



## **Evergreen High School Student and Family Handbook**

**29300 Buffalo Park Road  
Evergreen, CO 80439**

<https://evergreen.jeffcopublicschools.org>

**303-982-5140**

**Dr. Skyler Artes**  
*Principal*

**Maria Indrehus**  
*Assistant Principal  
Assessment Director*

**Cassie Alley**  
*Assistant Principal  
Student Services Director*

**Madelynn Hornecker**  
*Assistant Principal  
Athletics & Activities Director*

### **Mission Statement**

*Evergreen High School engages all students in rigorous, innovative, and creative educational experiences that prepare them to advance the global community.*

*For up-to-date information, including the EHS Family Calendar, please visit our school website*

<https://evergreen.jeffcopublicschools.org>

## EVERGREEN HIGH SCHOOL

*The following information outlines the policies and procedures Evergreen High School adheres to as part of our mission to provide excellence in education. These policies and procedures align to and are informed by those of Jeffco Public Schools and the Jeffco Public Schools Student and Family Handbook.*

Jeffco Public Schools  
<https://www.jeffcopublicschools.org>  
303-982-6500

### **Advisement**

The purpose of Advisement is to provide a weekly opportunity for students to have access to all teachers for academic help and support. Students are to use this enrichment period as time for assistance with assignments and learning, making up missed assignments or assessments, and seeking individual assistance from teachers and staff. Students are required to attend school during the Advisement period. Advisement Period is considered to be part of the school day. Attendance is taken at the beginning and end of each Advisement period. More than 3 unexcused absences will result in a F in Advisement.

### **Attendance**

**Attendance Office Hours: 8:00AM – 4:00PM**

**Attendance Phone Line: 303-982-5041**

Please visit the Attendance tab on the EHS website for the full EHS Attendance Policy.

If a student is absent, his/her parent or guardian must contact the attendance office within 24 hours of the absence.

There are three categories of absences, Excused, Unexcused, and Pre-Arranged.

1. Excused – Absences approved by the school district include temporary illness or injury, absence approved by the principal, absence for an extended period due to physical/mental/emotional disability, absence due to being in the custody of the court or law enforcement officials, or a bona fide family emergency.
2. Unexcused – Unexcused absences are not approved by the school and taken without administrative or parent permission.
3. Pre-Arranged – These include absences with prior knowledge of the school and permission from parents. A pre-arranged absence may be excused or unexcused depending on the circumstances. A student may pre-arrange an absence under the following conditions:
  - a. A prearranged form is obtained from the attendance office.
  - b. The student must initial the form acknowledging responsibility to discuss all make-up work prior to absence. Each teacher will provide

the student with his/her assignments to the extent possible. At the teacher's discretion, a student may be required to turn in all work before the day(s) of his/her absence.

- c. To avoid class interruptions, students wishing to pre-arrange an absence should contact their teachers before or after school or during Advisement or Access period.
- d. The student must return the completed pre-arranged form, including parent's or guardian's signature, to the attendance secretary prior to the day of absence.

Students are considered absent if they arrive after the first half of class time has passed. Tardy excuses must be called in to the attendance office. Excessive tardies can result in the same consequences as excessive unexcused absences. Excused absences are an exception, should the number of excused absences exceed 10% of school days. Attendance rates will be calculated per semester.

If a student must leave school prior to semester or term final assessments, he/she will need to complete a pre-arranged absence form. Students missing finals will have the opportunity to take them at a time approved by the teacher and principal.

### **The Parent/Guardian Role Notification:**

- Parents handle all attendance requests over the phone. Handwritten or typed notes are not accepted.
- Parents must call the EHS attendance office no later than 24 hours following the beginning of the absence. Only phone calls from a parent can excuse an absence (handwritten notes are not accepted). If the school is not notified within this period of time, the absence will be unexcused. Calls made after 12:00 PM on the day following the absence will not be excused until the next day and will result in a call from our computerized notification system.
- After the 24-hour window has closed, unexcused absences can only be cleared with a doctor's note.
- Students need to complete a prearranged absence form for any absence that will cause them to miss three or more days of school (family vacations, college visits, or other extended absences). Parents must sign the form and submit it to the attendance office at least three days before the scheduled absence. Forms are available in the attendance office and on the school website.
- *Students who leave school due to illness must sign out at the clinic for the absence to be excused.*
- Excluding the first and/or last class period of the day, if a student is absent for a single class period, they must return to school and provide an official notice from the doctor, dentist, or other professional practice or organization for the absence to be excused.

