

Bear Creek High School

Student Handbook

2017-2018

9800 West Dartmouth Place
Lakewood, Colorado 80227-4331
Main Office: (303) 982-8855
Counseling Office: (303)982-8728
Attendance Line: (303) 982-8813
Fax: (303) 982-8856

<http://bearcreekhs.jeffcopublicschools.org/>

BCHS Administrative Staff

Principal
Lynn Torr

Assistant Principals
Mr. Rick Freeman
Safety and Technology

Mr. Jeffrey Lueders
Athletic Director and Facilities

Mr. Jose Martinez III
Activities and Fundraising

Ms. October Minnotte
Scheduling and Curriculum

Ms. Tia Nemiz
9th grade Dean

BCHS Counseling Staff

Kristen Kofoed A – C

Matt Schacht D – I

Gretchen Slaughter J – M

Joy Pearson N – Sc

Valerie Smrt Sd – Z

Mission Statement

The mission of BCHS is to develop life long learners by meeting the academic needs of all students, by teaching critical thinking skills, by maintaining high expectations, and by promoting technological readiness in a safe environment where diversity, success, and a sense of community are appreciated and respected.

Graduation Requirements

English – 4 credits

Social Studies – 3.5 credits

.5 credit of U.S Government

.5 credit of Geography

1.0 credit of American History

1.0 credit of World History

.5 credit of Economics

Mathematics - 3 credits

1.0 credit Algebra 1 or higher

2.0 credits Geometry or higher

Science - 3 credits

Physical Education - .5 credit

Fine Arts/CTE - .5 credit

Electives – 8.5 credits

Total – 23 credits

Students must complete all requirements to be eligible to walk in graduation ceremonies.

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:

- To model self-control and act in a responsible and respectful manner.
- 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.
- 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.
- To attend classes, be on time, and attempt to complete a course of study as prescribed by the Board of Education.
- To earn credits for graduation.

Conduct Code and Policy

Information regarding the following policies can be found online in the Jeffco Public Schools Conduct Code and other Related Policies publication. It is the student's responsibility to read and discuss the contents of the Conduct code with parents.

- Student Rights and Responsibilities
- Grounds for Suspension/Expulsion

- Student Discipline Procedures, Interviews and Searches
- Student Prescriptions/Medications
- Relations with Law Enforcement
- Compliance with Law and School Board Policy

Bear Creek Honor Code

The Bear Creek High School community 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. Bear Creek High School students are committed to having pride in themselves, their peers, their school, and their community. Therefore, no student will unfairly advance his or her own academic performance or in any way intentionally limit or impede the academic pursuits of other students. The following are considered to be academically dishonest:

- 1) Giving or receiving aid on any examination or otherwise cheating on an examination.
- 2) Failing to distinguish carefully between one's own work and material from any other source.
- 3) Knowingly copying or using the academic work of another and presenting it as his or hers without proper attribution.
- 4) Misrepresenting the type or amount of one's work.
- 5) Misusing school resources, including library materials, Jefferson County's resources, and computer technology.

If a student is found to be cheating (including plagiarizing), the following will occur:

- 1) The teacher will talk with the student privately about the matter. The teacher will then notify the student's parent/guardian and if warranted the appropriate grade level administrator.
- 2) The student's cheating will result in a zero earned for the assignment. If cheating occurs on the final exam, after calculating the revised semester grade (including the zero), the semester grade will then be lowered by one grade.
- 3) If cheating continues, the teacher may refer the student to the appropriate administrator to determine the consequences for his/her continued cheating. The student's parent/guardian will be notified by the teacher.
- 4) In the event of a student cheating on a major project or assignment which would account for a large portion of his/her grade, the teacher will take this matter directly to the student's administrator. The administrator will listen to the facts, determine a course of action, and make a recommendation to the principal.

Turnitin.com

Students utilize this web based program for written assignments. Turnitin.com models college submission practices and prescreens writing projects for plagiarism prior to submission.

