

Elizabeth High School Acknowledgment of Student Handbook

All students are responsible for reading and knowing the contents of this student handbook. Students should share the contents of this handbook with a parent/guardian.

Your possession of this handbook acknowledges and affirms your complete understanding of the policies and expectations of your student attending Elizabeth High School.

I have read and understood the contents of the student handbook including attendance policies, discipline policies, student code of conduct, graduation requirements, and all Elizabeth High School policies.

Print Student Name

Student Signature

Date

Print Parent Name

Parent Signature

Date

Print Parent Name (optional)

Parent Signature (optional)

Date

ELIZABETH HIGH SCHOOL

Welcome to Elizabeth High School, a place where everyone is valued. At EHS, we hold high expectations for academic achievement, citizenship, and involvement in school activities. Student success is foremost in everything that we do.

We consistently emphasize respect and responsibility at Elizabeth High School. We look forward to your respect for the people and facilities around each day, along with personal responsibility for your effort and attitude. The standards and expectations for students, as stated in this handbook, are intended to provide guidance and structure for a successful high school experience.

Take advantage of the depth of the EHS curriculum, which includes fifteen Advanced Placement classes, college-articulated classes, vocational programs, and many exceptional elective offerings. Extensive opportunities in athletics, fine and performing arts, leadership organizations, clubs, and extracurricular activities are available for our students.

The faculty and staff in our building are eager to help you. We want you to succeed in school and life. Enjoy your high school experience as you discover new talents and enhance your abilities. Let's have a great year together!

Elizabeth High School Standards & Procedures

Administrators

School administrators want to help each student be successful. You are encouraged to see an administrator if you are having problems with staff or other students, having difficulty with schoolwork, want to change your schedule, want an answer to a question, or simply wish to have someone listen to your concerns. Students are assigned an Assistant Principal who will handle academic, attendance, or discipline concerns and provide support to students and parents.

Mr. McClendon, Mr. Everhart, Mrs. Runyan

Behavior

Behavior in the classroom: In each class, the teacher is the educational leader. You will receive behavioral expectations from your teachers. These expectations will include academic requirements and standards of behavior. If classroom expectations are not met, you will receive consequences from your teacher or principal. When a guest teacher, instructional assistant, or volunteer is in the room, you should behave courteously and respond respectfully.

Behavior in the cafeteria: A cafeteria is a place for eating and social interaction. When in the cafeteria, it is important to treat yourself, others, and school property with dignity and respect. The adults supervising the lunchroom should be given the same respect. In order to ensure a clean comfortable place to eat for all students, you are expected to use appropriate table manners, clean off the table when finished, and dispose of garbage in the containers provided. Food may not be thrown. Food and beverages should be consumed in the cafeteria. Failure to follow these expectations may result in cafeteria duty and/or referral to an administrator.

Behavior outside of the building: Students may use the grounds outside of the building when and where appropriate. Students should not loiter or be in the parking lot without authorization. *Skateboards should not be used on school grounds.*

Behavior at assemblies and performances: Students should demonstrate the following behavior during assemblies and performances: sit quietly, applaud when appropriate, refrain from whistling, booing, and yelling, remain in seats until the performance is over, and follow the expectations of a teacher or supervisor.

Bulletin Boards

All posters or announcements to be placed on bulletin boards or walls are to be approved by the administration. These posters and announcements must be posted by school-affiliated organizations or pertain to school-related activities. Special circumstances may warrant an occasional exception. All notices must be approved by an administrator and be stamped prior to posting, or they will be removed.

Campus Supervision

Students are to respect the property of the school and others as well as the authority of teachers and other school personnel and to respect reasonable directions from them. When asked by any staff member, a student must identify themselves and/or accompany the staff member to the office of an administrator. Students can expect mutual respect on the part of all school personnel. Elizabeth High School will take appropriate measures to thwart theft or vandalism of property, vehicles, school property, or school grounds. The measures, such as the electronic surveillance system and security personnel, will be preventative in nature, to help deterrence of damage to personal and school property, and are not intended to be an invasion of privacy. However, the normal use of school security measures may reveal student violators, and if this occurs, disciplinary action will be taken. If there is a violation of state law, appropriate authorities will be contacted.

Closed Campus

Elizabeth High School operates as a closed campus with the following exceptions:

- Juniors and seniors are allowed to leave during their scheduled lunch period and/or a scheduled open class period.

- Students are not allowed to eat lunch in their cars or the parking lot.
- Students leaving campus should return promptly to avoid truancy or tardiness.
- This privilege may be revoked for students with attendance issues, taking underclassmen off-campus, or inappropriate off-campus behavior at the administration's discretion.
- Freshmen and sophomores leaving campus for lunch can result in lunch detention or suspensions.

Counselors

The counselors at Elizabeth High School are trained professionals who provide a range of services to support students' academic, social, and emotional growth. They work with students individually and in groups to address a variety of issues such as course selection, college and career planning, mental health concerns, and personal challenges. Additionally, they collaborate with teachers, administrators, and parents to create a positive learning environment and ensure student success. The counselors also offer resources and referrals to outside agencies when necessary to assist students in overcoming obstacles and achieving their goals. Overall, the Elizabeth High School counselors play an important role in promoting student well-being and academic achievement. Additional information can be found at <https://www.elizabethschoolsdistrict.org/domain/796> or by contacting the counseling office+.

