

Dear Pirates:

On behalf of the outstanding staff at Englewood High School, I would like to welcome you to the 2022-2023 school year. My name is Ryan West, the Principal at EHS. Our goal is to ensure each student is provided the highest quality of education in a supportive learning environment. Working together as a team, and creating a family-like atmosphere consisting of students, parents, staff, and the community is a core value that we hope to really lift up this year. We will continue to develop critical 21st century skills in every student through integrated technology and engaging in real-world issues of study. Our teachers enhance learning by providing project-based, inquiry-based, and rigorous instruction. The school's academic and extra-curricular achievements distinguish EHS as an exemplary high school. I am honored to have the opportunity to facilitate continued success.

We have integrated our student handbook into the Student Planners. Please take time to review the handbook section, students and parents alike. The handbook provides information regarding programs, procedures and policies. The planner is an excellent tool for students to stay well organized for success and we will require all students to keep and maintain their planners in good condition.

Again, we welcome you to the 2022-2023 school year. Our wonderful professional learning community is available to ensure every student succeeds in school. EHS is a place alive with energy, enthusiasm, and high expectations! We look forward to an EXCITING new school year!

Sincerely,  
Ryan West  
EHS Principal  
ryan\_west@engschools.net

Follow me on Twitter: @PrincipalRWest

## Englewood High School

3800 S Logan  
Englewood, Colorado 80113

### Student Handbook

**2022-2023**

### Important Numbers

Main Office – 303-806-2266  
Main Office Fax -303-806-2296  
Attendance Office – 303-806-2299

Englewood Schools Policies and Procedures  
<http://www.boarddocs.com/co/englco/Board.nsf/Public>

#### School Administration

Ryan West	Principal
Kimberly Willahan	Assistant Principal
Thomas Rode	Assistant Principal
Nate Smith	Assistant Principal Athletics and Activities

#### Personnel

Susan Repair	Executive Secretary
Kim PerConti	Secretary/Attendance
Tami Steine	Bookkeeper
Melinda Sanchez	Athletics and Activities Secretary/ Health Office
Celeste Delgado	Registrar

### Student Handbook Contents

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### Philosophy

Students who desire to obtain the greatest benefit from public education must recognize that regular attendance is essential. Further, students enrolled in the Englewood Public Schools are required to attend classes in accordance with the Colorado Compulsory Attendance Law (22-33-104) and Article IX, Section 2, of the Colorado Constitution.

The students, parents, and schools share the responsibility for attendance.

### Reporting Absences or Tardies

All absences should be reported by calling. It is requested that parents report all absences to the school within 24 hours. Se puede dejar mensajes en español.

When reporting an absence to the Attendance Office the following information is necessary information for our records:

- Student's name
- Student's grade
- Class period(s) missed
- Dates(s) of the absence or tardy
- Reason for the absence or tardy

Absences that occur after a student has attended a class that day must be excused prior to the student leaving the building. Students must check out at the Attendance Office. If the absence is not excused following a parent phone call, then the absence will remain unexcused, and it will be at the discretion of the administration whether to excuse the student or not. The home will be contacted on all tardies and absences that have occurred during that day and are not excused by 3:00 p.m. on the day of the absence.

Parents have 24 hours from date of absence to call attendance line for it to be excused.

### Attendance Procedures

Classroom teacher/staff enters attendance by period

Excused	Unexcused
<ul style="list-style-type: none"> <li>• Student presents doctor's note to attendance office.</li> <li>• Parent/Guardian calls within 24 hours to excuse absence.</li> </ul>	<ul style="list-style-type: none"> <li>• Seminar teacher conferences with student, calls home and logs call in IC</li> <li>• Seminar Teacher assigns detention</li> </ul>

Excessive Absences:

- 5th absence letter is sent home

- By 10 absences, RTI referral
- By 20 absences, Truancy Intervention Meeting

### Interventions Available

Attendance Contract	RTI Referral	Truancy Intervention Meeting
Parent Meeting	Home Visit	Referral to Counseling
Discipline Referral	Alternative School Options	Social Services / JAC Referral
Loss of Activities	Detention	SIT Meeting

### Excused Absences

Student is approved, by a parent/guardian, to miss school and the school is appropriately notified within the designated time limit (24 hours). The reason for the absence should comply with state law. Administration has final approval on parent excused absences.