Grading at BCHS

The faculty of Bear Creek High School is committed to creating grades that are primarily based on proficiency by working together to create consistent grade books between teachers of the same subject.

Student's grades will reflect at least:

A minimum of 60% based on summative assessments, unit exams and quizzes based on content standards:

* Summative (proficiency-based) grades are defined as follows:

A=Mastery (exceeds standards)
B=Proficiency (meets standards)
C=Partially Proficient (progressing toward meeting standards)
D=Partially Proficient (NOT progressing towards standards)
F=Unsatisfactory (no evidence of standards achievement)

A maximum of 40% based on formative assignments (class assignments and homework), participation and classroom learning experiences.

Practice work and assignments will be used as an opportunity for teachers to give meaningful feedback to students.

Weighted Grades at BCHS

The following courses will be weighted according to board policy:

* Advanced Placement Courses offered in Jefferson County Public School.

*Post Secondary Options that meet the level of Advanced Placement or International Baccalaureate when unavailable at an individual's home high school will be weighted at the principal's discretion and with prior approval.

*Post Secondary Options that meet the level of Advanced Placement or International Baccalaureate when a student has completed the curriculum offered at his/her home high school will be weighted at the principal's discretion and with prior approval.

Honors courses will also be weighted in the content areas that offer advanced placement (AP).

The following scale will be used by all Jefferson County High Schools for weighted grades:

A=5	Quality Points
B=4	Quality Points
C=3	Quality Points
D=1	Quality Points
F=0	Quality Points

Grades will be weighted directly on the official transcript for Advanced Placement classes only.

Valedictorian Qualifications

To ensure that the top student scholars become the Valedictorian of Bear Creek High School, the following requirements must be met by all students desiring these honors:

- Compliance with the BCHS Honor Code;
- 16 academic credits including three years of the same world language during grades 9-12 or TWO years each of TWO different languages during grades 9-12, or completion of level four in any one language;
- A minimum of five academic courses must be taken each semester of the senior year (Academic courses are those taken in mathematics, science, world language, English, social studies, computer science, PLTW, or any AP course);
- Complete at least five full years of AP courses during grades 10-12, including completion of the AP or equivalent exams in the spring;
- Complete TWO of the following courses, including at least one AP English Literature course: AP English 11, AP English Language, AP European History, AP American History; AP World History and;
- Complete TWO of the following courses: AP Calculus BC, Multivariate Calculus, Differential Equations, AP Chemistry, AP Biology, AP Physics and;
- Complete your choice of one listed in the above two categories.

The student or students completing the requirements above and who have the highest weighted cumulative GPA through all 8 semesters will be candidates for Valedictorian of BCHS. Grades earned during all four years at Bear Creek High School will be included in the GPA of all Valedictorian candidates. Final valedictorian selection will be at the discretion of administration.

Academic Letters

Requirements and Qualifications (credit must be earned while enrolled at BCHS and the letter will be given only to currently active students):

- A grade point average of 3.5 weighted is required for each semester in a given year to qualify.
- Course work must be taken at Bear Creek High School or partner program.
- Students are expected to attend the awards ceremony to receive their letter.
- Letters will be awarded at the beginning of the school year for the previous year's accomplishments.
- A student must have completed one full year at Bear Creek High School.
- A semester grade of C or better in each class taken. (Freshmen must complete 7 classes

including study hall, sophomores must complete a minimum of 7 classes, and juniors/seniors must complete a minimum of 5 classes).

- A student's semester class load must include a minimum of 4 academic classes. (Any combination of English, math, science, social studies or second language).

Academic Honor Medals

Each year special academic medals will be presented to all students who take 7 courses in 9th/10th grade and at least 5 courses in 11th/12th grade each semester, four of which must be academic subjects, and earn straight A's for both semesters. Medals will be awarded in the following order.

1st year - Copper 2nd year - Bronze
3rd year - Silver 4th year - Gold

Honor Roll

Each semester, students who earn a 3.5 weighted grade point average or higher with no grades below C, will be listed on the Dispatch Honor Roll.