Dress Standards

Students are expected to dress appropriately for all school activities and maintain a high dress standard. Students who violate the standards will be asked to change clothing. Continued violation of the dress code will result in disciplinary action. The following general standards will be in effect:

Inappropriately sheer, tight, short, or low-cut clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, shoulder, buttocks, upper thigh, back, and breasts, are not appropriate in an educational setting.

1. Reasonable cleanliness of a person and wearing apparel is expected as a matter of health and good taste.
2. To avoid injury and disease, shoes, sandals, or boots must be worn in a public building.
3. Dress that is distracting and clearly interferes with the teaching/learning process will not be worn.
4. Short-shorts, midriff tops, spaghetti straps tops, tank tops, or cut-off shirts **are** not acceptable. If a student chooses to wear clothing that is "see-through" or transparent in any way, they must wear dress code compliant clothing underneath. Sagging pants that are too revealing (such as to make underwear visible) may not be worn. Clothing that denotes gang involvement or racial/ethnic/sexual intimidation/connotation may not be worn.

5. Wearing apparel that endangers the student while he/she is participating in classroom activities is a matter of the instructor's judgment and may not be worn.
6. Hats, caps, bandannas, or any head covering may not be worn in the building at any time during the academic school day. Students should remove their head coverings when entering the building and should not put them on until leaving the building.
7. Sunglasses will not be worn in the building.
8. Inciting, suggestive or questionable words, insignia, slogans, or pictures on clothing will not be allowed.
9. Clothing or jewelry that advertises or depicts alcohol or drugs will not be worn in school.
10. Clothing worn under jackets, sweatshirts, hooded garments, and coats must meet school dress code standards.

Early Graduation

Elizabeth High School may be eligible for early graduation under certain circumstances. Students who wish to graduate early must meet with their counselor to discuss their plans and create an academic plan that outlines the coursework and credits required for early graduation. In addition, students must have completed all graduation requirements by the end of their junior year, including passing all required courses, and passing any required state assessments. Once these requirements have been met, students may submit an application for early graduation to their counselor and principal for approval in their junior year. If approved, students may participate in the graduation ceremony at the end of their junior year and receive their diploma. Additional information can be found at <https://www.elizabethschoolsdistrict.org/domain/796> or by contacting the counseling office.

Emergency Procedures

Information sheets are posted in each classroom stating directions to follow in case of a tornado, fire, or emergency lockdown. The tornado alarm and emergency lockdown are made by a P.A. announcement. Attention and cooperation are necessary during all drills and emergencies. Teachers will give further instructions about leaving the building in case of emergencies. In case of an emergency, follow all instructions and remain silent. Should students become aware of any dangerous situation or accident, they should notify a staff member immediately.

Emergency School Closing and Delayed Starts

The superintendent is empowered to close the schools, delay the start of school, or dismiss students early in the event of hazardous weather or other emergencies which threaten the safety or health of students and staff members. The delayed start schedule can be found in the schedules section of this handbook.

It is understood that the superintendent will take such action only after consultation with transportation and weather authorities.

Parents, students, and staff members shall be informed early in each school year in the manner in which they shall be notified in the event of emergency closings or early dismissals.

Emergency School Closing During the Day

If, as a result of an emergency or heavy snowfall, it is determined that schools will be closed during the day, the following procedure will take place:

1. The superintendent or designee will make the final decision.
2. Communication will include Phone notification via the district automated call system, posting on the district website, and notification to radio and television stations.
3. Messages will include The district's name (Elizabeth C-1), if transportation will be provided or if there is a need for parents to transport students and the approximate time of dismissal/or bus transportation.

Fundraisers

All student sales and fundraising activities must have the approval of the activities director.

Fees

A registration fee for enrolling at Elizabeth High School is not required, but there are designated fees for certain courses. Fees (except athletic) are collected at the beginning of each semester for courses that use consumable items. Please see the Course Description Guide for a list of all fees. Those students that drive vehicles and park at school must purchase a parking permit for \$45.00. **Payment of all course fees must be made before a report card will be issued to the student and parent/guardian.**

Grading Periods

Grades are posted to a student's transcript by semester and there are three progress grades posted each semester. Grades for each semester are recorded as a continuous running grade.

Grading Scale

Elizabeth High School has a standard grading scale, as well as additional notations that may indicate work in progress or incomplete work. Students are assigned grades based on work and assessments for each class.

EHS grading scale:

89.5 - 100 = A	I = Incomplete
79.5 - 89.4 = B	NC = No Credit
69.5 - 79.4 = C	P = Pass
59.5 - 69.4 = D	WP = Withdraw Pass
0 - 59.5 = F	WF = Withdraw Fail

Graduation

All students who wish to participate in the Elizabeth High School graduation exercises must have successfully completed all graduation requirements. The graduation exercises are deemed to be a privilege and not a right; thus, certain negative behaviors and actions can be cause to deny a student participation in this dignified and special event. All graduating seniors will be required to attend graduation practice in order to participate in the ceremony except with prior approval from the administration.