Colorado State law states that a student shall attend school unless he/she is:

- Ill or injured (doctor's appointments fall into this category)
- Away on school sponsored activity
- Attending to a death in the family
- In the custody of the court
- Observing a religious holiday

### Excessive Excused Absences

Excessive excused absences (are as determined by staff on a case by case basis) will result in being required to supply the attendance office with a doctor's excuse or with a visit to the school nurse prior to the absence (also see EPS Parent Handbook.)

### Single Period Absences

Students who miss individual class periods during the day may only be excused if parent has called for an appointment. No single period absence during the day will be excused without documentation. A student excused from class cannot be on campus.

### School Activity Absence

Student is engaged in an approved school event that takes him/her away from regularly scheduled classes (Field Trips, Health Office, Principal's Office, etc.).

### Extended Excused Absences

Multiple-day absences due to family emergencies or vacations should be cleared with the school administration prior to the absence whenever possible. Students are expected to obtain class work prior to the absence.

Homebound education may be provided to students if absences are prolonged, doctor-verified and diagnosed as being due to physical or emotional problems.

### Attendance Codes

All codes are defined in Infinite Campus. Questions about specific codes should be directed to the Attendance Secretary.

### Suspension

A student is not allowed to be on campus or in attendance at home or away school activities during the time of their suspension. School administrators may suspend, under Colorado Law, up to ten days per incident. Expulsion from school is at the discretion of the Board of Education and can be up to one calendar year, during which time the student is withdrawn from school.

### Unexcused Absences

- Car trouble
- Missing the bus
- Oversleeping
- Staying home to study
- Being in the library studying or anywhere else on campus during a scheduled class without a pass from an appropriate staff member
- Traffic problems
- Arriving to any class over 10 minutes late without an excuse from the Attendance Office

### Attendance Contracts (Truancy)

Some students with unique attendance related problems might be placed on personalized "Attendance Contracts" to meet their individual needs. In those rare instances, students will be held accountable to their contracts rather than the "General School Attendance Rules". Violation of the contract could lead to detentions, truancy court or ultimately may lead to the student's removal from Englewood High School.

## **Illness or Injury During School**

Any student who feels too ill to remain at school should report to the Health Office. In the event a student becomes too ill to remain at school, the health assistant will contact the parent/guardian to arrange transportation home. Any student who is injured at school will receive immediate first aid and parent or guardian will be notified immediately. Administration will contact the parent/guardian to arrange transportation home. Any student who is injured at school will receive immediate first aid and parent or guardian will be notified immediately. Transportation home or to a hospital, if necessary, will be arranged according to the severity of the illness or injury. In the event of an emergency and parents or guardians are unavailable, the school will activate the emergency medical response system.

## **Absences Due to Weather Conditions**

If severe weather or other threatening conditions exists, and it is determined that the opening or continuation of school may endanger students' safety, the Superintendent of Englewood Schools will make the decision whether to close schools. In the absence of the Superintendent, authority is granted to the Assistant Superintendent. In the event of a decision to close schools, the Superintendent will contact television and radio stations.

## **Tardy Process**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness.

1st = Auto-caller notifies parent/guardian

2nd = Auto-caller notifies parent/guardian  
Classroom Teacher conferences with student

3rd = Classroom Teacher assigns Lunch Detention  
Classroom Teacher calls home, logs in IC

4th = Classroom Teacher assigns Lunch Detention  
Classroom Teacher calls home, logs in IC

5th = Classroom Teacher makes referral to Dean  
Dean will contact parent/guardian

Dean assigns After School Detention

A Referral to the Dean will be written if the student fails to serve a Lunch Detention.

In Infinite Campus, a "T" shall be entered for a student arriving to class past the Late Bell.

## **STUDENT CODE OF CONDUCT**

The Administration and Attendance Offices at Englewood High School oversee attendance and enrollment issues, as well as campus safety. This department also serves as liaison with local law enforcement agencies, probation services, and social services.

In the interest of creating and maintaining an atmosphere conducive to educational excellence, the Administration promotes good citizenship, safety, and respect for others through student responsibility and accountability to the Englewood High School Discipline Code, Attendance Policy, and other Englewood Schools Board of Education policies.

The following policies and regulations apply to any student who is on or about school property, who is in attendance at school or at any school sponsored activity or whose conduct at any time or any place interferes with or obstructs the missions of the school or operations of the School District or the safety or welfare of students or employees.

## **DISCIPLINE**

Englewood Public Schools and the Englewood School Board seek to maintain a climate within our school that is conducive to learning and achievement. In order to maintain that environment of the safety and welfare of our school Englewood School Policies of JICDA and JKD/JKE-E will be in effect. Please review the Englewood Schools website for further information.