Academic Interventions and Student Support Programs (RtI)

The Support Programs and Interventions (directly tied to instruction) at BCHS are designed to provide our students with the academic support they need to pass all classes and graduate from high school ready for college and/or the work force.

A variety of support programs are in place at BCHS to help all students achieve and experience academic success.

Student Support Interventions include:

- Connections for all grade levels
- 9th and 10th grade study hall
- Reading programs
- Math Tutor rooms
- Supervised Access period
- Homework support after school
- Credit recovery programs
- Summer programs
- Drop-out prevention
- Peer Tutors/Mentors

Access (Instructional Intervention)

A structured pre-arranged (students are responsible for getting a pre-arranged pass from teachers they need to see prior to Access) Access time is available two days a week for students to meet with their teachers for additional help. Students may also use this time to make up work, including tests, missing assignments, or as an opportunity to enhance their understanding of content. Students receive guidance as they progress monitor their academic success.

Connections (Support Program)

Connections is a required advisory program for all grades. The goal of the advisory program at Bear Creek is to create collaborative partnerships between students, teachers, counselors, and administrators designed to foster student academic achievement and to banish anonymity among students in our school. The instructional staff will serve as adult advocates for our students. In this role, they will be responsible for personalizing every student's educational experience at Bear Creek. Counselors and administrators will serve as support staff for Connections teachers and students, promoting a total school focus on student success. All students will be placed in a grade level Connections class which will meet two days a week.

Study Hall (Support Program)

All 9th and 10th grade students are scheduled into a Study Hall as a seventh class. Study Hall is an additional structured time within the school day for freshmen and sophomores to complete their homework. Study hall periods are aligned with math tutor rooms to gain additional support in the learning process. Students are expected to have homework or academic reading material with them on a daily basis. Course credit is .50 per semester. Grading is based on academic engagement and attendance.

Tutor Rooms (Academic Intervention)

Math Tutor Rooms are available to students during their free period or Study Hall period to support student learning. Students may voluntarily go for help or may be assigned to attend a Tutor Room by a teacher, counselor, or administrator.

Behavioral Interventions

Lunch Detention

Students may be assigned to Lunch Detention by their administrator for making poor choices regarding attendance, discipline or lack of follow through with student support programs. Students will be expected to work on academics during this study time.

In School Suspension (ISS)

ISS is a self-contained program assigned as a disciplinary consequence. Students assigned will be expected and encouraged to focus on their academics during this time. Passing periods and lunch with peers will not occur. Students will be provided breaks and time to purchase/eat lunch. Assignments will be collected from teachers for the student to complete during their assigned time in ISS. Students will also complete community service sometime during the assignment.

Student Mentoring

Student mentors are selected each year through an application and reference process. These select students are then assigned in this leadership program which provides opportunities for upper classmen to tutor and assist students in the transition to high school as positive role models.

Guidance and Counseling

Counselors are available to provide academic guidance regarding course selection, plans after high school, goal setting, college scholarship information, and individualized career and academic plan. In addition, counselors provide assistance to students who are experiencing personal difficulties. A College and Career Center is available for students who wish to explore career opportunities and scholarships.

Schedule Changes

Students will receive a copy of their class requests prior to each semester. The students will have an opportunity to make a schedule change request based on space availability at that time.

Schedule changes will be considered for the following reasons:

- The student is assigned the wrong level of a class
- The student did not pass the prerequisite for a class
- The student is missing a required class

No schedule changes will be made after the 10th day of school from the start of the semester. **A class dropped after 10 days will result in a grade of "F" for the semester.**

At Bear Creek high School, students must be enrolled in seven classes as a freshman and sophomore and five classes as a junior and senior.

Course Failure

Courses failed in any core academic subject must be made up through approved correspondence, Virtual Academy, summer school, night school, option school, or other approved credit recovery programs. Students are not permitted to retake a course failed at Bear Creek.

