



REACHing New Heights  
Eastlake High School

STUDENT/PARENT  
HANDBOOK  
2023-2024

Eastlake High School  
1810 Eastlake Blvd.  
Colorado Springs, CO 80910  
Phone: (719) 300-8947

<http://eastlakehs.net>

## TABLE OF CONTENTS

### Introduction

- A. School Information

### Admission Information

- A. Enrollment
- B. Fees
- C. Non-Discrimination Policy
- D. Student Immunization
- E. Re-Enrollment
- F. Annually Required Documents
- G. Change of Address/Phone Number
- H. Non-Sectarian School

### Academics

- A. The Curriculum
- B. Academic Sessions
- C. Grading
- D. Progress and Progress Reports
- E. Multi-tiered System of Support
- F. Grade Levels
- G. Transferring Credits
- H. Graduation Requirements

### Postsecondary & Workforce Readiness

- A. Career Exploration and Career Technical Education Courses
- B. Employment and Volunteer Work
- C. External PWR Programs

### Services

- A. Family Advocacy
- B. Wellness
- C. Child Find

### School Facilities

- A. Smoking and Eating
- B. Parking
- C. Transportation
- D. Visitors
- E. Emergency Phone Calls & Cell Phone Policy

### **Student Responsibilities**

- A. [Restorative Practices](#)
- B. [Dress Code](#)
- C. [Attendance Requirement](#)
- D. [Withdrawal Policies and Procedures](#)
- E. [Parent & Student Surveys](#)
- F. [School Property & Technology Usage](#)

### **Safety**

- A. [Emergency Drills](#)
- B. [Reporting Injuries](#)
- C. [Anti-Harassment, Anti-Intimidation, Anti-Bullying Policy](#)
- D. [Policy Prohibiting Discrimination and Harassment](#)
- E. [Drug-Free School](#)
- F. [Weapon-Free School](#)
- G. [Prohibited Gang Activity](#)
- H. [Internet Safety Policy](#)

### **School Policies and Procedures**

- A. [School Closure Policy](#)
- B. [Parent's Right to Know Teacher Qualifications](#)
- C. [Parent Involvement Policy](#)
- D. [Lost and Found](#)
- E. [Backpacks, Desks and Other Personal Storage Areas](#)
- F. [Medication Administration Policy](#)
- G. [Asthma and Anaphylaxis Health Management Plan](#)
- H. [Suspension and Expulsion](#)
- I. [Emergency Removal](#)
- J. [Complaint Procedure](#)

### **Confidentiality of Records**

- A. [Student Directory Information](#)
- B. [Audio-Visual Information](#)
- C. [Release of Student Records](#)
- D. [Parent Records Access and Release](#)

### **Curriculum Catalog**

# Introduction

Eastlake High School is a unique and supportive place for students. At Eastlake High School, we provide an alternative education option for students who need flexibility in scheduling, individualized learning, behavioral support, and structured postsecondary opportunities. The staff will guide students in identifying and removing the roadblocks to their education and their future. The staff at Eastlake High School will create a supportive environment through personal responsibility and professional accountability.

Eastlake High School staff believes in the resilience of its students to overcome challenges in their lives and contribute positively to the community. As a student at Eastlake High School, you can expect consistent opportunities for personal growth, successful graduation, and preparation for postsecondary achievements. The goal is for students to graduate with a sense of accomplishment and a plan for their future.

At Eastlake High School, students are encouraged to combine academic achievements and growth with postsecondary and workforce readiness skills to prepare themselves for the future. If you choose to attend Eastlake High School, you will be expected to commit yourself to following the school program and to actively pursue your goals in life.

## A. School Information

Eastlake High School's office hours are 7:30 a.m. to 4:30 p.m. Monday through Friday. If you need to contact the school after hours, voicemail is available. Eastlake High School is located at 1810 Eastlake Blvd., Colorado Springs, Colorado, 80910. The school's phone number is (719) 300-8947.

The policies and procedures in this handbook delineate your due process rights regarding student behavior at Eastlake High School. In receiving this handbook, you acknowledge Eastlake High School's administrative authority to enforce school rules accordingly. This information has been carefully prepared so that it will help you adjust to our school and become an integral part of it. Our teachers are eager to help you prepare for successful adult life, so study hard.

**Remember your success is directly related to your efforts.**

We offer multiple ways to connect with us. Feel free to communicate with any staff member through:

- Our website: [www.eastlakehs.net](http://www.eastlakehs.net)

- Our Facebook page: <https://www.facebook.com/EastlakeHSCO>
- Our Instagram page: <https://www.instagram.com/u/eastlakehighschoolcos>
- Our Twitter page: Eastlake High School Of Colorado Springs@eastlake\_of
- Our Linked In page: [www.linkedin.com/in/eastlake-high-school-colorado](http://www.linkedin.com/in/eastlake-high-school-colorado)
- Our general email address: [info@eastlakehs.net](mailto:info@eastlakehs.net)
- Our Front Desk Number: 719-300-8947

## Admission Information

### A. Enrollment

- To enroll in Eastlake High School, complete the interest form on our website at: <https://www.eastlakehs.net/enrollment-form>. After we receive your interest form, you can wait for a call/email from us or you may come to the school for a tour and the enrollment packet.
- If you have a copy of your transcript from the last school that you attended, please bring it with you to the school. If you do not have a copy of your transcript, you and/or your parent/guardian will sign a "Request for Records" form in order for Eastlake High School to obtain your transcript. Your records will be used to verify existing credits and will only be used in accordance with state and federal laws governing student records. Transcripts are required for enrollment at Eastlake High School.
- In order to complete your enrollment application, you will be required to submit copies of your Birth Certificate, Immunization Record, transcript, and other additional documents provided in the enrollment packet
- Once you have submitted your enrollment application and other required documentation, you will be scheduled for orientation and assigned to academic classes.
- In the event that enrollment exceeds capacity, Eastlake High School students will be placed on a waiting list. Admission preferences will be given only to siblings of existing students.

**Please Note: If at any time it is discovered that a student has lied on his or her application, the student will be dismissed from Eastlake High School at the discretion of the Principal.**

### B. Fees

There are no fees or tuition costs required to attend Eastlake High School.

### C. Non-Discrimination Policy

Eastlake High School welcomes all students and strives to create and maintain a diverse student population. Enrollment in Eastlake High School is open to all students residing in the state. Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner as outlined in 22-30.5-507(3), C.R.S. In all cases, student recruitment and enrollment decisions shall be made without regard to disability, race, creed, color, sex, sexual orientation, national origin, language, religion, ancestry, need for special education services, or any other protected class.

## D. Student Immunization

### COLORADO IMMUNIZATION REQUIREMENTS 2022-2023 SCHOOL YEAR

The following are immunization requirements for students enrolled in Colorado Schools. Please submit your student's immunization record to the school with the application upon enrollment. Please update the record by notifying the school each time your student receives an immunization.

