

**Elizabeth High School  
Acknowledgement of Student Handbook**

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

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

I have read and understand 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 and willing to help you each day. We want you to succeed in school and in 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, Ms. 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:** The cafeteria is a place of 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, 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 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 her/himself 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 in the deterrent of damage to personal and school property, and are not intended to be an invasion of privacy. However, 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 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 discretion of administration.

### **Counselors**

Services provided by the counseling department include: academic and personal counseling; advice to parents on educational and/or other issues; schedule planning; individualized education plans; referrals to outside agencies, group counseling and support services; consultations with teachers, school psychologists / social workers regarding special needs of students. Most students prefer to schedule appointments to see their counselor. Please schedule appointments through the secretary or registrar when the counselors are not available. Emergency situations are given top priority.

### **Dress Standards**

Students are expected to dress appropriately for all school activities and to maintain a high standard of dress. 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. A reasonable cleanliness of 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 and 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 he or she must wear dress code compliant clothing underneath. Sagging pants that are too revealing (such as to make underwear visible) may not be worn. Clothing which 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. Clothing or jewelry that advertise or depict alcohol or drugs will not be worn in school.
9. Clothing worn under jackets, sweatshirts, hooded garments, and coats must meet school dress code standards.

### **Early Graduation**

Students must complete seven semesters of study to be considered for early graduation. Any student who wishes to graduate at the end of the first semester of their Senior year must develop an early graduation plan with their parents and then make an appointment *prior* to the “*Early Graduation*” application deadline, *March 8 of their Sophomore year*, to discuss the plan with his or her school counselor and the principal. We encourage parents to be present at this meeting. Early graduates will still have senior rights and privileges and will be eligible to participate in activities of that class **except** those of valedictorian/salutatorian, athletics, and student leadership positions.

### **Emergency Procedures**

Information sheets are posted in each classroom stating directions to follow in case of a tornado, fire, or emergency lock down. The tornado alarm and emergency lock down 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 to 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 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. 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 the need for parents to transport students and the approximate time of dismissal/or bus transportation.

### **Fundraisers**

All student sales and fund raising activities must have 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 Course Description Guide for 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 upon work and assessments for each class.

EHS grading scale:

89.5 - 100 = A

79.5 - 89.4 = B

69.5 - 79.4 = C

59.5 - 69.4 = D

0 - 59.5 = F

I = Incomplete

NC = No Credit

P = Pass

WP = Withdraw Pass

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 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 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 student, 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 7:30am-7:50am or after school from 3:10pm-3:30pm.

c). Teachers can also contact via email. A list of teacher email addresses can be accessed through our website at <http://elizabeth.k12.co.us/>.

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 a 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 (home schooling) 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 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.

### **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. 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.**

### **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.

### **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.

### **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 11<sup>th</sup> or 12<sup>th</sup> 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 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 the student's 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**

Students are encouraged to carefully select appropriate classes during the registration process. Schedule changes/corrections will be made during the **first week of each semester**. Changes will be made based on misplacement, a desire to take a more challenging course or an extreme change in circumstances. **Simply changing one's mind after the schedule is built, or believing a course is "too hard" are not valid reasons to change classes.** A schedule change/correction will be facilitated by the student's counselor through the use of the schedule change form available in the counseling office.

Graduation requirements, prerequisite courses, course availability, class size, etc. may drive a change or correction. Social reasons or lack of a valid concern may result in denial of a schedule change. The minimum numbers of classes for each grade level are: eight classes for 9<sup>th</sup> & 10 grades, seven classes for 11<sup>th</sup> grade, and six classes for 12<sup>th</sup> grade.

### **Student Valuables**

Students are encouraged not to bring items of value to school. The school can not 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**

Beginning the second week of the semester, a student may withdraw from a course after approval has been given by the teacher, parent and counselor. If a student withdraws from a class they will receive a WP (Withdraw Pass) if passing the course at the time of the withdrawal or a WF (Withdraw Fail) if failing the course at the time of the withdrawal on his or her transcript. Students may only add a study hall to their schedule if withdrawing from a course. After the 20<sup>th</sup> school day of the semester, a student cannot withdraw from a course without receiving a letter grade of F on their transcript. All fees and/or fines must be resolved prior to withdrawing from a course as well as all textbooks/library books checked out to the student must be returned.

### **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 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 are a part of the educational process. The administration, faculty, and staff are committed to help 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 of 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.

Truancy, 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. Legal authorities will be contacted in the event of excessive truancy.

### **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.

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.
- Truancy, 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 administration.
- Documentation for all appointments should be provided to the attendance office.