Graduation Requirements

For Elizabeth High School graduation requirements refer to the Course Description Guide.

Homework Request Policy

There are three ways for a student to request homework: Pre-Absentee form, Attendance Office, and direct contact with teacher(s).

1. Pre-Absentee Form (See prearranged absences)

2. Attendance Office

- We encourage the use of the Pre-absentee Form or direct contact with teachers but understand that extenuating circumstances do arise. When a student has been absent, homework may be requested through the attendance office at (303) 646-1770.
- When homework has been requested through the attendance office, teachers are given 24 hours to get homework together for a student. Your cooperation is also appreciated in understanding that teachers are in class and probably will not be able to accommodate the request until later that day or the following day.
- When requesting the collection of homework for students, it is the student or parent's responsibility to make arrangements to have the homework picked up at the attendance office.

3. Direct Contact with Teacher(s)

- Students/Parents may check with individual teachers if a full or partial day has or will be missed.
 - a). You may call the voice mail system (303) 646-1856 and leave a message in the teacher's mailbox by following the system's instructions. We also advise that students receive these voice mail extensions from their teachers at the beginning of each semester.
 - b). Teachers are available before school during Access time from 7:30 am-7:50 am or after school from 3:10 pm-3:30 pm.
 - c). Teachers can also contact via email. A list of teacher email addresses can be accessed through our website at elizabethschoolsdistrict.org/domain/796 .

Please remember that in the case of a prearranged absence, the Pre-Absentee procedure is recommended. If a student has been absent, please contact teachers via voice mail or email. We appreciate your cooperation.

Home School Students

Home school students enrolling at EHS must have been full-time high school student for two years in order to be given class rankings based on grade point average. Any parent/guardian of a student below the age of 16 who wants to establish a non-public home-based educational program (homeschooling) for a child must follow district policy. EHS offers an online learning option in conjunction with Colorado Online Learning. Students who are enrolled with COL can gain credit from EHS through the use of this program with prior approval from the administration.

Infinite Campus

Infinite Campus is the student data software that is used for the recording and reporting of grades and attendance. Teachers are expected to have grades updated every Monday. Parents and students can have access to grades and attendance through the Parent/Student Portal. Login information can be obtained through the counseling office. Student must also check emails.

Injured or Sick Students

All injuries must be reported to a teacher or the office. If sick, students must report to the main office in order to be excused from class for any period of time. Students with a fever of 100.4 or greater must go home. Students that are vomiting must be 24 hours free without medication before returning to school. A student who becomes ill during the day must report to the main office so that parents/guardians may be contacted prior to the student leaving campus. Failure to do so will constitute truancy. **If students need to see the nurse during a class, they must have a signed pass from their teacher.**

Medications

Most medications are available in long-acting form and parents are encouraged to administer such medications at home. Prescription medication will be given to students at school only on the specific written request of the student's parent or guardian and with the written authorization of the student's physician. All prescription medications must be supplied to the school in the original pharmacy labeled container. Over-the-counter medications can be administered by trained school personnel as authorized by parents through the Non-Prescription Medication Permission Form. Phone calls home to obtain permission will not be permitted. Email school nurse with questions at bnewton@esdk12.org.

Internet and Technology Use

Students will use the Internet and other technology for research and publishing purposes. The expectations for appropriate and inappropriate uses are outlined in district Policy JS. This policy is available on the internet as well as in the main office.

Parents/Guardians may choose to opt-out of Internet use, and opt-out forms are also available at your child's school.

Lost and Found

You should report a loss immediately to school personnel or check the "Lost & Found." You are strongly advised not to bring any valuables to school. The school is not responsible for lost or stolen articles.

Post-Secondary Options/Concurrent Enrollment

The Board believes that students who are capable of and wish to pursue college-level work while in high school should be permitted to do so. There are two options in state law available to high school students meeting specified criteria for post-secondary study. Any student participating in either of these programs shall be granted a high school diploma upon evidence that he/she has completed the required academic work. Any 11th or 12th grade student under the age of 22 wishing to take college classes while enrolled at EHS may do so under the following circumstances:

- 1) Course work is needed at a higher academic level than that which is offered at the high school. This is determined by the student, parent, counselor, and administration.
- 2) A different school environment has been designated as necessary for students' academic success and/or emotional well-being. This is determined by the high school administrators.
- 3) He/She must provide two months' written notice to the school district in order to be eligible to apply to an institution of higher education for enrollment through the Post-Secondary options program. The written notice shall specify the courses in which the student intends to enroll. The school district shall not provide or pay for transportation to the institution of higher education. Further information about the Post-Secondary Options Program is available in the counseling office.

Random Searches

School lockers are school property and are subject to search with reasonable suspicion. Also, all classrooms, property, and any vehicle parked on EHS property are subject to random searches at any time.

Schedule Changes/Corrections

Schedule changes for high school students may be made during the designated schedule change period at the beginning of each semester. During this time, students may request changes to their schedules by contacting their counselor. However, it is important to note that schedule changes are subject to availability and may not always be granted. Additionally, once the schedule change period has ended, students are expected to attend all classes on their current schedule. Exceptions may be made in cases of extenuating circumstances, such as a change in family circumstances or a medical issue, but these requests must be made to the student's counselor and will be reviewed on a case-by-case basis. It is also recommended that students carefully consider their course selections and discuss any potential changes with their counselor before making a final decision. Additional

information can be found at <https://www.elizabethschooldistrict.org/domain/796> or by contacting the counseling office.

