

**Arapahoe High School
Student Planner/Handbook
2014-2015
Littleton Public Schools**



"WARRIORS"
2201 East Dry Creek Road
Centennial, Colorado 80122
Main Office – 303-347-6000
Attendance Office – 303-347-6030
Attendance Night Line – 303-734-6500
Main Office Fax – 303-347-6004
Library Fax – 303-347-6090
<http://arapahoe.littletonpublicschools.net>

Mrs. Natalie Pramenko, Principal

**Ms. Angela Boatright
Assistant Principal**

**Mr. Brian Ceriani
Assistant Principal**

**Mr. Darrell Meredith
Assistant Principal**

**Mr. Steven Sisler
Assistant Principal**

"Warriors always take care of one another!"

Property of:

Name _____

Address _____

Phone _____

In case of emergency, please notify:

Name _____ Phone _____

Address _____

Parent Work/Cell Phone _____

If found, please return this book to my English teacher.

Name of Guidance Counselor _____

LPS 01673

Exhibit No.: 50
Deponent: Pramenko
Date/RPR: 11/15/14
Hunter + Geist, Inc.

Table of Contents

Use your Student Planner! Write in it often, and fill your pages completely. If you keep your student planner, it will become a journal of your high school experiences that you can keep forever. Save all of your Arapahoe Student Planners and cherish your days as a Warrior.

(This needs to go on the page that you create for the table of contents)

A Message to All Warriors,

You are receiving this STUDENT PLANNER because we believe students do better when they know what is expected, understand how to organize, study and make good use of their time. . . This instructional tool will help, but only if YOU USE IT!

At Arapahoe, we truly believe that teenagers make a difference. A strong historical example of this is displayed near the Arapahoe main office entrance in the famous World War II mural of the "Flag Raising on Iwo Jima." Two of the six US Marines were teenagers, and they helped save the world! At Arapahoe we need your help, spirit and commitment to **do the right things right.**

You should approach your schoolwork with the attitude of doing it because YOU want to learn it, not just, because your teacher requested you to do so. Do it for yourself! Doing it well, and to the best of your ability, will not only help you learn, it will help you prepare for college and for life.

Make the most out of your high school experience by getting involved in school activities. There are so many wonderful extracurricular clubs and activities that Arapahoe has to offer! Choose something you enjoy. See it as an opportunity to learn, develop strength and leadership skills, and to make new friends.

Take advantage of the opportunities this new school year has to offer you. We sincerely hope it is both meaningful and enjoyable. Have a great year! And remember . . .

It's always a great day to be a Warrior!

Sincerely,

Mrs. Pramenko
Principal

LPS 01675

Mission Statement

Our mission is to create an engaging teaching-learning environment that values student individuality and encourages students to:

- recognize and achieve their full potential,
- collaborate in the learning process,
- become lifelong learners, and
- participate actively in their local and global societies.

Adopted 12/10/07

Vision Statement

Arapahoe High School commits itself to continued excellence in education while utilizing the ever-changing innovations in communication and technology. While looking to the future, we also honor our unique and long-held relationship with the Arapaho Tribal Nation by appreciating their values of respect and dignity. Through positive interpersonal relationships, relevant learning, and rigorous curriculum, Arapahoe will continue to produce responsible and empowered participants who make meaningful contributions in the greater society.

We will foster a culture of excellence by:

- Upholding a positive learning environment.
- Promoting physical, emotional, and social well-being.
- Raising self-awareness, positive relationships, and unity through participation in extra-curricular activities.
- Exhibiting self-discipline and embracing responsibility.
- Acknowledging and valuing individuality by celebrating individual efforts and achievements.
- Building open relationships that foster a trusting, thoughtful, caring school community.
- Seeking input from staff, students, parents, and community members and valuing the influence this input can have on every student's future.

We will promote best practices by:

- Continuing to integrate technology to keep pace with 21st century learning.
- Fostering and rewarding new, creative, and imaginative approaches and ideas.
- Providing practical, differentiated learning experiences.
- Ensuring meaningful, relevant essential learnings.
- Implementing common assessments to measure academic growth.
- Developing cross-curricular integration.
- Using a variety of resources to solve problems.
- Remaining flexible and adaptable through times of change.

We will develop procedures to:

- Foster collaboration to fuel student achievement and continued school improvement.
- Utilize positive intervention strategies to allow all students to reach their full potential.
- Nurture students to become academic achievers who:
 - Take ownership and pride in their education.
 - Realize and develop their creative talents.
 - Read, write, listen, and speak with purposeful reflection and intent.
 - Develop meaningful communication skills that utilize creativity and technology.

Arapahoe High School dedicates itself to a vision that extends far beyond the walls of the classroom. By recognizing the full potential of each student along with the rapidly changing demands of the 21st century, Arapahoe compels its students, staff and community members to achieve a higher level of education—one that weaves together the world of intellectual pursuit with the spirit of responsibility, compassion and courage. Welcoming the challenge of these opportunities, Arapahoe students will not only embrace but enrich the world that awaits them.

Library/Media Center

Mr. Tracy Murphy, Librarian

Mr. Karl Fisch, Director of Technology

Mrs. Karla Brachtenbach, Library Clerk

Hours: 6:45 a.m. to 3:30 p.m. M-TH
6:45 a.m. to 3:00 p.m. F and before holidays

Students seeking to do research or have a place to study may visit the Library/Media Center before school, during unscheduled time, during lunch or after school.

During the spring and summer of 2014, the library was extensively remodeled. When planning the design for the new library, much thought was placed in not only updating the facility, but in making it a place that will meet multiple learning styles. Within the walls of the library, students should be able to find space and resources to meet their individual learning needs. Areas of the library have been specifically designed for a wide variety of uses.

These areas include

- **A food and drink area near the front of the library.** With a tile floor and comfortable, but non-upholstered furniture, this is the only area of the library where food and drink are permitted. Students pressed for time may bring their lunch or snacks into the library and work on their school assignments in a much quieter environment than that of the school's cafeteria. Students are expected to keep this area clean by picking up after themselves before they leave. A water dispenser for filling water bottles is also located in this area.
- **A quiet study area with individual study carrels.** This area is located in the northwest corner adjacent to windows looking west. Also found in this area is a laptop counter along the windows. Students in this area are asked to work independently and silently.
- **A comfortable seating area** is found in the northeast corner next to a large window facing east. Upholstered chairs and ottomans along with tables with built-in laptop swivel tablets are scattered throughout this area. For those who work best in a less conventional environment, this might be the place for them.
- **Small group table seating** is located in the southeast corner, immediately to the right as one enters the library. Seating for up to sixty-four students is found at round, square and rectangular tables. This area works well for students that need to spread out individually, work with a partner or in small groups. Although talking is permitted, even encouraged, in this part of the library, students are expected to respect the needs of others by using quiet voices.
- **Five small group study rooms** are located next to the table seating area. Each of these rooms may seat up to eight people and contain a large (10' x 4') table, large LCD monitor, and two white boards. The tables provide power for charging portable devices and students may connect their devices to the wall mounted monitor via HDMI, VGA, or USB2 connections. Students working on a group project, studying for an exam, or preparing a group presentation may use these rooms.
- **Teacher conferencing area** has been set aside for teachers to meet with students. This space is located right at the front of the library as one walks in and is located next to the book shelves found in the middle of the facility.

Services

The library staff is available to assist with

- Research assignments
- Class assignments
- Reading recommendations
- Technology related to completing school assignments
- Reserving materials
- Requesting materials from other LPS schools
- Reference questions
- Faxes/Photocopying

Borrowing Periods

- Regular Collection – three weeks
- Reference and Reserved Materials – overnight
- Magazines – one week

Fines and Fees

- Regular Collection - .25 per day
- Overnight Materials - \$1.00 per day
- Magazines - .25 per day
- Maximum Fine per Item - \$5.00
- Lost Materials - Replacement Cost
- Printing of School Assignments - .10 per sheet after the 2nd sheet of one document and for each page of multiple copies of any document.
- Personal Copies - .10 per page
- Color Printing - .50 per page

Expectations

- Food and drink is permitted only in the food and drink area located near the front of the library.
- Use of electronic devices (iPods, MP3 players, cell phone, and laptop computers) should not distract others nor call attention to yourself.
- No talking on cell phones is allowed. This includes checking voice mail as doing so may give staff the impression that you are talking on your phone.
- See the library's webpage for detailed guidelines regarding student behavior expectations and policies on the use of electronic devices in the library. .
- Students are expected to be courteous to one another and to the library staff.
- To check out materials, students must show their school ID cards.

