Ellicott Middle School



Student and Parent Handbook

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Subject to change based upon Board approval. Reference current Board Policy at

www.ellicottschools.org.

ELLICOTT SCHOOL DISTRICT MISSION STATEMENT

AD

VISION

Success for all students

MISSION STATEMENT:

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

ELLICOTT SCHOOL DISTRICT 22 CORE VALUES

WE VALUE:

• *Providing a safe and caring environment for learning*

• *High expectations for the growth and academic achievement of each student* • *Developing meaningful relationships with students, families, and the community through respect and understanding*

• *Respectful communication at all levels of the educational organization* • *Engaging students, parents, and the community as partners in education through involvement and empowerment*

• *Attracting and retaining high quality personnel who are knowledgeable, care deeply about our students, and understand and embrace the diversity of our community* • *An accountable and accessible staff*

• *A guaranteed, verifiable, standards-based curriculum that leads to success* Adopted:

09/21/05 Revised: 12/13/06 Revised: 3/20/14 LEGAL REF.: C.R.S. 22-32-109.1

Ellicott Middle School Mission Statement:

At Ellicott Middle School we are dedicated to ourselves, our work, and each other.

GENERAL SCHOOL INFORMATION

Online Registration
All students must register each year for the upcoming school year at esd22.org, our District Webpage.

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 $4.75 without milk. Students have one lunch period of 35 minutes in length.

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

School Day
School begins at 7:45 AM. and ends at 4:00 P.M. Students will be dropped off from the buses beginning at 7:30 A.M. Suggested parent drop off time is 7:40 A.M., unless attending breakfast. All exterior doors will remain locked until 7:30 A.M. Students are expected to use crosswalks or be dropped off in front of the building on the east side. Building doors will be locked at 8:00 am and will remain locked until 4:00 pm. To gain access to the building during these times please press the button to the right of the door so that the secretaries may buzz you in.

Security
A number one priority of the Ellicott School District is to ensure that our children and staff are safe. As a part of these measures, numerous video recording devices will be used to help monitor the grounds. Monthly drills will be performed as well, to help students and staff become more familiar with procedures for evacuation and sheltering in place, for possible circumstances that could arise. If you have concerns or questions about safety procedures, please do not hesitate to contact us.

After School Activities
Students who remain at school, after school hours must have a district recognized sponsor to remain on school property. The only exception for being on school grounds outside the regular school day, is if students stay after school for school or community sponsored events, as an audience member or spectator. Loitering will not be tolerated. If loitering, students will be asked to call parents to pick them up to leave from the premises.

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

Teacher Availability

Teachers will be available from 7:45 A.M. to 4:15 P.M. on student contact days; however, parents are encouraged to schedule times with teachers in advance. All teachers can be reached by e-mail at (teacher's first and last name)@esd22.org or parents can leave a message with our office staff at (719) 683-2700 ext. 2.

Public Complaints about Personnel (Policy KE)
The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

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

Closed Campus
All school campuses in Ellicott School District 22 are "Closed Campuses". Students are restricted from leaving campus during the school day, including lunch time, without permission of both school administration and parents/guardians. Students are expected to be in designated supervised areas upon arrival.

Compulsory Attendance- In accordance with school law C.R.S. 22-33-104 and ESD22 Policy JEA. Every child who has attained the age of six years and is under the age of 17 is required to attend public school with such exceptions as provided by law. Excessive unexcused absences will result in an attendance plan/contract between the school, parents, and student. Court proceedings may occur if the issue is not corrected.

According to state law, it is the obligation of every parent to ensure that every child under his/her care receives adequate education and training and if the child is of compulsory attendance age, attends school. Secondary students must attend school for 1,056 hours each year. Elementary students must attend school for 968 hours each year.

Absence (ESD Policy JH)
When a student will be absent from school, parents/guardians are asked to call the school office between 7:30AM and 10:00AM to report the absence and provide justification for the absence. If notification is not received by 10:00AM, school officials will attempt to contact parents through Infinite Campus, to verify the absence and reason. If no contact is made, a written statement containing the reason for the absence that is signed by a parent/guardian will be required in order for the absence to be considered excused.

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

- Temporary illness or injury;
- Prearranged absence approved by the building administration for appointments or other circumstances of a serious nature that cannot be taken care of outside of school hours;
- Extended physical, mental, or emotional disability;
- Current custody of law-enforcement or the court;
- Expulsion or suspension;

- Participation in a nonpublic home-based educational program providing notification to the district;
- Pursuit of a work-study program under supervision of the school; or
- Attendance at a school-sponsored activity or activity of an educational nature with advance approval of the building administration.