Attendance

Bear Creek High School expects regular daily attendance and punctuality. These behaviors contribute to success in school and are critical components to life-long learning and career preparation. Students are expected to be punctual and in the classroom prepared to learn. Excessive tardiness or absences may result in student conferences, parent contact, detention, ISS, remedial attendance plan, loss of credit for the course, or other disciplinary action. Attendance may impact student participation in activities.

Compulsory Attendance

Students under the age of 17 are required by state law to attend school. Administrators will initiate the truancy process and court hearings for those students who have excessive absences. Students 17 years of age and over, who have excessive unexcused absences will be encouraged to seek other educational options and may be withdrawn from BCHS based on an attendance/behavior contract.

Excused Absences

- Absences will be considered excused for medical illness, family emergencies, court dates, religious holidays, or prearranged school approved activities **ONLY**. The school may request a doctor's note for excessive absences. Refer to the Jeffco Code of Conduct policy.
- Students will not be excused from classes to complete assignments or to prepare for other classes, including tests or projects.
- Absence due to sleeping late, no alarm, car problems, traffic, etc. will not be considered an excused absence.

Excusing an Absence

Parent/Guardian Responsibilities:

- To excuse an absence the parent/guardian will call the attendance office **WITHIN 24 HOURS OF THE DAY OF THE ABSENCE AT 303-982-8813**.
- After the 24-hour period, absences may only be excused by contacting the student's administrator directly.
- **No absences will be excused after 15 school days of the absence without a face-to-face meeting** with the student's administrator. Scheduling this meeting does not guarantee the student's absence will be excused.
- 18-year old students may not excuse their own absences if they are still considered dependents of their parent/guardian.

Make-up Work

Student Responsibilities:

- Time allowed to make-up work is twice the number of classes or days missed (two days allowed for make-up work for each day of absence). There may be certain class assignments and activities/performances for which students might not receive credit even if the absence is excused.
- Make-up work shall be allowed following an unexcused absence.
- With the first two unexcused absences from a class, makeup work will be allowed for credit with one grade reduction for all work completed.
- After the first two unexcused absences from a class, makeup work will be allowed for credit with two letter grade reductions for all work completed.
- When an assignment has been given with a specific due date and the student does not turn that assignment in because of an unexcused absence on the due date, the teacher will enforce the original stated expectations regarding grading of the assignment if it is turned in late.
- When a student has missed classroom discussions or classroom work that cannot be duplicated through a simple assignment, the teacher may elect to request that the student create a method for demonstration of the learning or the teacher may elect to assign specific work to demonstrate the learning.

Prearranged Absences

A student who knows in advance that they will be absent from regularly scheduled classes for more than two days should obtain a Prearranged Absence form from their grade level administrator. The completed form with parent signature should be turned in at least three days prior to the absence. This procedure and form is also used when the need arises for an early final exam.

Attendance Interventions

The following steps will occur in the event of student absences from school:

- The phone system will call home each evening to report absences that have not been excused by 3:00 p.m. that day.
- Administrative interventions may include parent contact, conferencing, disciplinary action, and/or initiating truancy processes.

Extracurricular Participation

Attending extracurricular activities is a privilege at Bear Creek. Excessive absenteeism and/or inappropriate behavior may affect a student's ability to attend sporting events, dances and other school activities. A student's eligibility to attend will be considered on a case-by-case basis and is at administrative discretion.

General Policies

Students are not permitted to possess lighters, laser pointers/pens, knives (regardless of length) or any other item considered to be potentially harmful to others. Refer to the Code of Conduct.

Students are expected to leave campus no later than 30 minutes after the last bell each day. Students are expected to be in a supervised area at all times.

Students engaged in a supervised academic or extracurricular activity are permitted to remain on campus for the duration of that activity.

Students are expected to comply with staff requests and to respond in a respectful manner. Students that do not comply with a staff member will be referred to administration for disciplinary consequences.