Internet Opt-Out Policy

Student use of the Internet for purposes of research and retrieval of current information related to curricular content areas is a generally accepted practice and is considered an essential instructional tool, thus it comes under the opt-out category. Littleton Public Schools uses a district-wide filtering service. If a student/parent decides that the Internet should not be used as an instructional/learning tool, the student/parent may pick up and complete an Internet Opt-Out Form in the Arapahoe High School Library Media Center. It is the responsibility of the student to notify his/her teachers that he/she cannot use the Internet for class assignments. It is also the responsibility of the student to refrain from using the Internet at Arapahoe High School.

Works Cited

- For citing resources, Arapahoe High School follows the ***MLA Handbook for Writers of Research Papers, Seventh Edition***
 - MLA recommends double spacing citations.
 - Titles of books, periodicals, websites, and online databases should be italicized rather than underlined.
- **Easy Bib School Edition**

All AHS students may create their own Easy Bib account, good until they graduate, to assist them with citing sources accurately. In addition, this is an excellent resource for organizing their research information. To make sure you are authenticated as an Arapahoe student, access Easy Bib for the first time at school. Thereafter, the account may be accessed from anywhere in the world.

In the middle of difficulty lies opportunity!
-Albert Einstein

Many quotes in your STUDENT PLANNER come from "The American Patriot's Almanac" by William Bennett and John T. E. Cribb

Guidance Center

The Arapahoe Guidance Center is open from 7:00 a.m. until 3:30 p.m. daily to accommodate students. Our facility offers opportunities for students to pursue independent college/ career/scholarship computer searches. Parent Guidance Office Volunteers assist students daily with these searches.

Counselors

All students are assigned by alpha and remain with that same counselor throughout high school. However, you may request to see any counselor.

Mr. Kirk Bast	A-CI
Ms. Rachel Conkey	Co-Go
Ms. Lindsay Gillespie	Gr-La
Ms. Shannon Kershaw	Le-O
Mrs. Kelly Talen	P-So
Mr. Scott Wadsworth	Sp-Z
Ms. Bree Dougan	School Psychologist
Mrs. Jan Lewallen	Post Grad Coordinator

Administrators

All students are assigned by grade and remain with that same administrator throughout high school.

Mr. Brian Ceriani	Class of 2018
Mr. Steve Sisler	Class of 2017
Ms. Angela Boatright	Class of 2016
Mr. Darrell Meredith	Class of 2015

Guidance Services:

Counseling	Personal, Social, Developmental
Guidance	College, Career, Academic, Military
Testing Availability	Preparation, Administration and Interpretation
Registration	Course Selection and Scheduling
Special Programs	Alternative Education Opportunities
	Community Referrals
Liaison	Home, Faculty

Parent appointments and phone calls are welcome. Please call 303-347-6010.

Arapahoe High School

School Code for College and Testing Registration: 060928

Students May Register for the ACT and SAT Tests On-Line at:

www.act.org

www.collegeboard.com

LPS 01679

**Arapahoe High School
Graduates Recommend**

Homework at Arapahoe is Essential!

Not all learning takes place in class. With the Variable Schedule homework ties the days of instruction together. Homework prepares you for college rigor, offers opportunity for review of class instruction, teaches self-discipline, autonomy and study habits, reinforces focus on learning and is good for you! Our teachers may not all grade homework every day, but it will be reviewed and valued.

- Do homework Sunday through Thursday.
- Take Friday and Saturday off!
- Average nearly two hours of homework each night. Our Variable Schedule requires it.
- When you don't have homework—**REVIEW** notes, tests, etc.
- Prepare questions to ask in class.

"Once students begin with a strong commitment to academics they tend to stay strong".

**Arapahoe High School
"Warrior Fight Song"**

**Whenever we compete, we want our opponents to hear our Warrior
Pride!**

**Very few high schools have a Student Body who knows its fight song.
Warriors, learn it!**

**We're Warriors of the Tribe Arapahoe
Courageous, loyal braves where e'er we go
Beneath our colors bold, the black and gold
We'll cheer our team to victory! Fight! Fight!
Dear alma mater, now we sing to thee,
A symbol brave and strong you'll always be.
Our pride in you will ever grow
'Cause that's the spirit of Arapahoe!**

WARRIORS ALWAYS TAKE CARE OF ONE ANOTHER!

*Anthony Sitting Eagle
Arapaho Tribal Elder*

The Variable Schedule A Privilege – Not a Right!

The Variable Student Scheduling system was established at Arapahoe High School in 1967. It enables students to gain a more diversified educational background, to become independent learners, as well as more self-disciplined, to deal with responsibility and develop time management skills. The scheduling system is similar to the college semester system. Class periods are less than one hour; however most classes meet fewer than five periods each week. The periods per week vary with the time demands of the course. **For example:** Western Civilization meets Monday, Wednesday, and Friday for three periods every week; Chemistry Labs meets for two consecutive periods on Tuesday or Thursday for a total of two periods a week; Mythology meets on Tuesday and Thursday, two periods every week. Credit is awarded on a semester hour basis; the number of credits is equal to the number of class periods the class meets. Thus, Western Civilization, which meets Mon.-Wed.-Fri., is worth three semester hours of credit.

Unscheduled Time

Variable Scheduling allows students the opportunity for "unscheduled time." **Students should use unscheduled time for working on class assignments, seeking out teachers for additional help, meeting with counselors about course and career planning, visiting the Study Center, computer labs or the Library/Media Center, and pursuing other endeavors. (Unscheduled time is not synonymous with "Free Time!")**

When unscheduled, teachers are generally available in their departmental offices. Variable Scheduling affords students unscheduled time during the school day so students may become independent learners, develop self-discipline and experience some control over the school day. Violators of unscheduled time may lose this privilege. **Freshmen-Sophomores are required to take a minimum of four courses everyday. Juniors-Seniors are expected to take a minimum of three courses everyday.**

Because half of the classrooms are being used during lunch periods, it is important that students not use the hallways near occupied classrooms. **Congregating or loitering in the hall during class time is discouraged.** The Library is open from 7:00 a.m. to 3:30 p.m. Students may have unscheduled hours which may not occur during the same time as their classroom teachers. It is important to remember **TEACHERS ARE AVAILABLE TO ASSIST STUDENTS IN EACH DEPARTMENTAL OFFICE THROUGHOUT THE SCHOOL DAY.**

Study Center

All students are encouraged to use the resources provided in the Study Center. This includes teacher and peer tutors, computers and study space. The Study Center is designed to provide **academic assistance** to any student in addition to help available through departmental offices.

The student may choose to simply drop-in or he/she may register for the Study Center class through their counselor for credit. The Study Center is located at the west end of the building in the glass atrium next to the gymnasiums.

Reducing Stress

- Exercise and eat regularly
- Avoid excessive caffeine
- Communicate
- Make prioritized lists of assignments and tasks
- Estimate the amount of time you think each task will require and add 15% to accommodate for unplanned delays and interruptions
- No negative self-talk! Challenge yourself to think positive or neutral thoughts: "Things are hard now, but they will get better as I complete my work and get some help."
- Procrastination almost never pays off; don't wait for additional information to come your way. Start working as soon as possible, especially on large projects.
- Take a break from stressful situations: listen to music, play an instrument, walk, workout, hang with family and friends, draw, write, whatever your passion is!
- Build a great support network from family, friends, teachers, or staff at school who will help you cope in a positive way.

Student Council Officers

Executive Officers:

President	Sanjay Patil
Vice President	Jayla Hodge
Secretary	Erica Petersen
Treasurer	Chris Foster
Publicity Officer	Jaylin Hodge

Senior Class – Class of 2015

President	Whitney Byrd
Vice President	Natalie Betts
Secretary	Nikita Wyant
Treasurer	Matthew Borcic
Publicity Officer	Mandee Middleton
Ambassador	Kaytee Dobbs
Ambassador	Tram Nguyen

Junior Class – Class of 2016

President	Sam Bartolome
Vice President	Aly Decolati
Secretary	Atlee Witt
Treasurer	Caroline Carman
Publicity Officer	Capri VanGilder

Sophomore Class – Class of 2017

President	Allison Swomley
Vice President	Tia Decolati
Secretary	Nicole Seavall
Treasurer	Christopher Keiffer
Publicity Officer	Matthew Parone

Freshman Class – Class of 2018

Elected in Fall 2014

Do not let what you cannot do interfere with what you can do!