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

If a student misses 5 or more days in a semester they may be required to make up the time that was missed and to take advantage of the opportunity to make any work that was missed.

Chronic absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 10% total absences (14.5 days) in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion will not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee will develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to attendance contracts, MTSS plan, IEP, or alternative methods. When practicable, the student's parent/guardian will participate in the development of the plan.

Nothing herein will require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

Steps of Declaration of "Chronic Absenteeism" of Students

1. School officials will attempt to make contact by 10 AM.
2. 6 Absences will result in a written notification of truancy to parent or guardian. If a student receives 8 absences in one month, the district will proceed to step 4.
3. If the student receives 8 absences the student will be assigned credit recovery to make up these hours.
4. 10 Absences will result in a meeting with parents or guardians to establish an attendance/behavior contract.
5. 12 Absences will result in a meeting with parents or guardians, school administration, and the school resource officer, to review the attendance/behavior contract, and inform all parties of future consequences for continued absence.
6. 14.5 or 10% of school year absences may result in students having to make up days in credit recovery programs in order to be promoted to the next grade.

Tardiness

Tardiness is defined as the failure of a student to be in the proper place at a designated time. As a general rule, being on time to class means being in the assigned class before the bell rings. Due to the disruptive nature of tardiness, students will be assigned consequences for excessive tardiness that will be given on a monthly basis as follows:

1st Tardy: Students will report directly to the teacher. The teacher will notify the student and explain to him/her the next steps if the tardies continue.

2nd Tardy: Warning by Assistant principal to student

3rd & 4th Tardy: Email or phone call home from Assistant Principal

5th Tardy: ½ day ISS & phone call home

6th & beyond Tardy: Full day of ISS with phone call home

Tardies will reset at the end of each month.

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

Truancy

If a student is absent without parental permission, or if a student leaves school or a class without permission of a teacher and/or administrator, the student shall be considered truant. The definition for truancy pertains to *each* full or partial day that a student is absent without an excuse for all enrolled K-12 public school students. All truancies shall be considered unexcused absences and are subject to disciplinary action.

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

Steps of Declaration of "Habitually Truant" Students

1. School officials will attempt to make contact by 10 AM.
2. 6 Unexcused absences will result in a written notification of truancy to parent or guardian. If a student receives 8 unexcused absences in one month, the district will proceed to step 4.
3. If the student receives 8 unexcused absences the student will be assigned credit recovery to make up the days.
4. 10 Unexcused absences will result in a meeting with parents or guardians to establish an attendance/behavior contract. Notification to the School Resource Officer, Department of Human Services and/or other support agencies may be completed.
5. 12 Unexcused absences will result in a meeting with parents or guardian, school administration, and the school resource officer, to review the attendance/behavior contract, and inform all parties of future consequences for continued absence. A Notice of Noncompliance will be issued on behalf of the district by legal counsel.
6. 14 Unexcused absences may result in judicial proceedings being initiated.

Attendance/Loss of Credit

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

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

Make-up Work

Make-up work shall be provided for any class in which a student has an excused absence. Students will be allowed a due-date extension of one extra day for each day of absence. For extended absences, make up work will be handled on a case-by-case basis. All make-up work is given with the goal of providing the student an opportunity to keep up with academic requirements with no consequence to the student's grade. Per policy, unexcused absences can be made up however point deductions are enforced.

Withdrawal and Transfer

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

Inter-District Choice/Open Enrollment (Policy reference JFBB)

In providing for admission of nonresident students, the school district shall not:

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

School Telephone Use:

Students will be allowed to use the phone on an emergency basis. We highly encourage students to plan ahead. Students are not to use the teacher's classroom phone, without permission from staff. Students can be allowed to call home from the front office.

School Visitations

Parents are encouraged and always welcome to visit classrooms within the Ellicott Schools. With our greater safety concerns, we ask all visitors to make previous arrangements to visit the school. Twenty - four hour notice is appreciated. Parents and all visitors are required to check in at the school office with ID or driver's license upon arrival to receive a **"visitor's pass**". You may call the front office or e-mail your child's teacher directly to set up a visit or time to speak with the teacher.

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

Volunteers in School

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

School Closure

On days of threatening weather, school district officials will attempt to make a decision on delayed start or school cancellation by 6:00am. Each fall, the district will distribute to parents a list of media outlets which will be contacted to broadcast the delay or closure. Also parents and families will be notified by the School's All Call System by telephone and email. Please make sure to notify the school of any updates to phone numbers or contact information as this is vital in maintaining effective communication.

Parents/guardians are asked to inform their children and their school of special arrangements in the case of early school dismissal. Phones will typically be unavailable for all students, so families are urged to plan ahead and be prepared for this possibility.