### **Consequences**

Truancy or 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 are allowed up to ten (10) absences per semester before losing credit for the class. All absences (exceptions below) whether excused or unexcused apply to this policy including excessive tardies that count as absences.

Absences not calculated in the absence limit are:

- School-related absences
- Absences due to a death in the immediate family
- Family vacations (up to 5 days)
- Long-term illness (with medical documentation)
- Disciplinary action and/or suspension

When a student reaches 5 absences in a class, an attendance meeting may convene consisting of student, parents/guardians, principal, teacher and counselor to determine the problem behind the absences. A contract may be signed stating what the student and parents/guardians will do to correct this problem in the future.

### **Appeals to prevent grade loss:**

The Elizabeth Attendance Support Team (EAST) will hear all appeals. All appeals must be made in writing. The appeal letter will include days and dates of ALL absences, the reason for ALL those absences, and have supporting documentation as to why the absences occurred.

Absence record keeping will occur in the main office. Any questions regarding it may be directed to the assistant principal. The students must present a written appeal to the EAST within five school days after report cards are issued. The EAST must rule on the appeal within five school days of receipt of the written request.

Parents and students will be alerted at appropriate times when a student's accumulated absence total is in danger of exceeding the ten-day limit.

### **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.

### **Tardy Policy – Responsibilities and Procedures**

It is generally acknowledged that prompt arrival to all classes is a reasonable expectation and, therefore, a responsibility of all students. A respect for promptness is a desirable characteristic that should be cultivated.

### **Late Arrival to 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 students 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.

### **Consequences for Unexcused Tardies:**

1<sup>st</sup> Tardy: student notified by teacher

2<sup>nd</sup> Tardy: student notified by teacher

3<sup>rd</sup> Tardy: one detention

Each Additional Unexcused Tardy: one detention

### **Consequences for Truancy:**

Two Truancies: Can result in a referral to RISC

Two or more truancies: can result in a referral to DARB

### **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. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, 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.

#### **Cheating**

Cheating 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.
- 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 incidences will be accumulative 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 C-1 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 all 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 which 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 for 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 to 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 lunches 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 in a safe and courteous manner 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 busses 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 in any bus or building owned or operated by the Board of Education or while at any school function. Offenses of tobacco product 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 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**

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. Any item

may be considered a weapon if the intent is to injure, threaten, intimidate, or disable. Knives should never be carried or possessed by students on school property or at any school events. Possession is defined as having physical possession of a deadly weapon/facsimile whether in a car, locker, backpack, or other location, under the control of or belonging to the student while on school grounds, or at a school function.

A student found to be in possession of a dangerous weapon/firearm/knife on district grounds, in district buildings, or at school/district sponsored events shall be suspended up to five days pending a recommendation for expulsion. That information will be entered in the student's permanent record. The student could be referred to the criminal justice or juvenile delinquency system and appropriate social services or community mental health agency. The parent, legal guardian, and/or student shall be notified of the referral.

**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 on 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 of 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), FRIDAY(WHITE)**

ACCESS	5 Minute Passing	7:30 – 7:45
BLOCK 1 & 5		7:50 – 9:27
BLOCK 2 & 6		9:32 – 11:11
BLOCK 3 & 7 AND LUNCH		11:22 – 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	5 Minute Passing	7:30 – 7:45
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 <sup>ST</sup> LUNCH/		11:16-11:46
CLASS		11:51-12:37
2 <sup>ND</sup> 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(Busses depart 3:15)

**THURSDAY - LATE START**

ACCESS		8:30 - 8:45
	5 Minute Passing	
BLOCK 5		8:50 – 10:12
BLOCK 6		10:17 – 11:41
BLOCK 7 AND LUNCH		11:46 – 1:43
1st LUNCH		
Lunch		11:46 – 12:16
Class		12:21 – 1:43
2 <sup>nd</sup> LUNCH		
Class		11:46 – 12:26
Lunch		12:29 – 12:59
BLOCK 4 & 8		1:48 – 3:10(Busses depart 3:15)

**ASSEMBLY SCHEDULE**

*(NO CARDINAL TIME & NO HOMEROOM)*

ACCESS		7:30 – 7:45
	5 Minute Passing	
BLOCK 1 & 5		7:50 – 9:12
BLOCK 2 & 6		9:17 – 10:41 (announcements)
BLOCK 3 & 7 AND LUNCH		10:46 – 12:43
1st LUNCH		
Lunch		10:46 – 11:16
Class		11:21 – 12:43
2 <sup>nd</sup> LUNCH		
Class		10:46 – 12:07
Lunch		12:12 – 12:43
	5 Minute Passing	
BLOCK 4 & 8		12:48 – 2:10
ASSEMBLY		2:10 – 3:10(Busses depart 3:15)