Immunization Requirements

All Colorado students entering 10th grade are required to receive a dose of Tetanus/Diphtheria/Pertussis or Tdap vaccine. Failure to secure this immunization will result in exclusion from school until this requirement is met.

Electronic Devices

To help ensure the academic environment is conducive to learning, students are expected to keep all electronic devices turned off and out of sight during class time. However, teachers have the opportunity to allow the use of such devices if it is conducive to the learning environment.

An electronic device includes but is not limited to: iPods, cell phones, and cameras.

Staff members are permitted to ask for such devices if students are not following the expectation. When a device is confiscated it will be turned into the office. On the first offense the student is permitted to pick up the device after school. On the second and subsequent offenses, a parent will be required to pick up the device from an administrator. Students are expected to use all electronics in a responsible manner.

Students that do not comply in a respectful manner may be subject to additional disciplinary consequences.

Bikes and Boards

To help maintain a safe school campus, bikes, motorized scooters, roller blades, and long boards and skateboards, are not to be ridden on campus. Students are encouraged to store long boards and skateboards in the activities director's office during the school day. Bikes should be locked in the bike rack area.

Use of the Internet Network

BCHS students have access to the Internet. To ensure that the Internet is used for educational purposes, all students must sign a district Internet Agreement prior to using the Internet. Misuse of BCHS technology and the internet may result in loss of privileges, suspension, and/or police involvement, depending on the circumstances.

I.D. Cards

All Bear Creek High School students are required to have an I.D. card. The I.D. card must be carried at all times and presented at the request of any school authority. Loss or theft of this card should be reported to campus security immediately. Replacement will cost \$5.00. Students need a BCHS I.D. card to check out materials from the LMC, use the computer labs, show proof of Internet privileges, and to gain admission to school-sponsored activities. In addition, bus students are required to carry a transportation ID card.

Visitation Policy for Bear Creek HS

Students who are considering attending Bear Creek High School may arrange to visit the school by calling the Counseling Department.

The following guidelines are in place for such visits:

- Visits are open only to students who would like to explore attending BCHS.

- Students may shadow a BCHS student for up to three class periods either before or after lunch.
- A BCHS student will be assigned by the Counseling Department to be a host for the visiting student.
- Visits are scheduled for a prospective student to explore one or more academic aspects of BCHS.
- All day visits are not permitted.

Open Campus

Open Campus is a privilege extended to 10th, 11th, and 12th graders.

- 9th grade students are required to stay on campus during school hours.
- Students are not permitted to take underclassmen off campus.
- Any student who leaves campus is expected to attend all classes and to be on time to all classes as scheduled.
- Any student who leaves campus is expected to behave appropriately and represent themselves respectfully in the community.

Violations to these guidelines may result in loss of their off campus privilege and/or disciplinary action.

Parking and Transportation

A limited number of parking spaces are available for student use and are allocated using a purchased hang tag system. Any misconduct involving transportation on or off campus may result in loss of privileges and police involvement. Parking violations may result towing and fines. Students may not transfer hang tags for any reason. Parking spaces are on a first come first serve basis. Contact a campus supervisor for parking permit registration and parking lot issues. A signed student parking agreement is required to park on campus. Bus transportation information can be obtained by contacting the South Area Terminal at (303) 982-9057.

Lockers

Lockers are available on a limited basis. Students are asked only to request a hall locker if they plan to use the locker assigned. Locker request can be made with any campus supervisor. Sharing lockers is permitted but switching lockers with another student is not permitted. Both students must agree in order to be assigned a shared locker.

Students are expected to keep lockers neat and clean. Trouble with lockers should be reported to a campus supervisor. Locker doors should remain locked at all times.

Students are responsible for their lockers and can be held liable for contents or vandalism which occurs to their locker. Bear Creek High School is not responsible for items lost or stolen from lockers. School lockers are the property of Bear Creek High School and may be searched at any time, without notice and at the discretion of school administrators.