<u>Immunizations:</u>	<u>Grades:</u>	<u>Number of Doses Required</u>
<b>DTaP/Td</b>	Kindergarten-12 <sup>th</sup>	5/4*
<b>Tdap</b>	6 <sup>th</sup> -12 <sup>th</sup>	1
<b>Polio</b>	Kindergarten-12 <sup>th</sup>	4/3*
<b>MMR</b>	Kindergarten-12 <sup>th</sup>	2
<b>Varicella**</b>	Kindergarten-12 <sup>th</sup>	2
<b>Hepatitis B</b>	Kindergarten-12 <sup>th</sup>	3

\*DTaP: Five doses are required unless the fourth dose was given on or after the fourth birthday.

Polio: Four doses are required unless the third dose was given on or after the fourth birthday.

\*\*Varicella: Documentation of disease from a health care provider (physician, RN or PA) is required or a laboratory test showing immunity is acceptable.

**You must provide one of the following to Eastlake High School in order to comply with the law:**

- Student's immunization record shows they are fully immunized with required vaccines. A laboratory report for some vaccines or diseases showing immunity is also acceptable.
- For students who are not up to date on required vaccines, the school will notify the parent/guardian that the student has 14 days to receive the required vaccine(s). Parents are to provide a written plan for the remaining vaccines following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not followed, the student shall be excluded from school for non-compliance.
- Submission of a Certificate of Medical Exemption signed by a healthcare provider, (MD, DO, APN, PA) or a Certificate of Nonmedical Exemption signed by an immunizing healthcare provider or obtained after the completion of CDPHE's online immunization education module. Visit [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption) .

For questions concerning your student's immunizations, please contact your healthcare provider or the school nurse.

## **E. Re-Enrollment**

Students who have withdrawn from Eastlake High School during a school year and want to re-enroll will do so according to the enrollment process previously outlined. You may be required to resubmit all previous enrollment information/documentation. Any variation to this process requires principal approval.

Students who are withdrawn due to lack of attendance or have multiple withdrawals during the same school year may be required to wait one school semester before being permitted to re-enroll. Additionally, the student/family will need to set up a meeting with the Principal prior to re-enrollment. Students who have been involuntarily withdrawn may be denied re-enrollment at the Principals' discretion.

## **F. Annually Required Documents**

At the beginning of each school year (July 1), the school must distribute and collect the following forms and documents from all students from the previous school year in order to complete their new school year enrollment. Non-completion of the necessary forms may lead to the termination of enrollment.

- Current school year Board-approved Student/Parent Handbook acknowledgment form
- Current school year Board-approved School Calendar
- Family Economic Data Survey
- Free & Reduced Lunch Form
- Updated Health History
- Updated Demographic Information
- At-Risk Factors Survey
- Parent & Student Contract

## **G. Change of Address/Phone Number**

It is the parent & student's responsibility to inform the Eastlake High School front office of changes in address or phone number. Other relevant information must also be updated in the front office.

## **H. Non-Sectarian School**

Eastlake High School is a public, non-sectarian school.

# Academics

## A. The Curriculum

The Eastlake High School curriculum is a combination of academics, preparation, and employability skills instruction. EHS utilizes Edmentum Courseware as its core curriculum platform. Edmentum develops research-based digital educational solutions and tools to support teachers in creating successful student outcomes. Edmentum's six learning design principles provide the bedrock of Courseware's learning methodology. Each principle has a sound basis in theory, best practice, and research. Edmentum's six learning design principles are:

- **Mastery Learning** Focus on efficient learning. Students show mastery of key content, invest time on not-yet-mastered content, and proceed through learning new content at their own pace.
- **Active, Engaging Learning** Involve learners in responding to and manipulating information while they learn— ensuring their involvement in building understanding and minimizing passive reception of information.
- **Deliberate Practice** Offer intentional, structured, and sustained practice that builds thoughtfully in complexity to support increasing levels of understanding.
- **Explicit Instruction** Support successful learning by providing clear skill statements, modeling learning outcomes, and reducing cognitive load.
- **Scaffolding** Buoy learning by providing specific supports when learners need them and systematically removing them—leading to independence as learners approach mastery.
- **Metacognitive Strategies** Engage students in reflecting on how they best learn and evaluating their thought processes to help themselves along their learning path.

Every student at Eastlake High School engages in an individualized academic plan, takes part in small group sessions, and completes independent work to earn graduation credits. They have the opportunity to utilize electronic educational software programs and the Internet for their academic lessons and career certification. Each student is provided with a personalized Eastlake High School Learning Plan that aligns with their academic requirements and postsecondary/workforce readiness goals. Mandatory state and school testing is compulsory for all students. An inventory of available courses for credit can be found in Addendum A.



## B. Academic Sessions

Students will be in session Monday through Friday. Students under the age of 18 years old are expected to attend school all five days from 8:00 AM - 1:00 PM daily. Students aged 18 or over the age of 18 years old will be a part of EHS's PM Program and are expected to attend school from 2:00 PM to 4:00 PM for 3 days per week and work online at least 5 days per week.

The academic schedule for students under the age of 18 is as follows:

7:30 - 8:00	Free Breakfast - Non-contact time
8:00 - 9:00	Period 1
9:00 - 9:30	SEL Groups
9:30 - 10:30	Period 2
10:30 - 11:00	Advisory & Lunch
11:00 - 12:00	Period 3
12:00 - 1:00	Period 4

## C. Grading

Every student at Eastlake High School is expected to fulfill daily academic activities through online platforms. To demonstrate mastery, students must achieve a score of 70% or higher on these activities. It is important to note that Eastlake High School does not assign "D" or "F" grades. However, if a student earns a "D" grade and receives credit for the course on their transcript, it will be transferred to Eastlake High School.

## D. Progress and Progress Reports

Student progress at Eastlake High School is assessed based on course completion. On average, students are expected to complete approximately 4-5 courses every 6 weeks. However, students have the flexibility to work at their own pace and may be able to earn more credits per month by working at a faster pace that suits their individualized needs.

To keep parents/guardians informed about their child's progress, Parent-Student-Teacher conferences are held in October and April. It's important to note that these conference days are not mandatory attendance days for students. Progress reports can be sent to parents/guardians through mail or email, upon their request. To ensure that progress reports reach the student's home, any changes in address should be promptly updated with the school.

Throughout the year, conferences are strongly encouraged and parents/legal guardians may be contacted to arrange meetings with students and instructors as necessary. If any academic or attendance issues arise, conferences can be scheduled accordingly. The school encourages parents to request a conference at any time, with a minimum notice of 48 hours for meeting requests.

### **E. Multi-tiered System of Support**

Eastlake High School offers multiple methods to support students who need academic, attendance, or behavioral interventions. If a student fails to meet the minimum progress requirement of 2 courses per session, has attendance issues, behavioral issues, or any other obstacle affecting their growth, staff will work together with the student and their guardians to provide individualized support for the student.

### **F. Grade Levels**

Grade level is determined by a student's cohort, which is set when a student begins his/her 9th-grade year of high school. Therefore, any student who started high school during or prior to the 2020-2021 school year is considered a 12<sup>th</sup> grader. Students are considered to be graduation candidates (Senior Status) when they are six credits or 12 classes away from meeting all graduation requirements at the beginning of the semester.

