ELLICOTT ELEMENTARY

Student/Parent Handbook



399 South Ellicott Highway Ellicott, CO. 80808

719-683-2700 Ext 1

FAX: 719-462-2059

www.esd22.org

Together for Excellence

Subject to change based on Board approval

Reference current policy at www.esd22.org

Dear Parents/Guardians,

Welcome to Ellicott Elementary home of the Ellicott Thunderhawks. We are excited that you have chosen our school to be part of your students educational journey, and we look forward to working with you to create a successful learning environment for you and your learner.

Here at Ellicott Elementary, our vision and mission is simple: *Success for all students* through *inspiring everyone to think, to learn, to achieve, and to care for themselves and others in a safe environment.*

We strive to provide an atmosphere of self assurance and enthusiasm to develop and grow in reading, writing, speaking, listening, and critical thinking skills necessary for success in today's society. Additionally, we provide support for your child/children's social emotional growth with programs like Capturing Kids' Hearts geared to building relationships with students and handling student issues using a calm, cooperative, and rational manner.

This handbook serves as a guide to understanding the policies and procedures of the Ellicott Elementary community. We appreciate you taking the time to help support us in these educational elements and look forward to working together as a team in your child's education.

Sincerely,

Ellicott Elementary Staff

The **PLEDGE** for Ellicott Elementary Students:

We are Ellicott Hawks

Helpful and happy as everyone is welcome

Active learners

Working towards goals to grow

Knowledge and kindness lead us to

Success!

I am a hawk, but together, we are Ellicott Thunderhawks!

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School Hours:
The doors to the elementary school will be opened at 7:30 am at which time students can enter. Please do not drop students off prior to 7:30 am as we do not have staff on hand to ensure the safety of the students. This will also prevent the students from waiting outside during inclement weather as they wait to enter the building.

Students will be dismissed for the day at 3:55 pm. Students that will be picked up by parents will be released to the gym at 3:45 pm.

Office staff will be available from 7:30 am until 4:30 pm on student contact days, and will be will possibly be available from 7:30 am until 12:00 pm on staff in-service days

Teacher work hours are from 7:30 - 4:15 pm on student contact days,

School Routines:
Morning Routine: Students have two options as they enter the building

Option 1: Students who are eating breakfast are to report to the cafeteria at 7:30 am. Please make every effort to have students to the cafeteria by 7:50 in order to receive breakfast. Our goal is for every student to be provided with food; however it may not be the breakfast meal served that day. If a bus is late, the cafeteria will remain open for those students. If students are in the cafeteria after 8:00 am they will receive a late slip. The attendance will be marked as an excused tardy.

Option 2: Students entering the building that are not having breakfast may choose to wait for the class in the gym (K-2) or the commons (3-5). Students will sit in their class lines until the bell rings at 7:50 am. Students will be dismissed by grade level to their classroom.

End of the Day Routine:
All students will be put on the bus unless teachers have been emailed or the front office has been notified of the change. **All changes to your student's end of the day routine will need to be made prior to 3:00pm and not later than 3:15pm. Emergency Situations will be an exception to this procedural rule.**Transportation is provided for all students living in the district regardless of distance from the schools. We encourage all students to make use of the transportation even if you are within walking distance, as we are located on a highway and traffic can be heavy and dangerous at times. Students that are parent pick up will be dismissed from class at

3:45pm to go to the gym. ALL parent pick up students will go to the gym, students are not to wait outside for parents or walk to one of the other schools. Parents will need to enter the gym through the blue door on the southwest corner of the elementary building. Parents will sign out their students from the gym. ALL parent pick up students will be released at 3:50pm. Parents who are picking up students need to use the crosswalks to return to their vehicles. It is difficult for the bus drivers to see the people walking between the buses and present a safety issue. ALL other students will be dismissed at 3:55 pm and will be escorted to the buses by their classroom teacher. Parents please do not remove your students from the line without talking to the classroom teacher. Students may not stay after school **unless they are participating in a district approved after school activity with a district approved sponsor or parent.**

Parents/visitors in the Building:
The elementary school will remain locked during the school day and all parents/visitors will need to have a badge prior to proceeding to a classroom. Any parent/visitor who wishes to remain in the building after 8:00 am will have to sign into the front office. Parents/visitors who wish to stay in the building will need to present their drivers license so we can scan your driver's license. Once the scan is complete the front office will provide you with a visitor badge.

Teacher Work Hours and Contacting Teacher:
Teacher work days are from 7:30 am to 4:15 pm on student contact days. Teachers spend the vast majority of their time with students giving instruction which makes impromptu meetings unlikely without disturbing student learning. Parents are encouraged to contact teachers to schedule a time for a meeting in advance. This will allow ample uninterrupted time for the meeting. Teachers can be reached via email at, www.(teachers first and last name with no spaces)@esd22.og or parents can leave a message with our front office staff at (719) 683-2700 Ext. 1. Families may be transferred to the teachers classroom extension to leave a voicemail as well. We want to be as responsive as possible to parent needs, questions, and concerns while still providing students with the attention they need. Please allow 24 hours for teachers to respond to emails and messages Monday - Thursday. Messages received after 4:15 pm Thursday - Sunday will receive a response on the following Monday.