–John Wooden

Warrior Athletics

Centennial League

(M=Male, F=Female)

Fall

Cross Country (M/F)
Football (M)
Golf (M)
Soccer (M)
Softball (F)
Tennis (M)
Volleyball (F)

Winter

Basketball (M/F)
Swimming (F)
Wrestling (M)

Spring

Baseball (M)
Golf (F)
Lacrosse (M/F)
Soccer (F)
Swimming (M)
Tennis (F)
Track (M/F)

Year-Round – Cheerleaders (F) and Tom Toms (F)

Philosophy

At Arapahoe High School, we believe that the athletic/activity programs are an integral part of the total school program. There are educational values and experiences in athletics that cannot be found in the classroom. Athletes are subject to mental and physical discipline, make decisions, exhibit courage, and work hard. Even in team sports, athletes compete against themselves, striving always to improve their own performances.

We ask that every athlete give 100% when making a commitment to an athletic program. We believe our primary objective is to teach wholesome attitudes: An appreciation for physical fitness, personal health, team loyalty, personal sacrifice, teamwork, cooperation, dependability, and the ability to accept challenges. A winning program depends upon effort and attitude as well as performance.

The LPS Athletic Code of Conduct will be in effect 24 hours a day, 7 days a week for 365 days a year. It applies to all athletes whether in season or out of season, on school property, at school sponsored/sanctioned events, on or off campus. Consequences of code violations may carry over from year to year and may be in effect for the duration of the athlete's high school participation.

Sportsmanship

Because athletics must operate within the framework of sound educational principles, it follows **that**:

1. Athletic teams at Arapahoe High School come under the jurisdiction of, and are required to abide by, the rules of the Colorado High School Activities Association, so that all athletes may compete under identical standards.
2. Those who take advantage of the privilege of athletics either as a participant or as spectator are expected to conduct themselves in a manner that does not detract from the educational principles, which direct the basic organization.
3. Athletes and officials are human beings—they are not perfect and never will be. Everyone involved in a contest may make a mistake. Competitors, coaches, officials and spectators enter into competition knowing that errors are a normal part of an activity and are likely to happen.

Fans and Spectators are expected to:

1. Show Warrior Spirit and encourage our team without insulting our opponents.
2. Stand and remove head gear during the National Anthem.
3. Cheer **for** their team rather than against their opponents.
4. Maintain self-control at all times while conducting themselves as responsible citizens.
5. Show **RESPECT** for opponents in every way possible.
6. Bring School ID card for admission.
7. Be humble in victory, and gracious and not bitter in defeat.
8. Leave the site of an activity including the parking lot—as soon as possible after the activity is completed.
9. Wear appropriate clothing at sporting events (no body paint).

Fans and Spectators will not:

1. Use negative chants, which focus on or exploit mistakes.
2. Participate in chants or behaviors, which use obscene or insulting language, gestures, or which mention or imply topics, which would tend to ridicule, taunt, harass, intimidate, humiliate, demean or embarrass others in attendance, incite or abuse opponents, or bring disrespect upon game officials.
3. Engage in any action that endangers the safety of participants, spectators, or officials.
4. Bring music devices, or radio equipment to athletic contests or make use of noisemakers in the stands.
5. Throw anything onto the playing surface or at players, coaches, officials, cheerleaders, band members, supervisors, police, fans, or guests.
6. Leave an athletic event before it is over and expect to return at a later time.
7. Wear costumes, including but not limited to; masks inappropriate representations of the warrior mascot or barrels.

Violations of the spectators' code of conduct may result in dismissal of the event, prohibition from future event attendance, and/or suspension from school.

Extracurricular Activities

Arapahoe offers students membership in a wide variety of school sponsored activities, clubs, and organizations.

Academic Peer Coaches	Key Club
Art Club	LINK Crew
Color Guard	"MUSE"
DECA (Assoc. of Marketing Students)	National Honor Society
Drama Club	Journalism
Enrichment Programs	Spanish Club
FBLA (Future Business Leaders)	Speech & Debate
FCCLA (Family/Career Leaders)	Student Council
French Club	TSA (Technology Student Assoc.)
Instrumental Music	Vocal Music

Academic Eligibility

Eligibility for competition in interscholastic athletic and spirit squads at Arapahoe High School is determined in accordance with the rules and regulations of CHSAA (Colorado High School Activities Assoc.), the Centennial League, and Littleton Public Schools requirements. In order to participate in activities sanctioned by the CHSAA, a student must be actively enrolled in a minimum of 2.5 Carnegie units of credit. Eligibility will be checked once a week and will be effective for the following week. To maintain eligibility, a student cannot fail more than .5 Carnegie units of credit. To translate Arapahoe High School Variable Scheduling hours to Carnegie Units:

<u>Variable Scheduling Hours</u>	<u>Carnegie Units</u>
3, 4, or 5 hour course	.5
2 hour course	.25

There has been a growing concern over the increasing number of athletes with D's and F's. Athletes who are ineligible, of course, cannot compete, but it is felt that a more positive approach is needed to remedy this situation.

Student Activity Tickets

All students are encouraged to purchase Activity Tickets which are good for most activities/athletic contests throughout the year. The cost is \$30. The ticket provides free admission to home extracurricular events with the exception of theater productions. Otherwise, student admission is \$3 per event. These fees are used for school organizations, clubs and teams to assist in funding various activities; i.e., forensics, vocal music, orchestra/marching band, newspaper, spirit squads, and athletic teams. All students who participate in these programs are expected to purchase Activity Tickets to support these groups.

In addition to free admission to most "home" school sponsored events, the Activity Ticket provides each student with a copy of each edition of the student newspaper, the *Arapahoe Herald*, finances guest entertainers at school assemblies, finances athletic, academic and activity chenille letters, end of the year achievement award plaques and pays membership fees to CHSAA.

Homework

Homework is an expectation!

Recent HOMEWORK research/study by METLIFE AMERICAN stated:

- Homework helps students practice and apply information/ learnings shared in class.
- Homework review of class material helps students prepare for tests.
- Homework provides teenagers with a sense of responsibility and accomplishment.
- Students who believe homework is not important tend to receive below average grades, do not plan to attend college, and are more stressed about school.
- Achieving students do homework at least 5 out of every 7 days.

We are getting you “college ready” and we know you will be doing substantial homework in college.

With our Variable Schedule, not everything can be learned in the classroom. You are expected to do your part independently at home, in the library or in our cafeteria. Stay prepared by following up on school work outside of class.

Arapahoe is a rigorous high school, but we offer a lot of opportunity to get help from teachers in our Study Center, our departmental offices or any office wherever there are adults available to you. **Advocate for yourself.** Ask for help if you need it, and don't wait until you are earning a D or an F. See a teacher for help anytime you are achieving below a “C”.

Helpful Hints

- **Focus on the daily learning goal.**
- **Learn the vocabulary of the course.** Learn basic facts, ideas, principles, definitions. Be able to state them in your own words.
- **Think!** Thinking is the manipulation and application of facts and principles. Your thinking will be as clear as your understanding of these facts and principles. This is not easy and requires effort.
- **Test yourself.** Try to answer your own questions. Check your answers with the book and/or the teacher.
- **Review your work.** Review today's work before you study tomorrow's. Put the current assignment in perspective. Does it make sense?
- **Questions.** Prepare questions to ask in class. The Arapahoe staff is very good at answering questions and it values student questions.
- **Meet with Teachers** – Review your study plan to be sure you are focusing on the most important points.
- **AHS Seniors** tend to do more homework than freshmen!
- **Eat Breakfast** - Starting your day off with a healthy breakfast will make you feel great and perform better in school and sports. You will perform better in school, meet your vitamin and mineral needs for the day, eat more fiber and less fat, and are less likely to be overweight. Fiber and protein are the most filling and keep your blood sugar levels steady for the longest period of time. That's great if you have a late lunch!

Ten Ways to Study – That Work!

1. **Use your STUDENT PLANNER** every day.
2. **Study in a quiet place**—the same place each day.
3. Gather all the materials you'll need before you begin.
4. Don't wait for "inspiration" to strike—it probably won't.
5. A well kept **3-ring notebook for each course** can help you keep organized.
6. **Study in "spurts"** of 30 minutes with a five minute break between. We recommend at least three or four "spurts" each evening.
7. **Good notes** are your insurance against forgetting. Don't try to memorize what the teacher says...write down the meaning in your own words. Have a separate notebook for each course.
8. **Frequent review** of your notes, quizzes, tests and related material will help improve grades. Most of us forget that this is homework, too. There is a purpose for homework.
9. **Read for meaning.** Put the meaning in your own words. It must make sense to you!
10. Research shows that studying and preparing for class is **"good for you."** Study two hours per day and take Friday/Saturday off.