### **G. Transferring Credits**

Student credits from former high schools do transfer to Eastlake High School if the student has earned a grade of "D" or better. An official transcript from the student's prior school should be submitted with the Eastlake High School enrollment application. If transcripts are unavailable, a "Request for Records" will be sent to obtain them. Eastlake High School operates on a .5 credit course completion scale, where .5 credit is equivalent to a semester of work. Full credits for courses completed on previous transcripts will be converted to the Eastlake High School .5 credit scale.

**Note:** An official transcript has a raised seal, official stamp, and/or official signature. Eastlake High School **MUST** have an official transcript in order for a student to graduate. If credits earned at a former school cannot be verified with an official transcript, the student must repeat courses and earn those credits at Eastlake High School.

### **H. Graduation Requirements**

Students are required to fulfill the College and Career Readiness Demonstration (CCRD) requirement set by the Colorado Department of Education. The specific courses and CCDR requirements vary based on the Graduation Track selected by the student. The number of courses/credits to graduate also depend on the graduation track they choose.

### **Eastlake High School Graduation Tracks**

Every student must select a graduation track. The academic plan and the courses required are determined by the track selected. For the graduation requirements for each track,

see the Course Requirements section below. The graduation track will also determine the requirements for the CCRD. The Graduation Tracks are as follows:

1. Military - For students interested in joining the Armed Forces.

SUBJECT	COURSES								Total credits	Total Courses
Language Arts	English 9A	English 9B	Accelerate CO Eng. 10	Accelerate CO English 11	Accelerate CO English 12	Reading & Writing for Purpose	ASVAB Word & Para		3.5	7
Math	Exact Path Math	Algebra IA	Algebra IB	Geometry A	Consumer Math	ASVAB Math			3	6
Science	Life Science A	Life Science B	Physical Science A	Physical Science B	Earth and Space Science A	Earth and Space Science B	ASVAB Sci. 1	ASVAB Sci. 2	4	8
Social Studies	US. History A	US History B	Civics	History of the Holocaust					2	4
Humanities									0	0
Practical Arts	ICAP	WORK CR.	WORK CR.						1.5	3
Computer Apps									0	0
PE	Fitness 1	Ftness 2	PE Elective						1.5	3
Health	Health								0.5	1
General Electives	Intro. to Military Careers	CTE Intro.							1	2
									<b>Totals</b>	<b>17 34</b>

- CCRD - ASVAB score of 31

2. College - For students interested in going to a 4-year institution (college or university).

SUBJECT	COURSES								Total credits	Total Courses
Language Arts	English 9A	English 9B	English 10A	English 10B	English 11A	English 11B	English 12A	English 12B	4	8
Math	Exact Path	Algebra 1A	Algebra 1B	Geometry A	Geometry B	Algebra 2A	Algebra 2B /PPSC Alg.	Consumer Math	4	8
Science	Biology A	Biology B	Chemistry A	Physics A	Environ. Science A	Environ. Science B	Science Elective		3.5	7
Social Studies	US. History A	US History B	Civics	History of the Holocaust	Economic s	Contemporary World History A	Contemporary World History B		3.5	7
Humanities	Foreign Language 1	Foreign Language 2							1	2
Practical Arts	ICAP	WORK CR.	WORK CR.	Life Skills (N.A.)					2	4
Computer Apps	Computer Apps								0.5	1
PE	Fitness 1	Ftness 2							1	2
Health	Health								0.5	1
General Electives	SAT Math	SAT Writing & Language	SAT Reading	Academic Success	CTE Intro.				2.5	5
<b>Totals</b>								<b>22.5</b>	<b>45</b>	

- CCRD - SAT score of Math 500 and Reading 470

3. Vocation - For students wanting to explore their interests and gain skills to prepare for employment in a specialized vocation.

SUBJECT	COURSES							Total credits	Total Courses
Language Arts	English 9A	English 9B	Accelerate CO Eng. 10	Accelerate CO English 11	Accelerate CO English 12	Reading & Writing for Purpose	English Elective	3.5	7
Math	Exact Path Math	Algebra IA	Algebra IB	Consumer Math				2	4
Science	Life Science A	Life Science B	Physical Science A	Physical Science B	Earth and Space Science A	Earth and Space Science B		3	6
Social Studies	US. History A	US History B	Civics	History of the Holocaust				2	4
Humanities								0	0
Practical Arts	ICAP	WORK CR.	WORK CR.	Workplace & Intern. Readiness				2	4
Computer Apps								0	0
PE	Fitness 1	Ftness 2						1	2
Health	Health							0.5	1
General Electives	CTE 1	CTE 2	CTE 3	Work Keys Prep 1				2	4
<b>Totals</b>							<b>16</b>	<b>32</b>	
<a href="#">*CTE Pathway Courses</a>									
								Credits	Courses

- CCRD - Industry Certification (WorkKeys or other certification)
- or Accuplacer scores of 236 on Writing, and 255 on Arithmetic.

**Other requirements for graduation include:**

- Pass the prescribed academic curriculum
- 9th & 10<sup>th</sup> graders take PSAT
- 11<sup>th</sup> graders take SAT
- 11<sup>th</sup> graders take CMAS
- All students take MAP tests 2 times per year in Reading, Language, Math, and Science

Exceptions to the graduation requirements (attendance, work and volunteer hours) are permitted only after the school principal performs an in-depth review of the student's individual circumstances, and approval is obtained from the Director of Postsecondary & Workforce Readiness, the Graduation Committee and the Principal.

### **Eastlake High School Diploma Minimum Eligibility Requirement**

All students who are graduating from Eastlake High School of Colorado Springs are required to meet all graduation requirements as approved by the Board of Directors and outlined in the Student Handbook for their track. In addition, all graduate candidates are required to complete a minimum of 0.5 credits in a core or elective course, not to include work credit, at Eastlake High School in order to establish residency at the school and, in doing so, be eligible for an Eastlake High School diploma.

## **Postsecondary and Workforce Readiness**

Eastlake High School is committed to helping students to be prepared for life after high school through our Postsecondary and Workforce Readiness (PWR) program. The PWR program consists of 3 main components consisting Career and Technical Education (CTE) courses taken at Eastlake, employment readiness, and external programs.

### **A. Career Exploration and Career Technical Education Courses**

Each student must complete the Naviance course prior to graduation. This course provides career exploration opportunities, as well as detailed job readiness skills, and character education. Upon completion of this course, students will receive .5 credit, which can be used toward the required ICAP credit.

Each student will also participate in CTE courses at Eastlake High School as part of their education. The learning opportunities provide students with career exploration, or training specific to a given career area.

### **B. Employment and Volunteer Work**

At Eastlake High School, we strongly believe that active participation in the workforce is one of the most effective ways to prepare for future careers. This can be achieved through

employment, volunteer work, or internships. In order to graduate from Eastlake, students are required to complete 150 hours of documented work or volunteer experience. To support students in their journey toward postsecondary education and workforce readiness, we have a dedicated Postsecondary & Workforce Readiness (PWR) Coordinator.

