

# *Ellicott High School*



## *Student/Parent Handbook<sup>☆</sup>*

*\*Subject to change based upon Board approval. Reference current Board Policy at [www.ellicottschoools.org](http://www.ellicottschoools.org).*

# *2023-2024*

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# ELLICOTT SCHOOL DISTRICT 22 - MISSION STATEMENT

## VISION

*Success for all students*

## MISSION STATEMENT

*Inspiring everyone to think, to learn, to achieve, and to care in a safe environment*

## ELLICOTT SCHOOL DISTRICT 22 CORE VALUES

### WE VALUE:

- *Providing a safe and caring environment for learning*
- *High expectations for the growth and academic achievement of each student*
- *Developing meaningful relationships with students, families, and the community through respect and understanding*
- *Respectful communication at all levels of the educational organization*
- *Engaging students, parents, and the community as partners in education through involvement and empowerment*
- *Attracting and retaining high quality personnel who are knowledgeable, care deeply about our students, and understand and embrace the diversity of our community*
- *An accountable and accessible staff*
- *A guaranteed, verifiable, standards-based curriculum that leads to success*

### Ellicott High School - Mission Statement

The mission of Ellicott High School is to provide students with the necessary skills to become life-long learners and problem solvers that allow them to become positive contributing members of a global community. Key elements of this mission are the modeling of integrity, responsibility, and citizenship as demonstrated by Ellicott High School staff.

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**GENERAL SCHOOL INFORMATION**

**Forms to be returned to School**

Registration forms may be completed via paper or online registration. If filling out a paper copy registration, these must be completed and returned to school within **10 days** of receipt of this packet. While some of these forms may seem redundant or familiar to you because you have completed them previously, please complete all forms as this information is necessary for district officials to comply with many different legal issues and mandatory reporting requirements. If you have any questions regarding any of these forms, please do not hesitate to contact your school office during school office hours.

**Federal Breakfast and Lunch Programs**

Ellicott School District 22 participates in the Federal Free and Reduced Breakfast and Lunch Programs. These programs provide free or low-cost breakfast and hot lunches to students of families who qualify based on income. Application forms for the breakfast/lunch programs are provided with the colored pages to be returned to school. Parents are encouraged to complete and return the forms even if eligibility is questionable because there are financial benefits to the school district as a whole associated with the information provided on these forms.

Prices: Subject to change from Food Service Department

Adult: \$2.25

Adult: \$3.85 w/milk

Adult: \$3.35 w/out milk

**Legal Custody**

Parental notification and a legal document are required to support any questions of custody between divorced or separated parents. Unless the principal is informed otherwise, either natural parent is considered to have the right to view student records, request dismissal, visit with children at school, attend conferences, etc.

### **School Day**

School begins at 7:50 A.M. and ends at 4:00 P.M. Students will be dropped off the buses on the south side of the building beginning at 7:30 A.M. Suggested parent drop off time is 7:40 A.M., unless attending breakfast. Doors will then be locked down for the evening starting at 4:30 pm. To gain access during these times, please be sure to press the “button” located on the right wall of the entrance. Students are to use crosswalks or be dropped off at the west side of the building

### **After School Activities:**

Students who remain at school after school hours *must* have a district recognized sponsor to remain on school property. This will only change if there is an event that the student may participate as an audience member or spectator. Loitering will not be tolerated.

### **Office Hours**

Secretaries will be available from 7:30 A.M. to 4:30 P.M. on student contact days, and will be available on Staff-in-Service days from 8:00 A.M. to 12:00 P.M.

### **Teacher Availability**

Teachers will be available from 7:45 A.M. to 4:15 P.M. on student contact days; however, parents are encouraged to schedule meeting times with teachers in advance. All teachers can be reached by e-mail at (teacher’s first and last name)@esd22.org or parents can leave a message with our office staff at (719) 683-2700 ext. 3.

### **Public Complaints about Personnel (Policy Reference KE)**

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials is as follows: (1) Teacher; (2) Principal; (3) Superintendent and (4) Board of Education.

### **Closed Campus**

All school campuses in Ellicott School District 22 are “closed campuses”. Students are restricted from leaving campus during the school day, including lunch time, without permission from both school administration and parents/guardians. Students are expected to be in designated supervised areas.

### **Parking Permit and Location**

Guidelines for driving and parking on school grounds are established. Every student wishing to park on school grounds must complete the required forms, agree to the conditions and provide documentation to the high school office to include:

- (1) Proof of a valid driver’s license and current insurance per Colorado State Statute is required.
- (2) All drivers must observe a ten (10) mph maximum speed while on school grounds. Careless or reckless driving will be reported to the police.
- (3) Seniors and teachers may park in the first row East of the school. All other students park in the back row on the East side of the parking lot.
- (4) Description of the vehicle must be recorded.
- (5) Once the vehicle is parked, before school until school is dismissed, the parking area is off limits. Permission must be obtained from building administration to go to your vehicle during the school day.

## STUDENT INFORMATION

### Compulsory Attendance

Every child who has attained the age of six years and is under the age of 17 is required to attend public school with such exceptions as provided by law.

According to state law, it is the obligation of every parent to ensure that every child under his/her care receives adequate education and training and if the child is of compulsory attendance age, attends school. Secondary students must attend school for 1, 056 hours each year.

**Absence:** *For more information see also Board Policy JH*

When a student will be absent from school, parents/guardians are asked to call the school office between 7:30AM and 10:00AM to report the absence and provide justification for the absence. If notification is not received by 10:00AM, school officials will attempt to contact parents at home or at work to verify the absence and reason for it. If no contact is made, a written statement containing the reason for the absence that is signed by a parent/guardian will be required in order for the absence to not be considered unexcused. *To ensure academic success and instructional time, students will be allowed 7 excused absences per semester without consequences. On the 8<sup>th</sup> absence or additional unexcused absences, Friday School will be assigned to assist with individual academic progress.*

According to Colorado law and District Policy JH, a student absence shall be excused only under the following circumstances:

- Temporary illness or injury;
- Prearranged absence approved by the building administration for appointments or other circumstances of a serious nature that cannot be taken care of outside of school hours;
- Extended physical, mental, or emotional disability;
- Current custody of law-enforcement or the court;
- Expulsion or suspension;
- Participation in a nonpublic home-based educational program providing notification to the district;
- Pursuit of a work-study program under supervision of the school; or
- Attendance at a school-sponsored activity or activities of an educational nature with advance approval of the building administration.

Furthermore, Ellicott School District officials consider timely notification of family emergencies to be a legitimate excuse for student absence.

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. The district may impose appropriate penalties that relate directly to classes missed while unexcused. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four (4) days during any one month or ten (10) days of unexcused absences during any school year.

### Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. As a general rule, being on time to class means being in the assigned class, in the appropriate seat, and

with materials ready to participate. Because of the disruptive nature of tardiness, and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, students will be assigned penalties for excessive tardiness.

Unexcused tardy procedure:

1. First Tardy:
  - The student will report directly to the classroom teacher and will receive a verbal warning.
2. Second Tardy:
  - The student will report directly to the classroom teacher and remain in class.
3. Third – Fifth Tardy:
  - The student will report directly to the classroom teacher and remain in class.
  - A parent is contacted.
4. After the fifth overall tardy, students are assigned to Friday School for every tardy thereafter.

NOTE: If a student has a tardy that exceeds 20% of the established class period, it may be considered an unexcused absence.

**Truancy-** *For more information see also Board Policy JHB*

If a student leaves school or a class without permission of a teacher and/or administrator, the student may be considered absent. If a student is absent without excuse for the requisite number of days as provided in district policy, then the student may be declared truant. All truanancies are based on unexcused absences and are subject to disciplinary action.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 4 days in any one month or 10 days during any calendar year or school year.

### **Chronic absenteeism**

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 10% total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. A student need not be declared "chronically absent" before being declared a "habitual truant."