Student Valuables

Students are encouraged not to bring items of value to the school. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Transportation

Students who use school transportation are to follow the expectations outlined in school board policy. Students whose conduct on the school bus or at a school bus stop is improper or jeopardizes the safety, health, or welfare of other students may have their transportation privileges suspended for such period of time as may be deemed by school authorities and may receive additional school consequences.

Use of School Equipment and Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

Valedictorian

All seniors who have a 4.0-grade point average (GPA) and above at the end of their eighth semester will be considered valedictorians for the senior class. When there are multiple valedictorians, a salutatorian will not be recognized for that graduating class. If no senior in the graduating class has a 4.0 or above, the valedictorian will be the student with the highest GPA, and the salutatorian will be the student with the second-highest GPA. The Elizabeth High School administrative team will make all decisions in awarding these honors. Students must meet the following criteria to qualify for valedictorian:

1. Must be a senior who has been enrolled full time at Elizabeth High School for a period of no less than four semesters.
2. The only grades that will be weighted for a transfer student are those offered at Elizabeth High School as weighted classes.

Students who choose to graduate after 3 ½ years will not qualify for the honors of valedictorian and salutatorian.

Withdrawing from a Course

Students may withdraw from a course under certain circumstances, such as a change in family circumstances or a medical issue. Students must complete a course withdrawal form and obtain signatures from their teacher, parent/guardian, and counselor. It is important to note that withdrawing from a course may impact a student's academic progress, as well as their eligibility for extracurricular activities or

athletics. Additionally, the deadline to withdraw from a course is typically about one-third of the way through the course. Students are encouraged to discuss any concerns or questions with their counselor before making a final decision to withdraw from a course. Additional information can be found at <https://www.elizabethschooldistrict.org/domain/796> or by contacting the counseling office.

Withdrawal from School

A student planning to transfer to another school or withdrawal from school must present permission from his/her parents/guardians to the counseling office. Before the student leaves school, the student must complete the withdrawal procedure as outlined by the check-out form. Failure to withdraw properly will result in the withholding of the student's transcripts. In accordance with Colorado Senate Bill 68, the school may withhold a diploma, transcripts, or grades of any student who fails to return or replace any such textbooks or pay any fees.

Behavioral Expectations and Standards

Learning appropriate social behavior and etiquette is a part of the educational process. The administration, faculty, and staff are committed to helping reinforce and instill the traits of respect and responsibility. Respect for everyone's learning opportunity and the ability to take responsibility for one's actions are expectations for our students. Students should not engage in any act or conduct that tends to disrupt the atmosphere of learning and should reasonably comply with any directives from the staff. We share the commitment to establishing a positive school culture and a safe instructional environment.

The following examples of misconduct are not the only acts or conditions for which disciplinary action may be warranted and do not limit them in any way. The offenses and penalties listed are only guidelines. Actual circumstances, and the severity of those circumstances, may dictate disciplinary actions not specifically outlined. Disciplinary offenses are cumulative throughout a student's high school career.

Consequences for violations of the disciplinary policy may include: discussion with the student, communication with parents, administrative referral, parental conference, school service, detention, in-school suspension, out-of-school suspension (1-10 days), behavioral contracts, or expulsion. Acts committed against school personnel, state law requirements, or the severity of the incident may result in the initiation of expulsion for any violation. Police or other legal authorities will be contacted at all appropriate times.

Attendance and Tardiness

We encourage regular attendance at school by all students. Daily attendance records will be maintained for each student. Regular attendance and punctuality contribute not only to the probability of scholastic success but also help develop habits and attitudes that lead to success in life. Students, parents, and Elizabeth School District personnel share the responsibility for regular and prompt attendance. State law requires regular attendance.

Unexcused absences, or excessive tardiness will result in a progressive remediation program targeted toward the alleviation of the attendance problems. A tardy is defined as less than ten minutes late for class. Arrival to class after ten minutes will be considered an absence.

Tardy Policy 2023/2024

Being on time is an expectation all employers have of their employees, and it is an important part of the Elizabeth High School graduate profile. To that end, students are expected to be on time to each of their classes. Students failing to be present when class begins take away from the teacher's ability to teach, and other students' ability to learn. Students are considered tardy (unless excused by the office or another teacher) if they are not inside the classroom when the bell rings.

After the first ten minutes, a tardy student who arrives in class will be marked absent. Such students are expected to remain in class. Consequences for unexcused tardies:

- When a student reaches his/her third tardy to a class he/she will relinquish their phone to the office for the remainder of the day. The student will be able to get his/her phone when they leave for the day, or at 3:10 PM, whichever comes first.
- Phones will be stored in a secure location in the office.
- An email will be sent to parents soon after the phone is taken explaining what has happened and when the student will be able to get his/her phone.
- If parents need to connect with their student after a phone has been taken, they may call the main office line (303-646-4616) and leave a message for the student.