School Forms:
Returning Families: All returning students will be required to fill out registration forms. This is a requirement that needs to be done every year. In order to make our registration process as time friendly as possible all state and district required paper work will be available online at

https://ellicottschools.infinitecampus.org/campus/portal/ellicott.jsp. By completing the documents on line we will be able to eliminate errors and save on copies. You may be contacted by the school or teacher to provide additional information to the school.

New Families: New families will need to go to https://ellicottschools.org to to complete the registration paperwork. Find the link for the online registration and follow the directions. Once the office approves the registration you will either receive an email or a phone call from the office for further information. You may be required to bring in additional paperwork to the school.

Elementary School District Website:

Additional school information, policies,student and/or parent paperwork, and regulations may be obtained on our district website, www.esd22.org

Infinite Campus-Parent Portal:

Infinite Campus is a school wide attendance and grading portal that allows parents/guardians access to their child's attendance and grades during their educational career with Ellicott Elementary School. The website is:https://ellicottschools.infinitecampus.org/campus/portal/ellicott.jsp

Parents/Guardians will be assigned a unique code through our IT department. Once you have signed, by using the guidelines from the IT department, parents/guardians will be able to access students' attendance and grades. Information will be updated daily for attendance and every other Monday for grading. If you have any further questions or need more information please contact our elementary office for assistance.

Student's Placement in Classrooms:

In the spring, teachers and school leaders participate in a specific, thoughtful process to plan classroom placements for the upcoming school year. We consider the many needs of each individual child, including academic achievement, personality, strengths, areas for growth, and social/emotional well-being. Using this information, we strive to create balanced, heterogeneous classes where all students will thrive. **Unfortunately, we are not able to guarantee specific requests for a classroom teacher.** Once students are placed in a classroom they will not be reassigned unless school administrators deem it necessary due to special circumstances.

Thursday Folders and Class Dojo:

We at Ellicott Elementary strive to provide communication through a variety of ways.Two universal ways we communicate is through our **Thursday's folders** and **Class Dojo** The

Thursday folders are colored coordinated to the grade level and are used to send paperwork back and forth between school and home. Please see the teacher for further directions on how they are used in the classroom. Teachers may also use a variety of district approved online communication apps.

Homework & Make up work:

At Ellicott Elementary homework is used to develop and supplement regular class work, and foster independent study habits. Homework is assigned and or given by the grade level teachers. However, Ellicott Elementary follows the guidelines of 10 minutes per grade level plus 20 minutes of reading each night and not to exceed no more than 30 minutes per night. Projects or long-terms assignments may not apply to these guidelines, please see your child/children's teacher for the expectations. If your child is working longer than the planned minutes and you are concerned, please contact your child/children's teacher to discuss other options.

In order to help students build a positive work ethic in the completion of their assigned work, students will be able to turn in late assignments until the Thursday before the last day of the quarter. However, points may be taken off of the assignment at the discretion of the classroom teacher.

Absence and Tardiness(combined):

Your student(s) attendance is an important part of their education success. Students are to arrive at school on time each day, ready to learn. This is to ensure that your student(s) are receiving valuable learning that cannot be replaced outside of the classroom.
When a student(s) is going to be absent from school, a legal parent/guardian will need to call the school office 719-683-2700 Ext. 1 between the hours of 7:30 - 10:00 am to report the absence and reason. All absences are marked in Infinite Campus, generating a call to go out to the parent(s) at 10:00 am informing them of the absence. If no contact is made by a legal parent/guardian the absence becomes unexcused. Ellicott Elementary and Ellicott School District officials consider timely notifications of family emergencies to be a legitimate excuse for student absences.

Attendance (For More Information Also see Policy JH)

An excused absence is supported by the following circumstances:
Absences: Excused Absences

- A student who is temporarily ill, injured or an absence that has been prearranged and approved by the principal will be excused. Prearranged absences will be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.

- A student who is absent from school for an extended period of time due to a physical, mental, emotional disability, or a behavioral health disorder.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- A student who is expelled or suspended from school
- Current custody of law-enforcement or the court
- Participation in a nonpublic home-based educational program

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

Unexcused Absences:
An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the students attendance record. The parents/guardians of the students receiving an unexcused absence will be notified orally or in writing by the district of the unexcused absence. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. An attendance contract might need to be created to help the student and parent with attendance issues.

Compulsory Attendance:
Every child who has reached 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, as is any child who is six years of age and is enrolled in the first grade. **Senate Bill-016 (3/16/2007) lowered the minimum age of compulsory school attendance from seven to six years old, effective July 2008.** According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care receives adequate education and training and, if the child is of compulsory age, attends school. Secondary students must attend school for 1,056 hours each year. **Elementary students must attend school for 968 hours each year.**

Habitually Truant

A chronically absent student is a student who has 10% total absences in a school year, whether the absences are unexcused or excused may be identified as chronically absent by the principal or designee. The rate is the percentage of students enrolled who are chronically absent.