## **CLASSROOM BEHAVIOR EXPECTATION**

It is the policy of the Englewood Schools Board of Education to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities. Students shall be expected to abide by the code of conduct adopted by the School Board and any other appropriate classroom rules of behavior established by the administration and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to formal disciplinary consequences by the Administration.

(SB Policies: JICDA, JKBA, JKBA-R, JKD/JKE-E)

## **FOOD IN THE CLASSROOMS**

No food will be allowed in classrooms at Englewood High School, food should be eaten in the commons. Students are provided with a lunch break every day and can eat a snack during passing periods. If students order food from a delivery service they will not be allowed to leave class to pick up their food and the delivery may be turned away by the office.

Drinks will be permitted at the discretion of the teachers per their class rules. However, all drinks must have a lid or a screw top.

This is an effort to decrease distractions in the learning environment, protect students who may have food allergies, and keep our classrooms and school clean.

Thank you for your cooperation.

## **PHONE USE IN CLASSROOMS**

A reminder that cell phones are not to be used during class unless specially approved by the classroom teacher. We understand that some of our students carry a phone to keep in touch with parent(s)/guardian(s) in case of emergency. However, cell phones are not to be used, seen, or out of a backpack, for any reason, during class. Parents, please do not call your students during class on their personal phones. If you need to get a message to your student, please, call the office: 303-806-2200 and relay your message to an office staff, and we will be sure your student gets the message. Phones should be turned off once a student is in class. Use of a cell phone during class can be a huge distraction to all. If a student is found using a phone during class the teacher will ask the students to turn off their phone and put it away. If the student refuses to do so, the phone will be taken and brought to the office and the students can pick it up after school. If the phone is taken for the second time, a parent will need to pick the phone up at the office and a plan for phone use in school will be made with the student, parent/guardian, and an administrator. Also, there could be further consequences depending on when, where, and how the phone was being used. (Board Policy: Board Policy: J1C.J)

## **HARASSMENT**

Harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is so severe, persistent, or pervasive that it creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school. (SB Policies AC, J1CDA)

## **BULLYING**

): Any written or verbal expression, or physical or electronic act or gesture, or pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to a student.

## **REPORTING BULLYING**

If you feel that you have been the victim of bullying, please report the incident immediately. Bullying can come in the form of physical or emotional harm, aggression or dominance, and can include online sources such as websites, text messages, and emails. Do not delete any electronic evidence you might have before seeking assistance. Since website information can be changed and deleted, it is always a good idea to take a picture of any online bullying.

### **Resources to help you report:**

Trusted Adult	School Staff
Parent	Social Worker
Teacher	School Psychologist
Counselor	Nurse
Administrator	Police
Campus Security	Safe2Tell

An Administrator will investigate the allegations by interviewing the person making the report, any witnesses, the accused, and by reviewing any related video, texts, notes, or online sources.

The Administrator determines if the reported incident is "harassment, bullying, or discrimination" behavior as defined in the district/school policy:

### **If Yes, then:**

1. The administrator meets with aggressor(s) and assigns consequences and appropriate consequences.
2. The administrator completes a referral.
3. The incident is entered into Infinite Campus.
4. The victim is provided support/counseling.
5. The administrator informs the victim of the results of the investigation.
6. Parents are contacted as appropriate.
7. Mediation services are provided when necessary and where possible.
8. The school places a discipline referral in a file for record.
9. The school contacts the police if necessary.

### **If No, then:**

1. If no behavior infraction has occurred, then no disciplinary action is taken. If a lesser behavior infraction has occurred, then the administrator will address the reported behavior according to the student code of conduct.
2. The administration informs the reporting student the results of the investigation.
3. The school places the incident report in a file for a record.
4. The alleged victim is provided support and/or counseling, if necessary.
5. Parents/guardians are contacted.

Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on a basis of his or her academic performance; or against whom federal and state laws prohibit discrimination upon any of the bases described in Section 22-32-109 of HB11-1254.

## **NON-DISCRIMINATION/EQUAL OPPORTUNITY**

The Englewood Schools is an equal opportunity education institution and does not unlawfully discriminate on the basis of race, color, religion, national origin, sex or disability in admission or access to, or treatment of employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to the Director of Human Resources, 4101 South Bannock Street, Englewood, Colorado 80110, phone 303-806-2029, or to the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204, 303-844-2991.