Absences – Responsibilities and Procedures

When a student is absent, parents are expected to call the attendance office prior to 9:00 am on the day of the absence. Please give the following information when calling: name, grade, and reason/length of absence. If the school does not receive a call, we will attempt to contact the parents as to the status of their child. When a student arrives at school after 7:50 am, he/she must report to the Attendance Office to explain his/her reason for late arrival, sign in, and be given a pass to class. An excused absence allows the student the opportunity to complete work missed as a result of the absence. Days with an excused absence equal the days to complete missing assignments.

When a student leaves the building prior to the end of the school day, he/she must stop by the Attendance Office for authorization to leave the campus. If a student is to be dismissed prior to the end of the instructional day, the student's parent must provide written or verbal communication to the office excusing the absence and authorizing the student to sign out. Failure to do so will result in an unexcused absence.

Prior communication by parents of prearranged absences with the attendance office is expected. A pre-absentee form should be completed by the student and may be obtained from the attendance office. Early notification will aid in the assembly of assignments to be completed during the student's absence.

Students who become ill or injured should get permission from a teacher to go to the Main Office. Please report all injuries to the Main Office immediately.

- Absences can be excused if the parents/guardians call the school on the day of the absence.
- Examples of normally excused absences are illness, funerals, religious obligations, and appointments. Prearranged absences are expected for vacations, college visits, etc.
- School-related absences (athletic, field trips, etc.) and school-imposed suspensions are considered excused absences.
- Unexcused absences will result in the loss of credit for the classroom work assessed during the student's absence.
- Oversleeping, missing the bus, staying at home to do homework, and work conflicts are examples of unexcused absences. A call by parents/guardians will not excuse the absence.
- Leaving school without proper authorization will result in an unexcused absence. A later call by parents/guardians will not excuse the absence.
- An absence without the knowledge of a parent/guardian or school authority is considered truancy.
- Students will not be excused from a class to complete work in another class or work on homework, projects, etc. for that class.
- A student who is absent all or part of the school day will not be eligible to participate in any extracurricular activities on that day. Exceptions to this rule, such as scheduled appointments, must be approved by the administration.
- Documentation for all appointments should be provided to the attendance office.

Consequences

Unexcused absences will result in loss of credit for assessed school work missed as a result of the absence and additional disciplinary consequences. Leaving grounds in an unauthorized manner may result in a loss of privileges. Excessive unexcused absences in a given semester may result in an attendance contract for the student to remediate the attendance issues and may include a requirement to make up instructional time lost due to absences.

Excessive Absence Policy

Students with excessive absences or extenuating factors may result in a referral to the district attendance review board (DARB)

DARB STEPS EHS

Attendance is monitored weekly, with a report run each week

8 absences (full days) - Step 1 triggered

10 absences (full days) - Step 2 triggered

Step 1: 8 absences: Student meets with counselor to discuss absences

Step 2: 10 absences: Student meets with counselor and administrator to discuss continued absences. Following the meeting a phone call is made to parents.

Step 3: Action plan check-in.

Step 4: School refusal tools and Juvenile Assessment Center Triage through with Connections for Families. Brief summary with results of tools and any recommendations or resources provided sent to school counselors at EHS and parents. Revise action plan. **Prior to meeting with student, Connections for Families will reach out to family to ask if they want to proceed with a full assessment through the Juvenile Assessment Center or with the school refusal screening tools only.*

Step 5: Action Plan check-in. Monitor weekly.

Step 6: If the student is still failing to comply with action plan, submit a RISC referral and select "DARB" along with anything else that applies. RISC Case Manager/Connections for Families will schedule a time to meet with youth and conduct an assessment.

- Assessment and DARB Meetings scheduled (Connections for Families - Action) and held (Connections for Families, Community Partners & with EHS staff in attendance)

Monitor weekly. Not following

Step 7: Referral to DHS due to family and youth refusing to cooperate.

- Counselors will need to keep a document to send to DHS with steps and actions taken and a timeline.
- Meeting with DHS and loss of credit may occur.

Step 8: Loss of credit through Elizabeth High School.

Late Arrival at School

Students will check into the office and will receive a pass to class marked excused or unexcused. Teachers should not admit a student without a pass. Truancy, oversleeping, and work conflicts are examples of unexcused tardies.

Late Arrival to Class

Students are considered tardy (unless excused by the office or another teacher) **if they are not inside the classroom when the bell rings**. After the first **ten** minutes of class, a tardy student who arrives in class will be marked absent. Such student are

expected to remain and participate in class.

Penalties

Every three (3) tardies will count as an absence and will then be included in the total absences per class.

Students on Suspension

Students are expected to complete work missed as a result of school suspension. It is the responsibility of the student to request school work. Credit for the work will be granted under the normal procedure of an excused absence. Work not made up will result in a zero. While on suspension students may not be on school grounds or at school-sponsored events.

Aggressive or Unwelcome Behavior

Violence or the threats of violence are not acceptable behaviors in our school or society. The following definitions are provided for guidance only. Suppose a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition. In that case, he or she should report it and allow the administration to determine the appropriate course of action.

- **Bullying** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three.

Prohibited bullying may also involve the use of information and communication technologies such as email, cell phones, text messages, instant messages, and the internet.