## **Single-Period Absences AND Tardies**

- **Single-period absences and tardies:** Any single period tardy or absence will not be excused without official documentation of an appointment with a physician, physical therapist, dentist, orthodontist, etc.
  - **Examples:** 1) A student is present for every period of the day with the exception of 2nd period; 2) A student is on time for every period of the day but is thirty minutes late to 5th period.
- **Ongoing issues:** If a student is experiencing an ongoing issue that impacts regular attendance, a meeting with the school nurse, clinic aide, counselor, prevention specialist, principal and/or mental health provider will be scheduled to ensure we are best supporting the student and their educational needs. Medical documentation may be required if a student exceeds 10 excused absences.
  - Students who leave during the day for an appointment must wait to leave class until they receive a pass from the attendance office.
    - Students must leave the building if they have been excused from class
  - EHS encourages families to be in contact with the student's counselor or administrator if a student is dealing with ongoing injuries and/or recurring appointments (therapy, orthodontists) that may result in regular school absences.

## **Attendance Records**

Attendance records are available upon request. Any questions regarding attendance information, attendance line recordings, and the automatic caller can be directed to the Attendance Secretary.

Failure to comply with State and District attendance requirements and/or procedures may result in consultation with the District's Student Outreach Officer (Truant Officer) and/or subsequent court proceedings.

## **Awards**

The Evergreen High School Student Awards Program is designed to recognize and promote excellence in all areas of school life. It features awards for outstanding academic, athletic, and co-curricular achievement.

- Academic Awards
  - Honor Roll – based on prior year annual Grade Point Average
    - Bronze – 3.75–3.99
    - Silver – 4.00–4.24
    - Gold – 4.25–4.99
  - Academic Letter
    - Combination of GPA and annual completion of 8 terms of AP/Honors classes.
- Community Service
  - Based on a student accumulating at least 115 hours per academic year of volunteer work outside of school. Hours accrued through participation in Student Senate do not count toward these hours.

## Course Enrollment Requirements

All students are expected to maintain the minimum full enrollment of 6 classes, to include Study Hall for 9th and 10th grade (7 classes total). 12th graders in good standing maintain an enrollment of 5 classes.

## Course Expectations

Teachers are expected to outline course expectations for students at the beginning of each semester in a syllabus. Expectations, grading policies and additional class information can be found on teachers' websites. All teachers are expected to maintain a website with an up-to-date class calendar and relevant course information and material. Please carefully review and understand all expectations at the beginning of each course.

## Communicating Academic Concerns

Step #1 – Teacher	If a parent or student has an academic complaint or problem, the first step is to speak with the teacher. This can be done through email, phone, voicemail, and/or setting an appointment to meet with the teacher in-person or virtually.
Step #2 – Counselor	If the issue is not resolved by step #1, parent or student should contact the student's counselor.  <i>Andrea Brown – Last Names A-G</i>  <i>Eileen Hernandez – Last Names H-O</i>  <i>Amy Wells – Last Names P-Z</i>
Step #3 – Assistant Principal	If the issue remains unresolved, the parent or student contacts the appropriate assistant principal. Our assistant principals support the following grades and areas of focus.  <i>Maddy Hornecker -- Grade 9 (Athletics &amp; Clubs/Activities)</i>  <i>Maria Indrehus – Grade 10 (Assessments &amp; Performing Arts)</i>  <i>Cassie Alley – Grades 11 and 12 (Student Services, Scheduling &amp; Special Education)</i>
Step #4 – Principal	If none of the previous steps produce resolution, parent or student can appeal directly to the school principal. If steps have been skipped, the parent or student will be redirected to the teacher, counselor, or assistant principal as appropriate.

## Communicating Other Concerns

A positive student experience requires strong partnerships among the school, parents, guardians, students and the wider Evergreen community. As topics arise, please use this directory to address issues.