Immunization

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

Food Allergies (Policy Reference JLCDA - Students with Food Allergies)

In order to meet state law requirements Ellicott School District has adopted a Food Allergy Policy to address the issue of life-threatening food allergies. You will need to have the *Allergy & Anaphylaxis Action Plan* form for you and your child's physician to complete if your child is diagnosed with a potentially life-threatening allergy. It is recommended that parents provide the school nurse with a supply of the student's medication to be kept at school for an emergency.

If your child's physician recommends that your child carry their emergency medication, you and your child will need to complete one additional contract form (available in the school office or from the school nurse). The school nurse and administrator of the school will then evaluate your child's ability to carry their medication safety. Medication must be provided in a properly labeled pharmacy container that would include: name, drug, dose, instructions for administration.

Animals at School

Due to the large number of students with allergies; we ask that no one bring any animal into the school building without prior approval from school administration.

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

School Administered Medications

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.

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 cannot 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.

Policy Section JLCG 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.

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

Accident Insurance

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

Infinite Campus Parent Portal

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

ID Cards (Student Identification Cards)

Students will be issued ID cards at the beginning of the school year. ID cards will be used for admittance to dances, athletic events, etc. They are also used to access a student's hot lunch account. A lost ID card may be replaced through the front office for a $5.00 fee.

Student 1:1 devices & Hall Passes

Student devices are available in each teacher's classroom. Students will utilize an organizational app such as Google Classroom, Schoology, or other Learning Management System (LMS) every day, for every class. The middle school uses the devices much like a textbook/notebook and for curriculum purposes, the students are required to use the device every day in class. If there is a concern with your child and

their device use, please contact administration as there are a number of options with the amount of access the students receive.

Hall passes are done electronically through E-HallPass to know the whereabouts of all students at all times to maintain their safety. Students must utilize this system to be in the hallways, restrooms, or another teacher's class during their scheduled class period unless accompanied by school personnel.

Personal Property

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

Lockers

Lockers are issued to all students at Ellicott Middle School. Students are assigned one locker and are expected not to share the combination with any other student. Students may not change lockers or move into a friend's locker. Students are also urged to not keep valuable possessions or money in their lockers because of possible theft. Students are responsible for the condition of their lockers and are expected to keep their lockers neat and clean at all times. Messy or overloaded lockers will cause the locker to jam closed. Note: Backpacks, duffel bags and purses are not to be taken into the classroom. These items are to be left in lockers. All students will be assigned a locker with a combination lock built in.

> *Athletes and Physical Education students*-Lockers may be assigned to athletes for the season in which they are participating in. PE Students may also have lockers provided to them for the period that they have PE. All personal items are expected to be secured and stowed in lockers.

Ellicott Middle School is not responsible for lost, stolen, or damaged items taken from a locker. School officials will conduct a reasonable investigation into timely reported stolen items. School officials shall have access to and may conduct a search and inspection of any student locker at any time since lockers are the property of the school district.

Lost and Found

Articles which have been lost can usually be found in the school provided Lost and Found. If students lose articles then they may go to the lost-and-found and look for the item. Students should label all personal items. Unclaimed items will be donated to charity.

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

Electronic Devices (ESD Policy JICJ)

Electronic devices that are not issued by the school are not allowed at school or on school vehicles without prior permission of the principal. Cellular phones, earbuds/headphones, Smartwatches, smart glasses, and private communication systems are only allowed with prior permission of the principal. Any unauthorized device will be confiscated by school officials:

1st Offense- Take the item until the end of the period
2nd Offense- Taken by the teacher, the student picks up from the principal/assistant principal at the end of the school day.
3rd Offense- Parent is notified by assistant principal/principal
4th Offense - Parent must pick up the cell phone/device

Cell Phones (Technology)

Although we understand that cell phones are useful tools for parent/student communication, we must maintain an academic environment within the building. Students are permitted to use them before or after school while they are outside of the building. Cell phones are to be put in lockers during academic day (from 7:45am - 4:00pm) or they will be confiscated according to the Electronic Devices procedures. Cell phones should not be used during concerts, drama productions, awards programs, or indoor events unless approved by building administration.

Sexting

Sexting is a crime. Any incident will be referred to law enforcement. This is the act of sending/texting explicit photos of oneself or others, or text that is sexual in nature.

Personal Technology (Technology)

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

Internet Use (Technology)

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.

Internet Use Agreement- Policy Section JS (Technology/Chromebooks)

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, computer systems, and iPads 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 electronic devices, including chromebooks,

iPads, computers, computer systems, and will include 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, computer systems, and iPads 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 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.