The PWR Coordinator is available to assist students with job searches, developing essential job retention skills, and maintaining a healthy balance between work and school. They also collaborate with employers to create opportunities for students and ensure compatibility with their school schedules when it comes to volunteer work. The PWR Coordinator serves as a valuable resource for students, facilitating their engagement in real-world experiences.

Students who engage in work or volunteer activities have the opportunity to earn credits for their work-based learning experiences. These experiences can be paid, unpaid, or a combination of both. Upon completion of 150 hours of documented work or volunteer experience, students earn a Practical Arts credit known as the Eastlake High School Work Credit. Credits for work are granted in intervals of 0.5 credits for every 75 hours of work, as recorded with the Director of Postsecondary & Workforce Readiness. Additionally, students can earn an extra 1.0 elective credit, in addition to the 1.0 Practical Arts credit, for a total of 2.0 credits for up to 300 hours of work.

To document their hours worked, students must provide a COPY of their pay stubs indicating the number of hours worked during that pay period. In cases where students do not receive a standard paycheck, a verification form may be used as an alternative.

It is important for students to submit their paycheck stubs or verification forms in a timely manner. Furthermore, certain activities such as counseling, therapy, group sessions, drug and alcohol classes, volunteer/community service, and courses taken through other vocational programs can also count towards vocational hours. However, verification of these activities must be submitted in order to receive credit. The work hours form, which serves as a verification document, can be accessed on our school's website at [Eastlakehs.net](http://Eastlakehs.net) under the Students tab.

### **C. External PWR Programs**

Eastlake offers many opportunities to help students prepare for a career through programs taught at partner institutions. These programs may include vocational training focused on a specific career area, or college courses to help students get a head start on a college degree. These programs are provided at no cost to students or their families. The following are a few of the options available.

Prior to being placed into any external programs, students must first complete the following.

- Completion of Naviance A(ICAP) showing interest in the area of study
- 80% attendance for at least 6 weeks

- Adequate Academic Progress for at least the prior 6-week session.
- Parent Meeting
  - Transportation Plan
  - Program Requirements/Commitments
  - Off-Campus Expectations
- Prerequisite Plan
  
- **Career Start** - Career Start is a vocational training program offered through Pikes Peak State College. The programs follow the school year so they must be started in September. Enrollment opens in the spring and programs fill up quickly. Prerequisites must be completed prior to registration, or a prerequisite plan must be completed with and approved by the PWR Coordinator. Training is available in the following areas:

Automotive Collision Tech	Early Childhood Education
Automotive Service Tech	Fire Science Technology
Broadcasting & Electronic Media	Health Careers Exploration
Construction	Health Science Tech
Criminal Justice	Multimedia Graphic Design
Culinary Arts	Veterinary Assistant
Cyber Security	Welding
Diesel Power Tech	Zoo Keeping

-All Career Start programs require that you have completed one full year of Algebra, plus 2 full years of high school English. These courses must be passed with a 'B' or higher. Accuplacer scores of 236+ in Writing and 265+ in Arithmetic may be substituted for the courses. Note that some programs may have additional prerequisites.

- **Concurrent Enrollment** - Concurrent Enrollment provides the opportunity to enroll in traditional college courses at Pikes Peak State College. First, students will take their core classes, math and language arts. Other classes may be available with approval from the PWR Coordinator and the Principal.
  - Accuplacer scores of 236+ in Writing for college English courses, and 265+ in Arithmetic for college Mathematics courses are required.
  
- **Other programs** - If none of the other programs will provide you with the training that interests you, make an appointment with the PWR Coordinator. We may be able to find a program that matches your interests.
  - Enrollment in other outside programs will have specific CTE course prerequisites. Please schedule an appointment with the PWR Coordinator to put together a plan for those courses.

## Services

### A. Family Advocacy

During each school year, Eastlake High School offers students the opportunity to work with the Family Advocate. The Family Advocate is available during normal hours of operation.

The Family Advocate provides support to students who are experiencing difficulties. The Advocate assists students with learning new behavioral skills, developing self-confidence, and becoming more aware of how others view them. The Advocate and students discuss how to practice new behaviors, and how to deal with the many problems life presents.

Your student may be asked to participate in individual/group sessions held at Eastlake High School. These sessions will include discussions on attitudes, ideas, behaviors, feelings, and opinions. Participants will have the opportunity to learn new skills and behaviors that may help their personal development and adjustment.

The Family Advocate will keep all information shared by the student confidential except in certain situations in which there are ethical and/or legal responsibilities to limit confidentiality. The proper authorities will be notified if the student reveals information about hurting him/herself or another person; if the student reveals information about student abuse; and/or for any other situations which ethically and/or legally compel disclosure.

Please contact the School if you have any questions or concerns, or do not wish your student to participate in these sessions.

**Please Note:** Should you, the parent/guardian, elect to seek family assistance before or during the school year, our Family Advocate can assist with the following:

- Provide a list of community agencies you can contact for service.
- Act as a school liaison between outside agencies and families.
- Provide a starting point for discussing services in the school or community setting.

## **B. Wellness**

With the passing of the Student Nutrition and Women, Infants, and Students (“WIC”) Reauthorization Act of 2004 by Congress, the school recognizes the role it can play in building nutrition knowledge and skills in students to promote healthy eating and physical activity choices. This law requires local education agencies participating in a program authorized by the National School Lunch Act or the Student Nutrition Act of 1966 to develop a local wellness policy. Eastlake High School supports student health and wellness in accordance with the Wellness Policy established by the School’s Board of Directors.

## **C. Child Find**

Eastlake High School is participating in an effort to assist the State of Colorado in identifying, locating, and evaluating all students who may have disabilities hindering their ability to receive FAPE (Free and Appropriate Public Education).

School districts across the state of Colorado are also participating in this effort to identify disabilities such as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotional disturbances, multiple disabilities,



cognitive impairments, physical impairments, autism, traumatic brain injury, and other health impairments.

We are committed to affording each student the right to a free and appropriate public education, regardless of any disability a student may have. However, in order to accomplish this, we must know that a need is present.

## School Facilities

### A. Smoking and Eating

The law prohibits smoking in the building or on the grounds of Eastlake High School. Breakfast is available as a Grab-N-Go option. Snacks are provided on an as-needed basis. Free lunch is incorporated into the daily sessions. A student may bring their own lunch or a Parent/guradian is allowed to drop off lunch to students. Students are not allowed to receive restaurant deliveries in order to maintain a healthy eating environment and to reduce distrattcions. If a student has a food delivery, the food will be secured and given to the student at the end of the day.

### B. Parking

The school parking lot is available for student use. Students are permitted to park on school premises as a matter of privilege, not a right. **The interior of any automobile brought on school property by a student may be searched and items seized by a school building Principal or designee if there is reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.**

### C. Transportation

The School does not provide transportation; however, the school is easily accessible by Colorado Springs Transit. Bus passes are made available to students who have signed permission to participate in the EHS Bus Program, are in good academic standing, attend regularly, and display productive classroom behaviors.