- **Extortion** is the act of acquiring or attempting to acquire any money or item of value from a person without the agreement of all parties or with the presence of either an implied or expressed threat.
- **Fighting** is extremely disruptive to the educational environment for all students and will not be tolerated. It is a priority of the administration to maintain a safe and nurturing environment for everyone. We believe that all fights can be avoided or settled peacefully. Retaliation in any form is not acceptable. The administration will investigate all situations, and if it is determined that both parties were involved in the confrontation, both will receive disciplinary action.
- **Harassment** includes, but is not limited to, any act which subjects an individual or group of unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of age, race, religion, color, national

origin, marital status, or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

- **Intimidation** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.
- **Menacing** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Arson / Incendiary Devices / Explosives

Maliciously or willfully setting a fire or doing any act which results in the starting of a fire to a building or school and/or personal property or causing an explosion or the possession of explosive devices on school property is a violation of state and federal law and may result in disciplinary action up to expulsion. Possession or use of incendiary devices (matches, lighters, fireworks, etc.) will result in suspension.

Academic Honesty Policy

Offenses include, but are not limited to:

- The use of any unauthorized assistance in taking quizzes, tests, or examinations, or altering teacher records.
- Dependence upon the aid of sources beyond those authorized by the teacher in writing papers, preparing reports, solving problems, or carrying out other assignments.
- Artificial Intelligence Applications
- The acquisition, without permission, of tests or other academic materials belonging to the teacher.
- Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes copying work done by another person or agency engaged in the selling of term papers or other academic materials.
- A student who knowingly assists another student in cheating(as defined above) will be subject to the same disciplinary action.

The following consequences will be applied to any incident of academic dishonesty, and all incidents will be accumulated throughout a student's high school career.

- First Offense- Zero on the assignment and parent notification

- Second Offense- Zero on assignment and one day out of school suspension.

Discrimination

Discrimination is unlawful under both Colorado and federal law and is contrary to the commitment of the Elizabeth School District to provide an effective learning environment. It is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn the curriculum offered in this district.

The district will not tolerate discriminatory behavior as defined by law and/or by district policy, false reports of discrimination, or retaliation against persons reporting allegations of discrimination or cooperating in the investigation of such complaints. Any student who believes she/he has been subjected to discrimination shall verbally report it to any employee with whom she/he feels comfortable discussing it.

Disrespect

Any form of disrespectful language or behavior will not be tolerated. Students will be expected to treat all staff members, fellow students, visitors, and guests in a courteous and respectful manner. The use of profane and/or obscene language, actions, or gestures is not allowed. The severity of an incident may warrant a more serious penalty than recommended below. This listing of disrespectful behavior is not intended to be exhaustive and includes but is not limited to the following:

Insubordination: The act of failing to respond to or carry out a reasonable request/directive by school personnel.

Epithets/Obscenity/Profanity/Slurs: The act of using language in spoken or written form or in pictures, caricatures, or gestures that are offensive to the general standards of the school and/or community.

Persistent Disobedience: Continued disruptive behavior and/or continued failure to obey the rules of the school system.

Electronic Devices / Cell Phones

Students are not allowed to have electronic items that are unsafe, disruptive or a nuisance to the educational environment during the school day. Any such equipment may be confiscated, and appropriate disciplinary action will be taken. Elizabeth School District is not responsible for the loss or damage of any personal electronic devices. Cell phones are allowed in the hallways and during lunches and may be allowed in some classrooms with teacher permission.

False Alarms

The act of initiating or circulating a false report of a catastrophe (fire, bomb, etc.) will result in a suspension of up to 5 days and a possible recommendation of long-term

suspension or expulsion. Police and/or fire officials will be contacted. The student will be referred to the criminal justice or juvenile delinquency system and the appropriate social services or community mental health agency.

Forgery / False Representation of Absence or Tardy

To falsely make, alter, forge, or counterfeit any writing, including electronic data, regarding documenting an absence or tardy, or falsely representing another person on the telephone or by use of another communication process to excuse absence or tardy, and possession of school documents used to excuse an absence or tardy, will result in appropriate disciplinary action.

Gang Activity

Gang activity is defined as individual or group behaviors associated with belonging to a group of youths that promote juvenile delinquency and which have an adverse effect on the school and learning environment. Students shall not engage in behaviors, dress, or communication at school, while on school property, or at school-related activities that promote "gang" activity.

Illegal Substances and Materials (Alcohol and Other Drugs)

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of alcohol or drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs are defined below as illegal or mind-altering substances or materials. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. Mood-altering chemicals or intoxicants are detrimental to the educational process and the safety of the school. The following are examples of illegal substances or materials:

- all controlled substances as so designated and prohibited by Colorado statute
- all chemicals which release toxic vapors
- all alcoholic beverages
- prescription drugs or medications not taken or used in accordance with Elizabeth High School policy
- mind-altering substances not prescribed by a doctor
- "look-alikes"
- steroids or human growth hormones
- any other illegal substance so designated and prohibited by law

The previous examples are not the only substances for which disciplinary action may be warranted. It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school district policy.