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, computer systems, and iPads, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

EDUCATIONAL PROGRAMS and SCHEDULES

Equal Educational Opportunities

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

Gifted and Talented Mission Statement:

The mission of Ellicott School District Gifted and Talented Program is to recognize and nurture the development of exceptional abilities so that all gifted students demonstrate positive self-esteem, high level thinking and creative productivity. To meet these goals, the challenge program will provide:

1. Testing and Identification of Gifted and High Achieving Students.
2. Education and Information for parents and teachers in the areas of Gifted Education, differentiation and the needs of the whole child.
3. Opportunities for enrichment and advancement for gifted and high achieving students. If you would like more information, please contact your child’s school office.

Special Education

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

Multilingual Education

For academic success of students with limited English proficiency, we identify and place Multilingual students in our program based on individual needs. If a student has a home language other than English based on the home language survey completed with enrollment, students will be screened using the WIDA screener. If the student is then identified as either Not English Proficient or Limited English Proficient, they can receive special services. Services may include: Enrollment in English Language Development as an alternative to English Language Arts, enrollment in English Language Acquisition as an automatically assigned elective, or in-class accommodations. Parents may opt out of any of these services but not the identification and monitoring of Multilingual/English learner status, which is state mandated.

Multi-Tiered Systems of Support (MTSS)

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

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

Individual Class Schedule Changes

Students only schedule changes, by request, can be into band or choir. Any other class changes can be evaluated based on medical necessity or teacher request(s). If a class is dropped after the grace period (8 school days from the start of school) student transcripts will reflect a withdrawal with a failing grade. (W/F) Administration must be included in a parent meeting and approve all changes. The principal's approval is required in addition to those people listed above.

STUDENT CONDUCT, EXPECTATIONS AND CONSEQUENCES

Code of Conduct

Ellicott School District officials are committed to providing a safe and respectful environment for all community members. The Board of Education has approved a code of conduct which outlines grounds for suspension, expulsion, or other disciplinary action by district officials. Inappropriate behaviors identified in JICDA are considered to be "**major infractions**".

STUDENT CODE OF CONDUCT- Policy Section JICDA

To further the Ellicott School District Mission of providing a safe and respectful environment for all community members, the Board authorizes and endorses the following student code of conduct. This code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by these established rules of conduct. This code shall be enforced uniformly, fairly, and consistently for all students.

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off of school property. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Threatening, causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Threatening, causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any acts which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory, in accordance with state law.
4. Violation of criminal law.
5. Violations of district or building regulations.
6. Violations of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a deadly weapon without the authorization of the school or school district, in accordance with state law.
7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.

8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district's smoking and use of tobacco policy. To include e-cigarettes and vape pens.
10. Violation of the district's policy on sexual harassment.
11. Violation of the district's policy on discrimination by engaging in any unwelcome, hostile and offensive verbal, digitally, written or physical conduct based on or directed at a person's race, color, national origin, religion, sex, age, or disability that: (1) results in physical, emotional or mental harm, or damage to property; (2) is so severe, persistent, or pervasive that it creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school.
12. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
13. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
14. Engaging in threats and/or verbal abuse to include online, i.e., name calling, ethnic or racial slurs or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
15. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
16. Lying or giving false information, either verbally or in writing, to a school employee.
17. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written and digital work.
18. Continued willful disobedience or open and persistent defiance of proper authority
19. Behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel.
20. Repeated interference with the school's ability to provide educational opportunities to other students.
21. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for the purposes of initiation into any student group.
22. Instigation of inappropriate behaviors. To urge, prompt, encourage, incite, stir up and/or provoke another student(s) to actively participate in inappropriate behaviors.
23. Violation of the district's dress code policy.
24. Violation of the district's policy on student expression.
25. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

STUDENT APPEARANCE (Dress Code)-Policy Section JICA

The EMS Dress Code Policy encourages a positive learning environment. This policy promotes respect for self and others by following the basic expectations of decency, modesty, good taste, and cleanliness. Students should feel free to wear any clothing that does not interfere or disrupt learning.

The following are guidelines for what would or would not be acceptable in school buildings, on school grounds, or at school activities. These guidelines are not all-inclusive, and each concern will be addressed individually and with the goal of protecting students from embarrassment:

- Clothing that does not allow private body parts or undergarments to show, is acceptable.
- Sunglasses should only be worn outside of the building.
- Hats and hoods are not permitted to be worn inside of buildings. They can only be worn inside on special occasions deemed appropriate by school administration.
- Any clothing that might be considered "gang" related.
- Clothing, jewelry, accessories or body adornments that are or contain a reference to any of the following should not be worn:
    - Drugs, tobacco, alcohol or weapons
    - Things of a sexual or violent nature

- Racism or hate signs or symbols
- Obscenity, profanity or vulgarity
- Threaten the safety or welfare of any person
- Promote activities prohibited by the Student Code of Conduct

No exceptions will be made for spirit days and/or holidays, etc. School administration will have the final determination as to whether or not certain attire is in violation of the dress code, and will work with students and parents to fix the problem with the least disruption to the student's education. Continued infractions of the dress code will result in disciplinary consequences.