Steps of Declaration of Chronically Absent:

1. Concerning absences, school officials will attempt to make contact by 10:00 am with the parent/guardian
2. 3 absences will result in a phone call to parent to offer support
3. 5 absences will result in a friendly letter to parent
4. 7 absences will result in a meeting with the counselor and assistant principal to discuss absences and an attendance contract.
5. Over 10 absences will result in referral if the attendance contract is broken, unable to meet with parents, multiple attempts (2+) for contact made, absences are unrelated to medical

Library:

Ellicott Elementary has a wonderful library filled with books for all ages as well as several electronic resources to use at school and/or at home. Our library can be accessed here. These free resources are to encourage and foster a love of reading for all elementary students as well as parents and siblings. Each grade level is assigned one day a week, for 30 minutes, to explore these resources, check out a certain number of books, and simply enjoy a quiet space to read. All books are expected to come back to the library every two weeks and in the same condition they were checked out. All damaged and lost books by the student will be charged a fee. Please see the Library Specialist, Mrs. Kitten, or the library helpers for further information.

Policy JEB Entrance Age Requirements:

A child may enter kindergarten if five years old on or before October 1 of the year of enrollment. Our goal at Ellicott Elementary is to ensure that each and every student is able to access the most beneficial educational experience possible. We believe that this starts at our very ground level classes in kindergarten. Therefore, the kindergarten department of Ellicott Elementary is composed of one transition class and three kindergarten classes. We will use science backed screeners to establish the kindergarten readiness of each student and place them in a classroom that can most effectively meet their developmental needs. Students who were enrolled in the Ellicott Preschool will receive their placement based off of their TSG scores from their final preschool assessment. Students who apply to Ellicott Elementary for the first time will need to complete a placement screening session. Students who are on an IEP will be placed according to their special education recommendations. By participating in our kindergarten program, we are working together for your child to be prepared for future success as a student. Students who are enrolled in our transition program will be less likely to struggle in future classes by having the additional time to grow and develop needed skills for success in kindergarten and beyond. End of the year evaluations will ensure that students are placed in the appropriate continuing education program.

Students enrolling in the first grade may enter if they are six years old on or before August 15th of the year of enrollment. A student who is at least five years old on or before October 1st shall be permitted to enroll in first grade if the student attended at least 120 days of kindergarten in another District. A child who is five years old on or before the district's start date for first grade and has been identified as a highly advanced gifted student in accordance with applicable state law may enroll in first grade, if the principal or designee determines that placement of the student in first grade is appropriate.

A legal birth certificate or other acceptable record shall be required for enrollment.

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 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.** This school year all students will receive free breakfast and lunch through the school. Adults may purchase a lunch for $5.00 with milk, or $4.50 without milk.

Students have one lunch period of 30 minutes in length.

General cafeteria rules:

1. Students must walk at all times.

2. Students are not allowed to save places, cut into the lunch line, nor are they allowed to exchange money in the lunch line.

3. During lunch students are to line up, pick up their trays, and follow the seating procedure inside the lunchroom.

4. There is not a microwave that is available for use by students.

5. After eating, students clean up their areas, raise their hands to dump their trays, and sit quietly until they are dismissed.

6. We ask that students do not trade food in the cafeteria due to a large number of students with allergies.

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.

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 withdrawal is official.

Public Complaints about Personnel:

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 will be as follows: **(**Policy Reference KE)

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Out of District Requests:

Immediate dependents of employees of the Ellicott School District, both in-district and non-district residents, shall be allowed to enroll in Ellicott Schools and shall not be subject to non-district student enrollment application limitations (see JFBB)

Students requesting an out of district placement must enroll before the October 1 enrollment count date for funding purposes. All other requests after that date must be approved by the principal and superintendent.

Students enrolled in elementary school who become nonresidents during or between school years may remain enrolled in or re-enroll in the elementary school subject to the following requirements: 1. The student was included in the district's most recent October 1 student

enrollment count and has been enrolled continuously in elementary school since the count was taken. 2. The parent/guardian has submitted a written request to the principal asking for the student to remain enrolled or to re-enroll in the school. 3. The request has been approved by the principal after a determination that space exists in the school to accommodate the student. Once the elementary student's request is approved, the student may enroll or re-enroll in the requested school as long as he or she enrolls prior to the October 1 count date.

Nonresident student enrollment applications must be filled out and approved by October count date. If any of the answers or corresponding paperwork given is found to be falsified or misleading, the student can be denied enrollment or enrollment revoked. The parent is responsible for the transportation of this student to and from school and if any truancy or discipline issues arise during the school year, the district may revoke enrollment.