Use, possession, or being under the influence

Any student who has reasonable suspicion can be searched by a school administrator and subject to school discipline. Offenses of use, possession, or being under the influence are cumulative throughout a student's high school career.

Drug/chemical paraphernalia

Paraphernalia consists of commonly known instruments and materials that are intended for the use of, or preparation of, illicit substances as defined above. Because of the intended use implied by these implements, their manufacture, distribution, sale, use, or possession is prohibited. This offense will be treated as a violation of "use, possession or being under the influence," as outlined above.

Sale, transfer, distribution, or delivery

Any violation: 5-day suspension pending a recommendation for expulsion. All violations or the intent of sale, transfer, or delivery of illegal substances or materials are cumulative throughout a student's academic career at Elizabeth High School.

Mandatory Expulsions

Per state law, schools must expel students in certain circumstances. Expulsion shall be mandatory for a declaration of a student as "habitually disruptive", and for possessing a dangerous weapon, sale of a drug or controlled substance, robbery, or assault on school grounds.

Parking and Vehicles

It is a privilege for students to drive to school and use the EHS parking lot. Students are to park in the student designated parking areas only. Faculty, staff, and administrator areas are strictly off-limits to students at all times. Students should not loiter or be in the parking lot without authorization. Parking lots are off-limits to students during the school day with the following exceptions:

- Students who are arriving or leaving during an off-hour.
- Students who have off-campus lunch privileges.
- Students who have office/administrator permission to be there.

All student vehicles must be registered in the high school office, and any issued parking identification must be displayed. Parking permits cost \$45.00 per student, not per vehicle. All parking lots are off limits to students during the academic day, except for students who are arriving or leaving during this time. Students should follow all traffic laws and drive safely and courteously and park within the lines of a legal parking spot. Parking violations may result in the vehicle being towed away at the owner's expense. Driving and/or parking violations may result in the loss of this privilege and/or other disciplinary action. Interfering with the normal routines of the district buses will result in an immediate suspension. Students who drive, and who's car has been identified as having possible contraband but fail to allow a legal and proper search will lose parking privileges.

Physical Displays of Affection

Welcome and appropriate physical displays of affection have a place in the high school environment. Expressions of affection should be brief and friendly and need

not be excessive, extended, or intimate. Students will be asked to moderate inappropriate behavior in a school setting and on school grounds. Expectations may be modified with extenuating circumstances. Definitions of excessive, extended, or intimate: Excessive – overly effusive, disingenuous, disruptive; Extended – prolonged hand holding, embracing; Intimate – kissing, cuddling.

Profanity or Inappropriate Language

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane, and/or violates community held standards of good taste will be subject to disciplinary action.

Specific School Related Crimes

Possession of deadly weapons, making false reports of explosive devices, and selling drugs on school grounds or a school bus are specific school-related crimes. Impeding or disrupting students, faculty, staff, or administrators is a class 3 misdemeanor. It is unlawful to refuse to leave school grounds when requested to do so by school administration.

Selling Items In School

Students are prohibited from selling or purchasing any item(s) from another student in school without written permission from an administrator.

Sexual Harassment

Sexual harassment is unlawful under both Colorado and federal law and is contrary to the commitment of the Elizabeth C-1 School District to provide an effective learning environment. District policy prohibits sexual harassment of students, employees, volunteers, contractors, or applicants for employment by students, employees, Board members, volunteers, or contractors. The district will not tolerate sexually harassing behavior as defined by law and/or by district policy, false reports of sexual harassment, or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints. Any student who believes she/he has been subjected to sexual harassment shall verbally report it to any employee with whom she/he feels comfortable discussing it. Violations committed against school personnel, state law, or the severity of the incident may result in more severe consequences or the initiation of a long-term suspension or expulsion.

Technology

Students will use the Internet and other technology for research and publishing purposes. The expectations for appropriate and inappropriate uses are outlined in district Policy JS. This policy is available on the internet as well as in the main office. Parents/Guardians may choose to opt-out of Internet use, and opt-out forms are also available at your child's school.

Theft / Stolen Property

Students shall not engage in theft or be in possession of stolen property. This includes gaining money or items through intimidation (extortion). In addition to any consequences, restitution may be required, and a referral to police or law enforcement officials may be made. Stealing from the cafeteria, library, office, or classroom may result in a loss of privileges and appropriate disciplinary action.

Tobacco

In compliance with state law and in the interest of health and safety, students shall not smoke or use tobacco in any form or be in possession of tobacco in any form (including vaporizing pens and electronic cigarettes), on any property or on any bus or building owned or operated by the Board of Education or while at any school function. Offenses of tobacco products will result in suspension and are cumulative throughout a student's high school career. Parents will be notified of all violations, as well as a referral of the student to legal authorities. Lighters and matches are not allowed in school and are subject to the arson rules.

Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without the authorization of the administration. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

Unnecessary Devices or Objects

The use or possessions of any items that may be deemed disruptive to the educational environment or present a health or safety concern as determined by the administration are not allowed. These items may be confiscated, and appropriate disciplinary action will be taken.

Vandalism

Vandalism is the act of willful destruction, damage, or defacing of school property or the property of others. In addition to any consequences, restitution may be required. Incidents may result in the initiation of the long-term suspension or expulsion procedure and may be referred to legal authorities.