Public Display of Affection (PDA)

Ellicott School District will not condone any forms of PDA (Public Display of Affection). PDA will be defined as, but not limited too, behaviors of a sexually intimate nature including; inappropriate hugging/embraces, 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".

Threats of Violence/Bullying Policy Section JICDE

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

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying 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 which includes online social media 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.

Regulation Section ADC-R

Tobacco-Free Schools- Regulation Section ADC-R

For the purpose of consequences assigned per this regulation, there shall be no differentiation made between possession and use of tobacco products. Students found to be in possession of or using tobacco products (including e cigarettes, vapes, and hookah pens) at school, in school vehicles, or at school sponsored activities shall face the following 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.

First Offense
Students will be assigned three days out of school suspension. Parents will be contacted by phone or mail. Before returning to school there will be a re-entry meeting with Administration and put on a behavior contract.

Second Offense
Students will be assigned a five-day out-of-school suspension and a review of the behavior contract will be made to include any provisions to prevent further infractions. NOTE: Upon documentation of enrollment in a substance abuse treatment program, the student may return to school before the completion of the out-of-school suspension.

Third Offense
Students will be assigned a 5-day out-of-school suspension and will be recommended for expulsion for continued and willful disobedience as provided in the Student Code of Conduct.

Alcohol and Drug Involvement by Students- Policy Section JICH

Ellicott School District 22 shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

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

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

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

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school sponsored or sanctioned activity or whose conduct at any time or

place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances. The Board of Education has directed the administration to turn over all cases of drugs and alcohol directly to the El Paso County Sheriff for investigation and/or prosecution.

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

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths. Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available.

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

The district shall provide all students and parents/guardians with a copy of this policy and its accompanying procedures on an annual basis.

The Board shall conduct a biennial periodic review of its drug prevention program to determine its effectiveness, to implement any required changes and to ensure that the disciplinary sanctions required are consistently enforced.

Secret Societies/Gang Activity- Policy Section JICF

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

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

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

Gang Symbols-The Board prohibits the presence on school premises, in school vehicles and at 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.

Dangerous Weapons in the School- Policy Section JICI

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

Mandatory expulsion in accordance with state and federal law

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

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

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

The principal shall initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. A student may, but need not be expelled, if as soon as possible upon discovering that he or she is in possession of the dangerous weapon, the student notifies and delivers the weapon to school officials.

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

Discretionary discipline in accordance with state law

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

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

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

Local restrictions- In regards to weapons

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing of 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 express authorization is prohibited. Students who violate this policy provision shall be referred for appropriate disciplinary proceedings.

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.

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

Interrogations and Searches- Policy JICDA

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 or an agent of the school district to randomly search a student and/or the personal property of a student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff. These random searches may involve, but are not limited to, the use of canine detection terms and/or electronic devices.

Searches may also be conducted by a school official or an agent of the school district who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable grounds for a search exist, school personnel or their agent may search a student and/or their property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, dangerous, unauthorized or contraband materials.

Any search conducted by a school official shall attempt to respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction. Searches shall also be conducted in such a manner as to provide the least amount of disruption to the educational environment as possible.

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. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

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 or incendiary devices.

Search of School Property & Chromebooks
School lockers, desks, Chromebooks and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, cleanouts, access for maintenance and search pursuant to this policy. 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. The principal or his designee may search a desk, locker or any other storage area and its contents when he has reasonable grounds for a search, i.e., reasonable suspicion. Whenever possible, another person shall be available to witness the search.

Search of the Student's Person
The principal or his designee may search the person of a student if the school official has reasonable suspicion to believe that the student is in possession of contraband. Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse or backpack, or a "pat down" of the exterior of the student's clothing. Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional persons of the same sex as the student shall witness but not participate in the search.

The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible thereafter. Searches of the person which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. No strip search shall be carried out by any school employee.

Law Enforcement Officers' Involvement

The principal or his designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer.

If law enforcement personnel seek permission from school authorities to search a student, their property or school property to obtain evidence related to criminal activities, school officials shall require the officer to produce a valid search warrant before the search is conducted unless:

1. There is un-coerced consent by the student.
2. There is probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.
3. The search is incident to an arrest and is limited to the person and his immediate surroundings.