Food and Drink

No food or drink is permitted in the hallways or instructional areas. Water bottles and food related to curriculum events will be considered exceptions. Students are responsible for their own trash in all areas in and outside of the building. Help keep our campus looking good.

Dress Code

Students are expected to dress appropriately to attend Bear Creek High School.

If a student's dress or appearance is determined to be disruptive, offensive, inappropriate, unsafe, vulgar, unhealthy or promotes discrimination, the student will be asked to correct the questionable dress and may be assigned disciplinary consequences.

Inability to remedy the situation may result in parent contact and the student being sent home. Refusal to comply with such request may result in suspension for insubordination.

Our Dress Code includes:

- No hats or headwear (including hoodies) may be worn inside BCHS during school hours.
- Bandanas may not be worn or displayed.
- Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, and badges which by the virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang or group which advocates drug use, violence or disruptive behavior will not be allowed in school buildings or on school grounds, at school-sanctioned activities and events, or while being transported in school approved vehicles.
- Students must wear shoes.
- Chains, spikes or pointed studs are not permitted.
- Undergarments should not be showing.
- Clothing identified with gang association/affiliation may not be worn at BCHS or school events.
- Students may not wear clothing that reveals chest cleavage, mid-drifts or buttocks.
- All shirts/tops must have straps and not have cutouts.
- Shorts and skirts must be an appropriate length and remain at that length throughout the day.
- Decisions regarding the appropriateness of student dress will be at administrator discretion, including color restrictions if necessary.

Activities/Clubs

The Activities Director should be contacted if there are any questions related to the activities program. All activities such as dances, and other general events, must be scheduled and approved by the Activities Director. A list of current clubs and activities offered at Bear Creek can be found in the Activities Office. This list changes frequently as new opportunities are added for students.

Modeling appropriate behavior and demonstrating good sportsmanship is an expectation at all school programs and activities.

Activities and Athletics

The District is committed to ensuring that all eligible students, including those with disabilities, have an equal opportunity to participate in non-academic and extracurricular programs and activities. If your student requires an accommodation to participate in such programs, please contact your Building 504 Coordinator.

Athletics/Eligibility

1. Students must be enrolled in courses which offer a minimum of 2.5 Carnegie units of credit per semester and must not fail more than ½ Carnegie unit of credit.
2. **Preceding semester** – Students must have met the general eligibility requirements at the end of the prior semester.
3. **Regaining eligibility** – Students who have not met the general eligibility requirements at the close of a semester may regain academic eligibility following a period of nine weeks. In addition, to regain eligibility for the fall semester a student may enroll in, and pass, summer school classes that fulfill requirements classes must be those that were failed during a previous semester.
4. Incoming 9th grade students who attended eighth grade the previous year are automatically eligible for the first semester of enrollment at Bear Creek High School.
5. **Weekly eligibility** – Eligibility is checked on a weekly basis at Bear Creek High. Students must be passing all but one class in order to remain eligible on a week to week basis.
6. Students and parents are encouraged to direct any questions concerning eligibility to the Athletic Director.

Athletic Fee

Athletes must pay a participation fee. Students approved for free/reduced lunches are exempt from paying this fee.

Sports and Coaches

FALL SPORTS	COACH
Golf, Boys	Steve Kossik
Tennis, Boys	Scott Harguth
Soccer, Boys	Owen Plyler
Cross Country, Boys	Mitch Brown
Cross Country, Girls	Anna de Costa
Football	Zach Morris
Gymnastics	Amy McDonnell
Softball	Claude Vigil
Volleyball	David Youngblood

WINTER SPORTS	COACH
Basketball, Boys	Will Gosch
Basketball, Girls	Reggie Morton
Swimming, Girls	Stewart Ratliff
Wrestling	Darin Rockwell

SPRING SPORTS	COACH
Baseball	Sean Hoorelbeke
Golf, Girls	Steve Kossik
Lacrosse, Boys	Isaac Nelson-Gardner
Lacrosse, Girls	Natalie Frisbie
Soccer, Girls	Owen Plyler
Swimming, Boys	Stewart Ratliff
Tennis, Girls	Scott Harguth
Track	Scott Schnell

“The district is committed to the policy that no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, age, or disability.”