<b>Topic</b>	<b>1st Point of Contact</b>	<b>2nd Point of Contact</b>	<b>3rd Point of Contact</b>
<b>Activities (Clubs)</b>	Maria Indrehus, Asst. Princ.	Skyler Artes, Principal	
<b>Assessment &amp; Testing</b>	Maria Indrehus, Asst. Princ.	Skyler Artes, Principal	
<b>Athletics</b>	1. Coach and Athlete 2. Coach, Athlete, Parent	Maddy Hornecker, Asst. Princ.	Skyler Artes, Principal
<b>Attendance</b>	Classroom Teacher Jessica Kesely, Attendance		
<b>Enrollment</b>	Marlo Naumer & Margret Principe, Registrars	Counselor Andrea Brown (A-G) Eileen Hernandez (H-O) Amy Wells (P-Z)	Skyler Artes, Principal
<b>Financial/Fees</b>	Rebecca Lein, Financial Secretary	Skyler Artes, Principal	
<b>Grade-level or Academic Concern</b>	Classroom Teacher	Counselor Andrea Brown (A-G) Eileen Hernandez (H-O) Amy Wells (P-Z)	Grade Level Administrator: Maddy Hornecker, 10th & Athletics Maria Indrehus, 11th Cassie Alley, 9th & 12th
<b>Mental Health Concerns</b>	Counselor Andrea Brown (A-G) Eileen Hernandez (H-O) Amy Wells (P-Z)	Grade Level Administrator: Maddy Hornecker, 10th & Athletics Maria Indrehus, 11th Cassie Alley, 9th & 12th	Skyler Artes, Principal
<b>Parking</b>	Steve Moses, Campus Security		
<b>Physical Health Concerns</b>	Teri Kalbfleisch, Health Aide	Lisa Olson, District Nurse	Skyler Artes, Principal

<b>Post-Graduation Opportunities</b>	Futures Center: Janet Anderson	Counselor Andrea Brown (A-G) Eileen Hernandez (H-O) Amy Wells (P-Z)	
<b>Student Behavior In Class</b>	Classroom Teacher	Grade Level Administrator: Maddy Hornecker, 10th & Athletics Maria Indrehus, 11th Cassie Alley, 9th & 12th	Skyler Artes, Principal
<b>Student Behavior Out of Class</b>	Grade Level Administrator: Maddy Hornecker, 10th & Athletics Maria Indrehus, 11th Cassie Alley, 9th & 12th	Skyler Artes, Principal	
<b>Student Schedule</b>	Counselor Andrea Brown (A-G) Eileen Hernandez (H-O) Amy Wells (P-Z)	Grade Level Administrator: Maddy Hornecker, 10th & Athletics Maria Indrehus, 11th Cassie Alley, 9th & 12th	Skyler Artes, Principal
<b>Teacher Conduct or Approach</b>	Classroom Teacher	Grade Level Administrator: Maddy Hornecker, 10th & Athletics Maria Indrehus, 11th Cassie Alley, 9th & 12th	Skyler Artes, Principal
<b>Tech for Ed 1:1 Devices or Technology Concerns</b>	Richard Benson, Site Technologist	Ann Thomas, Digital Teacher Librarian	Maria Indrehus, Asst. Princ.
<b>Transcripts</b>	Marlo Naumer & Margret Principe, Registrars		

### **Student Conduct and School Discipline**

The Jeffco Public Schools Student and Family Handbook, available at [Jeffcoschools.org](http://Jeffcoschools.org), outlines student conduct expectations and school discipline policies and procedures for all Jeffco Public Schools students. EHS's conduct expectations, policies and procedures adhere to Jeffco's Student and Family Handbook.

EHS is committed to excellence in education for all students. A safe and welcoming learning environment is essential for students to do their best learning and work. At EHS, all students and staff should expect that they will be treated with dignity and respect at all times. As such, we utilize a three tiered discipline process:

1. **Prevention using clear expectations, restorative practices and/or consequences in classrooms.**
2. **Fair and consistent responses to unacceptable behavior.**
3. **Restorative agreement meetings or traditional discipline consequences for behaviors.**

Misconduct is never appropriate or acceptable. EHS is focused on the educational and social-emotional growth that comes from such situations. EHS uses compassion as a guiding principle while responding with strict, clear, consistent, and fair procedures. As a community, we will utilize both restorative practices and traditional discipline on a case-by-case basis.