### **Steps of Declaration of "Habitually Truant" Students**

1. School officials will attempt to make contact by 10 AM.
2. Four (4) unexcused absences in any one month will result in a written notification of truancy to parent/ guardian. A meeting with the parent / guardian will be held to establish an attendance/behavior plan. Notification to the School Resource Officer, Department of Human Services and/or other support agencies may be made.
3. Seven (7) unexcused absences in one month or during the school year will result in a meeting with parents or guardian, school administration, and the school resource officer, to review the

attendance/behavior contract, and inform all parties of future consequences for continued absence. A Notice of Noncompliance will be issued on behalf of the district by legal counsel.

4. If a student receives 4 unexcused absences in one month or 10 unexcused absences during any calendar or school year, the district may declare the student as a “habitual truant” and may proceed with Notice of Noncompliance and judicial proceedings against the student and parent to enforce the Compulsory Attendance Law.
5. Absences due to expulsion or suspension are not counted in the total unexcused absences for purposes of defining a student a “habitual truant.”

### **Attendance/Loss of Credit**

Research shows there is a direct correlation between student attendance with higher academic achievement and reduction of at-risk behaviors. For this reason, Ellicott High School requires all students to be in attendance at a minimum of 90% of a course to receive credit. Any student who does not meet this requirement as a result of unexcused absences, will not receive academic credit for the course.

**Appeals can be made to the principal and superintendent of schools. Documentation must be submitted to verify extenuating circumstances relating to absences.**

### **Make-up Work**

Make-up work shall be provided for any class in which a student has an *excused* absence, unless determined by the building administrator or unless the absence is due to the student’s expulsion from school. Students will be allowed a due-date extension of one extra day for each day of absence. For extended absences, make up work will be handled on a case-by-case basis. All make-up work is given with the goal of providing the student an opportunity to keep up with academic requirements with no consequence to the student’s grade.

Make-up work shall be allowed following an unexcused absence or following a student’s suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. Per policy, unexcused absences can be made up however point deductions are enforced.

### **Withdrawal and Transfer**

Parents are asked to come to school and formally check out students if they will no longer be attending the Ellicott Schools. A written form must be completed and signed by a parent or guardian. Parents will be asked to provide a forwarding address and, if known, the name and address of the new school of attendance. All fees and bills owed by the student must be paid before transcripts will be released.

### **Individual Class Schedule Changes**

If there are valid reasons, a student is allowed to drop and/or add classes in his/her schedule within the first eight (8) school days of the semester. Approval of a parent/guardian, the teacher of the dropped class, and the teacher of the added class are required. A student is allowed 8 school days to drop and add any class without a penalty. The student may be allowed to make a schedule change at semester time, based on special circumstances. The principal’s approval is required in addition to those people listed above.

If a class is dropped after the above grace period, student transcripts will reflect withdrawal with a failing grade. (W/F) Students must speak with the counselor to arrange a parent meeting under these circumstances. Administration must be included in a parent meeting and approve all changes.

### **Policy Section JFBB**



## **Inter-District Choice/Open Enrollment**

*For more information see also Board Policy JFBB*

In providing for admission of nonresident students, the school district shall not: (1) Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request; (2) Establish and offer any particular program in a school if such a program is not currently offered in such school; (3) Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites and required levels of performance; and (4) Enroll any nonresident student in any program or school after October 1.

## **McKinney-Vento Homeless Act**

The Homeless Education program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 USC 11431 et seq.). The McKinney-Vento Act was enacted to address the numerous barriers homeless children face in obtaining a free, appropriate public education.

Please check with the high school counselor or administration when faced with this challenge for the appropriate forms or to schedule a meeting if assistance is needed.

## **Phone Usage**

Students are allowed to use their phone during lunch and passing period times. We highly encourage students to plan ahead. Students may not use the teacher's classroom phone without permission from staff. Teachers keep their phones on do-not-disturb during the school day and only check messages on their planning time or before and after school.

## **School Visitations**

Parents are encouraged and always welcome to visit classrooms within the Ellicott Schools. With our greater safety concerns, we ask all visitors to make previous arrangements to visit the school; 24-hour notice is appreciated. Parents and all visitors are required to check in at the school office upon arrival to receive a **"visitor's pass"**. You may call the front office or e-mail your child's teacher directly to set up a visit or time to speak with the teacher. (District policy KI provides other important information for visitors.)

**Shadowing a student through the day is not permitted except with a parent or guardian.**

Unannounced, drop-in visits tend to be disruptive – especially before or immediately after school. The teachers may not be able to speak to you as teaching and supervision is their first priority. If you plan to pick up your child early; please let your teacher know in advance so all assignments/paperwork can be collected early to reduce the number of distractions in the classroom.

## **Volunteers in School**

Volunteers are welcome in the Ellicott Schools. Volunteers must complete the appropriate forms and shall be subject to background checks in accordance with policy GBED. Volunteers who have not had a background check will not be permitted alone with students. Confidentiality is vital therefore all volunteers will ensure that the student's privacy is protected in regards to academic, behaviors, physical and/or emotional needs.

## **School Closure**

On days of threatening weather, school district officials will attempt to make a decision on delayed start or school cancellation by 6:00 AM. Each fall, the district will distribute to parents a list of media outlets which will be contacted to broadcast the delay or closure. Additionally, parents can log on to the Ellicott School District

website, [www.ellicottschoools.org](http://www.ellicottschoools.org). In addition, parents and families will be notified by our automated phone messaging system so updates to the phone numbers are vital in maintaining effective communication.

**Parents/guardians are asked to inform their children and their school of special arrangements in the case of early school dismissal. Phones will typically be unavailable for all students, so families are urged to plan ahead and be prepared for this possibility. In case of early release, the Ellicott School District Automated Calling System will be activated. Therefore it is important for parents to maintain accurate phone numbers at each school office.**

### **Immunization**

The Colorado Department of Health specifies that all school children must meet immunization requirements for admission to public schools. No application for admission shall be complete without an up-to-date certificate of immunization. Students new to the Ellicott School district have up to 60 days from the date of admission to comply with all immunization requirements or their continued enrollment may be denied. Parents or eligible students may file for an exemption of immunization requirements or their continued enrollment may be denied. Parents or eligible students may file for an exemption of immunization requirements based on religious, medical, or personal exception. All questions regarding student immunization should be directed to the school district nurse through any school office.

### **Administering Medicines to Students- *For more information see also Board Policy JLCD***

Medication may be administered to students only by school personnel whom a registered nurse has trained and delegated the task of giving such medication. No prescription or nonprescription medication shall be administered at school by the school nurse or other school designee without the following requirements being met:

1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of the drug, dosage, time for administering, name of physician and current date shall be printed on the container.
2. The school shall have received written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.
3. The school shall have received written permission from the student's parent/guardian to administer the medication to the student. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to side effects or other medical consequences of such medications also must be presented.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

All medication shall be safeguarded at school to avoid any risk that it may be improperly administered to anyone.

### **Self-administration of medication for asthma or anaphylaxis**

A student with asthma, severe allergies, or other related, life-threatening conditions may possess and self-administer medication to treat the student's asthma, anaphylaxis or other related life-threatening condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with regulation JLCD-R.

Authorization for a student to possess and self-administer medication to treat the student's asthma, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school principal after consultation with the school nurse and the student's parents/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

**Sharing, borrowing or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked by the school principal after consultation with the school nurse and the student's parents/guardian and the student may be subject to disciplinary consequences, including suspension and/or expulsion, for violation of this policy.**

### **Food Allergy**

In order to meet state law requirements Ellicott School District has adopted a Food Allergy Policy to address the issue of life-threatening food allergies.

You will need to have the *Allergy & Anaphylaxis Action Plan* form for you and your child's physician to complete if your child is diagnosed with a potentially life-threatening allergy.

It is recommended that parents provide the school nurse with a supply of the student's medication to be kept at school for an emergency.

If your child's physician recommends that your child carry their emergency medication, you and your child will need to complete one additional contract form (available in the school office or from the school nurse). The school nurse and administrator of the school will then evaluate your child's ability to carry their medication safely.