McKinney Vento (Unhoused/Unsheltered Families)

It is the Board's intent to remove barriers to the enrollment and retention of unhoused/unsheltered students in school in accordance with state and federal law. The district shall take reasonable steps to ensure that unhoused/unsheltered students are not segregated or stigmatized and the decisions are made in the best interests of the student.

Each unhoused/unsheltered student shall be provided services for which the student is eligible, comparable to services provided to other students in the school, regardless of residency, including transportation services, education services, career and technical education programs, gifted and talented programs, and school nutrition programs.

-Unhoused/unsheltered students shall be provided access to education and other services that they need to ensure that they have an opportunity to meet the same student performance standards to which all students are held. All educational decisions shall be made in the best interests of the student.

The district shall coordinate with other districts and with local social services agencies and other agencies or programs providing services to unhoused/unsheltered students as needed.

The superintendent shall designate at least one staff member in the district to serve as the unhoused/unsheltered student liaison and fulfill the duties set forth in state and federal law.

Decisions on enrollment and transportation for unhoused/unsheltered students shall be made in accordance with regulation JFABD-R.

Administering Medicines to Students:

The Colorado Department of Public Health and Environment recommends that every possible means be taken to give children medication or medical treatments at home. If it becomes

necessary for a student to take any form of medication or treatments including over the counter medicines or homeopathic preparations at school, the following must be in place.

Information Requested from Parents/Guardians:

- Parents/guardians and physicians are asked to submit the items 1 through 3 under school administered medications each school year or when orders change in any manner.
- The parents/guardian must provide all medicine or medical supplies for a student.
- Parents are responsible for notifying the school immediately and in writing regarding changes or information that may have relevance to the medicine or treatment being administered.

There are times when physicians and parents/guardians want students to carry their own medication. This is true for some students using an inhaler for asthma, but may also be true for other medical conditions. If a request is made for a student to carry medication at school, the following steps must be in place:

1. Written authorization from a legal prescribing practitioner stating the student's name, medication, dosage, time to be taken, and days/weeks/months, etc. to be taken.
2. Written notification from the parent requesting the student to carry and self-administer the medication. Parents will accept full responsibility for any misuse of the medication by the student.
3. Medication is to be properly identified and in its original pharmacy labeled container. Only one day's supply of medicine is to be carried by the student. An asthma inhaler is an exception to this limitation.
4. The medication is not a controlled substance.
5. The student understands that sharing, giving, or selling another student his/her medication will be grounds for mandatory expulsion from school.

If the student abuses or misuses this privilege to carry and self-administer the medication, the school nurse and principal may withdraw the privilege.

School Administered Medications:

Without these six requirements, medication or medical treatments cannot be administered at school.

1. Written authorization from a physician for the school stating the student's name, required treatment or medication, possible side effects, dosage, time to be given, and for how many days.
2. Properly identified medication in its original pharmacy labeled container. Medications must be in the form it is to be administered; the school can't mix or divide medications.
3. Written permission by the parent/guardian giving school officials authorization to administer the medication or medical treatment as prescribed by the physician.
4. Documentation in a medication log noting when the medication or treatment was given and by whom. The log is a permanent student record.
5. Medication, in its original pharmacy container, will be stored in a clean, locked cabinet or drawer. Only authorized persons will have access to the secured cabinet.
6. Availability of delegated personnel whom the school registered nurse has trained and delegated the task of giving medication or medical treatments and continues to supervise.

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 initial form packet so that in the event of an emergency, school officials can make contact. 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.

Illness:

Please keep your student home if they are ill or have any of the following symptoms: diarrhea, vomiting, pink eye, hacky/croupy or severe cough, fever of 100 degrees or higher, rash, persistent sore or red throat, persistent earache, or other signs that they are not well enough to attend school. **STUDENTS MAY NOT RETURN TO SCHOOL UNTIL THEY ARE NO LONGER CONTAGIOUS AND/OR FEVER FREE WITHOUT MEDICATION FOR 24 HOURS.** Every effort will be made to contact the parent/guardian of a student who becomes sick at school so that the student can be sent home. Please provide an alternate contact in the

event school staff is unable to reach you. Please check with the nurse for guidance on when your child will be allowed to return to school.

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 take their medication safely.

All forms must be updated each school year.

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

Animals at School:

Due to a large number of students with allergies; we ask that no one bring any animal into the school building without prior approval from the school's administration. Service or Guide dogs are exempt although we do ask for prior notification. Emotional support animals will not be permitted.

Passive Consent For Medicaid Billing:

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. With 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. (Policy Section JLCG)

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.

Immunization:

Colorado law requires students who attend a public, private or parochial PreK – 12th grade of school to be vaccinated against many of the diseases vaccines can prevent, unless a medical or non-medical exemption is filed.