### D. Visitors

Eastlake High School maintains a closed-campus policy, meaning that students are required to remain on school grounds during their academic sessions. In the event of an emergency necessitating a student's departure, proper procedures are followed, including the student signing out and the responsible party signing in as required by the school. It is crucial to ensure that all students are accounted for while on campus.

At Eastlake High School, we value the involvement of parents, graduates, and other members of the community. To ensure that proper attention and time can be dedicated to visitors, we kindly request advance notice of their visit. However, it is important to note that

individuals who are not enrolled students are not permitted in the classrooms during regular school hours.

All visitors are required to check in at the school office upon arrival. For security purposes, visitors may be accompanied while inside the building. It is mandatory for all visitors to sign in upon arrival and sign out before leaving the premises.

While we appreciate the involvement of parents, we kindly request that parent-teacher conferences not be conducted during classroom hours to minimize disruptions to the educational environment. Alternate arrangements can be made for meetings between parents and teachers outside of class time.

We strive to create a safe and focused learning environment at Eastlake High School, and we appreciate everyone's cooperation in adhering to our campus policies and procedures.

### **E. Emergency Phone Calls & Cell Phone Policy**

Students may give the School's phone number, (719)300-8947, to relatives for emergency purposes only. The main office will take a message and forward it to a student as soon as possible. Phone calls may be made by students from the school office phone with approval from a teacher, Principal, or another staff member. School office phone calls will be limited to official business concerning parents, employers, or other officials regarding the welfare of the students.

**Student use of cell phones for making or receiving phone calls or text messages, taking pictures, or recording or playing video or audio is discouraged.** Students are allowed limited use of their cell phones while in the hall or during breaks; *however, if a cell phone becomes a distraction, the student will be asked to turn off the cell phone or check it in with a staff member. Additionally, a parent-teacher conference may be scheduled.*

## **Student Responsibilities**

### **A. Restorative Practices**

Eastlake High School recognizes that a positive and equitable learning environment is essential for students to thrive academically and developmentally. Eastlake High School also recognizes that individual responsibility and mutual respect are essential components of the educational process.

Eastlake High School recognizes that certain populations of students, including students of color, students with disabilities, LGBTQ youth, and other vulnerable populations, have historically faced disproportionately harsh and exclusionary discipline in schools. It is the position of this school that a fair and equitable school-wide student discipline policy is a necessity, required by both federal and state law, and will contribute to the quality of all

students' educational experience. Knowing this, Eastlake High School has decided to implement Restorative Practices.

Restorative Practices involve the building of positive relationships and establishing a supportive environment that is fair, consistent, and democratic. It involves interventions when harm has happened, as well as practices that help to prevent harm and conflict by creating a sense of belonging, safety, and social responsibility within the school community.

We at Eastlake High School recognize that a few of the benefits of implementing Restorative Approaches at Eastlake High School will be:

- A safer, more caring environment.
- A more effective teaching and learning environment.
- A greater commitment by everyone to taking the time to listen to one another.
- A reduction in bullying and other interpersonal conflicts.
- A greater awareness of the importance of connectedness among our students.
- Addresses the need to belong and feel valued by peers and significant adults.
- Greater emphasis on responses to inappropriate behavior that seek to reconnect, and not further disconnect our students.
- Reductions in suspensions and expulsions.
- A greater confidence in the staff team to deal with challenging situations.

Corporal punishment is not permitted within the Restorative Practices model. . No employee may threaten, inflict, or attempt to inflict unreasonable, irrational, or inappropriate force upon a student. Good sense and judgment should always prevail. It is the collective responsibility of all Eastlake High School employees to help create healthy, safe, and positive school environments and to support students feeling engaged, included, and able to resolve conflicts peacefully.

The following behaviors are considered **OFFENSES** (not in order of severity of the offense) at Eastlake High School and can result in different consequences including restorative circles, restorative conversations, restorative mediation, restorative reintegration meetings, suspension or expulsion, and even criminal charges.

OFFENSE	DESCRIPTION	LEVEL OF INFRACTION
Dress Code Violation	not dressed according to Eastlake High School dress code	MINOR
Failure to provide a name or other identifiable information	student refusal to provide Eastlake High School staff with his/her name, identification, or other requested information including, but not limited to the current phone number, address, etc.	MINOR
Wrongful conduct	actions that impede, obstruct, interfere with, or violate the school's mission, philosophy, and regulations	MINOR
Disrespect of the rights of others or other's property	willful destruction or rudeness towards others (staff or students) to include vandalism and or intentional harm to another person or property	MINOR
Misuse of computers	are not to be used to download content from the internet or to surf the web for non-academic purposes, including but not limited to, streaming	MINOR

	music.	
Out-of-Bounds	being in any part of the building or grounds including bathrooms, parking lot, classrooms, or offices unless specifically scheduled to be there or unless the student has received permission from an appropriate authority. No student is allowed in any part of the building except for the classroom unless given permission by the appropriate authority. If a student is in an area of the building without permission, other than the classroom, it is grounds for removal from the School.	MINOR - MAJOR
Profane Language	use of profane or unacceptable language	MINOR - MAJOR
Truancy	Absent for part of or an entire session without permission. Sessions are 5 hours in length (students with proof of employment may reduce their stay to four hours only by submitting their work schedule to the Director of Postsecondary & Workforce Readiness and their teacher).	MINOR - MAJOR
Disruption	interfering with school policies or classroom routine	MINOR - MAJOR
Cheating	copying someone else's work or in any way attempting to take credit for work not done by the student himself/herself.	MINOR - MAJOR
Sleeping	or any activity which results in student non-performance	MINOR - MAJOR
Disobedience to the instructions of a teacher or staff member	disobeying the instructions of any staff member of Eastlake High School	MINOR - MAJOR
Theft	taking the property of another person without right or permission	MINOR - MAJOR
Lack of Acceptable Progress	failure to finish academic work and/or make adequate academic progress as prescribed by your graduation plan.	MAJOR
Conduct which endangers themselves or others	any form of physical contact, including but not limited to horse-play and throwing objects, which jeopardizes the safety of the student him/herself, or others	MAJOR
Intimidation	verbal or non-verbal behavior that is viewed by another as a threat	MAJOR
Tobacco Use	smoking or the use of smokeless tobacco (dipping) in the school building or on school grounds is strictly prohibited. This includes the use of any and all types of electronic cigarettes.	MAJOR
Gang Activities	participating in gang activities include the display of colors, flashing signs, or any other reference to gang affiliation. Violations will result in suspension and possible expulsion.	MAJOR
Sexual Misconduct	includes, but is not limited to sexual harassment or any improper public display of affection in the school building or at any school-related activity, such as kissing or overly intimate physical contact. The public display of "hickies" or passion marks is prohibited.	MAJOR
False fire and/or bomb alarm	willful intent to cause panic by submitting false information	MAJOR
Fighting or violence	participating in physical contact and/or verbal abuse with others	MAJOR
Arson or attempted arson	setting fire or attempting to set fire to any building or school property	MAJOR
Sexual harassment	Sexual misconduct, and or improper language or inappropriate touching	MAJOR
Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other	to include electronic devices used to smoke marijuana or marijuana-related materials (oils, etc.)	MAJOR

illegal, controlled substance, or related paraphernalia		
Use/possession/concealment/sale/transmission of any dangerous or illegal instruments	including but not limited to weapons, fireworks, etc.	MAJOR
Willful destruction of property / Vandalism	including but not limited to intended damage of school or student property	Minor - Major
Any other behaviors that the Principal deems as offenses that will result in corrective action		MINOR - MAJOR

All students and families have the right to

1. participate in restorative responses instead of more traditional forms of discipline such as suspension and expulsion.
2. participate actively in identifying the solutions and responses to repair the harm done.
3. have the option but are not required to participate in restorative practices and identify the solution to repair the harm done.
4. participate in the restorative process.