Medication must be provided in a properly labeled pharmacy container that would include: name, drug, dose, instructions for administration.

### **Animals at School**

Due to the large number of students with allergies; we ask that no one bring any animal into the school building without prior approval from school administration. Service or Guide Animals are exempt although we still ask for prior notification.

### **First Aid/Medical Treatment**

No treatment of injuries except basic first aid will be administered at school. First aid shall be considered the immediate help given by the best-qualified person at hand in case of an accident or sudden illness.

Please complete and keep up to date all emergency information requested in the colored form packet so that in the event of an emergency, school officials can make contact as you indicate. If contact cannot be made, the student may be transported to the nearest medical facility if, in the opinion of school personnel, the situation warrants such. The Ellicott School District will not be responsible for any costs related to transporting (including ambulance) and/or treatment of sick or injured students.

### **Policy Section JLCG Passive Consent for Medicaid Billing** *For more information see also Board Policy JLCG*

As a Medicaid provider, the Ellicott School District will access Medicaid eligibility information for students enrolled in the district from Health Care Policy and Financing (HCPF), the designated Medicaid agency in Colorado. Directory information of name, date of birth, and gender will be released to HCPF to verify Medicaid eligibility of students in the district. The district shall obtain written consent annually from a parent/guardian

before release of any non-directory information required for billing. With parent/guardian consent, the description of health and health-related services delivered to Medicaid eligible students and such information needed to complete claims will be released to Medicaid and/or the district billing agent for proper administration of the program. A dated record of all transactions will be kept on file at the Pikes Peak BOCES office.

Any parent/guardian or eligible student (18 years of age or older) who does not want to participate in the Medicaid program must notify the school in writing. Unless notified, the district may begin billing within two weeks of enrollment. Parents/guardians or eligible students may at any time complete a refusal form. Medicaid refusal forms may be obtained at each school office.

### **Accident Insurance**

Accident insurance is available to all students. Application packets are available in the school office. This insurance program is optional and provided by the school district as a courtesy to parents who may wish to take advantage of this coverage. The Ellicott School District does not endorse or promote this program in any way.

### **Infinite Campus/Parent Portal**

Parents will be able to access student grades and attendance through the Infinite Campus Parent Portal connection. Parents can also directly email teachers through the system. Information will be updated weekly. If you lost your information from last year or are new to Ellicott, please contact the school's Main Office for assistance.

### **ID Cards (Student Identification Cards)**

Students will be issued ID cards at the beginning of the school year.

### **Hall Passes**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a signed pass documenting date, time and location. Hall passes are located in their Student Planner.

### **Textbook Check-Out**

Every student's textbook is assigned a number and checked out to students at the beginning of the year and checked in at the end of the year or when a student transfers from our school district. Students are responsible for textbooks assigned and will be charged for lost or damaged books. To minimize damage, all textbooks are required to be covered. Report cards and/or transcripts will be held for any unpaid charges of fees.

### **Personal Property**

The school district is not responsible for loss, theft, or damage to student's personal property at school. Therefore, students are urged to bring no more personal property to school than is necessary for educational purposes. Students are also encouraged to identify all personal property with their name and keep all personal property either in their possession or in their assigned locker.

### **Lockers**

Lockers are issued to all students at Ellicott High School. Students are assigned one locker and are urged to not share the combination with any other student. Students may not change lockers or move into a friend's locker. Students are also urged to not keep valuable possessions or money in their lockers because of possible theft. Students are responsible for the condition of their lockers and are expected to keep their lockers neat and clean at all times. Messy or overloaded lockers will cause the locker to jam closed.

**Ellicott High School is not responsible for lost, stolen, or damaged items taken from a locker.** School officials will conduct a reasonable investigation into timely reported stolen items. School officials shall have

access to and may conduct a search and inspection of any student locker at any time since lockers are the property of the school district.

School lockers are school property, shall remain at all times under the control of the school, and are subject to inspection at any time, with or without notice.

### **Lost and Found**

Articles which have been lost can usually be found in the lost and found area. There is an additional lost and found in the gym for items found in and around the locker room. Students should label all personal items. Unclaimed items will be donated to charity

Found items such as purses, billfolds, glasses, money, etc. should be brought to the office as soon as possible. If a valuable item is lost, students must report it to the Office immediately.

### **Electronic Devices**

Electronic devices (Personal CD players, iPods, MP3s, cell/smart phones, laptops, etc.) are allowed to be utilized before and after school and during lunch with the understanding that the school/district is not liable for lost, stolen or damaged property. Use of such items are NOT allowed during academic periods. In the event of unauthorized use, the device will be confiscated by school officials and returned to the student at the end of the day; a second confiscation will result in the school retaining the device and returning it only to the parent or guardian; a third confiscation will result in the school retaining the device until the last day of the school year and further consequences in accordance with District policies may be assigned for insubordination.

### **Cell Phones**

Although we understand that cell phones are useful tools for parent/student communication, we must maintain an academic environment and protect individual privacy. Cell phones are not to be heard or seen in the building during the academic day, except as noted above. Students using cell phones are only permitted to use them before or after school, at lunch and while they are outside of the building. Cell phones that are seen or heard during the academic day will be confiscated according to the Electronic Devices policy and procedures.

Cell phones should not be used during concerts, drama productions, awards programs, or indoor events unless they are being used outside of the building.

### **Sexting**

Sexting is not permitted, will not be tolerated, and any confirmed incident will be referred to law enforcement. Sexting is the act of sending/texting explicit photos of oneself or others, or text of a sexual nature.

### **Personal Technology**

Personal technology that is used for academic purposes will only be permitted with the prior approval of building administration.

### **\*\*\*Student Guidelines for 1:1 Laptop Program\*\*\***

**The following are guidelines which require ethical, and legal utilization of all technology devices.**

- Access to the District's computer services is a privilege and not a right. Students will be expected to adhere to the Acceptable Use Guidelines and required to sign the student/parent laptop use agreement in order to be granted access to District computer services. All policies and restrictions of the District's computer services will be followed.
- Ellicott District 22 has a content filter to block potentially dangerous Internet sites from students.
- **Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable. The District filter may not protect students during home access, so parents may want to restrict their home Internet access. For more information about Internet safety go to [www.isafe.org](http://www.isafe.org). Students will have access to all available forms of electronic media and communication that are in support of the educational goals and objectives of the District.**
- **The High School does not allow the use of personal devices (BYOD or BYOT) on the District network.**
- The District does not permit the use of social media websites for District business.

#### **Netiquette**

- Be polite.
- Use appropriate language.
- Do not reveal personal data (home address, phone number, photos, etc).
- Be respectful to all - Remember that other users of the District's computer online services/networks are human beings whose culture, language, values and perspectives may differ from those of your own, however all deserve basic mutual respect required by our society.

#### **General Precautions**

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open.
- Laptops should be shut down while not in use to protect the life of the device.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Ellicott School District. Spot checks will be done by administration or ESD Technicians at any time.
- Laptops should never be shoved or wedged into a book bag as this may break the screen.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day. Students should also bring their laptop charger to school each day.
- Do not expose your laptop to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Do not attempt to repair the laptop.
- Do not open the back cover of the laptop.
- Keep air vents unblocked when the laptop is turned on.

#### **General Precautions (Continued)**

- Under no circumstances (except in emergencies, drills) may laptops be left in unsupervised areas.

These areas include the school campus, cafeteria, locker rooms, library, unlocked classrooms or hallways.

- Students must log in under their assigned username/password and are not to share this information with others.

### Screen Care

**The laptop screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage if excessive pressure is placed on it.**

- Do not lean on the top of the laptop nor place objects on top of it when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that may add excessive pressure on the laptop.
- Do not place anything on the keyboard before closing the laptop lid (e.g. pens, pencils, or headphones).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Please do not use any type of liquid or water on the laptop.