Volunteering/Chaperone:

Ellicott Elementary welcomes and encourages volunteers to our school. Any person who works with Ellicott School District students must complete the volunteer application, be fingerprinted, and will be the subject of a background check before they are permitted to work with our students. All volunteers are expected to remain confidential regarding a student's academic, emotional, or physical needs. When working as a volunteer in the school, please leave your younger children at home during school hours. The young children can be a distraction in the classroom during critical learning time. If you have further questions; please refer to Policy IJOC. In order to volunteer in the classroom or building, arrangements must be made with the appropriate staff member prior to the volunteering event.

School Visitations:

Ellicott Elementary believes in being strong partners with parents in the education process. Parents are often curious about our programs and standards used in the classroom, as well as the classroom experience for their students. In accordance with School Board Policy KI we welcome parents to visit our classrooms. With our greater safety concerns, we ask visitors to make previous arrangements to visit the school providing 24 hour advanced notice. Parents and all visitors are required to check in at the school office upon arrival to scan their government issued identification and receive a visitor's pass. A visitor's pass must be displayed at all times while in the building, and you must check out at the main office when leaving the building. You may contact the school via phone or email the staff member directly to set up a visit or time to talk with the teacher.

If you plan to pick up your child early; please let the teacher know in advance so the end of the day paperwork can be completed early to reduce the amount of distraction in the classroom.

School Closure:

On days of threatening weather, school district officials will make a decision on delayed start or school cancellation by 6:00 A.M. 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 District web site to review closure information. Parents will receive notification through the automated calling system.

In case of an early release; the automated calling system will be used to inform parents. **It is VERY important that the school has the most current information so that this system is effective.**

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.

Personal Property:

Ellicott School District and Ellicott Elementary School and their teachers/staff are not responsible for the loss, theft, or damage to a 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 classroom space. Toys and electronic devices should NOT be brought to school and are subject to confiscation.

Electronic Devices:

Ellicott School District and Ellicott Elementary School and their teachers/staff are not responsible for the loss, theft, or damage to a student's personal property at school.
Electronic devices (Ipads, tablets, games, lasers, etc.) must be turned off and in backpacks when entering the building. Electronic devices may not be used during school hours or disrupt the learning environment in any way. Any unauthorized device will be confiscated by school officials and returned at the end of the school day. A second confiscation will result in the school retaining the device and returning it only to a parent or guardian. A third confiscation will result in the school retaining the device until a parent/guardian comes to pick up the item with a conference as students will be receiving a major referral for behavior. (Policy JICJ)

Cell Phones:

Although we understand that cell phones are useful tools for parent/student communications, we must maintain an academic environment within the building. Cell phones are not to be heard or seen in the building during the academic day. Students using cell phones are only permitted to use them before or after school 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 procedures. Sexting is a crime and will be referred to law enforcement.

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 a crime and will be referred to law enforcement, children under the age of 10 will be reported to the Department of Human Services. Sexting is the act of texting explicit photos or texts that is sexual in nature to another person.

Personal Technology:

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

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

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.

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 obscene, child pornography, harmful to minors 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 the Internet or electronic communications. 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 computers and computer systems 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.

[Note: The Board has discretion to determine which uses are unacceptable.]

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 Internet or electronic communications 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.

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 privileges and may result in school disciplinary action, including suspension or expulsion, and/or legal action. 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-owned 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 to the software owner.

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 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 school disciplinary action, including suspension or expulsion, and/or legal action. 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 computers and computer systems, 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.

Lost and Found:

Articles which have been lost can usually be found in the lost and found area maintained in the hallway outside of the main office. There is an additional lost and found in the front hallway for large items found. Students should label all personal items. All 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 elementary office immediately.

Drinks in the Classroom:

In order to keep our building and materials in top condition; we only allow students to bring water in spill proof bottles to drink in the classrooms. They may bring juice for lunches and special occasions as approved by the teacher. To promote healthy habits we ask that students refrain from bringing in sodas, coffees, etc.

Capturing Kids' Hearts and Positive Behavior and Intervention Support (PBIS):

The mission of Capturing Kids' Hearts and the Positive Behavior and Intervention Support (PBIS) is to establish and maintain effective school environments that maximize academic achievement and behavioral competence of all learners in Colorado. Additionally, Ellicott Elementary uses the Capturing Kids' Hearts program and PBIS environment paired with Restorative Practices when working with students.

The outcomes that schools associate with the use of building-wide CKH include:

- Decreased office referrals for disciple infractions
- Increased engagement in instruction and time on task in the classroom
- A decrease in administrative time spent on discipline issues
- An increase in perceived school safety
- Partnerships between home and school with a whole child focus
- Meaningful relationships with staff, students, and families
- A safe, fun, friendly school environment

The outcomes associated with Restorative Practices include:

- Strengthening of connections between teachers/staff and students
- Strengthening of connections between student peers
- Learning to communicate about problems before they become deeper issues
- Learning to see conflict from different perspectives in order to solve problems
- Moving beyond conflict to strengthen relationships

Features of School-Wide PBIS:

- Teaching acceptable behavioral expectations to all students.
- Consistent expectations through the building and staff.
- Continuum of consequences for violating behavioral expectations.
- Giving recognition to those who follow appropriate behavior guidelines.
- Ongoing use of data for decision making.
- Function-based support for students with chronic problem behavior.
- Teaching values and characteristics to students

Bullying Prevention and Education (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 or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. 22-32-109 (1)(ll)(I) instead of listing the specific classes protected by federal and state discrimination laws.