Whether you think you can or think you can't, you are right!

LPS 01685 Henry Ford

Arapahoe High School Graduation Requirements

Minimum Graduation Requirements:

Students must pass a minimum of 188 semester credits in grades 9–12.

Please note:

The Colorado Commission on Higher Education (CCHE) recommends students intending to attend Colorado four year colleges/universities to have as minimums:

- 4 years of Language Arts
- 4 years of Mathematics (Algebra 1–higher)
- 3 years of Science (two must be laboratory courses)
- 3 years of Social Studies
- 1 year of World Language
- 2 years of academic electives

Take more courses than the minimum. Rigorous courses are important for college admission

- I. **Language Arts** – 35 semester credits (4 years) distributed as follows:
 - A. English 9-S1 and S2, or Integrated English 9/US History-S1 and S2, or Honors English 9-S1 and S2 or Honors English 9-S1 and S2.
 - B. English 10-S1 and S2, or Honors American Literature S1 and S2.
 - C. Electives – remaining semester credits necessary to total 35 semester credits.
 - D. Alternate electives – Journalism classes qualify for elective credit, a maximum of three credits of 3rd year World Language, Drama: History/Literature.
- II. **Social Studies** – 30 semester credits (4 years) distributed as follows:
 - A. U.S. History S1 and S2, Honors U.S. History S1 and S2, or Integrated U.S. History/English S1 and S2.
 - B. World Geography and Civilizations S1 and S2, or Honors World Geography and Civilizations S1 and S2.
 - C. Western Civilization S1 and S2 or Honors Western Civilization S1 and S2.
 - D. American Government or Advanced Placement American Government and Politics.
 - E. Economics or Advanced Placement Economics.
 - F. Electives – 3 semester credits.
- III. **Mathematics** – 4 semesters (8 semesters strongly recommended)
- IV. **Science** – 4 semesters (6 semesters strongly recommended)
- V. **Fine Arts** – 6 semester credits selected from any one or combination of the following: Visual Arts or Performing Arts
 - A. Alternate Courses – Public Speaking and Technology Studies.
- VI. **Practical Arts** – 6 semester credits distributed as follows:
 - A. Business Technology I
 - B. Other credits may be selected from one or combination of the following: Business and Marketing Education, Journalism, Technology Education, Area Career Technical Education (ACTS) or Culinary Essentials.
 - C. Alternate Courses – Stagecraft (Theatre)
- VII. **Physical Education** – 12 semester credits distributed as follows:
 - A. Health in the eleventh grade
 - B. One course in swimming or proficiency demonstrated by passing the swimming skills waiver test. (Completed in the ninth or tenth grade.)
 - C. Two semester credits of Physical Education may be waived for completion of four seasons of Marching Band.
 - D. Alternate Course – Theatre Movement. **Beginning with the class of 2017, this course will not be offered as Physical Education credit.**
- VIII. **Electives** – In addition to the required credits, each student must select sufficient elective courses to complete a total of 188 credits for graduation from Arapahoe High School. (2 years of same World Language strongly recommended)

Single Gender Classes are popular and available throughout our course offerings for all grades. Placement is voluntary and students may Opt-Out or Opt-In to Single Gender Classes.

OPT-Out Procedures

Parents can expect the use of consistent standards at AHS for opting out of programs, events or activities. Under no circumstances will students intentionally be made to feel different, nor will parents choosing to exercise their right to opt-out be criticized for their decision. Opt-out applies to the Board-adopted curriculum and related activities that occur regularly or as a matter of course. Opting-out of an assignment always requires a showing of a bona fide reason. Replacement of assignments/activities will be provided at the Administration/Teacher discretion.

Develop success from failures. Discouragement and failure are two of the surest stepping-stones to success!

-Dale Carnegie

Valedictorian/Salutatorian

Traditionally, Valedictorians and Salutatorians are chosen based upon their academic record through eight semesters of high school.

Arapahoe High School believes these two honored positions should also reflect the values held by community, students, and staff. Those values include not only high academic performance, but the integrity and high moral character of students as well. Scholars violating laws, policies or school rules may lose this honor.

Therefore, the administration at Arapahoe High School reserves the right to bestow the honor of Valedictorian and Salutatorian based upon academic performance and qualities of good citizenship as demonstrated by all students.

Your Teachers' Unscheduled Hours

One of the tremendous benefits of the Variable Schedule is the **Unscheduled Time**. This provides time for students to meet with teachers during the school day. If your particular teacher is unavailable during your unscheduled time, feel free to see any other teacher in the department. Arapahoe teachers are very good at providing assistance...just ask.

First Semester

	1 7:21-8:20	2 8:25-9:24	3 9:29-10:30	4 10:35-12:09	5 12:14-1:12	6 1:17-2:16
Mon.						
Tues.						
Wed.						
Thurs.						
Fri.						

The Variable Schedule requires students to spend considerable time outside of class on schoolwork.

Knowledge grows exponentially. The more we know the greater our ability to learn and the faster we expand our knowledge base.

Second Semester

	1 7:21-8:20	2 8:25-9:24	3 9:29-10:30	4 10:35-12:09	5 12:14-1:12	6 1:17-2:16
Mon.						
Tues.						
Wed.						
Thurs.						
Fri.						

**2014-2015 PLC Wednesdays
(Late start days—First Period begins 9:21 a.m.)**

August 27	December 3
September 10	January 28
October 1	February 25
October 29	March 18
November 12	April 29

You can make more friends in two months by becoming interested in other people than you can in two years by trying to get others interested in you!

LPS 01688 © Carnegie

Arapahoe Post Graduate Center

The Arapahoe Post Graduate Center is located in the Guidance Center. It is designed to assist students and their parents in all aspects of planning students' post graduate years: college and scholarship searches, personality assessments, and career and military information. Sophomores, juniors, and seniors receive invitations for scheduled visits. All students are welcome at any time during school hours or by appointment outside of school hours. Parents are encouraged to call or make appointments. Please call **Mrs. Jan Lewallen**, Post Graduate Center Coordinator, at 303-347-6089.

ACT/SAT Exam Dates

ACT	Test Date	Registration
American College Test	September 13, 2014	August 8, 2014
	October 25, 2014	September 19, 2014
	December 13, 2014	November 7, 2014
	February 7, 2015	January 9, 2015
	April 18, 2015	March 13, 2015
	June 13, 2015	May 8, 2015
SAT	Test Date	Registration
Scholastic Aptitude Test	October 11, 2014	September 12, 2014
	November 8, 2014	October 9, 2014
	December 6, 2014	November 6, 2014
	January 24, 2015	December 29, 2014
	March 14, 2015	February 13, 2015
	May 2, 2015	April 6, 2015
	June 6, 2015	May 8, 2015
PSAT/NMSQT	Oct. 15, 2014 (Preliminary SAT/National Merit Scholarship Qualifying Test)	
ASPIRE(formerly PLAN)	Nov. 1, 2014	
STATE ACT	April 28, 2015	

Our National School Code #060928

Questions About College Planning?

Visit our "Post Graduate Center"

SAT and ACT

Individual colleges and universities will request either the SAT or ACT for admissions. Most schools will accept either test. Remember, all juniors at Arapahoe will take the State ACT during a school day in April. Students wishing to retake the ACT to improve their scores, or to take the SAT, may do so by registering for a national test date.

Where Do I Register Online for the SAT or ACT?

- Register at actstudent.org for the ACT.
- Register at sat.collegeboard.org for the SAT.
- Choose your test date and test center.
- Get and send your scores online.
- Register for the SAT Reasoning Test, SAT Subject Tests, ACT and ACT Writing Tests. *ACT Writing and SAT Subject Tests may be required by certain colleges – see the Post Graduate Center for more information.*

How Can I Prepare for the SAT?

- Get extensive practice with *The Official SAT Online Course*.
- Sign up for "SAT Question of the Day" at sat.collegeboard.org.
- Participate in SAT review/prep classes at Arapahoe High School.
- Access SAT prep books at the Post Graduate Center.
- Register for sat.collegeboard.org and take the free online prep course.

How Can I Prepare for the ACT?

- Get extensive practice with *Choices Test Gear* in the Post Graduate Center.
- Participate in ACT review/prep classes at Arapahoe High School.
- Access ACT prep books at the Post Graduate Center.
- Register for actstudent.org and take the free online prep course.

Why Should I Take the PSAT and ASPIRE Tests?