### Sound

- Sound will be muted at all times. Personal earphones/buds are not permitted for use in the classroom unless permission is obtained from the teacher for instructional purposes.

### Laptop Cases

- To prevent damage, laptops must always be carried in the issued cases. The laptop will remain in the case during use and transport. **No exceptions.** If a student is caught transporting a laptop outside of the case, the laptop will be taken from the student.

### Email Communication

- Ellicott School District will provide all MS and HS students with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school need. While users are provided with email accounts, the account(s) should be used with care.

#### Users:

- Should not send personal information
- Should not attempt to open files or follow links from unknown or untrusted origins
- Should use appropriate language
- Should only communicate with other people as allowed by the district policy or the teacher.

**Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. All email communication will be monitored and archived.**

### Limited Expectations of Privacy

- District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all internet sites, electronic communications access, transmission/receipt of materials and other digital information. All material and information accessed/received through district technology devices shall remain the property of the school district.

- Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by District staff to ensure appropriate use.

### **Document and File Storage**

EHS students are provided with a Google account for backing up student data. Students can save important items in this online location, keeping a backup to access from anywhere an internet connection is available. Students are responsible for keeping their data backed up on Google and/or any other external storage device.

### **Consequences for Misuse**

**The student in whose name a system account and/or technology device is issued is responsible at all times for its appropriate use. Noncompliance with the guidelines published here, in the Student Code of Conduct, and Board Policy JS may result in disciplinary actions which may include suspension and/or termination of technology privileges. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.**

### **Examples of Unacceptable Use**

I will **not**:

- Delete any system related folders or files that I did not create or that I do not recognize. I understand that deletion of certain files will result in computer failure and will interfere with my ability to complete coursework.
- Attempt to find inappropriate images or content; intentionally searching inappropriate images or content is a direct violation of the District Acceptable Use Policy.
- Create a personal mobile “hot-spot”, use a “proxy site”, or other method to circumvent the school's network safety measures and filtering tools as this is a direct violation of the District Acceptable Use Policy.
- Create, distribute or deploy multi-user servers or gaming software on or within the ESD 22 network.
- Engage in cyberbullying, harassment, or disrespectful conduct towards others.
- Use school technologies to send spam or chain mail.
- Participate in any on-line gambling activities.
- Post or otherwise disclose personally-identifying information, about myself or others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content.
- Download movies, games or play online games that are not specifically assigned in class.
- Install programs or games for which ESD 22 does not own a valid license.
- Use the network for financial or commercial gain.
- Loan laptop to other students or family members.
- Borrow a laptop from another student.
- Share passwords or usernames.

**This is not intended to be an exhaustive list. Users should use their own good judgment when using school technology.**



## Laptop Fees

- **Students will be charged repair/parts cost for intentional damage caused due to negligence and/or carelessness.**
- Students will be responsible for costs associated with unreported losses, deliberate damage or vandalism.
- Unpaid fees will put students on the "Not-Cleared" list.
- Seniors will not be permitted to participate in graduation ceremonies until all past fees/costs are paid in full.
- Students will pay the annual user maintenance fee on or before taking possession of the laptop.
- **In case of theft, vandalism, and other criminal acts, a police report MUST be filed with the School Resource Officer by the student or parent within 48 hours of the occurrence. Incidents occurring off campus must be reported to the city police by the parent and a copy of the police report must be brought to the school by the next school day.**
- **Withdrawing students must pay all laptop-related fees or school transcripts will not be released.**

### Estimated Repair Pricing

	Repair/Replacement Costs
Lost or destroyed	<b>\$389</b>
Broken Screen	\$99
Broken Display Bezel	\$55.00
Power Adapter + Cord	\$35.00
Base Enclosure	\$160.00
Approved Laptop Case	\$40.00

**\* This is not intended to be a comprehensive list of all the parts that could possibly be damaged but rather a simple list of the most obvious or likely parts that could be damaged. Students will be responsible for any and all costs incurred due to neglect, carelessness or deliberate vandalism.**

### Annual Use & Maintenance Fee

Students will pay a non-refundable annual use & maintenance fee of \$25. **These funds are due at the time of issue. If you require additional time for funding, this amount will be added to your school fee account and must be paid prior to the end of the school year.**

## **Internet Use**

Internet access is available to students and staff in Ellicott School District 22. The signature page (permission for Internet access) is included in the packet of forms to be completed and returned to your child's school.

### **Policy Section JS - Internet Use Agreement Student Use of the Internet and Electronic Communications**

*For more information see also Board Policy JS*

The Internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful to minors. "District technology device" means any district-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

### **Blocking or filtering obscene, pornographic and harmful information**

Software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall report access to material and information that is inappropriate, offensive, or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

### **No expectation of privacy**

District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

### **Unauthorized and unacceptable uses**

Students shall use district technology devices in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator
- 

### **Security**

Security on district computer systems is a high priority. Students who identify a security problem while using the district technology devices must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computer systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications, and/or district technology devices.

### **Safety**

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

### **Vandalism**

Vandalism will result in cancellation of student's privileges and may result in legal action and/or school disciplinary action, including suspension or expulsion in accordance with district policy concerning suspension, expulsion and other disciplinary interventions.. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network

connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

### **Unauthorized software**

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed.

### **Assigning student projects and monitoring student use**

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

All students shall be supervised by staff while using the Internet or electronic communications at a ratio of at least one staff member to each 25 students. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

### **Student use is a privilege**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications and district technology is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in legal action and/or school disciplinary action, including suspension or expulsion, in accordance with in accordance with district policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

### **School district makes no warranties**

The school district makes no warranties of any kind, whether express or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

## **EDUCATIONAL PROGRAMS and SCHEDULES**

### **Equal Educational Opportunities**

Every student of the Ellicott School District shall have equal educational opportunities regardless of race, color, ancestry, creed, sex, sexual orientation, religion, national origin, marital status, disability or need for special education services. Further, no student shall on the basis of sex be excluded from participating in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted by the district. More specifically, as prescribed by legal requirements, the school district will treat its students without discrimination on the basis of sex as this pertains to access to and participation in course offerings, athletics, counseling, employment assistance, and extracurricular activities. Grievance procedures relative to equal opportunities are outlined in Board Regulation JB in the policy section of this handbook.

### **Community Service-** *For more information see also Board Policy JN*

The Board recognizes that community service can teach students the importance of being good citizens and taking an active role in their community. Service-learning experiences motivate students by letting them apply what they are studying to local needs and problems and by showing them that they can make a contribution to their community.

A voluntary community service and service-learning program will be coordinated in each school by the principal or to the principal's designee. To encourage students to actively participate in these experiences, the district will recognize students with a certificate of community service. The minimum number of hours of community service or service learning necessary to qualify for this certificate is 50. The certificates will be awarded annually by the school in a manner deemed appropriate by school administration. The receipt of such certificate will be noted on the student's official transcript. There will be three levels of "Honors" recognition – Bronze 100 hours, Silver 200 hours and Gold 300 hours.

**Community service recognition will not be available for any activity for which a student receives compensation, or those required by court order.**

### **Special Education**

The Ellicott School District in cooperation with the Pikes Peak Board of Educational Services provides services to students with identified disabilities through the development of an Individual Education Plan (IEP). If your child enrolls in the Ellicott School District with an active IEP, or if you believe that your child may possess an unidentified disability, please immediately notify your child's principal in writing. At your request, your child will be evaluated through the RtI (Response to Intervention) model to determine the presence of any disability and associated special services.

### **Challenge Program (Gifted and Talented) Mission Statement**

The mission of Ellicott School District Challenge program is to recognize and nurture the development of exceptional abilities so that all gifted students demonstrate positive self-esteem, high level thinking and creative productivity. To meet these goals, the Challenge program will provide; (1) testing and identification of gifted and high achieving students, (2) education and information for parents and teachers in the areas of gifted education, differentiation and the needs of the whole child, (3) opportunities for enrichment and advancement for gifted and high achieving students. If you would like more information, please contact the Challenge Program Facilitator or your child's school office.