When a student engages in misconduct, we will care for three interests:

1. **Those who were directly harmed** – we protect their health, safety, and property, and provide them an opportunity to learn in a safe and welcoming environment.
2. **The student who misbehaved** – we provide students the opportunity to learn ways to repair the harm they did to others, themselves, and the community. We support the student in making amends, making positive future choices, and restoring his or her reputation as a valuable member of our community.
3. **The Evergreen High School Community** – we work to protect the safe and welcoming environment.

Possible consequences of an administrative referral may include but are not limited to:

- Lunch Detention
- Community Service
- Behavior Contract or Safety Plan
- Loss of Free Period Privilege
- Loss of Pass Privilege
- Security Escort
- Restorative Conversation
- Special Seating at Lunch
- In- or Out-of-School Suspension
- Expulsion

### **Plagiarism and Academic Dishonesty**

If a teacher has evidence that a student is plagiarizing or engaging in academically dishonest behavior (sharing work with a peer, sharing assessment questions or answers, unauthorized use of AI/ChatGPT, etc.), the following consequences may apply. Students and families can expect due diligence and the right to appeal to an Assistant Principal or Principal. All instances of academic dishonesty are recorded in Infinite Campus. Families



are contacted when an issue of academic dishonesty arises. The student receives **no credit** on the assignment in question. The second infraction will result in In-School Suspension. Subsequent third infractions will result in Out-of-School Suspension.

Academic dishonesty will be reported to colleges or universities that request the information.

## **Dress Code**

### **District Board Documents re: Dress Code**

#### **EHS specific dress code includes not wearing clothing that:**

1. displays derogatory messages
2. promotes, suggests, or depicts violence
3. displays lewd images or messages
4. displays drugs, alcohol, or illegal activity
5. promotes alcohol, marijuana or other like companies

#### **EHS Philosophy**

School is an educational environment designed to prepare young people to be leaders in our world. We expect that students take responsibility for how they dress for specific purposes and situations. Students are asked to dress in a manner that reflects a respectful attitude toward learning and toward our community, including covering their undergarments. Parents and students are asked to cooperate in implementing a dress code. Administration reserves the right to deem an article of clothing as inappropriate for the learning environment.

#### **Violations**

- It is the responsibility and commitment of EHS staff to handle dress code violations with sensitivity and respect. Teachers and staff will privately tell the student that they are in violation of the dress code and need to change.
- Students who choose to wear inappropriate clothing (outlined above) to school will be asked to change. If the student refuses to do so, parents will be notified and asked to bring alternative clothing.

## **Parking and Driving at EHS**

Students are responsible for knowing the terms & conditions of the EHS parking and driving regulations form. Visit the EHS Campus Supervision website for a complete list of the terms and conditions.

- 1 Vehicles parked on campus must display a current EHS parking permit. Parking permits are sold to licensed seniors and juniors only. Students must park in their assigned parking spot. The permit # must match the spot #.
- 2 Students will not be issued a permit until all parking and driving related fines have been paid and the required paperwork has been completed.

- 3 Students must pay all fees, fines and tickets from preceding years to be eligible for a parking permit.
- 4 Parking fees are not refundable. If the parking permit is revoked, the fee is not refundable.
- 5 All vehicles parked on school property must be registered with Campus Supervision. It is the driver's responsibility to update paperwork with new or changed vehicle information throughout the year.
- 6 The speed limit on school grounds is 10 m.p.h.
- 7 Students are to notify the Colorado State Patrol and Campus Supervision of motor vehicle accidents that occur on campus. An accident report should be filed with Colorado State Patrol.
- 8 Violation of any parking or driving rules could result in disciplinary action, revocation of privileges and/or fines.
- 9 Students in violation of the Jeffco Code of Conduct for offenses including but not limited to alcohol or drugs may result in the revocation of parking privileges.
- 10 Jefferson County Schools and Evergreen High School are not responsible for nor assume liability arising from fire, theft, damage to or loss of a vehicle or any article left therein while on school property or in tow.