When law enforcement officials request permission to question students when students are in school or participating in school activities on school grounds, the principal or his designee shall be present during the interrogation if requested by the student and if the principal or his designee is present at the time of the interrogation. If the student is under 18, the school shall make a reasonable attempt to contact their parent(s) or legal guardian prior to the interrogation beginning, unless the juvenile is emancipated as that term is defined in state law.

Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible. When custody and/or arrest by the police is involved, the principal shall request that all procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures including but not limited to obtaining proper arrest warrants where required.

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 if it is tagged for identification at the time it is seized. 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 their parents or guardian.
3. Turned over to any law enforcement officer in accordance with this policy.

Appeals

Within 10 school days after a search by school officials, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.

Use of Physical Intervention- Policy Section JKA

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

1. To prevent a student from an act of wrong-doing.
2. To quell a disturbance threatening physical injury to others.
3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
4. For the purpose of self-defense.
5. For the protection of persons or property.
6. To maintain discipline.

Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy. Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint (contained in the regulation) are followed. Any method or device used to involuntarily limit a student's freedom of movement for more than five minutes, including physical force, mechanical restraint, physical restraint, chemical restraint or seclusion, shall be in compliance with state law on protecting persons from restraint. The superintendent shall develop procedures and a training program related to the use of restraint consistent with this policy and state law. Corporal punishment shall not be administered to students by anyone in any district school.

Sexual Harassment – Student- Policy Section JBB

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

District's commitment

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

The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. 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 unwelcomed 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 (AC-R). All reports and indications from students, district employees and third parties shall be forwarded to the compliance officer, if the alleged harasser is the person designated as the compliance officer an alternative 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.

Regulation Section JBB-R

Sexual Harassment – Student Regulation Section JBB-R (Grievance Procedure)

1. Students who believe they have been subject to sexual harassment will report the incident in writing to their principal who will be referred to as the grievance officer. If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the superintendent to investigate the matter.
2. Upon receiving a report, the grievance officer will confer with the student who has allegedly been harassed as soon as is reasonably possible, but in no event more than 2 days from receiving the report, in order to obtain a clear understanding of the basis of the complaint and to discuss what action the student is seeking. The student's parent/guardian will also be contacted and kept informed regarding progress of the investigation.

3. At the initial meeting with the student, the grievance officer will explain the avenues for informal and formal action and provide a description of the grievance procedure. The grievance officer will also explain that whether or not the student files a formal grievance or otherwise requests action, the district is required by law to take steps to correct the harassment and to prevent recurring harassment or retaliation against anyone who makes a harassment report or participated in the investigation. The grievance officer will also explain to the student that any request for confidentiality will be honored so long as doing so does not preclude the school from responding effectively to the harassment and preventing future harassment.
4. Following the initial meeting with the student, the grievance officer will attempt to meet with the alleged harasser and his/her parent/guardian in order to obtain a response to the reported harassment and will investigate the matter in accordance with Policy JBB. The grievance officer will complete the investigation within 14 days of the initial meeting with the student.
5. Within 7 days of completing the investigation, the grievance officer will determine whether the matter should proceed formally or informally. On the basis of the grievance officer's investigation and if the student requests that the matter be resolved in an informal manner and the grievance officer agrees that the matter is suitable for such resolution, the grievance officer may attempt to resolve the matter informally through conciliation.
6. If the student requests in writing a formal grievance process, the grievance officer will transfer the record to the superintendent or his/her designee for formal resolution within 7 days of completing the investigation, and so notify the parties by certified mail.
7. After reviewing the record made by the grievance officer, the superintendent or designee may gather additional evidence necessary to decide the case. Within 14 days of receiving the record, the superintendent or his/her designee will announce any sanctions or other action deemed appropriate, including recommendations to the Board for disciplinary or other action.
8. Whether or not a formal grievance was filed, the district will take all steps necessary to end the harassment, to make the victim whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participated in a harassment investigation.
9. Parties, including the parents/guardians of all students involved, will be notified by the superintendent or his/her designee of the final outcome of the investigation and all steps taken by the district.
10. At any time, the student making a report of sexual harassment may request an end to the informal process and begin the formal grievance process by indicating their desire in writing to the grievance officer.

Multi-Tiered Systems of Support/Positive Behavior Intervention Support (MTSS/PBIS)
The mission of the Positive Behavior Support (PBIS) is to establish and maintain effective school environments that maximize academic achievement and behavioral competence of all learners in Colorado.

The outcomes associated with School-wide PBIS:

- Decrease in office discipline referrals.
- Increase in instructional time.
- Decrease in administrative time spent on discipline issues.
- Increase in perceived school safety.