## **DRUGS AND ALCOHOL**

Students on school grounds, in school buildings, or at school activities who are in possession of illegal drugs, narcotics or chemicals; selling or providing illegal drugs, drug paraphernalia, narcotics or chemicals to others; or under the influence of same, are subject to immediate suspension and possible expulsion. Similar action will be taken when students are in possession of or under the influence of alcoholic beverages.

The District will cooperate with the appropriate law enforcement authorities in all cases concerning illegal drug paraphernalia, narcotics or chemicals, alcoholic beverages and when a student is under the influence. (SB Policies: JICH, JICH-R, JICDA, JKD/JKE-E)

## **SMOKING/VAPING**

An Englewood City ordinance makes it illegal for anyone under the age of 18 to possess tobacco products. Colorado State Statutes make it illegal to smoke or use tobacco on school grounds; therefore, EHS is a tobacco free campus. This policy also forbids the use of any electronic device (such as e-cigs or vapes) on school grounds. (SB Policies: ADC, JICDA)

Policies governing drug and alcohol use and possession for students involved in EHS athletics and activities can be found in the EHS athletics and activities handbooks.

## **STUDENT INTERVIEWS, INTERROGATIONS, AND SEARCHES**

When a violation of Board policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interview the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing. (SB Policy JIH)

## **SEARCH OF STUDENT'S PERSON OR PERSONAL EFFECTS**

School personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

## **SEARCH OF SCHOOL PROPERTY**

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

Students shall assume full responsibility for whatever is contained in desks and lockers either assigned to them or chosen by the student for use, as well as for any loss or damage relating to the contents of such desks and lockers. (SB Policy JIH)

## **LOCKERS**

Students must provide their own locks for day lockers. Day lockers are not assigned to individual students. It is expected that students will empty their locker at the end of each school day and remove their lock. Locks left overnight face the risk of being cut off by school officials. It is suggested that students use day lockers and do not share their combination.

Gym lockers are to be used by students enrolled in a PE course. Students are assigned gym locks and lockers by the PE Department. The school is not responsible for items lost or stolen in the locker rooms.

Sports lockers are assigned by the Athletic Department and are intended only for storage of sports equipment during a sporting season.

Englewood High School assumes NO responsibility for lost or stolen articles kept in student lockers, and if the student brings valuable or sentimental items to the school it is at their own risk

## **STUDENT VEHICLES**

Vehicles are to be parked in the designated student parking lot. Students may not loiter in the parking lot. Reckless driving or failure to follow instructions regarding vehicular use will result in revocation of privileges to operate a motor vehicle on school grounds. Students may also be subject to ticketing by the Englewood Police Department if parked in restricted areas in the surrounding neighborhood.

The principal, or member of the administrative staff, may authorize a search of a motor vehicle on school premises. If there is a reasonable suspicion that the search will result in the discovery of contraband. Such inspections, however, will be conducted without student consent, but with the student present and without a search warrant. 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. (SB Policy JIHB)

- A student's failure to permit lawful searches and seizures will be considered grounds for disciplinary action.

## **ACADEMIC DISHONESTY**

Turning in another person's work as your own, either in part or in whole, is considered Academic Dishonesty and is grounds for suspension or expulsion. Academic Dishonesty includes, but is not limited to: cheating on a test, plagiarism, unauthorized collaboration with another person in preparing written work, use of an online translator in a language course or presenting someone else's ideas as your own without giving them credit (often in the form of citation). Academic Dishonesty also includes falsifying or changing an academic grade.

The teacher should treat each case of scholastic dishonesty as a serious offense. All cases of scholastic dishonesty should be reported to the Administration. The Administration will consult individually with the teacher to decide what appropriate consequences will be for students violating our plagiarism policy. The following is a list of possible consequences:

- Automatic zero on the assignment.
- Mandatory parent contact.
- Possible out-of-school suspension.

- Suspension on the second offense.
- Possible referral for expulsion.

(SB Policies JKD/JKE-E, JICDA)

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are inappropriate, make other students and staff uncomfortable, and are disruptive to the learning environment. Public displays of affection include kissing, inappropriate touching, sitting on laps, full body contact and other physical gestures considered by school officials to be detrimental to the learning environment.