Bullying 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 and/or a student who takes any retaliatory action against a student who reports in good faith an incident 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. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and

protections under Board policies and procedures regarding unlawful discrimination and harassment.

Disciplinary Removal from Classroom (Policy JKBA):

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

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. Upon the third formal removal from class, a teacher may remove the student from the teacher's class in accordance with this policy, its accompanying regulation and applicable law.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. violates the code of conduct adopted by the Board;
2. is dangerous, unruly, or disruptive; or
3. seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the district from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in

accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Behavior Consequence Matrix: On the next page is the Ellicott Elementary Behavior Consequence Matrix. This was created by the elementary PBIS team and is supported by all staff members. This tool was designed for administrators and teachers to respond appropriately when students have committed an inappropriate behavior. It is designed to offer consistency at all levels across the building so that students are disciplined fairly from grade to grade and teacher to teacher. Ellicott Elementary School implements Social Contracts in every classroom as a proactive means to avoid disruptive behavior. Every effort will be made to redirect disruptive behavior according to the social contract before escalating to use of the Behavior Matrix.

Code of Conduct:

This code in accordance with applicable law and Board policy, emphasizes that certain behavior that disrupts the classroom, is unacceptable and may result in disciplinary action such as student suspensions, expulsions and other disciplinary interventions. 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. The principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, 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.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal district property.

2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.

3. Willful destruction or defacing of district property.

4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.

5. 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.

6. 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 a group that precipitate disruption of the district or school program or incite violence.

7. 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.

8. Violation of the Board's policy on bullying prevention and education.

9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.

10. Violation of any Board policy or regulations, or established school rules.

11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.

12. Violation of the Board's policy on student conduct involving drugs and alcohol.

13. Violation of the Board's violent and aggressive behavior policy.

14. Violation of the Board's tobacco-free schools policy.

15. Violation of the Board's policies prohibiting sexual or other harassment.

16. Violation of the Board's policy on nondiscrimination.

17. Violation of the Board's dress code policy.

18. Violation of the Board's policy on gangs and gang-like activity.

19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.

20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.

21. Lying or giving false information, either verbally or in writing, to a district employee.

22. 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.

23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

24. 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 one or more other students.

25. Repeated interference with the district's ability to provide educational opportunities to other students.

26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

Violent and Aggressive Behavior:

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.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with or use of a weapon- as described in the district's weapons policy.

2. Physical assault- the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.

3. Verbal abuse- includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or a group.

4. Intimidation- an act intended to frighten or coerce someone into submission or obedience.

5. Extortion-the use of verbal or physical coercion in order to obtain financial or material gain from others.

6. Bullying- as described in the district's policy on bullying prevention and education. Board Policy JICDE

7. Gang activity- as described in the district's secret societies/gang activity policy. Board Policy JICF

8. Sexual harassment- as described in the district's sexual harassment policy. Board Policy JBB

9. Stalking- the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.

10. Defiance- a serious act or instance of defying or opposing legitimate authority.

11. Discriminatory slurs- insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, color, ancestry, creed, sex, sexual orientation, religion, national origin, disability or need for special education services.

12. Vandalism- damaging or defacing property owned by or in the rightful possession of another.

13. Terrorism- a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building. **Policy JICDD**

Suspension:

When in the opinion of a school administrator a student's behavior warrants suspension from school, the student may be assigned up to four 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.

A student who is suspended three times during the school year for disrupting the school environment shall be considered habitually disruptive and may be recommended for expulsion from the Ellicott School District. Parents will receive notice of each suspension, which will be

included in the process of determining a student to be habitually disruptive. Conferences may need to be held before the students who have been suspended may return to school. **(Polices JK, JK-2 JK-E, JKD & JKE)**

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.

Upon request of a student or a student's parent or guardian, the school district, in accordance with law, will provide educational services deemed appropriate by school district officials during the time of expulsion.

For further information see the board policies. **(Polices JK, JK-2 JK-E, JKD & JKE)**

Student Dress Code:

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 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. Classes missed as a result of the second offense are considered unexcused. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Unacceptable Items:

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Inappropriately short, sheer, or low-cut clothing such as midriffs, halter tops, backless clothing, tube tops, muscle/tank tops, garments made of fishnet, mesh, or similar material that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, torso, and breasts.
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 more than three inches above the knee. Leggings, jeggings, tights and yoga pants do not meet the requirement of this rule. Additionally, holes or tears in clothing that expose skin between three inches above the knee and shoulder do not meet dress code requirements.
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
5. Clothes that are obscene, profane, vulgar, lewd, or legally libelous
6. Clothes that threaten the safety or welfare of any person
7. Clothes that promote any activity prohibited by the student code of conduct
8. Clothes that otherwise disrupt the teaching or learning process

Dress Code 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 and the like) 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. **(Policy JICA)**

Public Display of Affection (PDA):

Ellicott School District will not condone any forms of PDA. PDA will be defined as, but not limited too, 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".