Features of School-Wide PBIS:

- Teaching behavioral expectations to all students.
- School-wide behavioral expectations.
- Continuum of consequences for violating behavioral expectations.
- Acknowledging appropriate behavior.
- Ongoing use of data for decision making.
- Function-based support for students with chronic problem behavior.

RESTORATIVE PRACTICE

Restorative Practice (RP) is a social science that works to strengthen relationships between individuals as well as the community. It encourages students to repair the relationships by repairing the harm they may have caused. At Ellicott Middle School, Restorative Practices will be used, including Restorative Circles and Formal Conferencing, to build community and positivity within the schools. Use of circles and formal conferences will: proactively lower discipline referral rates, increase instructional time by lowering classroom disruptions and increase positive school climate.

DISCIPLINE PROCEDURES

The following discipline procedures will be followed for behaviors that are disruptive to classroom instruction/learning and/or safety.

1st Occurrence

First occurrence of behavior that has become a disruption or is in violation of the Student Code of Conduct will result in a student/teacher conference about the behavior.

2nd Occurrence

Second occurrence of behavior that has become a disruption or is in violation of the Student Code of Conduct will result in a student/teacher conference about the behavior, parent/guardian contact by the teacher, and a teacher detention or other form of discipline. Formal behavioral referrals will be tracked via Infinite Campus.

3rd Occurrence

Third occurrence of behavior that has become a disruption or is in violation of the Student Code of Conduct will result in parent/guardian contact by the teacher and an official disciplinary write up by the teacher with a discipline request to the Dean of Students or Assistant Principal such as restorative justice, half day in-school suspension, or lunch detention. Students may be placed on a behavior plan.

4th Occurrence

Fourth occurrence of behavior that has become a disruption or is in violation of the Student Code of Conduct will result in disciplinary write up to the Dean of Students or Assistant Principal, who will determine the necessary disciplinary action such as full day in school suspension, After School Detention(s), or out of school suspension to be served by the student and will contact the parent/guardian. After serving the determined disciplinary action, parents will have to come into school to have a conference with the Dean of Students or Assistant Principal before the student returns to classes. Students will be put on a behavior plan.

5th Occurrence
Fifth occurrence of behavior that has become a disruption or is in violation of the Student Code of Conduct will result in disciplinary write up to the Assistant Principal, who will determine the necessary disciplinary action such as full day in school suspension, After School Detention (s), or out of school suspension to be served by the student and will contact the parent/guardian. After serving the determined disciplinary action, parents will have to come into school to have a conference with the Dean of Students or Assistant Principal and Principal before the student returns to classes and parent/guardian will remain for the entire school day as a chaperone to all classes

Lunch Detention
Detentions will be used as an intervention to prevent negative behaviors that impact the learning environment. Examples of such behaviors include but are not limited to, tardies, unprepared to class, disrespect, horseplay, violation of building procedures, or other inappropriate behaviors. An accumulation of 5 lunch detentions per semester will result in a full day ISS. More than 5 lunch detentions may result in multiple days of suspension and handled on a case by case basis by principals.

In-School Suspension
When, in the opinion of a school administrator, a student's behavior warrants disciplinary action, an In School Suspension may be assigned. This suspension will be assigned either for same day action or the next school day. In-School Suspensions will be served during the hours of 7:50 a.m. to 4:00 p.m. Any suspension that is not fully served will result in a reassignment of the suspension and serving of the full suspension at the next available date. Work completed during In-School Suspension may be turned in for credit.

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

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

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

Expulsion
When, in the opinion of the building principal, a student's unacceptable behavior warrants expulsion from Ellicott School District 22, the student will be notified and afforded due process in accordance with state law. Student expulsions will typically be for a period of 12 calendar months (not a school year). Depending on the severity of the offense, students may be afforded an opportunity to meet specified requirements and return to school on a conditional basis prior to the end date of the expulsion. Violation of these conditions will result either in immediate reinstatement of the original expulsion or separate disciplinary actions based on the offense. Work completed during Expulsion may be turned in for credit.

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

ATHLETICS and ELIGIBILITY

Interscholastic Athletics

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

Every student participating in Interscholastic Athletics is provided with a Student Athlete Handbook. These handbooks outline the rules, policies and expectations set forth by the middle school and the Board of Education. Students and parents must read and agree to abide by the policies established by the district. Violation of the policies can result in suspension from athletic teams. Students are governed by all requirements set forth by the district, the Ellicott Board of Education and the Colorado High School Activities Association.