Students that choose not to participate in the Restorative Practices process will be subject to traditional disciplinary processes.

**B. DRESS CODE**

Eastlake High School’s student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Eastlake High School believes that:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.

- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

This new student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs, or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar, or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Eastlake High School expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the school's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). Eastlake High School is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

**1. Basic Principle: Certain body parts must always be covered for all students.**

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque (not see-through - cannot be sheer) fabric. However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

**2. Students Must Wear\*while following the basic principle of Section 1 above**

- A Shirt (with connected fabric in the front, back, and on the sides under the arms),
- AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND
  - Shoes.

\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific clothing and shoe requirements are permitted (for example, athletic shoes for PE, field trips, etc.).

### **3. Students May Wear, them as long as these items do not violate Section 1 above**

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

### **4. Students Cannot Wear:**

- Violent language or images.
  - Images or language depicting/suggesting drugs, alcohol, vaping, tobacco use, or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
  - Images or language that create a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

### **Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have the discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in

violation of Sections 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- Students' parents will only be called to inform them of their student's dress code violations for future planning.
- Violations should be treated as minor violation.
- Students should never be removed from a classroom / lose class time solely because of a dress code violation.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their bodies in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
  - kneeling or bending over to check attire fit;
  - measuring straps or skirt length;
  - asking students to account for their attire in the classroom or in hallways in front of others;
  - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
  - accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days, as well as any school-related events and activities, such as graduation ceremonies, etc.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Principal for support.

## **C. Attendance Requirement**

**All students must maintain at least an 80% attendance rate while enrolled at Eastlake High School.** Students at Eastlake High School are expected to attend their academic schedules and be on time. Students, age 16 or younger must abide by Colorado State Truancy Law. Not meeting this expectation could result in MTSS support or involuntary withdrawal.



All students must sign in using the school finger scanner when they enter and leave the school. Students are also required to turn in a completed daily sheet. This form is also kept as a form of attendance record. Not meeting this expectation could result in MTSS support or involuntary withdrawal.

If a student must miss school, the student or parent/guardian (if the student is 17) must call the school – at **719) 300-8947** – **on the day of the absence. If a student is absent for three consecutive days due to a medical condition or illness**, a written excuse from the treating physician must be turned in to the school upon the student’s return. Absences due to vacations will be excused with a note submitted to the school prior to the absences. Unexcused absences will reduce the student's overall attendance percentage. Students, aged 16 or under cannot be excused from attending. A reason for the absence is needed and will be noted in the student’s attendance log. Students aged 18+ may excuse their own absence and must do so as soon as they return to school.

### **UNEXCUSED ABSENCES**

Unexcused Absences include the following:

1. Any absence that is not excused
2. Any absence where a student fails to provide appropriate written documentation of the absence (Students must submit written documentation for absences on the first day that they return to school.)
3. Leaving school early without proper authorization
4. Each day that a student is late without appropriate documentation, and for any other unexcused absence defined by the school Principal

**ANY STUDENT WHOSE UNEXCUSED ABSENCES EXCEED 10 CONSECUTIVE DAYS, MAY BE SUBJECT TO MANDATORY WITHDRAWAL PER THE SCHOOL'S ATTENDANCE POLICY. FURTHERMORE, AT THE SOLE DISCRETION OF THE SCHOOL PRINCIPAL, STUDENTS WHO PERSISTENTLY RECEIVE FOUR (4) OR MORE UNEXCUSED ABSENCES IN A MONTH MAY RESULT IN IMMEDIATE WITHDRAWAL.**

### **D. Withdrawal Policies and Procedures**

Students under the age of 17 are subject to Colorado State Truancy Law. These students may not withdraw from school until the receiving school contacts Eastlake High School directly to request the student’s records. Withdrawal from one school without enrollment in a second constitutes truancy and the School is required by law to take legal action. However, regardless of age, students whose unexcused absences exceed 10 consecutive days may be involuntarily withdrawn.

Students 18 and over may withdraw themselves from Eastlake High School at their own discretion. When a student withdraws from EHS he/she/they are required to complete a withdrawal letter and submit it to the school Principal for signature acceptance.

## **E. Parent & Student Surveys**

All parents and students are required to complete the Parent & Student Satisfaction Survey as well as any other school surveys deemed appropriate by the school's Principal.

## **F. School Property & Technology Usage**

Eastlake High School is not responsible for any lost or stolen student property. Students must maintain a safe, clean environment at the school. Students must sign and follow the user agreements for the computers and treat all school property and technology with care and concern. Computers are to be turned into the correct place and plugged in at the end of a student's time in the classroom. Student computer usage is a privilege and is subject to review.

# **Safety**

## **A. Emergency Drills**

Eastlake High School conducts emergency drills in accordance with Colorado Springs School District 11's policies and procedures. Fire drills will be completed every month. All other drills will be completed 4 times per year.

## **B. Reporting Injuries**

If a student is injured at Eastlake High School, he/she/they must immediately report the injury to the school nurse or the Principal. The school nurse will complete an injury report form.

## **C. Anti-Harassment, Anti-Intimidation, and Anti-Bullying Policy**

It is the policy of the Board of Directors that any form of Harassment, Intimidation, or Bullying behavior whether in the classroom, on school property, to and from school, or at school-sponsored events is expressly forbidden.

For purposes of this Policy, "School-Sponsored Activity" shall mean any activity conducted on or off school property (including school buses) that is sponsored, recognized, or authorized by the Eastlake High School.

Harassing, intimidation, or bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior should participate in Restorative Practices. However, this process may include counseling, suspension, or expulsion from school. The school's commitment to addressing harassing, intimidating, and bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which this behavior will not be tolerated by students, faculty, or school personnel.

It is imperative that harassing, intimidating, and bullying be identified only when the specific elements of the definition are met because the designation of conduct as such behavior carries with it special statutory obligations. Any misconduct by one student against another student,

whether or not appropriately defined as harassment, intimidation, or bullying will result in appropriate disciplinary consequences for the perpetrator.