Bullying Prevention and Education:

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 is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. 22-32-109 (1)(ll)(I)

Bullying 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.

Sexual Harassment:

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. **Policy Section JBB**

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. 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 <u>prohibited:</u>

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.

Legitimate non-sexual touching or other non-sexual conduct is not sexual harassment.

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 grievance, through the complaint process (ACR). 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:

Notice of this policy shall be circulated to all district schools and departments and incorporated in all student handbooks.

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.

Policy Section ADC

Tobacco-Free Schools:

To promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property.

Possession of any tobacco product by students is also prohibited on school property.

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:

    a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage.

    b. All school grounds over which the school exercises control including areas surrounding any building.

    c. All vehicles used by the district for transporting students, staff, visitors or other persons.

    d. At a school sanctioned activity or event.

2. "Tobacco product" means:

    a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and

    b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.

    c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy.

This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use. **Policy Section JICH - R**

Drug and Alcohol Involvement by Students:

The following procedures are established for addressing alcohol- or drug-related misconduct. These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority.

1. When a student is suspected of use, the person having the suspicion shall notify the principal or designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or designee will conduct a check of the suspected student and collect data. This action shall comply with the Board policy on investigations and searches.

    a. If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.

    b. If information warrants, the student's parent/guardian will be requested to attend a conference at school to discuss finding or any further action.

2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the student's parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where the student will remain under observation.

Possession, Distribution and Exchange:

Students who possess or are involved in any distribution or exchange of alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia in violation of Board policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband shall notify the principal or designee immediately.
2. A student believed to be in possession or is involved in any distribution or exchange of alcohol, controlled substance or drug-containing or drug-related paraphernalia will be asked to accompany staff to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.
3. The principal or designee will undertake investigation and search procedures in accordance with Board policy.
4. Any evidence will be placed in an envelope or alternative container as necessary which will be sealed, dated and initiated by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in the school safe.
5. Appropriate law enforcement officials will be notified in accordance with applicable law. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
6. If information warrants, the student's parent/guardian will be requested to attend a conference at school to discuss findings, any further action if necessary, and an offering for any drug-abuse counseling and resources.

Sanctions and Interventions:

Students are subject to disciplinary action up to and including suspension and expulsion for any single violation of the accompanying policy. Offenses and consequences for violations of the accompanying policy shall be cumulative for three calendar years. Offenses confirmed from schools prior to the student's enrollment in the district may count toward the cumulative total. Whenever possible restorative practices will be used to rectify the situation.

Weapons In School:

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

Dangerous weapons:

Using, 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, expulsions and other disciplinary interventions.

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

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.

Recordkeeping:

The district shall maintain records which 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.

Referral to Law Enforcement:

In accordance with applicable 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.

Student Interviews, Interrogations, Searches, and Arrests:

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff. **Policy Section JIH**

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.

Definitions

1. “Random” is the term used for searches which are not directed toward specific students, but are proactive and preventative in nature and seek to provide periodic assurance that illegal, dangerous, unauthorized, or contraband materials are not present on school grounds, in school facilities, or in the possession of individuals at school. Students and parents/guardians shall be notified at the beginning of each school year that random searches as provided for in this policy, may be initiated at any time by the school administration.

2. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion should be based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on his own experience, that search of a particular person, place or thing would lead to the discovery of evidence of a violation of Board policy or state laws. Reasonable suspicion requires more than a mere hunch.

3. "Contraband" consists of all substances or materials prohibited by Board policy or state law including but not limited to drugs, alcoholic beverages, guns, knives, other weapons and incendiary devices.

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, electronic device 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 circumstances exist, such interrogations and interviews are discouraged during students' class time.

No school presence or involvement. Requires school officials to make an attempt to contact the student's parent/guardian. Places responsibility on law enforcement to decide whether to wait for a parent/guardian's presence.

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 is not responsible for an officer's legal compliance when arresting a student.

Appeals must be made in the following order: building principal, appropriate director, superintendent or designee, Board of Education.

When an appeal has been filed in writing, a conference will be held with all parties involved within 10 school days. A written response will be given to the complainant within 10 school days following the conference.

If the appeal should reach the level of the Board of Education, a meeting with the Board will be scheduled within 30 school days after a written appeal has been filed. A written response from the Board will be given to the complainant within 10 school days following the conference.

Secret Societies/Gang Activity:

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. **Policy Section JICF**

Gang symbols:

The Board prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, 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.

Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student, that does not constitute restraint as defined by this policy, to accomplish the following:

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.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

Restraint:

Restraint is defined by state law and this policy as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals and seclusion. Restraint shall not include the holding of a student for less than five minutes by a district employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

District employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior. District employees are also prohibited from restraining a student by use of a mechanical restraint or chemical restraint, as those terms are defined by applicable State Board of Education rules and this policy's accompanying regulation.