Safe School Hotlines

The Safe School Anonymous Tip Line, Safe to Tell, has been established to help students and parents in situations where confidentiality is desired. Help make your school a safer place by doing the right thing at the right time.

Colorado School Safety Hotline: (303) 987-7766
Lakewood Police: (303) 987-7111
Jeffco Sheriff (303) 277-0211
Jeffco Schools Security (303) 982-2445.

Safe 2 Tell 1(877) 542-7233

Mission

To ensure that every Colorado student, parent, teacher and community member has access to a safe and anonymous way to report any concerns to their safety or the safety of others, with a focus on early intervention and prevention through awareness and education.

Campus Supervisors/Security

The general role of a campus supervisor is to assist staff, students, and parents concerning security and safety at school related activities. They monitor and supervise activity inside and outside the building. Please seek help from campus supervisors when you hear of potential problems or have a concern. Campus supervisors are also available to help with parking permits, lockers, and student I.D.'s. In addition, BCHS has an on campus Lakewood Police School Resource Officer (SRO).

BCHS Safe School Practices and Emergency Response Protocol

As part of the Emergency Response Plan, the district has adopted the Standard Response Protocol (SRP), a program that uses common language between students, staff and first responders when describing actions to be taken in the event of an emergency. Parents should review the Standard Response Protocol with their children.

If you hear:

“Lockout - Secure the Perimeter”

(P.A. Announcement and Megaphone Siren will sound to notify those outside to return to the building)

A lockout is called when there is a threat or hazard outside the building.

Students:

- Go inside the building / Remain inside / No building exit during a lockout
- Plan on following regular class schedule / Conduct business as usual
- Remain inside during off periods and at lunch time

Staff:

- Notify students and staff from outside the building to come inside
- Secure and monitor all exterior doors
- Increase situational awareness and keep lines of communication open
- Take attendance / Account for all students
- Plan on regular bell schedule / Conduct business as usual

“**Lockdown – Locks, Lights, Out of Sight**” (Specific text of situation is P.A. announced)

A lockdown is called when there is a threat, intruder, or hazard inside the building.

Students:

- Move with backpacks away from doors, windows, sit on the floor and remain out of line of sight
- Maintain silence / Wait for first responders / Bells do not dismiss classes

Staff:

- Check immediate hallway for students/staff and remove door magnet
- Lock and push to be certain classroom or office doors are secure
- Turn lights off / Do not cover door window
- Move away from doors windows, sit on floor with students and remain out of line of sight
- Account for students / Maintain silence / Wait for first responders to open door

“Evacuate – Move to Outside Assembly Area”

(Fire Alarm will sound with Lights and Siren)

An evacuation is called to move students and staff from one location to another location

Students:

- Quickly and orderly clear the classroom or area of the building being evacuated
- Take only personal belongings with you / Leave other stuff behind to save time
- Meet as a class or grade level at your designated outside assembly area
- Be prepared for alternative instructions during any situational response

Staff:

- Direct students to quickly evacuate and to meet at your designated assembly area
- Check classroom or office to ensure that all students have evacuated the area
- Take class roster with you for attendance at assembly area / Account for students
- Take personal items with you that might be needed for later that day
- Maintain that your assembly area is not in the pathway of emergency responders
- Communicate to radio users any missing students, staff, or special needs
- Supervise assembly area and be prepared to move to an alternative location

“Shelter – Method is Situational”

(P.A. announcement and outside Siren)

A method of shelter is called when the need for personal protection is necessary. Methods include: Drop, Duck, Cover, Seal-off area, and Hold current position

The SRP response protocol can be found online at:
<http://www.jeffcopublicschools.org/security/index.htm>