## **OFF CAMPUS BEHAVIOR**

One of the most far reaching parts of the new "Safe Schools" legislation is the provision allowing school administrators to impose discipline on students for disruptive acts on 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. (SB Policies JKD/JKE-E)

In determining whether to impose discipline for off-campus conduct, administrators will be guided by the following criteria:

- The extent that other students or staff were involved in an off-campus incident
- The seriousness of the offense
- When and where the conduct occurred
- The effect, and the extent of that effect, of the conduct on the school operations and/or environment

## **SPECIAL TRESPASS NOTICE**

Students who demonstrate an inability to maintain appropriate behavior before school, after school or at after school events and/or who have been placed on a restricted class schedule may be issued a "Special Trespass Notice" restricting their access on school grounds to specified times. Students who violate this notice may be suspended, expelled, and or referred to law enforcement.

## **ASSAULT AND DISORDERLY CONDUCT**

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. (SB Policies JICDA, JKA-R)

A teacher may use such reasonable force as is necessary to protect himself/herself from attack or to prevent injury to another person while the teacher is acting within the scope of the teacher's employment. See Englewood School Board policy for details.

## **DANGEROUS WEAPONS**

Carrying, bringing, using or possessing a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, "dangerous weapon" means:

- a. A firearm, whether loaded or unloaded.
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
- d. Any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.

Students who use, possess or threaten to use a dangerous weapon in violation of this policy shall be subject to disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

## **FIREARM FACSIMILES**

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

## **FORMAL REMOVAL FROM CLASS**

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities. (SB Policy JKBA)

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose

of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior: violates the code of conduct adopted by the Board; is dangerous, unruly, or disruptive; or seriously interferes with the ability of the teacher to teach the class or other students to learn.

## DRESS CODE

Englewood High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.

- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our Student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (barefeet, tights/leotards), or PE (athletic attire/Shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Englewood High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Englewood High School strives to keep lines of communication open between the student body, deans, administration, faculty/staff and community with regard to dress or other issues that impact the school culture and climate. The matter of dress is very individual and personal. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

### **1. BASIC PRINCIPLE: CERTAIN BODY PARTS MUST BE COVERED FOR ALL STUDENTS AT ALL TIMES.**

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

### **2. STUDENTS MUST WEAR, WHILE FOLLOWING THE BASIC PRINCIPLE OF SECTION 1 ABOVE:**

- A **SHIRT** (with fabric in the front, back, and on the sides under the arms), AND
- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- **Shoes.**

Courses that include attire as part of the curriculum (for example: professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally specific attire. Activity-specific shoe requirements are permitted (for example: athletic shoes for PE)

### **3. STUDENTS MAY WEAR, AS LONG AS THESE ITEMS DO NOT VIOLATE SECTION 1 ABOVE:**

- Religious headwear
- Hoodie sweatshirts, however, the hood must remain down while on the school property or at a school sponsored event.
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps
- Athletic attire
- Headwear hats, caps, do-rags (white, black or grey only)

#### 4. STUDENTS CANNOT WEAR:

- Headwear hoods and bandanas
- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments
- Swimsuits (except as required in class or athletic practice)
- Accessories that could be considered dangerous or could be used as a weapon
- Blankets
- Any item that obscures the face or ears (except as a religious observance)

#### 5. DRESS CODE ENFORCEMENT

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
  - kneeling or bending over to check attire fit;
  - measuring straps or skirt length;
  - accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact an Assistant Principal. While the aim of this dress code is to spell out as much detail as possible, it is not possible to address every situation in this dress code. The principal reserves the right to consult the Englewood High School leadership team and the Englewood School District administration and legal department for direction.

### STUDENT ACTIVITIES

The following is a comprehensive list of current clubs and organizations you can join at EHS; please see your counselor or administration for sponsors' names and classrooms:

Drama/Theater  
Campus Improvement Club  
Future Business Leaders of America (FBLA)  
Family, Community & Career Leaders of America (FCCLA)  
GSA - LGBTQ (Gender & Sexuality Alliance)  
HOSA (Health Sciences)  
Instrumental Music  
Latinx (Future Latin Leaders)  
Link Crew  
National Honor Society  
Photography Club  
Quill & Scroll (Student News)  
Shakespeare Club  
Student Government  
Technology Students Association (TSA)  
Vocal Music

### ATHLETIC PROGRAMS

The following is a comprehensive list of the current athletic programs offered at EHS. Please see the athletic director for participation requirements.