### **Multi-Tiered Systems of Support (MTSS)**

Multi-Tiered Systems of Support is an approach that promotes a well-integrated system connecting general, compensatory, gifted, and special education in providing high quality, standards-based instruction and intervention that is matched to students' academic, social-emotional, and behavioral needs.

MTSS is a process which includes the provision of systematic, research-based instruction and interventions to struggling learners. It assumes that the instruction/interventions are matched to student needs and that the monitoring of progress is continuous. Furthermore, MTSS is designed as an early intervention to prevent long-term academic failure. As such MTSS can replace the I.Q. discrepancy model in the identification of learning disabilities. MTSS is considered a general education service. The overarching purpose of MTSS implementation is to improve educational outcomes for all students.

## **STUDENT CONDUCT, EXPECTATIONS AND CONSEQUENCES**

**STUDENT CODE OF CONDUCT** *for more information, see ESD22 Board Policy JICDA.*

To further the Ellicott School District Mission of providing a safe and respectful environment for all community members, the Board authorizes and endorses the following student code of conduct.

This code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by these established rules of conduct. This code shall be enforced uniformly, fairly, and consistently for all students. Inappropriate behaviors identified in JICDA are considered to be “**major infractions**”.

**In accordance with applicable law and District policy concerning student suspensions, expulsions and other disciplinary interventions, the principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off of district property. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.**

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. Violation of criminal law, which has an immediate effect on the district or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations or established school rules.
6. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm in accordance with federal law. The administration or superintendent may elect not to proceed with suspension or expulsion, as applicable, if the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it.
7. Violation of the district's policy on student conduct involving alcohol/drugs.
8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district's tobacco-free schools policy. To include e-cigarettes, and vape pens.
10. Violation of the district's policy prohibiting sexual or other harassment.

11. Violation of the district's policy on discrimination by engaging in any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, religion, sex, age, or disability 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.
12. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
13. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
14. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing, or derogatory statements addressed publicly to an individual or group that precipitate disruption of the school program or incite violence.
15. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
16. Lying or giving false information, either verbally or in writing, to a school employee.
17. Engaging in scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
18. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
19. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to the one or more students.
20. Repeated interference with the school's ability to provide educational opportunities to other students.
21. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
22. Violation of the district's dress code policy.
23. Violation of the district's policy on student expression.
24. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
25. Instigation of inappropriate behaviors. To urge, prompt, encourage, incite, stir up and/or provoke another student(s) to actively participate in inappropriate behaviors.
26. Willful destruction or defacing of district property.
27. Violation of the Board's policy on bullying prevention and education.
28. Violation of the Board's policy on gangs and gang-like activity.

**STUDENT APPEARANCE (Dress Code)** *For more information see also Board Policy JICA*

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel, make-up or hair style that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the **first offense**, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the **second offense**, the student shall go to the in-school-suspension room for the day to do schoolwork and a conference with parents/guardians shall be held. On the **third offense**, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

During school and at school activities; inappropriate attire will be addressed to include (not excluding any additional items deemed inappropriate by administration) the following:

1. Inappropriately short, sheer, or low-cut clothing such as midriffs, spaghetti straps, backless clothing, tube tops, muscle/tank tops, garments made of fishnet, mesh, or similar material (jeans with holes) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, torso, upper thigh and breasts. Nightwear, such as pajamas and slippers are not appropriate clothing for school.
2. Headwear, hats, and sunglasses are not permitted in the building.
3. Exposed undergarments are unacceptable. Pants, shorts, skirts, etc. must be worn at waist level. Shorts and skirts must not be shorter than 3 inches above the knee.
4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories or body adornment that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - a. Reference drugs, alcohol, tobacco, or weapons.
  - b. Imply anything of a sexual nature.
  - c. Denote or advocate gang affiliation, violence, or disruptive behavior.
  - d. Items that may cause injury. ie: chains.
5. Clothes that are obscene, profane, vulgar, lewd, or legally libelous.
6. Clothes that threaten or hide the safety or welfare of any person. ie: gloves.
7. Clothes that promote any activity prohibited by the code of conduct.
8. Clothes that otherwise disrupt the teaching or learning process.

\*Remember that Colorado weather is unpredictable therefore please dress in appropriate layers.

### **Exceptions:**

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms) may be worn to school when approved by the sponsor or coach.

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy. Special dress requirements may be established for student activities with prior permission of the building administration. In partnership with parents and guardians, we strive to obtain a solid academic environment.

### **Public Display of Affection (PDA)**

Ellicott School District will not condone any forms of PDA (Public Display of Affection). PDA will be defined as, but not limited to, behaviors of a sexually intimate nature including; inappropriate hugging/embracing, sitting or lying against another person: resting one's head on the other's shoulder, lap, etc., caressing (petting)-gently stroking body parts or hair with hand, tickling, massaging, kissing, sexual intimacy, or any other behavior deemed



inappropriate by school staff. All disciplinary action will be based upon the Ellicott District “Student Code of Conduct”.

**Violent and Aggressive Behavior** *For more information see also Board Policy JICDD*

The Board recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the district.

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. At the district's discretion and when appropriate, the student shall receive appropriate intervention designed to address the problem behavior. The Board of Education shall be informed of all intervention efforts by district schools.

Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be documented and communicated by the staff to the building principal and the superintendent. The immediate involvement of the parents/guardians is also essential. Law enforcement officials shall be involved if there is any violation of law.

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.

**Bullying Prevention and Education** *For more information see also Board Policy JICDE*

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying, for any reason, is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals.

1. To send a clear message to students, staff, parents and community members that bullying will not be tolerated.

2. To train staff and students in taking proactive steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

**Tobacco-Free Schools** *For more information see also Board Policy ADC & JICDA*

Vaping, smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property. For the purpose of consequences assigned per this regulation, there shall be no differentiation made between possession and use of tobacco products, to include e-cigarettes, vape pens and hookah pens. Students found to be in possession of or using tobacco products at school, in school vehicles, or at school-sponsored activities shall face the following disciplinary action:

***First Offense***

Students will be assigned a one (1) day in-school suspension. Parents will be contacted.

***Second Offense***

Students will be assigned a three (3) day in-school suspension and a behavior contract will be established.

NOTE: documentation of enrollment and completion in a substance abuse treatment program is required.

***Third Offense***

Student will be assigned a four day out-of-school suspension and will be recommended for expulsion for continued and willful disobedience as provided in the student Code of Conduct.

**Drug and Alcohol Involvement by Students** *For more information see also Board Policy JICH*

Ellicott School District shall promote a healthy environment for students by providing education, support and decision-making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare, safety or morals of other students or school personnel for any student to possess, use, sell, distribute or exchange or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, being transported in a school vehicle dispatched by the district or one of its schools, taking part in any school- or district-sponsored or sanctioned activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents/guardians and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents and students with information concerning education and rehabilitation programs which are available.

Information provided to students and/or parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

**Secret Societies/Gang Activity** *For more information see also Board Policy JICF*

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior. The principal or designee shall maintain continual, visible supervision of school premises, school vehicles and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

The superintendent or designee shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort.

The superintendent or designee shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.

### **Gang symbols**

The Board prohibits the presence on school premises, in school vehicles and at district- or school-related activities of any apparel, jewelry, accessories, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior. This policy shall be applied at the principal's discretion after consultation with the superintendent or designee as the need for it arises at individual school sites.

### **Prevention education**

The Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Early intervention is a key component of efforts to break the cycle of gang membership. Therefore gang violence prevention education in the schools shall start with students in **third** grade.

### **Weapons in the School** *For more information see also Board Policy JICI*

**The Board of Education determines that student possession, use of a weapon, and/or threatened use of a weapon is detrimental to the welfare and safety of the students and school personnel within the district.**

### **Mandatory expulsion in accordance with state and federal law for possession of a firearm**

Using or possessing or threatening to use 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.
- 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 exceeds *three inches* in length,
- d. A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
- e. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, bludgeon, nunchucks, 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, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsion and other disciplinary interventions. A student may, but need not be expelled, if as soon as possible upon discovering that he or she is in possession of the dangerous weapon, the student notifies and delivers the weapon to school officials.