Eligibility

In accordance with Colorado High School Activities Association (CHSAA) guidelines, a weekly eligibility check will be completed for all students. It will be pulled from Infinite Campus on Tuesday and applies for the rest of the week and following Monday. Ellicott School District 22 policy dictates that a student failing (F) any class or receiving two or more near-failing (D) grades will not be eligible for activities during the eligibility period. If the student is able to bring up any grades that caused him/her to be ineligible, prior to the event, the student may be deemed eligible with teacher signature and approval of the Assistant Activities Director and/or building administrators.

Student athletes are ambassadors of Ellicott Middle School. As such, if there are major behavioral referral/suspensions during a sports season, the administration reserves the right to suspend a student from a playing time/game(s).

Sportsmanship

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

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

SCHOOL TRANSPORTATION

Student Conduct on Buses

The privilege of riding a school bus is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at bus stops and on-board buses.

The driver of a school bus shall be responsible for the safety of the students on the bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the supervisor of transportation and the principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to parents/guardians, the principal may withhold from the student the privilege of riding the school bus. The student also may be denied admission to school, suspended or expelled, in accordance with established policies including discipline of habitually disruptive students, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

SCHOOL BUS RULES AND REGULATIONS JICC

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

Safety Statement

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

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

Consequences for Rule Infractions

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

Student Expectations

Before Boarding the Bus:

1. Students shall be at their assigned bus stops five minutes before the bus is scheduled to arrive.
2. Students need to stay off 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.

When Exiting the Bus:

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

Consequences

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

Consequences for Secondary Students:

1st Infraction: Verbal warning and completion of a bus referral form to be sent home.

2nd Infraction: Completion of a bus referral form, a bus suspension for 1-4 days and a phone call home.

3rd Infraction: Completion of a bus referral, a suspension 4-12 days, conference with parents, a behavior contract established.

4th infraction: Completion of a bus referral, Student transportation privileges will be revoked for the remainder of the school year.

***All consequences are at the discretion of the transportation director and school administrator.**

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.

Grades and Incentives

Grade Reporting

Report cards for Middle School Students will be issued at the end of each semester. Please check on grades often for continuous updates on student progress.

Grading System

A= 100%-89.5% D= 69.4%-59.5%
B= 89.4%-79.5% F= 59.4%- below
C= 79.4%-69.5%

Honor Roll

Ellicott Middle School's Honor Roll is based upon the following quarter grade point average:

Superintendent's List GPA- 4.0 and greater
Principal's List GPA- 3.5 - 3.9
Dean's List GPA- 3.0- 3.4

Students who earn these GPAs will be invited to award events.

Middle School Promotion/Retention Policy

Objective:

To ensure that students are prepared for future academic success and high school readiness, Ellicott Middle School maintains clear expectations for academic performance and attendance. These expectations support timely promotion and appropriate interventions when students are not meeting grade-level standards.

Academic Expectations for Promotion

Middle school students (grades 6–8) are expected to demonstrate satisfactory progress in all core academic subjects, which include:

- Language Arts
- Math
- Science
- Social Studies

Students must earn passing grades in these core content areas to be considered for promotion to the next grade level. Academic support may be provided for students who are struggling, and failure in one or more core classes may lead to consideration for retention.

In addition to academic performance, students are expected to maintain a **minimum attendance rate of 90%**. Excessive absences can significantly impact learning and may influence promotion decisions.

Promotion and Retention Process

Promotion and retention decisions are based on a comprehensive review of each student's academic performance and attendance. Students will be promoted upon the recommendation of their teacher(s) and the approval of the principal.

When retention is being considered, school staff will conduct a thorough review of the student's full body of evidence, which may include:

- Academic records and grades
- Assessment results
- Attendance data
- Classroom performance
- Teacher observations and input

If both the administration and teacher(s) believe that retention is in the best interest of the student's long-term academic success, a conference will be held with the student's parent(s)/guardian(s) to discuss the student's progress and determine final placement.

Students Who Transfer Into School:
Credit will be given for the last grade report from the former school. If a student is failing range according to the Promotion/Retention policy, then an individual academic contract will be immediately established. Under the contract the student will have the opportunity to reach promotion status without penalty for past grades at previous school.

i.e. Students transfer with 3 F's in any class. The student contract will allow credit to be given if students can maintain C's or better in all classes while enrolled at Ellicott Middle School and they must attend some form of credit recovery.

Assessment:
Assessments may be used for credit.

i.e.- Student fails Math. On their CMAS they score Proficient. Then the proficient score outranks the previous failing grade and will receive credit.

i.e.- Students transfer in failed classes but are proficient in content assessments, then students could receive credit for classes they failed.

School District Website
Additional school information, policies and regulations may be obtained at each school building site or on our district web site at esd22.org.