school disciplinary action (including suspension or expulsion) and/or legal action.

### Prohibited Uses and Sanctions

The following are not permitted while using school computers:

1. Searching, viewing, editing or retrieving materials that are not related to educational purposes (therefore, searching or viewing sexually explicit, profane, violence promoting or illegal materials is not permitted).
2. Accessing, viewing, or altering any official record or file of the school or district.
3. Sending or displaying offensive messages or pictures.
4. Using obscene language.
5. Harassing, insulting or attacking others.
6. Damaging computers, computer systems, or computer networks.
7. Violating copyright laws.
8. Using the passwords of other users.
9. Trespassing in the folders, work or files of other users.
10. Intentionally wasting computer system resources.
11. Using the network for commercial purposes.
12. Sharing of student or district staff home addresses, phone numbers, or other private information.
13. Any activity that violates a school policy, district policy, or local, state or federal law.

Sanctions for violations of any of the above prohibitions may include loss of Internet access, restitution for costs associated with damages, school disciplinary action (including suspension or expulsion), and legal action.



## STUDENT SUSPENSIONS & EXPULSIONS

In matters involving student behavior which may result in the suspension or expulsion of a student, it is the policy of the Board of Education that the parent(s) be notified and involved to the greatest practicable extent in all such disciplinary procedures. In all cases, the students, parents, and school personnel shall be afforded the protection of due process of law.

For Jeffco Policy concerning suspension and expulsions, please review the Jefferson County Conduct Code book available on line at:

- [http://www.jeffcopublicschools.org/publications/conduct\\_code.pdf](http://www.jeffcopublicschools.org/publications/conduct_code.pdf)

\*A hard copy is also available for review in the McLain High School main office.

## VOICE MAIL & EMAIL

The McLain Community High School staff uses a voice mail system and email to facilitate communication with the community. Teachers and staff check their voicemail regularly. We encourage parents to use this system to contact school staff. Voice mail lists are available in the Main Office.



## TRANSCRIPTS

Students may request a copy of their unofficial transcript from the counselor or their learning community administrator.



## VISITORS TO MCHS-

All visitors to the schools shall report to the school office when entering, and show proper identification and reason for being at the school. Visitors shall wear name-tags which identify them as visitors. This will not apply when visitors are attending an assembly, or other school program in areas typically recognized for large group assembly of the community, such as gymnasiums, auditoriums, etc., or when parents are attending activities clearly for the purpose of parent involvement,

such as open house or parent/teacher conferences.

**FRIENDS AND RELATIVES OF MCLAIN HIGH SCHOOL STUDENTS ARE NOT PERMITTED TO VISIT DURING THE DAY.** However, arrangements can be made to tour the school. It is our desire to ensure that all visitors to McLain Community High School are treated with respect.



## WITHDRAWING FROM SCHOOL

Any student leaving to attend another school must withdraw from McLain Community High School through the program's attendance office. Written requests to withdraw are submitted by parents to that office. All fines must be paid and all school property returned before the withdrawal process is complete.