### **Open and Closed Campus**

- **Lunch:** Open Campus for Seniors, Juniors and Sophomores
- **Free Periods:** Open Campus for Seniors and Juniors year-round
- **2nd Semester Free Periods for Sophomores:** If a sophomore is eligible for a 2nd Semester Free Period and has parent/caregiver approval, they may leave campus during their free period.
- **EHS is Closed Campus for Freshmen year-round**
- Tardies to classes following lunch or after a free period will not be excused without official documentation of an appointment
- Students who violate school and district policies, local ordinances and state law may lose open-campus or other privileges

### **School Fees and Fines**

All obligations to the school must be resolved before students may participate in graduation. Such obligations include, but are not limited to, book fines, unreturned library materials, damaged classroom materials, technology fees, parking fines, unpaid fees, and lost or damaged textbooks.

A student will not be issued their cap and gown or be eligible for parking permits until these obligations are met.

**Seniors:** The Graduation Fee must be paid in order to sit on stage and walk at Graduation. Students who do not pay this fee will be provided their diploma after the graduation ceremony.

### **Final Exams: 2024-2025**

- Final Exams for the Fall and Spring Semesters will be held on:
  - December 18-20
  - May 21-23

- **No early finals**

- If a student will be absent during finals, the student will have an “I” (Incomplete) placed on their transcript. The student must complete the final exam on the first day of school of the next semester.
  - Missed Fall finals → Make-up testing occurs on the first day of school in January
  - Missed Spring finals→ Make-up testing occurs on the first day of school in August of the next academic year.
  - The student must communicate their planned absence to their teacher(s) and counselor by **Dec. 1** and/or **May 1**. Teacher(s) will provide the counselor with the make-up exam. The make-up exam will be taken in the Counseling Department.

### **Food and Drink on School Grounds**

Food is generally only permitted to be consumed in the cafeteria or common areas, and not permitted in academic hallways. However, small snacks may be permitted outside of the cafeteria/common areas at the discretion of faculty and staff. Students are permitted to carry liquids and liquid containers but may be asked to store the liquid at the request of faculty or staff.

It is expected that students take responsibility for cleaning up after themselves throughout the day and after lunch.

Lunch is to be eaten in the cafeteria, commons or other designated lunch spaces. The parking lot is off-limits during lunch.

### **Good Neighbor Policy**

The Evergreen High School Good Neighbor Policy reflects the school’s desire to maintain positive relationships with neighbors in the surrounding community. Students are not permitted to loiter in the surrounding road, easement or private properties surrounding the school campus. Students are expected to dispose of trash in a proper manner.

### **Graduation Requirements**

**[https://www.jeffcopublicschools.org/academics/graduation\\_requirement](https://www.jeffcopublicschools.org/academics/graduation_requirement)**

**S**

### **Common Areas/Hallway Standards and Expectations**

1. Common areas and hallways should be free from unauthorized student traffic during class periods.
2. No lunch in academic hallways, library or gym wing.

3. Students must refrain from the use of musical devices with speakers and from playing musical instruments in or near academic halls during instructional times.
4. Consumption of liquids in hallways is a privilege; please honor this privilege by disposing of all trash and recycling.
5. Students are not permitted to use athletic balls or equipment in the common areas/hallways.
6. Students are expected to respect the property, furniture, and equipment of the school by not damaging, moving, writing on, or otherwise altering any school objects or property.

### **Health Room**

When a student becomes ill or is injured at school, he/she must access the Health Room for proper medical attention. If your student is feeling unwell at school, please direct them to the Health Room. Attendance and check-out are managed by the Health Office.

Any medical needs must be referred to the Health Aide for proper administration and handling in accordance with Jeffco Public Schools policy.

### **Internet Access**

Students are permitted to access the internet and school wi-fi network per the discretion of faculty or staff. The EHS network and technology should be used for school and/or appropriate use only.

Students are not permitted to alter the software content of the computer. This includes deleting files, downloading programs, and copying commercial programs. Do not tamper with security software.

Any violations of these standards or corresponding standards of student conduct may result in the reduction or loss of privilege to access the internet on school grounds or using school property.