Cross Country Cheerleading Football Boy's Soccer Softball	Basketball Cheerleading Girl's Swimming & Diving Wrestling	Baseball Lacrosse Track & Field Girl's Tennis
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Please refer to the EHS Athletic Handbook for policies governing involvement in athletics at EHS, which can be found online at the EHS website.

## ACTIVITY CARDS

A Student Activity Emblem will be added to the student's ID card when the student pays the activity fee at registration. This emblem will entitle the student to attend school-sponsored athletic contests at a reduced or, in some cases, at no cost. Englewood High School reserves the right to confiscate any card that is being used fraudulently.

## STUDENT ID CARDS

- ID Cards are non-transferable and must bear the owner's name. Students are required to show ID to be served in the cafeteria.
- The card must be presented at the gate or door at the time of the event. Students who cannot present a card will be required to pay regular admission price.
- Lost or damaged cards must be replaced for a \$5.00 fee.
- Your picture I.D. card may be used for purposes of identification at away contests for student admission prices.
- EHS reserves the right to confiscate any card that is being used against the best interests of the school.
- In addition to proof of identification, this card also serves as your Internet and library use card, as well as proof of purchasing a Student Activity Pass and student lunches.

## STUDENT FEES

Fee schedules are determined by the Board of Education, and a fee schedule was included in the online registration. Payments should be made to the Bookkeeper or online.

## FOOD SERVICES

Englewood Public Schools provides school meals at EHS. A complete menu and pricing are available at EHS and online. Families who qualify for free and reduced meals can access the documents needed for this service on the EHS online registration site or the Englewood Schools website "for parents." If a paper copy of the application is needed please contact the main office at EHS. The Director of Nutrition Services can be reached at 303-806-2012.

## COUNSELING SERVICES

There are times when students have difficulty coping with their school, home, or social environment. Most people find themselves in this situation at one time or another. Our counselors are trained to listen with an empathetic ear, and it is their goal to help students identify problem areas and work together to find solutions.

Counselors and the School Psychologist are available to students to discuss course selections, the development of a meaningful course of study, and the establishment of long- and short-range goals. Students should give thought to course choices prior to the time they actually have to make the decision in the spring.

Students at Englewood High School are encouraged to contact any of the counselors regarding questions and problems. Problems related to educational, career, and personal decisions are areas where counselors can be of assistance. While counselors are available to any student, for the purposes of record maintenance, registrations, and general guidance activities, the student body is divided among the counseling staff.

Students are encouraged to make appointments with their counselor by filling out an appointment request form. Except for unusual circumstances, students should come to the Counseling Office during their free time and before and or after school.

## GRADUATION/POST SECONDARY INFORMATION

For detailed information on the following topics, please refer to your (which you can find online):

- Colorado Commission of Higher Education (CCHE)
- College entrance requirements
- Credit Hours & Minimum required course load by grade
- Graduation requirements
- Class Add/Drop policy
- Valedictorian/Salutatorian requirements
- Honors, AP, and concurrent enrollment courses/options

Students and parents can also find helpful information from the Naviance Family Connections, an online resource. The link to Naviance is on the EHS website.

In order to prepare students for a successful post-secondary educational and work experience, the Englewood Schools Board of Education and Englewood High School strongly encourages students to participate in a rigorous academic core curriculum consisting of 4 years of English, 4 years of Mathematics, 4 years of Science and 4 years of Social Studies and at least 1 year of World Language as required by the Colorado Commission on Higher Education for admission to four-year public colleges and universities in Colorado.

## ACADEMIC AWARDS

Academic awards are given each fall to students who earn a 3.5 G.P.A. or higher for BOTH semesters of the previous school year.

## NATIONAL HONOR SOCIETY ELIGIBILITY

In order to be considered for membership students must:

- Be a member of the sophomore, junior or senior class of Englewood High School

- Have a cumulative grade point average of at least 3.50
- Once identified, eligible candidates will receive an invitation to join that will include details on becoming an active National Honor Society member. See the NHS sponsor for more information.

## **HEALTH SERVICES**

Health services are provided to the Englewood Public School District through consultation from the Children's Hospital School Health Program. The school nurse consultant functions as a liaison between the Children's Hospital, the community, and the school by providing information, referrals, and resources. The nurse consultant assists schools to provide the safest, most appropriate health care within the school setting.