Weapons in School

The Board of Education will not tolerate the possession of weapons or look-alike weapons by anyone while on school property or at a district-related event.

Local restrictions

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the using, possessing or threatening to use any knife, regardless of the length of the blade, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without authorization of the school or school district is prohibited. Students who violate this policy provision shall be subject to disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Dangerous weapons

Using, possessing, or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to the 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 weapons" means:

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

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

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

The Elizabeth High School behavior code under which students may be disciplined is applicable to the following areas of authority:

- **While attending school**
- **While a student is in a school vehicle**
- **While a student is under the jurisdiction of the school**
- **While at any school-related event**
- **Inappropriate interaction between students and staff occurring outside of regular school hours, activities, or grounds**
- **Conduct at any time or place which directly interferes with the operations, discipline, or general welfare of school**

The offenses and penalties listed in the handbook are only guidelines. Actual circumstances, and the severity of those circumstances, may dictate disciplinary actions not specifically outlined. Disciplinary offenses are cumulative throughout a student's high school career.

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from civil liability unless the person is acting willfully or wantonly. It is an affirmative defense in any criminal action that a person is acting in compliance with the discipline code. The superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, and high school and once to each new student in the district. Copies shall be posted in each school in the district. In addition, any significant change in the code shall be distributed to each student and posted in each school.

Administrative Right to Implement New Rules and Regulations

The administration of Elizabeth High School reserves the right to establish rules and regulations which are not stated in this handbook but which are necessary and proper for carrying out the educational programs of the school. When the administration judges that a student's behavior adversely influences others, interferes with the educational process or infringes on the rights of others, disciplinary action will be taken.

All rules and guidelines are subject to the policies of the Elizabeth C-1 School District Board of Education. These policies are available on request from the district administration office or the district website.

BELL SCHEDULES

MONDAY(RED), TUESDAY (WHITE)

ACCESS		7:30 – 7:45
	5 Minute Passing	
BLOCK 1 & 5		7:50 – 9:27
BLOCK 2 & 6		9:32 – 11:11
BLOCK 3 & 7 AND LUNCH		11:16– 1:28
1st LUNCH		
	Lunch	11:16 – 11:46
	Class	11:51– 1:28
2nd LUNCH		
	Class	11:16 – 12:53.
	Lunch	12:58 – 1:28
BLOCK 4 & 8		1:33 – 3:10 Busses depart 3:15)

WEDNESDAY – STACKED DAYS

ACCESS		7:30 -7:45
	5 Minute Passing	
BLOCK 1		7:50-8:36
BLOCK 2		8:41-9:29
BLOCK 3		9:34-10:20
BLOCK 4		10:25-11:11
BLOCK 5		11:16-12:37
1 ST LUNCH/		11:16-11:46
CLASS		11:51-12:37
2 ND CLASS		11:16-12:02
LUNCH		12:07-12:37
BLOCK 6		12:42-1:28
BLOCK 7		1:33-2:19
BLOCK 8		2:24-3:10 (Buses depart 3:15)

THURSDAY - LATE START (Red)

ACCESS		8:30 - 8:45
	5 Minute Passing	
BLOCK 1		8:50 - 10:12
BLOCK 2		10:17 -11:41
BLOCK 3		11:46- 1:43
1st LUNCH		
Lunch		11:46 - 12:16
Class		12:21 - 1:43
2 nd LUNCH		
Class		11:46-12:26
Lunch		
12:29-12:59		
BLOCK 4		1:48 -3:10 (Busses depart 3:15)
<u>FRIDAY- HOMEROOM(White)</u>		
ACCESS		7:30 -7:45
	5 Minute Passing	
BLOCK 5		7:50 -9:12
HOMEROOM		9:17-10:14
BLOCK 6		10:19 -11:41
BLOCK 7		11:46- 1:43
1 st LUNCH		
Lunch		11:46 -12:16
Class		12:21 - 1:43
2 nd LUNCH		
Class		11:46 - 1:08
Lunch		1:13 - 1:43
BLOCK 8		1:48 - 3:10 (Busses depart 3:15)

<u>ASSEMBLY SCHEDULE</u>		
ACCESS		7:30 - 7:45
	5 Minute Passing	
BLOCK 5		7:50- 9:12
BLOCK 6		9:17 - 10:41 (announcements)
BLOCK 7 AND LUNCH		10:46- 12:43
1st LUNCH		
Lunch		10:46 -11:16
Class		11:21- 12:43
2 nd LUNCH		
Class		10:46 -12:07
Lunch		12:12 -12:43
	5 Minute Passing	
BLOCK 8		12:48 – 2:10
Assembly		2:10 - 3:00

Elizabeth School District is an Equal Opportunity Employer. Elizabeth School District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability. Elizabeth School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making an application for any opening should contact the Department of Human Resources.

EEO, Title IX, ADA, and Title VI Coordinator - Kin Shuman, Director of Human Resources; 303-646-1832; kshuman@esdk12.org; 633 Dale Court, Elizabeth, Colorado 80107. Grievance procedures may be accessed on <https://www.elizabethschooldistrict.org/domain/121> then click on Category G - Personnel