In accordance with federal law, expulsion shall be 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.

### **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 District policy concerning student suspensions, expulsions and other disciplinary interventions.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

#### **Local restrictions**

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the using, possessing, or threatening to use any *knife*, regardless of the length of the blade, 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 authorization of the school or school district is prohibited. Students who violate this policy provision shall be subject to disciplinary action, including suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

The district shall maintain records that describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement, as appropriate.

#### **Student Interviews, Interrogations, Searches and Arrests** *For more information see also Board Policy JICDA-R*

##### **Interviews by school administrators**

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. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

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.

#### **Searches conducted by school personnel**

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. An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search.

#### **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 the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

#### **Search of the student's person or personal effects**

The principal or designee may search the person of a student or a student's personal effects such as a purse, backpack, book bag, or briefcase on school property or at school-sponsored events or activities if the school official has reasonable grounds to suspect that the search will uncover:

- a. Evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws.
- b. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing.

The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

Searches of the person shall be conducted out of the presence of other students and as privately as possible by a person of the same sex as the student being searched. At least one person of the same sex as the student being searched shall witness but not participate in the search.

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.

Searches of the person which may require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. School personnel shall not participate in such searches.

### **Seizure of items**

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or Board policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
2. Returned to the student or the parent/guardian.
3. Turned over to a law enforcement officer in accordance with this policy.

### **Law enforcement officers' involvement**

#### **Interrogations and interviews**

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstance exist, such interrogations and interviews are discouraged during students' class time. An administrator will attempt to contact the student's parent/guardian. It is the law enforcement officer's responsibility to decide whether to wait for parent/guardian's presence before.

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials shall make an effort to notify the student's parent/guardian, except in cases involving investigation of reported child abuse where the suspected perpetrator is a member of the student's family, when law enforcement has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist. However, whether or not to postpone the interview or interrogation until the parent/guardian arrives is the law enforcement officer's decision.

#### **Search and seizure**

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search. It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

#### **Custody and/or arrest**

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian.

It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, district staff are not responsible for an officer's legal compliance when arresting a student.

**Use of Physical Intervention** *For more information see also Board Policy JKA*

In dealing with disruptive students, any person employed by the district may, within the scope of his/her employment, use reasonable and appropriate physical intervention with a student as necessary for the following purposes:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint (contained in the Policy JKA-R) are followed.

“Restraint” is defined by state law and district policy as any method or device used to involuntarily limit a student’s freedom of movement for more than five minutes, including but not limited to physical force, mechanical devices, chemicals or seclusion. The district shall develop procedures and a training program related to the use of restraint consistent with this policy and state law.

Corporal punishment shall not be administered to students by anyone in any district school.

**Sexual Harassment** *For more information see also Board Policy JBB*

The Board recognizes that sexual harassment can interfere with a student’s academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination.

**District’s commitment**

The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. We are willing to bet that no-one reviews these paragraphs yearly and that even Mr. Biga did not review it. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.



### **Sexual harassment prohibited**

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.

Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

Sexual harassment as defined above may include, but is not limited to:

1. sex-oriented verbal "kidding," abuse or harassment.
2. pressure for sexual activity.
3. repeated remarks to a person with sexual implications.
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another.
5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.
6. sexual violence.

### **Reporting, investigation and sanctions**

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a formal complaint through the compliance process (AC-R). All reports and indications from students, district employees and third parties shall be forwarded to the compliance officer.

If the alleged harasser is the person designated as the compliance officer, an alternate compliance officer will be appointed by the superintendent to investigate the matter.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in

appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

### **Notice and training**

All students and district employees shall receive periodic training related to recognizing and preventing sexual harassment. District employees shall receive additional periodic training related to handling reports of sexual harassment.

### **Sexual Harassment – Student (Complaint and Compliance Process)** *For more information see also Board Policy AC-R*

An aggrieved individual is encouraged to promptly report the incident as provided in Board policy and this regulation. All reports received by teachers, counselors, principals or other district employees shall be promptly forwarded to the compliance officer. If the compliance officer is the individual alleged to have engaged in the prohibited conduct, the complaint shall be forwarded to Elementary Principal, Joe Torrez.

Any aggrieved individual may file with the compliance officer a complaint charging the district, another student or any school employee with unlawful discrimination or harassment. Complaints may be made orally or in writing. Persons who wish to file a written complaint shall be encouraged to use the form in AC-E-2. All complaints shall include a detailed description of the alleged events, the dates the alleged events occurred and names of the parties involved, including any witnesses. The complaint shall be made as soon as possible after the incident.

The compliance officer shall confer with the aggrieved individual and/or the alleged victim of the unlawful discrimination or harassment as soon as is reasonably possible, but no later than 10 school days following the district's receipt of the complaint in order to obtain a clear understanding of the basis of the complaint.

Within 10 school days following the initial meeting with the aggrieved individual and/or alleged victim, the compliance officer shall attempt to meet with the individual alleged to have engaged in the prohibited conduct and, if a student, his or her parents/guardians in order to obtain a response to the complaint. Such person(s) shall be informed of all allegations that, in the compliance officer's judgment, are necessary to achieve a full and accurate disclosure of material information or to otherwise resolve the complaint.

At the initial meetings, the compliance officer shall explain the avenues for informal and formal action, provide a description of the complaint process, and explain that both the victim and the individual alleged to have engaged in prohibited conduct have the right to exit the informal process and request a formal resolution of the matter at any time. We are willing to bet that no-one reviews these paragraphs yearly and that even Mr. Biga did not review it. The compliance officer shall also explain that whether or not the individual files a written complaint or otherwise requests action, the district is required by law to take steps to correct the unlawful discrimination or harassment and to prevent recurring unlawful discrimination, harassment or retaliation against anyone who makes a report or participates in an investigation. The compliance officer shall also explain that any request for confidentiality shall be honored so long as doing so does not preclude the district from responding effectively to prohibited conduct and preventing future prohibited conduct.

### **Discipline Procedures** *For more information see also Board Policy JK, JK-R, JKD/JKE, JKD/JKE-R*

The 5 Step Plan for Classroom Disciplinary Intervention:

General student actions are addressed through a 5 Step rubric. The first step is a conversation between the teacher and the student. The second step is a conversation between teacher and student with a call home to the parent/guardian. The third step includes a citizenship act on behalf of the classroom teacher. The fourth step includes a meeting with the school counselor regarding the needs of the student. The fifth step is a meeting between student, parent, and/or administrator to include a disciplinary response. This response can include suspension. Disciplinary responses are listed below.

### **Friday Intervention**

Friday intervention will be held from 8:00 am - 12:00 pm. It will be utilized to assist students with academic struggles (students receiving D's or F's), students wishing for additional instructional support, students exhibit truancy issues or behavioral concerns and study halls for sports, clubs, organizations, etc. Transportation is not provided and is the responsibility of the parent/guardian. Administration will assist in developing accommodations as much as possible.

### **In-School Suspension (ISS)**

When, in the opinion of school administrators, a student's behavior warrants disciplinary action, an In-School Suspension may be assigned. This suspension will be assigned either for same day action or the next school day. In-School Suspensions will be served during the hours of 7:55 a.m. to 4:00 p.m. Any suspension that is not fully served will result in a reassignment of the suspension and serving of the full suspension at the next available date. Work completed during In-School Suspension may be turned in for credit.

### **Out-of-School Suspension (OSS)**

When, in the opinion of school administrators, a student's behavior warrants suspension from school, the student may be assigned up to five days out-of-school suspension. As an alternative to suspension, a student may remain in school with the consent of the administrator and teacher(s) if his/her parent/guardian attends class with the student for a period of time to be specified by the building administration. Work completed during Out-of-School Suspension may be turned in for credit.