### **Services provided by the School Nurse, consultant include:**

- Ensures quality and accessibility of school health services – serves as a medical resource for the school center
- Monitor for • Oversee documentation and compliance
- Supervise vision and hearing • Development of for students with chronic health conditions
- Consultation for health related issues which arise at school
- Training and supervision for – reviews and approves any medication that will be given in the school
- Training and supervision of • The school nurse consultant provides supervision, training, and delegation of health-related tasks and first aid in the school
- The school nurse consultant contributes in the evaluation of the health assistant as he/she provides direct health services in the schools
- The school nurse consultant covers several schools in the district and can be reached during school hours on a cell phone (303-806-2255)
- Ensures school compliance with State and Federal laws regarding the health and safety of students
- Assesses, interprets and reports relevant health findings for IEP's and 504's

The health office in each school building is staffed with a health assistant, who is a non-medical person (hours vary). The health assistant is employed by the district to assist students with daily health needs.

### **Services provided by the Health Assistant include:**

- Organizes and runs the school health office
- Provides basic First Aid
- Administers routine medications
- Conducts vision and hearing screening
- Maintains health files (including immunization records)
- Notifies the RN of student health concerns or infectious diseases.
- Maintains Infinite Campus documentation (office visits, screenings, immunizations, etc.)
- Certified in CPR and First Aid. Trained and delegated by the RN consultant to give routine medications as well as perform special health procedures

## **IMMUNIZATIONS**

(SB Policies: JLCB, JLCB-R) If the immunization record is incomplete, the parent/guardian will have 14 days to show documentation that the next immunization has been received and/or to complete a written plan for completion of all required immunizations. ( In addition to the present immunization requirements, all 9th through 12th grade students must show proof of two Measles, Mumps, and Rubella immunizations as well as 5 Dtap, 1 Tdap (as long as they received their Dtap immunizations as a child), 4 Polio, 3 Hepatitis B and 1 Chicken Pox disease verification by health care provider or the Varicella Vaccine. If you have opted out of immunizations please be aware of the risks that it presents to other students in the schools. In the event of a disease outbreak in the school, if your child hasn't been immunized they will be sent home and will not be allowed to attend school until the disease has been contained.

## **MEDICATIONS**

Unless a student has medication administration paperwork filled out by a physician with prescriptive authority and a parent, students are not allowed to carry medication (prescription or over-the-counter) in school. Telephone permission is not acceptable. If a student will need to take medication (including over-the-counter medication) in school they will need to have a completed medication administration form, the medication in a pharmacy/original labeled medication container, and bring it to the health office to be signed and verified by the district nurse. If the medication or dose changes, the student will need an updated medication administration form completed by parent and physician. There is additional paperwork needed for Asthma, Allergy, Diabetes, and Seizure medications.

## **SCHOOL BASED HEALTH CENTER**

The School Based Health Center is not part of the EHS Health Office, and serves students attending Englewood High School and Colorado's Finest Alternative High School. It is located across from the main office of EHS. Parents or guardians who wish for their teens to be able to use the School Based Health Center must sign a consent form. Parents/Guardians are not routinely notified when a student uses the School Based Health Center; however, students will be encouraged to discuss their School Based Health Center visits at home. Parents and guardians are reminded of the Colorado law, which permits minors to obtain, without parental notification, reproductive health and substance abuse services.

Mental health services may be obtained confidentially if the student is 15 years of age or older. Appointments are available for any EHS or CFAHS student selected Tuesdays and every Wednesday from 1:30 pm thru 4:00 pm. Services include care for acute illness (i.e. Strep Throat, Flu, etc.) chronic illness (asthma, etc.), injury treatment, athletic and physical exams, mental health services, athletic physicals for sports, and more. This is you must contact the EHS Health Office to set up an appointment at 303-806-2219.

## **GENERAL INFORMATION FROM THE ADMINISTRATION**

### **Off Blocks**

Students who have an "off" block may not be in the hallways. Students who do not have class are to be in the commons or library, or, if 11th or 12th grade, off campus. This policy also applies to students who arrive late or

leave early due to their schedules.

### **Assemblies**

All students are expected to attend all assemblies.

Students who intentionally skip an assembly their entire class attends will be marked absent for the period and receive disciplinary action per the student Code of Conduct. During any assembly, inappropriate behavior will not be tolerated. Students are to sit in designated areas for assemblies. These areas will be explained to students prior to the assembly.

### **Damaged or Lost School Property**

The student is responsible for school property issued to him or her. Fines will be assessed for any lost or damaged textbooks, computers &/or charge cords, or instructional materials. Diplomas and official transcripts will be released to students only after all fees/fines are paid.