- The PSAT and ASPIRE give you feedback on your academic skills to help you prepare for college.
- PSAT and ASPIRE results predict your scores on the SAT and ACT tests.
- The PSAT is a qualifying test for National Merit scholarships.

Plan for College

- **Visit our Post Graduate Center.**
- Take challenging courses.
- Get involved in extracurricular activities, internships, and volunteer work.

Advanced Placement Courses General Information

What is AP?

AP can change your life. College-level AP Courses allow you to enter a universe of knowledge that might otherwise remain unexplored in high school. AP Exams give you the opportunity to earn credit or advanced placement at most of the nation's colleges and universities, as well as colleges and universities in 28 other countries.

Why Participate?

It's the highest level of learning in high school, and you can earn college credit by scoring the required number for each respective college or university the AP exam in May. With 34 courses and exams in 19 subject areas, AP offers something for everyone. The only requirements are a strong curiosity about the subject you plan to study and the willingness to work hard. Here are just a few reasons to sign up:

Gain the edge in college preparation.

- Get a head start on exactly the sort of work you will confront in college.
- Improve your writing skills and sharpen your problem-solving techniques.
- Develop the study habits necessary for tackling rigorous course work.
- Juniors and seniors are eligible to take college courses that can count as **both** high school and college credit through a program called Concurrent Enrollment.

Stand out in the college admissions process.

- Demonstrate your maturity and readiness for college.
- Show your willingness to push yourself to the limit.
- Emphasize your commitment to academic excellence.
- Study subjects in greater depth and detail.
- Take the risk of rigorous course work. You are smarter than you think!

Field Trips

Arapahoe considers field trips an important part of a student's high school experience, but also considers participation in field trips to be a privilege. It is the responsibility of the student to see teachers **in advance** of the field trip to make arrangements for any work that will be missed. While a field trip is considered an excused absence, any work not completed in accordance with teachers' instructions or within the agreed-upon time frame, may be treated as late and may not be accepted, per classroom policies. At times, a teacher may be concerned that a student's participation in a field trip may be inadvisable because of that student's academic status. In that case, the teacher may recommend that a student not participate in a field trip.

Student Attendance

Variable Scheduling provides students with "unscheduled time" during the school day. This allows for student pursuit of additional opportunities. Since most classes meet two, three or five days per week it is imperative that students be in attendance at every scheduled class session. With the privilege of "unscheduled time" comes the responsibility to attend **ALL** scheduled classes.

Excused Absences

Absences may be excused for student illness, family emergencies, family vacations or medical or court appointments that can be made at no other time than during school hours. Absences will be excused when parents **telephone the Attendance Office the day of the absence or by 3:00 p.m. the following day.** **The school reserves the right to determine whether an absence is excused or not and may require medical verification or other documentation if there is a pattern of excessive absences.**

The Attendance Office number is 303-347-6030 from 7:00 a.m.-3:00 p.m. The 24-hour voice mail number is 303-734-6500. Daily attendance can be checked on the Arapahoe "Home Page" through the Parent Portal. Parental written notes are **NOT** acceptable in releasing students and/or excusing students from classes. Phone calls must be made to validate the absences. Messages to students are delivered only in cases of emergencies from immediate family members and/or employers. We protect class instruction from interruptions.

Students must pick up a pass from the Attendance Office in order to leave school for an appointment during the school day. A parent must call the Attendance Office early that morning, or the day before, to arrange for the pass. **The student is responsible for picking up the pass before the scheduled departure time.** The student may not pick up the pass until a parent has called in the absence. Passes are not delivered and teachers do not allow students to leave class without a pass.

If Your Parents Are Unavailable

Students, if your parents are unavailable, **you may call** in to the Attendance Office yourself and identify yourself as the student. Tell the Attendance Office when your parents will return. The Attendance Office will expect a call within 24 hours of the parent return. This "temporary" excuse is an example of our trust in our students' judgment.

Unexcused Absences

An unexcused absence is one which the parent does not excuse or which the school does not approve. Unexcused absences will normally be absences not covered in the categories of pre-arranged and excused. In general, they are absences taken to take care of business which could normally be done outside school hours.

Absences for Final Exams

Parents should make a request in writing to the School Administration two weeks before the exam date. After approval, the student may arrange with the teacher for an alternative exam date and time.

Pre-Arranged Absences

Parents and students should consider carefully before deciding to participate in any activity which necessitates the student being absent from school. When an extended absence is necessary, the parent must:

1. **Call the Attendance Office** with the special request at least three school days prior to the absence to secure the necessary attendance form.
2. To secure the necessary make-up work, the student must present the pre-arranged form to his/her teachers.
3. Return the form, with teacher signatures and assignment information, to the Attendance Office prior to leaving on the pre-arranged absence.

Tardiness

Being tardy to class or leaving before a class is over may be considered an unexcused absence. Tardies are to be worked out between student and teacher. **Students more than ten minutes of unexcused tardy to class are considered absent.** Parents need to call to excuse the student if the student will be late to a class. If students have a scheduled class, they are expected to attend it. Students will not be excused from classes and be allowed to "hang out" in any area of the school.

LPS 01691

Perseverance means never giving up even if something is difficult.

The entire Arapahoe faculty and staff cares about the welfare and safety of every Warrior. Any student needing help, support or just a non-judgmental listener should seek an AHS adult. In the spirit of taking care of one another, always refer a friend in need.

**Suicide Hotlines
Safe 2 Tell**

**Colorado 303-692-2539
877-542-7233**

**National 1-800-273-TALK
or online at safe2tell.org**

Keep your face to the sunshine and you cannot see the shadows.

–Helen Keller

LPS Dance Policy

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

Dress

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

Ladies: Semi-Formal/Formal Dress

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

Gentlemen: Semi-Formal/Formal Attire

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

Casual/Informal Attire: Follow and maintain all LPS and Arapahoe High School dress code rules throughout the dance.

Dancing Guidelines

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

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

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

**Most high schools have only two dances,
Homecoming and Prom.
We are fortunate to have more.
High school dances are a privilege.
Let's make ours the best!**

LPS 01692

Student Policies

One of the major objectives of formal education is to teach student citizenship and responsibility. We believe that this is of primary importance in today's society. Arapahoe High School students recognize the conduct appropriate for a given situation and they behave themselves accordingly. We expect that this custom will continue and that students will exhibit the courtesy that has brought many compliments to our school.

At Arapahoe we don't have numerous rules, but the ones we have...we enforce:

1. Everyone has the right to learn (and no one has the right to interfere with the learning of others).
2. We believe that everyone's dignity, welfare, and material possessions should be respected.
3. Everyone is expected to attend all scheduled classes.
4. Individual teachers may have additional expectations about student behavior for their classes.

ID Cards

STUDENTS MUST CARRY IDENTIFICATION CARDS AT ALL TIMES DURING SCHOOL AND AT SCHOOL-SPONSORED ACTIVITIES. Student ID cards will be issued to all students at the beginning of each school year. The initial cost for an ID card is \$10. Should an ID card be lost, the replacement is \$5. Although IDs will be processed during August Schedule Pick-Up, new students, and students who lost their IDs may obtain them in the Guidance Center. **EVERY AHS STUDENT MUST HAVE AN ID CARD and carry it at all times.** If a school official asks to see an ID, the student must produce it promptly and cooperatively. Failure to carry or refusal to show an ID upon request may result in disciplinary action.

Student Dress

Students dress appropriately and groom themselves for school attendance in a way, which reflects personal pride. This might be described as neat, clean, attractive, tasteful, moderate, modest dress. Students who are not appropriately dressed will be asked to change clothes. Following is a list of specifics, which can be helpful when faced with questions of inappropriate school dress. This list is not exhaustive. Administrators will use their discretion to decide about student dress in individual cases. Students who are not dressed appropriately may be sent home to change.