Restraint shall only be administered by district employees trained in accordance with applicable State Board of Education rules.

Exceptions

The restraint provisions in this policy and accompanying regulation shall not apply to:

1. Peace officers as defined by C.R.S. 16-2.5-101 *et seq.* who are acting within the scope of their employment or in accordance with C.R.S. 16-3-109; and

2. When the district is engaged in transporting a student from one facility or location to another facility or location when it is within the scope of the district's powers and authority to effect such transportation.

Student Transportation

In order to effectively plan transportation routes, parents/guardians will be required to, at the beginning of each school year, designate a pick up and drop off location for each student. These locations do not need to be the same, however once locations are designated, students will only be allowed to ride to or from these locations. If a change needs to be made on where the student will be going after school please call the elementary office by 3:00 pm. If a change is made then the elementary office will notify the teacher and transportation. If you call after 3:00 pm we will do everything that we can to accommodate the change. Students will not be allowed to ride to other

locations for reasons including but not limited to,going to a friend's house, parties, arrangements with relatives, etc.

In the event of a family move, change of custody, or other situations that require permanent changes in pick-up or drop of locations parents need to make arrangements with the elementary office.

Field Trips:

During the school year students may take many field trips that are extensions of their grade level school curricula. Field trips are planned by grade level teams, with families receiving all of the necessary documents for a successful field trip from the classroom teachers. In accordance with district policy ALL students are required to have a signed permission slip to attend all field trips. Any parent not wishing their child to participate on a field trip may choose to keep the child home on the scheduled field trip day. This absence will be marked as an unexcused absence. Field trips are a privilege for all students, therefore any behavioral infractions that occur 30 days prior up to 1 day prior to the field trip will be subjected to a loss of this privilege.

Ellicott School District 22 School Bus Rules and Regulations

The information contained in this document is provided to students and parents so that all are aware of the rules and regulations affecting your student(s) 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 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 on Transportation

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 1 day 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 of 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.

<u>When Exiting the Bus:</u>

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 in front of the bus and look in both directions before proceeding to the opposite side of the road.

Consequences

All student conduct on the bus will be managed in accordance to the Elementary Bus & Classroom Managed vs. Office-Managed Behaviors chart. Please refer to this matrix for more specific information. In addition, school administration and transportation officials will administer consequences according to the following steps specific to bus-riding privileges:

Possible Consequences for Elementary Students:

1st Infraction:	Verbal warning and completion of a bus referral form to be sent home by the driver.
2nd Infraction:	Completion of a bus referral form and parent contact by either driver and/or school administration. 1 day bus suspension
3rd Infraction:	Completion of a bus referral form and parent contact by school administration. 2-day bus suspension
4th + Infraction:	Completion of a bus referral form and parent contact by school administration 3+ day bus suspension

Any serious violation of conduct on the bus that constitutes a "Major" referral at the elementary school will automatically move to a 4th level infraction.

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.

Challenge Program (Gifted and Talented)

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:

- Testing and identification of gifted and high achieving students.
- Education and information for parents and teachers in the areas of gifted education, differentiation and the needs of the whole child.
- Opportunities for enrichment and advancement for gifted and high achieving students.

If you would like more information please contact the administration team for more information.

Special Education

The Ellicott School District, in collaboration with the Pikes Peak Board of Cooperative Educational Services, provides support to students identified in one of Colorado's 13 special education eligibility categories through the development and implementation of an Individual Education Program (IEP). If your child enrolls in the Ellicott School District with an active IEP from in or out of the state of Colorado, the IEP will be reviewed by the special education team and in conjunction with the parents will determine next steps. If you as a parent have concerns that your child may have a disability and be in need of specialized instruction or related services, please talk to the building principal and/or special education team to determine next steps in our process. Ellicott Elementary has a Multi-Tiered System of Supports (MTSS) model to help ensure that both the behavioral and academic needs of students are addressed through a tiered system of support within general education.

Multi-Tiered System of Supports (MTSS)

Multi-Tiered System of Supports (MTSS)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. MTSS is considered a general education service. The overarching purpose of MTSS implementation is to improve educational outcomes for all students.

Promotion/Retention Policy

Students will be promoted upon the recommendations of their teacher and the approval of the principal. When considering retaining a student, the teachers and administration complete a thorough review of a student's complete body of evidence including but not limited to: academic records and assessment results. If school administration and classroom teacher(s) believe that a student's placement in the same grade is in their best interest in regards to future academic success, a conference will be held with parents and teachers to discuss the student's academic performance and make a final decision.

Equal Educational Opportunities

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation, religion, national origin, marital status, disability or need for special education services.

This concept of equal educational opportunity shall guide the Board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities shall be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

Grievance procedures relative to equal opportunities are outlined in Board Policy Section J-B.