**Note: Any suspension that is not fully served will result in a reassignment of the suspension and serving of the full suspension at the next available date.**

A student who has received a second suspension during a school year may be required to enter into a Behavior Contract. A student who is suspended three times during the school year for disrupting the school environment shall be considered habitually disruptive in accordance with District policy and may be recommended for expulsion from the Ellicott School District. Parents will receive notice of each suspension that a student is counted toward being designated as habitually disruptive.

### **Expulsion**

When, in the opinion of the building principal, a student's unacceptable behavior warrants expulsion from Ellicott School District 22, the student will be notified and afforded due process in accordance with state law.

Student expulsions will typically be for a period of 12 calendar months (not a school year). Depending on the severity of the offense, students may be afforded an opportunity to meet specified requirements and return to school on a conditional basis prior to the end date of the expulsion. Violation of these conditions will result either in immediate reinstatement of the original expulsion or separate disciplinary actions based on the offense.

In accordance with law, during the time of expulsion, the District shall provide a student alternative educational services deemed appropriate by school district officials.

**Graduation Requirements.** *For more information please see ESD22 Policy IKF*

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements:

**State and district content standards**

All students must meet or exceed state and district content standards prior to becoming eligible to graduate and participate in commencement exercises.

Graduation from high school is a culminating event in K-12 public education that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the content standards and to meet the expectations for graduation.

**Units of credit needed**

A total of 28 credits earned during grades nine through twelve are required for graduation. A credit is defined as the amount of credit given for the successful completion of a course which meets two days per week for a minimum of 100 minutes daily for at least 36 weeks or the equivalent. Partial credit may be awarded for courses that meet less than 50 minutes for example, .25 credit may be offered for seminar period. Successful completion means that the student obtained a passing grade for the course and was in attendance 90% of the time class met, **unless the student's absences were excused.**

The following criteria shall entitle a student to a high school diploma:

- Achievement in content standards as demonstrated by mastery of the curriculum which may include, but is not limited to, daily classroom assignments, the Colorado Assessment Programs, the district assessment program, classroom assessments, and student participation in, and completion of, assigned projects.
- Completion of 28 credits in grades nine through twelve in the prescribed categories listed below.
- Completion of the requirements and goals as listed on a student's Individual Education Plan (IEP), which may include modified content standards.

**Classification Credits:**

Students are classified according to the number of credits they have earned. Required minimum classification credits are listed below. Reclassifications are made only at the beginning of each school year. Exceptions are on a case by case basis granted at the end of the 1<sup>st</sup> semester.

Tenth Grade	7 credits
Eleventh Grade	14 credits
Twelfth Grade	21 credits

**Diploma Requirements**

**There are three different pathways to a diploma offered through Ellicott High School. Each will carry the same weight as a Diploma, but they will each recognize the various pathways students achieve success in high school.**

### Honors Pathway

- 28 Academic Credits plus 1 Community Service Credit required
- Community Service Credit given for 50 or more documented hours
- Minimum of 5 or more High School Credits in Honors/AP/College level courses are required to be completed at a B level or above (required for college credit) with a minimum of one course each academic year.
- Must complete this pathway to be in the running for Valedictorian or Salutatorian honors

### Required courses:

Credits	Area	Specific Courses
4	Language Arts	
3	Mathematics	
3	Science	
3.5	Social Studies	American or World History, US Government
1	Physical Education/Health	
2	Foreign Language	
1	Fine Arts	Art/Music/Drama
1 **	Community Service	50 documented volunteer hours

\* This is the seminar class that is 30 min daily and provides two credits over 4 years.

\*\* Completed outside of class time

### CTE Pathway (Career and Technical Education)

- 28 credits required
- Successful completion of 2 years of Concurrent Enrollment programs with B's or above or:
- Successful completion of a vocational program at the high school

Credits	Area	Specific Courses
4	Language Arts	(may be earned through articulation)
3	Mathematics	(may be earned through articulation)
3	Science	(may be earned through articulation)
3.5	Social Studies	(2 credits may be earned through articulation) American History or World History, US Government
1	Physical Education/Health	
1	Business	

## High School Pathway

- 28 credits required

### Required credits/courses

Credits	Area	Specific Courses
4	Language Arts	
3	Mathematics	
3	Science	
3.5	Social Studies	American or World History US Government
1	Physical Education/Health	
1	Business	
1	Foreign Language	

### Required Demonstration of Mastery for Graduation

To be eligible to graduate, in addition to accruing the required type and number of credits, students must successfully demonstrate postsecondary readiness by passing one of the state approved assessments for mastery with the requisite score. Students may choose from the following approved assessments:

**ACT/SAT**

**Accuplacer**

**ACT WorkKeys National Career Readiness Certificate**

**Capstone Project**

**Advanced Placement Test**

**Concurrent Enrollment**

**Capstone**

**Industry certificate**

**ASVAB**

**Skills USA Honors**

**State Required assessments**

### Credit for Middle School Students, from other institutions and home-based programs

Students in the 8<sup>th</sup> grade who take a course from the High School will receive credit if the grade earned is at least a “B.” All students entering from outside the district must meet the district graduation requirements. The principal shall determine whether credit toward graduation requirements shall be granted for courses taken outside the district. Students who are currently enrolled in the district and wish to obtain credit from outside institutions or through “online” programs, must have prior approval from the principal.

The district shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the student's transcripts. The district may reject any transcripts that cannot be verified through such testing.

### **Class rankings and grade point averages**

Graduating seniors shall be ranked within the graduating class for each high school upon the basis of grade-point averages for the four-year program, excluding the last semester of the senior year.

Grades for regular classes will be given the following values: A=4, B=3, C=2, D=1.

Grades for advanced placement classes will be given the following values: A=5, B=4, C=3, D=2.

After a course has been passed, no future grade earned in the same course shall be used to determine class rank or grade point average.

The student with the highest-class rank will be valedictorian. When more than one student holds the numerical one rank (rounded to 100<sup>th</sup>), all students holding the rank will be declared co-valedictorians.

When transcripts of transfer students show grades such as pass or satisfactory, such grades shall not be counted in determining class rank or grade point average. Students entering from home-based education programs must submit student work or other proof of academic performance for each course for which credit toward class ranking or grade point average is sought.

### **Independent study**

Independent study, work experience and experienced-based programs (office/student aides) approved in advance by the principal may be taken for high school credit. Students must submit a request for approval that includes a summary of the educational learning standards, objectives to be achieved and assessment tool utilized by the assigned faculty member.

### **Student course load**

The course load for freshmen, sophomores, juniors and seniors shall be a minimum of 7 credits per school year. Students who wish to take fewer credits in any given school year must obtain advance permission from the principal.

### **Years of attendance**

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students need the challenge provided by postsecondary education or other opportunities at an earlier age. Therefore, the principal may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements.

**ATHLETICS and ELIGIBILITY** *For more information see also Board Policy JJJ and JJJ-R*

### **Interscholastic Athletics**

The Ellicott School District provides opportunities for both young men and women to participate in competitive interscholastic athletics. Participation is neither required nor is it part of the basic instructional program. Policy JJI more clearly identifies the purposes and guidelines of the district athletic program as identified by the Board of Education.

Every student participating in Interscholastic Athletics is provided with a Student Athlete Handbook. These handbooks outline the rules, policies and expectations set forth by the high school and the Board of Education. Students and parents must read and agree to abide by the policies established by the district. Violation of the policies can result in suspension from athletic teams.

Students are governed by all requirements set forth by the district, the Ellicott Board of Education and the Colorado High School Activities Association.

### **Eligibility**

In accordance with Colorado High School Activities Association (CHSAA) guidelines, a weekly eligibility check will be completed each week for all students. This grade check will be conducted every Monday for participation in extracurricular activities during the following week (Tuesday through Monday). Students who receive a single failing grade for the week will not be eligible to participate during the following week (Tuesday-Monday). No eligibility lists will be published the first three weeks of each semester.