### **Infinite Campus**

Infinite Campus is the name of the software used by Jeffco Public Schools to manage student, academic/grades, attendance, health, behavioral, transcript and other related information.

Parents and students can access Infinite Campus and are encouraged to do so in monitoring academic progress and attendance information, including absences and tardies.

### **Lockers**

Lockers are the property of Evergreen High School and Jeffco Public Schools and are provided to students for their convenience. Students must agree to

and sign the “locker agreement form” if they wish to borrow a locker from EHS. Visit the School Website/Campus Supervision page for a complete list of locker use expectations. For all locker related questions and issues contact the EHS Campus Supervision department.

The school reserves the right, pursuant to Jeffco policy and State law, to inspect lockers at any time for any cause.

Valuables should not be brought to school or stored in lockers. Jefferson County Schools and EHS are not responsible for theft of, or damage to any articles, materials or personal property stored in the student’s locker. Students are responsible for any damage that may occur during the locker assignment period. Lockers will be assessed for damage at the end of the school year. Students will be charged for any repairs to or replacement of the locker for which they were deemed responsible. Such costs will not exceed \$150.00.

If a student chooses to decline the assigned locker or decide to discontinue use, they must report this information to a Campus Supervisor immediately.

### **Identification Cards**

Students are required to have an EHS student I.D. card in their possession at all times. This helps assure that unwanted persons are not in the building without authorization. Students must be able to show their I.D. cards upon request by faculty or staff. Lost I.D. cards can be replaced in the Campus Supervision office; a \$5 fee will apply. A replacement fee of \$25 will be imposed for I.D.s that must be reprinted due to intentional misrepresentation on picture day.

### **Study Hall**

The objective of Study Hall is to guide our students toward the ability to plan, organize, and follow through with effective study habits that will support them during their high school career and beyond. It is a time for students to engage in learning and academic endeavors. Students receive a 0.25 credit for completing a Study Hall period.

- Study Hall enrollment is required for all 9th Grade students.
- If a 10th grade student has a 3.5 GPA or above they are not required to enroll in Study Hall for the Spring Semester. The open period is replaced with a Free Period with parent/caregiver permission.
- During a student’s Study Hall, they may not be in the Library.
- 80% attendance is required to receive credit and a “P” for Study Hall.
- If a student is below 80% attendance, the student will receive a grade of “F.”
  - A student with a grade of “F” in Study Hall may serve lunch detention to make up absences (1 lunch detention per absence). These may ONLY be completed during the week immediately following the 6-week and 12-week grading period. The deadlines to make up absences are the 2nd Friday in November (Fall

Semester) and the 1st Friday in May (Spring Semester). After the 12-week grading period, students will need to work with their grade-level administrator for absence make-up options. Students wishing to make up unexcused absences in this way must contact their grade-level administrator.

### **Visitors**

Visitors are welcome when they have a specific appointment with a staff member. Visitors who are not authorized may be charged with trespassing. All visitors must sign in/out at the welcome station by the main office and submit a driver's license for security check.

### **ATHLETICS**

Evergreen High School is a member of the 19 school Jefferson County Athletic League and a part of the Colorado High School Activities Association (CHSAA). We are governed by CHSAA bylaws, as well as District regulations.

#### **EHS ELIGIBILITY REQUIREMENTS**

1. All athletes are required by CHSAA to enroll in five (5) academic classes per semester, which would equal 2.5 credits.
2. Overall athletic eligibility is established the semester PRIOR TO PARTICIPATION
  - Ninth (9) graders are automatically eligible upon official enrollment in high school for the 1<sup>st</sup> semester.
  - A failing semester grade will impact participation the following semester. A student athlete must:
    - Make up the failed credit in summer school OR
    - Must have no failing grades by the regain date calendared by CHSAA
3. A student athlete cannot fail more than .25 unit of credit.
4. EHS does weekly eligibility grade checks and Tuesdays and Fridays. A list of students who are failing is generated on Friday afternoons. The head coach of student athletes on that list is notified. The following week, Monday – Saturday, students who are failing one or more classes are ineligible for competitions.
5. Ineligible student-athletes may go to practice and games, but may not miss any class time to attend games or practices and may not dress in uniform for the games.