1. Shoes or sandals must be worn for obvious hygiene and safety.
2. Hoods/hoodies are not to be worn "up" in school. Everyone must be recognized.
3. School apparel with offensive slogans which could be considered sexist, promote or display weapons, alcohol, tobacco, or drug use is unacceptable.
4. No sunglasses are to be worn in the school.
5. Clothes must be worn in an appropriate manner.
6. Masks, excessive markings on face are not allowed.
7. Tops must not reveal cleavage, midsections or be open on the back (no halter tops or spaghetti strapped tops).
8. Clothes that are inappropriately revealing or transparent are NOT to be worn by boys or girls. **Pajamas, robes, togas, and/or slippers are not allowed.**
9. **Hats are not to be worn during the school day in instructional areas.** (Classrooms, departmental/guidance/main offices, theatre, gym, library, Forum, etc.) Hats or head coverings of any sort are limited to the cafeteria, halls, outside of school and anywhere after school is dismissed.
10. Bandanas, of any color or design will not be tolerated. Bandanas are defined as colored or paisley-patterned handkerchiefs, or textiles, often tied around the head. Bandanas are not to be worn in hair or as a clothing accessory.
11. Clothing reflecting gang affiliation, including "sagging" pants, oversize "skater" pants or bandanas will not be tolerated. "Doo-rags" are not allowed at school. The primary purpose of the school program is education. Students, in their manner of dress and grooming, must be considerate of their fellow students so as not to distract them, cause disruption or intimidation.
12. Jewelry or clothing "spiked," harmful or in any way intimidating to others is not acceptable. Chains may not be worn, including wallet chains.
13. Coats are not to be worn to classes. Every student has a locker issued for this purpose. Full length trench coats are not allowed.
14. Clothing must be worn as intended by the manufacturers.

Physical Education Dress

PE uniforms are not required, but all students are required to wear appropriate clothing to class each day for active participation. Arapahoe Athletic shirts/shorts will be available for purchase in PE classes the beginning of each semester. Failing to abide by this requirement will result in a zero grade for that day. This expectation is in the best interests of hygiene and safety. Jewelry (bracelets and necklaces of rope, cloth or metal; watches, earrings, and rings) **must not** be worn to PE classes due to possible injuries. Students are to place all clothing and personal items in their **locked** locker for safekeeping. **The Arapahoe staff is not responsible for the security of jewelry, money, valuables, or personal clothing.**

Bullying

Facts About Bullying:

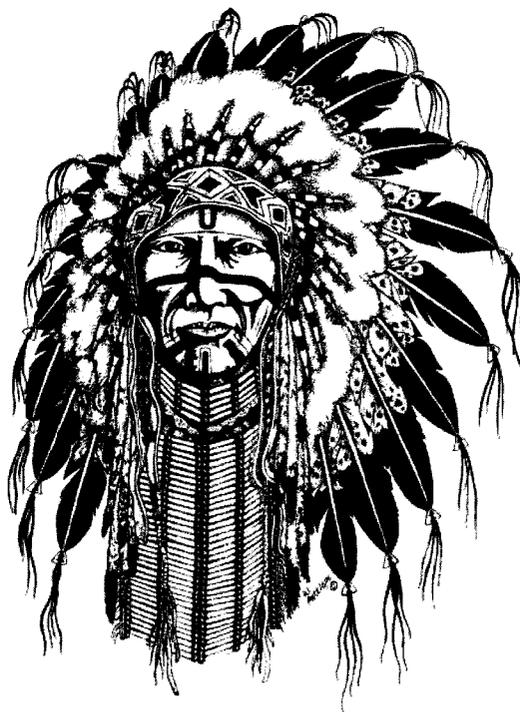
- A bully is someone who tries to hurt, embarrass, or threaten you physically or verbally.
- A bully is someone who makes you fear for your safety.
- Bullying is a behavior that occurs repeatedly and over time.
- Bullying is not just a boys' issue. Although boys usually bully using verbal or physical behaviors, girls are more likely to use hurtful or untrue gossip and rejection when they bully.
- The effects of bullying can follow a person into adulthood in the form of low self-esteem, depressions, anxiety, addiction, and negative body image and relationship problems.
- Bullying is against the law and school district policy.
- Bullying is taken seriously by teachers, schools, parents and law enforcement officials.

What You Can Do About Bullying:

- Bullying is not allowed at any school in the Littleton Public Schools.
- Did you know that your teachers and parents may not realize you are being bullied unless you tell them?
- Do you know that you are not alone and that there is somewhere to turn?
- If you or someone you know has a problem with any form of bullying, call SAFE 2 TELL 1-877-542-7233.

Hazing/Initiations

All our students are unconditionally accepted as Arapahoe Warriors. Kidnapping of students or any other types of verbal or physical initiation, hazing or disruptive initiation activities are not school sponsored or condoned at Arapahoe High School. At our school, we will **not** tolerate students bullying other students.



Academic Dishonesty Policy

Definition of Academic Dishonesty

Students are responsible for acting with honesty and integrity, and for following the Littleton Public Schools' Student Code of Conduct. Each incident of academic dishonesty will result in a referral to administration. All consequences will be determined on an individual basis in a fair and consistent manner. To ensure clarity for all concerned, Arapahoe High School further defines academic dishonesty to include, but not be limited to the following:

- Cheating or knowingly helping another student in committing an act of cheating or other form of academic dishonesty. Cheating is unfair to other students and includes, but is not limited to:
- Use of any unauthorized assistance or collaboration in taking quizzes or examinations, completing homework, papers, projects or labs.
- Dependence on the use of sources beyond those authorized by the individual classroom teacher in writing reports, papers, solving problems, or carrying out other assignments.
- Acquisition, without permission, of tests or other academic material belonging to a member of the school staff.
- Unauthorized use of computer translators, programmable calculators, personal digital assistants, cell phones, or other electronic devices.
- Plagiarism or knowingly assisting another student in committing an act of plagiarism. Plagiarism includes, but is not limited to:
 - The use, by summary, paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes submitting exams, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, or other material as one's own work when such work has been prepared by another person or copied from another person.
 - The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including electronic media.
- Unauthorized possession of examinations, answer keys, library materials, computer software, computer codes, or laboratory materials.
- Sharing of information regarding examinations or quiz content with students in other sections of the class.
- Unauthorized changing of grades on an examination, quiz, homework assignment, project, or in an instructor's grade book or grade report, or the unauthorized access to academic computer records.
- Intentional beneficial grading of assignments by one student for another.
- Selling or purchasing of examinations, papers, computer programs and/or assignments of any kind.

Consequences for Academic Dishonesty

Disciplinary proceedings will not violate the student's rights to due process and will be conducted in accordance with the accepted disciplinary policies of Littleton Public Schools.

Cafeteria

We are proud of our Food Service, which offers a wide variety of types of food. Arapahoe students prefer choice when it comes to food.

Food and beverages may only be consumed in the cafeteria or outside. No open containers will be allowed in the halls. Food and drink, **including water bottles**, are not allowed in the classroom.

The cafeteria is a popular area at AHS and also serves as our student center so it is important every student does his/her share of cleaning up. **It makes sense!** If we don't care about keeping our environment clean, who will? Arapahoe students are environmentally conscious, and it begins with each of us individually. We can make a difference!

Skateboards/Bicycles/Rollerblades

Skateboards and rollerblades are not to be brought on campus. With the volume of auto and pedestrian traffic on our campus, and young drivers, skateboards create a hazard and danger. Bikes are to be parked and locked in the bike racks. Playing hackysack is an outside activity.

Loitering

Loitering in the parking lots during the school day is not permitted. Loitering in the parking lots of neighborhood businesses is also not permitted and may result in police intervention and/or student loss of unscheduled time. Students should depart from campus by 3:00 p.m. unless remaining for club meetings, rehearsals, athletic practices or other school related events.

Personal Electronic Devices

Personal Electronic Devices are not permitted in classrooms, unless being used as an instructional tool as determined by the teacher. They should be used only in the common areas of the school during class passing times/unscheduled times. Personal Electronic Devices will be allowed in the library if being used with headphones. Cell phones are not to be used for talking in the library. Upon the first offense, the teacher will take the personal electronic device and give it to an administrator. Parents will be notified and the device will be returned to the student or parent no sooner than the end of the student's school day. **The second offense will result in a one day suspension.**

Photographing, videotaping, or audio recording of teachers and/or staff is permitted ONLY with prior permission.

Students shall not turn in, present, publish, or distribute any expression, in any media, that is obscene, profane, vulgar, libelous, slanderous, defamatory, or otherwise unlawful under state law. In addition, students shall not use any expression that:

- falsifies information as to any person who is not a public figure.
- creates a clear and present danger of the commission of unlawful acts.
- violates the rights of others to privacy.
- threatens violence to property or persons.
- attacks any person because of race, color, sex, age, religion, sexual orientation, national background or disability.
- tends to create hostility or otherwise disrupt the orderly operation of the educational process.
- advocates illegal acts.