### ❖ **Definition of Terms:**

- **Bullying:** In accordance with Board Policy and with C.R.S. § 22-32-109.1(a)(X), "Bullying" means any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events.
- **Harassing and Intimidation,** means any overt act by a student or group of students directed against another student or school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behavior means any written, electronically-transmitted, verbal, or physical activity taking place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
  - Placing the student in reasonable fear of physical harm or damage to the student's property;
  - Physically harming a student or damaging a student's property; and/or
  - Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

In accordance with this definition, the following factors will be considered before identifying conduct by a student or group of students as Harassment, Intimidation, or Bullying in violation of this policy. The determination that conduct does not constitute Harassment, Intimidation, or Bullying under this policy does not restrict the right of the Principal to impose appropriate disciplinary consequences for student misconduct.

- **Location.** Harassment, Intimidation, or Bullying behavior in violation of this policy must occur to and from school, on school grounds, at school-sponsored activities or sanctioned events, in School vehicles, or at a designated school bus stop. Conduct that occurs away from these places is not Harassment, Intimidation, or Bullying under this policy and regulation.

While not considered Harassment, Intimidation, or Bullying under this policy, conduct that would otherwise be considered Harassment, Intimidation, or Bullying occurring off-campus (and outside of any school-sponsored activity) could trigger disciplinary action if such conduct markedly interrupts or interferes with the school's educational mission or the education of any student.

- **Ridicule, Humiliation, and/or Intimidation.** Harassment, Intimidation, or Bullying behavior is marked by the intent to ridicule, humiliate or intimidate the victim. In

evaluating whether conduct constitutes this behavior, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

### **Types of Conduct**

Harassment, Intimidation, or Bullying can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of conduct that could constitute this include:

- Physical violence and/or attacks;
- Verbal taunts, name-calling and put-downs, including taunts based on ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics;
- Threats and intimidation (through words and/or gestures);
- Extortion or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and,
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following;
  - Posting slurs on Websites where students congregate or on Web logs (personal online journals or diaries);
  - Sending abusive or threatening instant messages;
  - Using camera phones to take embarrassing photographs of students and posting them online;
  - Using websites to circulate gossip and rumors to other students; and,
  - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

### **Complaint Processes**

Students and parents may file verbal or written complaints concerning suspected behavior, and students shall be permitted to anonymously report acts of such behavior to school teachers and the Principal. Any report of suspected Harassment, Intimidation, or Bullying behavior will be promptly reviewed. If acts of misconduct are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

- ***Formal Complaints***

Students and/or their parents or guardians may file reports of conduct that they consider to be Harassment, Intimidation, or Bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of such behavior, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected Harassment, Intimidation, or Bullying, and the names of any potential student or staff witnesses. Such reports may be filed

with any school staff member or the Principal, and they shall be promptly forwarded to the Principal for review and action.

- ***Informal Complaints***

Students may make informal complaints of conduct that they consider to be Harassment, Intimidation, or Bullying by verbal report to a teacher or Principal. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of misconduct, including the person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected misconduct, and the names of any potential student or staff witnesses. The school staff member or Principal who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided, with appropriate action to follow. Such a written report by the school staff member and/or Principal shall be promptly forwarded to the Principal for review and action in accordance with Section IV.

- ***Anonymous Complaints***

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and Principal who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent, such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation, or Bullying.

This Policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law such as the Nondiscrimination, Suspension, Expulsion/Due Process, Violent and Aggressive Behavior, Hazing, Discipline/Punishment, Sexual Harassment, Peer Sexual Harassment, and Equal Educational Opportunity Acts.

## **D. Policy Prohibiting Discrimination and Harassment**

- ***Policy Statement***

Eastlake High School is committed to a policy of nondiscrimination in relation to race, creed, color, sex (gender), ancestry, sexual orientation, religion, national origin, age, disability and/or any other legally protected class. Respect for the dignity and worth of each individual shall be paramount.

The following shall be the objectives of the Eastlake High School:

To protect the rights and responsibilities of all individuals as set forth in the state and federal constitutions and pertinent legislation.

To encourage positive experiences for students and staff regardless of race,

creed, color, sex (gender), ancestry, sexual orientation, religion, national origin, age, disability, and/or any other legally protected class

To this end, Eastlake High School shall: (1) promptly investigate all reports, written or verbal, of discrimination based on race, creed, color, sex (gender), ancestry, sexual orientation, religion, national origin, age, disability and/or any other legally protected class; (2) promptly take appropriate action to stop any discrimination; (3) take appropriate action against any staff or student who violates this policy; and (4) take any other action reasonably calculated to prevent further discrimination.

- **Definitions**

- **Discrimination**

“Discrimination” based on race, creed, color, sex (gender), ancestry, sexual orientation, religion, national origin, age, disability and/or any other legally protected class consists of physical or verbal conduct relating to an individual’s membership in the protected class when the conduct:

- creates an intimidating or hostile working or educational environment which substantially or unreasonably interferes with an individual’s ability to participate in or benefit from work or education; or
- otherwise is sufficiently serious to interfere with a person’s employment opportunities or school performance.

Conduct by adults or students may constitute discrimination. Whether discrimination has occurred in any particular circumstance must be evaluated in light of all the facts, including considerations such as (i) the ages and maturity levels of students, (ii) the history and relationship among the parties, and (iii) the positions and roles of the parties, *e.g.*, teacher, Principal, supervisor, subordinate, volunteer, parent, student, sibling, or student leader of an athletic team, club, or other activity.

- **Harassment is a Subset of Discrimination**

Legally, “harassment” is one type of discrimination. Harassment is often thought of as repeated or persistent conduct based on a protected class that creates a hostile environment or interferes with an individual’s ability to participate in or benefit from work or education. Because discrimination includes harassment, this broader term is most often used in this policy.

Examples of conduct that may constitute discrimination include, but are not limited to, the following:

- Name-calling, jokes or rumors based on a person’s race, color, sex, sexual orientation, religion, national origin, age, marital status, or disability race, creed, color, sex (gender), ancestry, sexual orientation, religion, national origin, age, and/or disability, including racially offensive language whether

spoken or written (or offensive language based on any other legally protected class);

- Physical acts of aggression against a person or his property because of that person's membership in a legally protected class;
- Hostile acts that are based on a person's membership in a legally protected class; and
- Written or graphic material that intimidates, demeans, or threatens individuals based on their membership in a legally protected class.

As mentioned above, whether harassment or discrimination has occurred in any particular circumstance must be evaluated in light of all the facts, including considerations such as (i) the ages and maturity levels of students, (ii) the history and relationship among the parties, and (iii) the positions and roles of the parties, *e.g.*, teacher, Principal, supervisor, subordinate, volunteer, parent, student, sibling, or student leader of an athletic team, club, or other activity.

- **Sexual Harassment**

"Sexual harassment" is also a subset of discrimination, specifically discrimination based on sex. It may consist of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, or communications of a sexual nature.