### **Sportsmanship**

At each and every contest or event, Ellicott School District 22 recognizes the importance of good sportsmanship and asks that all spectators, coaches, and participants display a common respect for each other and the contest's officials. District officials believe that everyone should channel their energy toward encouragement and positive support for all involved and that good sportsmanship leads to well-rounded student athletes.

**Any individual in violation of district sportsmanship expectations will be asked to leave the contest or event. A meeting must be scheduled with the Athletic Director in order to receive recommendation for admittance to any future event(s).**

## **SCHOOL TRANSPORTATION**

### **Student Transportation**

In order to effectively plan transportation routes, parents/guardians will be required to, at the beginning of each school year, designate in writing one pick-up and one drop-off location for each child. These locations do not need to be the same; however, once locations are designated, students will only be allowed to ride to from these locations and will not be allowed to ride to other locations for reasons including, but not limited to, scouts, day care, parties, other relative houses, etc. unless prior 24-hour notice is given to and approved by transportation.

In the event of family move, change of custody or other situations that require permanent changes in pick-up or drop-off locations, changes can be made by written request submitted to the director of transportation at least seven days in advance of the change. Temporary changes (less than 10 days) will only be allowed upon written request to the director of transportation at least seven days in advance and will be allowed only on a daily space-available basis.

**SCHOOL BUS RULES AND REGULATIONS** *For more information see also Board Policy JICC and JICC-R*



The information contained in this document is provided to students and parents so that all are aware of the rules and regulations affecting your child(ren) while he/she is riding school district transportation. The Ellicott School District is quite proud of its bus drivers and the quality of student transportation services they provide. However, it is important for everyone to know and understand that transportation to school is not a legal responsibility of the school district. It is, rather, a service provided to district-resident students at the expense of the taxpayers of the district, so it is expected that this privilege will be appreciated by those benefiting from it. The district is committed to transporting all eligible students; however, willful violation of the enclosed school transportation rules by any student can be sufficient cause for a student to be denied school district transportation. To avoid this unfortunate situation, please take a few minutes to review and stress the importance of these rules and guidelines with your child(ren).

### Safety Statement

Safety is the primary concern of the Ellicott School District 22 Transportation Department. When an incident occurs that could distract a driver's attention from the road, the safety of each student, the driver, and others on the road is jeopardized. The rules of conduct established for students riding a bus minimize the risk of harm or injury to them and all others.

In the event of any emergency, students are to remain in the bus until otherwise instructed by the driver or emergency response personnel.

### Consequences for Rule Infractions

Bus drivers have the authority to recommend suspending the riding privileges of any students who they feel are in violation of the rules of conduct. When a driver recommends suspension to the director of transportation, the director shall refer the matter and recommendation to the building principal. The period of suspension will vary with the nature of the infraction, but will range from 2 days to 1 full calendar year. Parents will be notified before the suspension starts so that they can arrange alternate transportation and ensure that they remain in compliance with Colorado attendance laws.

### Student Expectations

#### Before Boarding the Bus:

1. Students shall be at their assigned bus stops five minutes before the bus is scheduled to arrive.
2. Students need to stay off the road and respect others' property. Students are directed not to trespass or to play in private yards near the bus stops.
3. Students shall wait until the bus comes to a complete stop, the door opens, and the driver signals to them before they attempt to enter the bus.

#### While on the Bus:

1. Insubordinate or disrespectful behavior will not be tolerated on any school district vehicle.
2. All students will be assigned a specific seat. Each student is responsible for his/her seat. If any seat is damaged, the student(s) assigned to that seat will be responsible for paying the cost of any repair and will not be allowed to ride any bus until such payment is made.
3. Sharp instruments such as compasses, pencils, pens, etc. shall be carried in a safe container to avoid potential injury to persons or damage to property.
4. Colorado Department of Education regulations require students to maintain silence when approaching railroad crossings. Students should also maintain silence at signal lights, stop signs, and designated bus stops.
5. Students are expected to identify themselves accurately when requested to do so by any employee of the Ellicott School District.

6. Students are not permitted to stand, turn around, or leave their seats while the bus is in route.
7. Students are to keep their feet, hands, and head inside the bus at all times. Students must also keep their hands and feet off of other students and out of the aisle of the bus.
8. Students should refrain from horseplay and/or harassing activity at all times.
9. Nothing is ever to be thrown from the bus windows or door. Additionally, students shall help keep the bus clean and free from debris at all times.
10. Students must not be loud enough to distract the driver at any time. If a driver judges a student's voice to be too loud, he or she may be, after sufficient warning, required to ride in silence.
11. Students must follow the driver's instructions at all times.
12. Students shall refrain from using foul, obscene, or otherwise inappropriate language on or near any bus at any time.
13. When deemed appropriate and allowed by the driver, students may eat and/or drink on the school bus.

When Exiting the Bus:

1. Students shall wait until the bus comes to a complete stop before leaving their seats.
2. Students who must cross the road must walk at least 10 feet in front of the bus and wait for the driver's signal before proceeding across the road.
3. Students shall stop halfway across the road and look in both directions before proceeding to the opposite side of the road.

Consequences:

In addition to the following transportation-related consequences, additional consequences may be assigned if violations of the student code of conduct also occur (i.e., fighting, possession of dangerous weapon, threatening, possession of contraband, etc.). Consequences for these violations will be consistent with consequences assigned to like violations which occur at school.

Consequences for Secondary Students:

- 1<sup>st</sup> Infraction:** Student conference, verbal warning and referral sent home.
- 2<sup>nd</sup> Infraction:** Completion of bus referral form, bus suspension 1-4 days and a phone call home.
- 3<sup>rd</sup> Infraction:** Completion of the bus referral form, bus suspension 4-12 days, conference with parents, and behavior contract established.
- 4<sup>th</sup> Infraction:** Student transportation privileges will be revoked for the remainder of the school year.
- 5<sup>th</sup> Infraction:** Completion of a bus referral, conference of parents, administrators, and bus driver, and a 5 day bus suspension.
- 6<sup>th</sup> Infraction:** Completion of a bus referral, conference of parents, administrators, and bus driver, and loss of riding privilege for the remainder of the year.

*\*\*All consequences are at the discretion of the Director of Transportation and School Administration.*

Appeal Process:

Parents who wish to appeal their child's suspension from school district transportation must indicate their wishes in writing to the building principal within 5 days of the notice of suspension.

Transportation by the school district is not required by state law or by the local Board of Education. Therefore, riding a school bus should be viewed as a privilege, not a right, which can be immediately terminated for students who choose not to abide by school bus regulations.

**Safety Reporting**

Safe 2 Tell is a hotline that students may use to report any information they may have about something that makes them feel unsafe, or is considered to be a danger or potentially harmful to their personal safety or that of their friends or classmates. All calls are completely anonymous. Students are encouraged to call Safe2Tell at 877-542-SAFE (7233) or use their website at [www.safe2tell.org](http://www.safe2tell.org) when they have matters of concern for safety. For more information, visit the Safe2Tell website.

**School District Website**

Additional school information, policies and regulations may be obtained at each school building site or on our district web site at [www.ellicottschools.org](http://www.ellicottschools.org).

Parents and Students:

After reading this handbook, please acknowledge by signing the agreement below. **This agreement MUST be signed and turned into the office BEFORE you are issued a laptop:**

As a parent or guardian, I have read the Ellicott High School Student/Parent Handbook policies and procedures, including the District Laptop/Technology Policy Agreement (pages 13-19). I understand there is a \$25 user fee for the year. I will make every effort to support the Ellicott High School administration and faculty in developing responsible students. My signature indicates I have read and understand the school’s policy and procedures.

Parent or guardian’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a student, I have read the Ellicott High School Student Handbook and the District 22 Laptop/Technology Policy Agreement (pages 13-19). I will make every effort to operate within the established guidelines as I develop into a responsible student and citizen. My signature indicates I have read and understand the school’s policy and procedures.

Name of Student (Please Print): \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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