### **Lost and Found**

Lost and Found will be taken to the main office. Students should check the proper office for lost articles. Unclaimed items will be donated to a non-profit organization during the winter, spring and summer breaks.

### **Dances – Guest Registration**

All outside guests of an EHS sponsored dance must be pre-approved and registered as guests. Forms may be obtained from the Athletic/Activities Office two weeks prior to these events, and must be returned no later than the Wednesday immediately preceding the event.

### **Skateboards and Rollerblades**

Skateboards and other personal transportation devices may NOT be used inside school building. All personal transportation devices need to be secured in a student storage facility, which requires a student to provide their own lock. The school is not responsible for injuries caused by skating or for theft or damage to skateboards or personal devices. Misuse of these transportation devices may result in these items being confiscated and returned to a parent/guardian.

### **Sports Equipment**

Sports equipment (i.e. baseball bats, hockey sticks, lacrosse sticks) should be stored in athletic lockers or with the athletic director's area and NOT carried to class. Misuse could result in confiscation and disciplinary action.

### **Visitors**

Any individual recognized as a non-student will be brought to the Main Office immediately, and may receive a trespassing ticket. A student visitor's request must be made at least three days in advance of the visitation. All visitors must present a state ID in order to have a visitors badge made for them. All visitors must wear the badge to enter the school. Please obtain visitors passes in the Main Office upon arrival.

### **INTERNET ACCESS**

District technology resources are provided to students to conduct research, complete assignments, and communicate and collaborate with others in support of their education. Access is a privilege, not a right; as such, general rules of school behavior apply. Students must comply with district policies and honor this agreement to be permitted the use of technology.

Any use of electronic communication at school, by students, should be for educational purposes and not for personal use. i.e. entertainment, non-educational games, social networking sites unrelated to instructional activities, personal gain, or any commercial enterprise. Communications between students, educators, and parents are considered educational in their purpose. All digital storage is district property, and as such, network administrators may review files and communications. Network communications or files stored on district servers are not private.

Unacceptable use of technology resources belonging to the school district, or accessed through school district equipment or networks, may result in: suspension or cancellation of technology access privileges; payments for damages and repairs; discipline under other appropriate school and/or district policies, including suspension, expulsion, exclusion or civil or criminal liability under other applicable laws. (SB Policies JS, JICJ)

### **Student Agreement for the Acceptable Use of the Englewood Student Wireless Network for Student Owned Devices at Englewood High School**

Englewood Schools believes that providing network access to students' personal electronic devices will enhance students' educational experience by expanding students' access to the resources provided by the internet. (JIC/JICDA, JICJ, JS)

1. Students may access the secured Englewood wireless network with any School issued device. Personal devices may access the Public Guest Network.
2. Filtered access to the Internet will be provided for student owned devices as well as access to any district provided web-based applications that would normally be accessible to students from home. Some programs may be denied access to the network.
3. Students shall not impair the security of the ES network. This expectation includes, but is not limited to:  
Students are expected to maintain up-to-date antivirus and antispyware protection for all devices that are connected to the ES wireless network. Devices without up-to-date security may be denied access to the network.
4. The ES network is a shared and limited resource and all users have an obligation to use that resource responsibly. Students are provided access to the ES student wireless network primarily for educational purposes. Incidental personal use of the network is acceptable, but students should not use the network for personal activities that consume significant network bandwidth, or for activities that violate school policy or local law. These include, but are not limited to:
  - Online gaming (e.g., World of Warcraft) unless approved by a teacher.
  - Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights.
  - Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
  - Conducting any activity that is in violation of school policy or local, state or federal law.
  - Conducting for-profit business.
  - Using any software or proxy service to obscure either the student's IP address or the sites that the student visits.

- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
  - Accessing or attempting to access material or systems on the network that the student is not authorized to access.
- 5 The District can and does monitor Internet access and activity on the District's network, including but not limited to, sites visited, content viewed and email sent and received. The District may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines regarding access to the network or use of the device have been violated.
  - 6 Students should not intentionally interfere with the performance of the student wireless network and the District's overall network.
  - 7 Students may not create unauthorized wireless networks to access ES's student wireless network. This includes establishing wireless access points, wireless routers and open networks on personal devices.
  - 8 Students may use only the ES student wireless network for personal devices. They may not attach personal devices to the ES wired network.
  - 9 Students who misuse ES's student wireless network will be subject to discipline which may include loss of access to student wireless or all internet access and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct (JIC/JICDA) and applicable laws.