Parking

Student parking is provided in the **west** parking lot and a designated area in the east lot. Areas not reserved for student parking are designated for staff and visitors. Seniors and juniors may purchase parking stickers for \$50.00 on a space available basis. **Freshmen and sophomores are NOT given parking privileges.** Because space is limited in the student parking lot, the Assistant Principal for Student Services may limit the number of stickers and set up a waiting list on a first come-first serve basis by grade level. The Fire Department inspects the parking lot on a regular basis. They often phone the Sheriff's Office if student cars block fire lanes. The Sheriff's Deputy will write tickets on their own volition. Parking fines are also assessed by AHS Campus Security for parking without a parking sticker, parking in a fire lane, designated non-parking space or handicapped space. Students parking in the east lot designated for staff and visitors may be ticketed/towed/booted. **Parking fines are: \$10.00 per violation.** Parking privileges may be revoked for flagrant or persistent violations. Loitering in parked cars is prohibited.

Canine Drug Search - School District Policy JH

"Student Interrogations and Searches"

Locker/Desk/Storage Area Searches

All lockers, desks, and other storage areas provided for student use on school premises remain the property of the District and are provided for the use of the students subject to inspection, access for maintenance, and searches, including "canine sniff searches," with or without reasonable suspicion, pursuant to this policy. Backpacks may be searched. Therefore, no student has a reasonable expectation of privacy of or in the lockers, desks, and other storage areas made available to the students. No student shall lock or otherwise impede access to any locker, desk, or storage area except with a lock provided by or approved by the principal of the school in which the locker, desk or storage area is located. Unapproved locks shall be removed.

Motor Vehicle Searches

Students, by virtue of having the privilege of parking a motor vehicle on school property, are deemed to have given prior consent for search of a motor vehicle that has been brought by the student onto the school premises. The principal, or member of the administrative staff, may authorize a search of a motor vehicle on school premises, if there is reasonable suspicion that the search will result in the discovery of contraband. The principal, or designee, may utilize canines to sniff student motor vehicles on school premises, with or without reasonable suspicion that the search will result in the discovery of prohibited items. A positive alert by a canine shall be deemed reasonable suspicion to search the motor vehicle in question.

Student Lockers

Student lockers are the property of the school district. Students may use these lockers as a convenience. Lockers do not belong to the students. Arapahoe High School retains a record of all locker combinations as well as keys to all of the lockers. Lockers may be periodically inspected for cleanliness or storage of illegal items; i.e., drugs, alcohol, weapons, or stolen property. Illegal material found in a locker is presumed to belong to the students assigned to that locker. A student is also held responsible if he/she was aware of illegal material stored in a locker and did not report it. In either case students are subject to disciplinary action. Students are encouraged, in the interest of neatness and concern for locker partners, to keep lockers clean. **Students should not leave money or valuable items in school lockers.** If a locker or lock is defective, students must notify a Campus Supervisor or the Main Office Receptionist immediately. **Kicking lockers to open the locker is prohibited** and may cause damage to the locker. Many students lose valuable books or other items by storing them in defective lockers. Students may be required to pay for school items lost from assigned lockers.

Student Illness or Injury at School

The school clinic is located in the Guidance Center. A student who leaves school because of illness or injury **must be checked out through the clinic in order to be excused.** A list of students who have checked out through the clinic will be given to the Attendance Office daily. In case of illness or injury, the parent or guardian will be contacted and asked to take the student home or provide the transportation. Transportation of an ill or injured student is not provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called at the parent's expense.

Student Conduct

(Refer to the LPS Code of Conduct for further information.)

We are proud that Arapahoe students exhibit mature and acceptable behavior. Courtesy and consideration for others is a value of AHS students. In order to ensure the best possible educational environment for all students, unacceptable behavior as described in the following sections shall be prohibited and students subject to disciplinary action if such actions occur while the student is under school jurisdiction. In compliance with the policies of the Board of Education of the Littleton Public Schools, the following are examples, not an exhaustive list, of unacceptable conduct at Arapahoe High School:

1. **Obscenities, vulgarities**, or profanity will not be permitted within the building or at any school-sponsored activity.
2. **Disobedience, disrespect, or open defiance** of proper authority will not be permitted.
3. **Cheating** on school assignments is a serious matter and will not be tolerated. Each incident of academic dishonesty will be handled through collaboration between student, teacher, and administrator.
4. **Using, possessing, selling, giving, or being under the influence of illegal drugs or alcohol** and/or possessing drug paraphernalia, including cigarette rolling papers, will result in suspension, expulsion, and/or legal action. **STUDENTS MUST UNDERSTAND IF THEY ARE IN A VEHICLE WHERE ONE OR MORE OF THE ABOVE SUBSTANCES IS DISCOVERED, OR THAT THEY ARE IN THE IMMEDIATE COMPANY OF ANOTHER INDIVIDUAL OR INDIVIDUALS USING OR POSSESSING ONE OR MORE OF THE ABOVE SUBSTANCES, AND REMAIN AFTER SUFFICIENT TIME TO LEAVE, THAT THEY, TOO, WILL BE CONSIDERED TO BE IN POSSESSION AND MAY BE SUSPENDED FOR FIVE (5) SCHOOL DAYS ON FIRST OFFENSE, AND RECOMMENDED FOR EXPULSION ON THE SECOND OFFENSE, AND MAY BE REFERRED TO THE SHERIFF'S OFFICE.**

5. **Use or possession of all tobacco products, including e-cigarettes, is prohibited on all sites.** It is illegal to possess tobacco products in the City of Centennial for anyone under the age of eighteen (18). First time offenders will pay a \$75.00 fine plus \$25.00 court costs. For subsequent offenses a judge can impose a fine between \$100.00 and \$300.00. As per LPS Board of Education policy, the following consequences will be administered:
First Offense - will result in detention, work detail, smoking cessation class, or other measures as deemed appropriate by the building administrator. Implementation of these consequences will be based on specific circumstances and individual student situations. **Open campus privileges may be eliminated.**
Second Offense - will result in a one-day suspension.
Third Offense - will result in a three-day suspension with completion of a designated smoking cessation program.
Fourth Offense - will result in a five-day suspension or a two-day suspension with completion of a designated cessation program. Smoking off campus during "unscheduled hours" is discouraged and offenders may lose "off campus" privileges.
6. **Intimidation by GANGS** or gang appearance will not be tolerated. Our goal is to keep district schools and students free from the threats or harmful influence of any GANG. For purposes of this policy, gang is defined as any group, secret society organization, or association that advocates or engages in disruptive, intimidating, or illegal behavior.
7. **The LPS Board of Education finds that gang symbols** are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry accessory, notebook or other school supply or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The Board further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied as the need for it arises at individual school sites. A student may be suspended or expelled for failure to comply with the provision of policy.
8. **Assault and/or battery, or threats**, upon any student or school employee, or the use or possession of weapons, explosives, concussive devices or knives of any length are not permitted at school. Violators may be subject to suspension, expulsion, and/or legal action.
9. **Disruption of the learning atmosphere** will not be tolerated. Incidents of teasing and horseplay often escalate into harmful and/or dangerous altercations and may result in disciplinary action. Continued violations may result in removal from class.
10. **Vandalism** (willful destruction or defacing of school property) will not be permitted. Violators may be subject to suspension, restriction, expulsion, and/or legal action. All security cameras operate 24/7.
11. **Tampering** with fire alarm systems and/or fire safety equipment (fire extinguishers) will not be tolerated. Violators will be subject to suspension, expulsion, and/or legal action.
12. **Theft** of any kind on or off campus during the school day or a school activity will not be tolerated. Student violators may be subject to loss of unscheduled time, suspension, expulsion, restitution, and/or legal action. A copy of the Board of Education policies is available upon request in the Main Office.
13. **Public Display of Affection** is not allowed (kissing, sitting on laps, etc.)
14. Students from other schools may not visit during the school day. Such conduct may be considered trespassing.
15. Dry Creek Road and University Boulevard are dangerous streets to cross. Students who "jay-walk," i.e., do not cross at a crosswalk, or cross the street against the traffic pedestrian light, may be ticketed by the Sheriff's Deputies and/or disciplined with elimination of Open Campus.
16. Students are not permitted to gamble on campus.
17. Hackysack is permitted only outdoors.

Due process

Everyone at AHS has personal and civil rights and the commitment from the Arapahoe staff that the right of each individual will be upheld. Students should be aware that if their right has been violated they are expected to exhibit cooperation at all times and then see an administrator for support and assistance. The incident will be investigated and fairness will prevail.

Responsibility means being accountable for your actions to yourself and to others.