### **SPORTSMANSHIP**

Students bring a great fan atmosphere to sporting events. Community support is awesome!

CHSAA, Jeffco and EHS value fans. It is an EHS expectation that all fans demonstrate positive enthusiasm and excellent conduct. Fans are present to support our athletes.

EHS has a zero tolerance policy regarding fan behavior that seeks to cause harm, danger or embarrassment to other schools or players. Such behavior includes, but is not limited to: targeting specific players, targeting officials, and foul or lewd language or gestures. Anyone in violation of this will be removed from the event and suspended from athletics attendance for the remainder of the season and/or full year depending on the severity of the disruption.

### **ATHLETIC PASS**

Students who purchase an athletic pass will save a considerable amount of money if they plan to attend the school's many athletic activities. This pass entitles them to free admission to all athletic events during the entire year, except district and state level competitions. Athletic passes may be purchased online or in the financial office for \$65.

### **ASSEMBLIES**

Assemblies are for educational and entertainment purposes. Attendance at assemblies is mandatory. Students always sit in designated sections.

### **POSTERS**

Announcements/posters shall only be placed on bulletin boards. Any announcements placed on these boards must be approved by the Administration before being put on display. All posted signs must be taken down when no longer current. No posters may be taped to walls, pillars, lockers or doors.

### **SCHEDULE CHANGE POLICY**

All requests for schedule adjustments will be governed by the following guidelines:

#### **ERRORS/REPAIRS**

First 10 school days of the semester

- Missing prerequisite
- Missing a Free Period or Study Hall.
- Missing a core class or short the required number of classes for grade level.
- Additional class to meet graduation or college requirements.
- Does not have the same teacher for a year-long course. Excludes changes due to adjustments in the master schedule.
- Course is omitted which the student had selected or that is required.
- Student is taking a class(es) through Jeffco Virtual Academy or Warren Tech.

#### **DROP/ADD**

First 10 school days of the semester: no grade posted to transcript  
Post 6th-week: WF applied to transcript.

The following situations are available for a drop/add

- Band & Choir (outside school hours activities required)
- Doubled up in a core class
- World language

- PE with a doctor's note or noticeable injury. Injury must substantially limit participation for an extended period of time and cannot be accommodated through classroom adjustments.
- Drop for Teacher Assistant (junior and senior only)

\*\*\*Students must remain in the required number of classes. Seven classes for 9th and 10th graders. Six classes for 11th and 12th graders. Class replacement choices will be limited, based on time of semester the drop is made.

The following are not permissible change requests:

- Student or parent request for a preferred teacher.
- Different lunch/free period/study hall/class (friend, time of days, etc.).
- Student wants a certain class or off period to accommodate a job, sport, carpooling or activity.
- Elective changes outside of the approved drop/add situations listed above.

### **LEVEL CHANGE**

- Students are strongly encouraged to remain in class for the first 8 school days of the semester . Level changes are considered on a case-by-case basis and may not be able to occur if the 'new' course is full.
- There are **no** level changes after the 8th day of the semester.
- Student completes EHS Level Change Form between August 31st and September 6th (midnight).
- Grade transfers to new class.
- After September 6th, level changes will only be made at semester break. Students fill out EHS Schedule Repair/Drop-Add Request Form (see link above) before Winter Break.
- Post Winter Break, students need to request the level change within the first 12 school days of Spring semester.

### **Jeffco Virtual Academy (JVA) Courses**

Students making part-time enrollment requests to take one course with JVA will be prioritized if they:

- attend Warren Tech
- experience a significant medical hardship
- have a schedule conflict (ex. AP Computer Science is only offered at the same time as Jazz Band)
- need to enroll in a course not offered at EHS (ex. Astronomy, AP Environmental Science)



When students apply for part-time enrollment at JVA, the counselor will receive notification.

The student's transcript and schedule will be checked for Warren Tech enrollment and/or schedule conflicts.

If the student meets the above criteria, the student will be placed on JVA's part-time waitlist.

Full part-time EHS/JVA enrollment (3 classes at EHS and 3 classes at JVA) is only available in circumstances of **extreme hardship or unique circumstances that limit a student's ability to maintain a full EHS course load. This requires EHS and JVA principal approval.**