Suspension and Expulsion

Due process is guaranteed to all students in suspension or expulsion situations. Under both the law and the written policy of the Board of Education, students and their parents have the right to review the reasons for the action and to discuss the situation with school administrators. The State of Colorado "Safe Schools" legislation mandates suspension and/or expulsion and/or denial of admission for the three examples listed below. **For additional information about behavioral expectations in all LPS schools, please refer to the LPS Code of Conduct.**

1. **Habitually disruptive students** - If a student demonstrates conduct on school grounds, in school vehicles or at school sponsored activities, which is, overly disruptive they may be suspended. A remedial "discipline plan" will be developed after the third disruptive incident. After six such disruptive acts they **must** be expelled by state law.
2. **Students charged by the District Attorney with a crime of violence** – The juvenile courts are required to notify the school board of students charged with a crime of violence. The board may decide the student is a threat to others and start expulsion proceedings.
3. **Weapons, Drugs, or Violent Acts**
 - a) Expulsion is mandated by the Colorado State law for carrying, possessing, or using a dangerous weapon at school, at school-sponsored events or off school grounds in some circumstances.
 - b) Expulsion is the penalty for selling drugs on school grounds, at school sponsored events (or, in some cases, **off** school grounds).
 - c) Expulsion will result if a student commits a violent act which would be a crime if committed by an adult at school, at school sponsored events (or, in some cases, off school grounds).

According to Colorado school laws and LPS Board of Education policies, students will be suspended for: Physical assault, disorderly conduct, harassment, or any alleged offense under the Colorado Criminal Code directed toward any student, patron or school employee. Any damage caused by students and occurring on the school premises to the personal property of a school employee is a violation of school policy. Students who are suspended must leave campus and may not return to campus or attend school activities until the suspension is over.

Important Information – Off Campus Behavior

One of the most far reaching parts of "Safe Schools" legislation is the provision allowing school administrators to impose discipline on students for disruptive acts OFF school grounds and/or after school hours. Under the proper circumstances school officials can suspend or expel students for misbehavior even if they are miles from school and it is on a weekend. **Off Campus is a privilege not a right and can be revoked for student behaviors, truancy, and academic failure.**

Harassment

Sexual harassment is a behavior of a sexual nature that makes a person feel uncomfortable or unsafe. Sexual harassment comes in many forms. What may be harassment in one situation may not be in another. In general, sexual harassment is repeated or severe words/behaviors that:

- give unwanted sexual attention
- are degrading to people of one sex or the other

Students, please report any cases of sexual harassment to teachers, counselors, or administrators so that the harassing action may be appropriately stopped. Do your part to make Arapahoe High School a comfortable place for everyone!

(Please see the LPS Student Code of Conduct, which contains all student behavioral expectations.)

Nondiscrimination Statement

Littleton Public Schools does not discriminate on the basis of race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, disability, or need for learning support services. The following individuals have been designated to handle inquiries regarding the non-discrimination policies. Mike Jones, Assistant Superintendent of Human Resources or Melissa Cooper, Director of Special Education and Student Support Services.; Littleton Public Schools; 5776 S. Crocker; Littleton, CO 80120; 303-347-3330.

Transfer of Student Records

If parents and students move to another school district during the school year or summer months, the student's records will be sent to the appropriate school at the request of that school, providing all school fines and fees are paid. Parents, or students eighteen (18) years of age or older, are entitled to receive a copy of the records. A request form in order to receive a copy is available in the Guidance Center at the school. Transcripts of students will be mailed to colleges/universities at the request of the student and/or parents. A cost of \$3 is charged for the initial transcript and college application processed.

Change of Address

A student who changes address or phone number during the school year or the summer must report this change to the Guidance Office at 303-347-6011.

Immunization Certificate

Colorado law states: All school age children (K-12) must have a complete immunization certificate on file. If the child does not have this certificate on file, he/she can be suspended from/denied admission to school.

Student Safety Precautions

Arapahoe provides a safe campus with visible staff as well as two campus supervisors circulating. However, we know our society is not always safe so we need to take reasonable precautions.

Students are to report to the Attendance Office, or any available adult in the building, any unusual activity or questionable strangers on the campus or in the school vicinity, including routes to and from school. Strangers encountered on campus are questioned, and if suspicious, the Arapahoe County Sheriff's Office is contacted.

All student vehicles are expected to be registered for authorized parking on our campus. Non-registered vehicles "cruising" the parking lots are reported to the Arapahoe County Sheriff's Office.

Students walking to and from school and school activities are encouraged to do so with friends or in groups. Students leaving school during the school day are required to check out through the "clinic," if ill, or the Attendance Office for other reasons. Access to our students during the school day is allowed only by immediate family members who can verify relationship by some form of identification.

Arapahoe believes in an orderly, safe learning environment and employs the services of the Arapahoe County Sheriff's Office - School Resource Officer (S.R.O.) Our uniformed officer is on campus daily to provide security, as well as legal advice for our students. The S.R.O. is another significant adult linking our school with our community. The S.R.O. is a student oriented, professionally trained legal expert.

Arapahoe County Curfew for anyone under age 18:

- **Sunday through Thursday – 11:00 p.m.**
- **Friday and Saturday – 12:00 midnight**

Student Visitors

Students are not allowed to bring visitors to school during the school day for any reason.

Tornado Drills

Tornado drill procedures are posted in each classroom. Four short rings of the school bells alert us to proceed immediately to the shelter area as dictated on the classroom posting. Personal protection is important and we are expected to lie face down, drawn knees up with the back of the head covered with hands.

Fire Drills

Fire drill procedures have been posted in each classroom. Students are to exit the building in a quiet, orderly manner. Upon leaving the building students are to remain with their class and proceed at least 100 feet from the building, beyond the red painted line encircling the building. The bells will ring to signal your return to the building. Students should return to the building in the same manner and route in which they left. Pulling a fire alarm is a serious matter and may result in suspension from school, and appropriate legal action.

Lockdown Drills

During classroom orientation students will be informed of Arapahoe High School procedures during school lockdowns.

Title IX/Section 504 - Federal Requirement-Students and Employees

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of gender. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. These acts provide that schools adopt public grievance procedures providing for prompt and equitable resolution of any complaints alleging any action which would be prohibited by Title IX and Section 504. People who feel that they have been excluded from participation in, have been denied the benefits of, or have been subjected to discrimination under any activity or program of Arapahoe High School may appeal such discrimination. The complete procedures and forms are available in the Main Office.

Americans with Disabilities Act

The Americans with Disabilities Act prohibits discrimination on the basis of physical disability. The AHS staff is committed to making reasonable accommodations so that otherwise qualified disabled persons can participate in AHS programs.

Don't Quit

When things go wrong as they sometimes will,
When the road you're trudging seems all up hill,
When the funds are low and the debts are high,
And you want to smile, but you have to sigh,
When care is pressing you down a bit,
Rest if you must, but don't you quit.
Life is unique with its twists and turns,
As every one of us sometimes learns,
And many a failure turns about
When you might have won had you stuck it out;
Don't give up though the pace seems slow –
You may succeed with another blow.
Success is failure turned inside out –
The silver tint of the clouds of doubt,
And you never can tell just how close you are,
It may be near when it seems so far;
So stick to the fight when you're hardest hit –
It's when things seem worst that you must not quit.

–Clinton Howell
American Poet

“Buddy System”

List below the names and phone numbers of students who have agreed to inform me of assignments and class activities any time I miss class.

“Warriors always take care of one another!”

First Semester

Period 1 Subject _____

Student “Buddy” name _____ Phone _____

Student “Buddy” name _____ Phone _____

Period 2 Subject _____

Student “Buddy” name _____ Phone _____

Student “Buddy” name _____ Phone _____

Period 3 Subject _____

Student “Buddy” name _____ Phone _____

Student “Buddy” name _____ Phone _____

Period 4 Subject _____

Student “Buddy” name _____ Phone _____

Student “Buddy” name _____ Phone _____

Period 5 Subject _____

Student “Buddy” name _____ Phone _____

Student “Buddy” name _____ Phone _____

Period 6 Subject _____

Student “Buddy” name _____ Phone _____

Student “Buddy” name _____ Phone _____

Second Semester

Period 1 Subject _____

Student "Buddy" name _____ Phone _____

Student "Buddy" name _____ Phone _____

Period 2 Subject _____

Student "Buddy" name _____ Phone _____

Student "Buddy" name _____ Phone _____

Period 3 Subject _____

Student "Buddy" name _____ Phone _____

Student "Buddy" name _____ Phone _____

Period 4 Subject _____

Student "Buddy" name _____ Phone _____

Student "Buddy" name _____ Phone _____

Period 5 Subject _____

Student "Buddy" name _____ Phone _____

Student "Buddy" name _____ Phone _____

Period 6 Subject _____

Student "Buddy" name _____ Phone _____

Student "Buddy" name _____ Phone _____