Examples of conduct that may constitute sexual harassment include, but are not limited to, the following:

- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
- Graphic comments about an individual's body;
- Sexual jokes, notes, stories, drawings, gestures, or pictures;
- Spreading sexual rumors;
- Displaying sexual objects, pictures, cartoons, or posters; and
- Impeding or blocking movement in a sexually intimidating manner.

As mentioned above, whether sexual harassment has occurred in any particular circumstance must be evaluated in light of all the facts, including considerations such as (i) the ages and maturity levels of students, (ii) the history and relationship among the parties, and (iii) the positions and roles of the parties, *e.g.*, teacher, Principal, supervisor, subordinate, volunteer, parent, student, sibling, or student leader of an athletic team, club, or other activity.

- **Report Procedure**

- **Formal Procedure**

Any student or adult (including staff) who believes he or she has been the subject of discrimination (which includes harassment and sexual harassment), or who has witnessed discrimination, should use the procedures outlined in the Discrimination

Reporting and Appeal Procedures. This Policy explains how to make a verbal or written report of discrimination.

Eastlake High School cannot take action to prevent or stop discrimination unless it knows about it. Thus, Eastlake High School encourages anyone who has been the subject of discrimination or has witnessed discrimination to report the conduct as soon as possible using the Discrimination Reporting and Appeal Procedures.

- **Informal Procedure**

Eastlake High School supports a voluntary resolution of conflicts. If the person reporting the discrimination and the person accused of discrimination agree, Eastlake High School may arrange for them to resolve the report informally with the help of a counselor, teacher, or Principal.

If the person reporting discrimination and the person accused of discrimination agree to resolve the alleged discrimination informally, they shall be informed that they have the right to forego the informal procedure at any time in favor of the formal Discrimination Report and Appeal Policy. If the alleged discrimination is resolved informally, Eastlake High School shall notify the parties in writing. The relevant “parties” will usually include the alleged victim of discrimination, the person reporting the alleged discrimination (if different), and the alleged perpetrator of discrimination.

- **Retaliation**

It is prohibited to retaliate against anyone who reports discrimination or participates in any related proceedings. Eastlake High School shall take appropriate action against students or staff who retaliate against any person who has reported discrimination or participated in related proceedings.

- **Prevention and Notice of Policy**

Training to prevent discrimination and on procedures to report discrimination shall take place at least annually at the employee and student orientations as well as annually at employee in-service training.

This policy, or a policy summary, shall be (1) displayed in prominent areas of each building in a location accessible to students, parents, and staff; (2) included in the student and employee handbooks; (3) annually sent to parents of all students within 30 calendar days of the start of school; and (4) posted on the Eastlake High School website.

- **False Charges**

Students or staff who knowingly make false reports of discrimination shall be subject to appropriate disciplinary action by Eastlake High School and may be subject to civil or criminal legal proceedings as well.

- **Response to Conduct Other Than Discrimination**



Eastlake High School may respond to conduct other than discrimination, including conduct complained of as potential discrimination under this procedure, in order to address conduct which is problematic or otherwise at odds with the goals and values of Eastlake High School. Thus, Eastlake High School may choose to correct and discipline complained-of conduct, even when that conduct is not found to be "discrimination" as defined in this policy or otherwise.

### **E. Drug-Free School**

In accordance with Federal Law, Eastlake High School prohibits the use, possession, concealment, or distribution of drugs by a student on school grounds, or in the school building. Drugs include alcoholic beverages, steroids, prescription medication, marijuana and marijuana products, dangerous controlled substances as defined by State statute, or any substance that could be considered a "look alike." Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from Eastlake High School and possible criminal charges.

If a student comes to school under the influence of drugs, he/she shall be sent home for the day and the parent/guardian shall be notified. If this behavior is repeated, progressive discipline may need to be implemented.

### **F. Weapon-Free School**

Eastlake High School is a Weapon-Free School. No student at any time, for any reason, shall knowingly possess, handle, transmit, or use any object, which can be reasonably considered a weapon on or on the property of Eastlake High School or at any Eastlake High School-sponsored activity held away from school property. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from Eastlake High School including possible criminal charges.

### **G. Prohibited Gang Activity**

Students are prohibited from engaging in gang activities while at school, on school property, to or from school, or at a school-related function or event. Any student who violates this policy will be subject to Restorative Practices, which may need to include expulsion from the Eastlake High School.

The term "gang" is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the endorsement of or participation in one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity.

The term "gang activity" is defined as any conduct engaged in by a student:

- on behalf of a gang;
- to perpetuate the existence of any gang;
- to affect the common purpose and design of any gang; or

- to represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function.
- 

These activities may include things such as recruiting students for membership in a gang and threatening or intimidating other students or staff against his/her/their own will to promote the common purpose and design of any gang.

## H. Internet Safety Policy

The use of technology is a privilege and an important part of the School's overall curriculum. The School will, from time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the school. Eastlake High School always reserves the right to monitor and log technology use, monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety, or security of the technology resources or the safety of the user. The Internet Safety Policy provides full guidance on the rights, permissions, and restrictions of school internet use.

It is the policy of EHS to (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)].

- **Access to Inappropriate Material**

To the extent practicable, technology protection measures (or "Internet filters") are used to block or filter Internet access to, or other forms of electronic communications containing inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, student pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matters on the Internet and the World Wide Web. The technology protection measures may be disabled only for bona fide research or other lawful purposes. Disabling technology protection shall only be performed by the Principal or Dean of Students. Additionally, it shall be the responsibility of all members of the staff to supervise and monitor the usage of the online computer network and access to the Internet, and that the same is in accordance with this policy. By using the filter program as well as staff monitoring student use, the School is attempting to provide a safe and secure medium through which students can use the Internet, World Wide Web, electronic mail, chat rooms, and other forms of direct electronic communications.

To the extent reasonable, steps are taken to promote the safety and security of users of the School's online computer network. Other inappropriate network usages that the School intends to eliminate include:

- Unauthorized access, including so-called 'hacking', and other unlawful activities; and

- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**By signing the Manual Agreement Page at the beginning of your school year, the parent and student agree:**

- To abide by all school policies relating to the use of technology;
- To release all school employees from any and all claims of any nature arising from the use or inability to use the technology;
- That the use of technology is a privilege; and
- That use of the technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

**The parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions were taken against them for actions and/or misuse such as, but not limited to, the following:**

- Altering system technology, including but not limited to, software or hardware;
- Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials the School believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- Using technology resources for commercial, political, or other unauthorized purposes since the School technology resources are intended only for educational use;
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- Disrupting technology through abuse of the technology, including but not limited to, hardware or software;
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks;
- Interfering with others' use of technology;
- Installation of software without consent of the School;
- Allowing anyone else to use an account other than the account holder; and
- Other unlawful or inappropriate behavior;

**The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action.**

The user must also know and further agrees that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs;
  - Student email is not private and may be monitored at any time;
  - The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental;
  - Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for any and all costs; and
  - Violation of this Internet Safety Policy is also a violation of the School Code of Conduct and may result in any other scholastic disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.
- **Definitions**  
CIPA defines the above-referenced terms as follows:
    - A minor is anyone under the age of 17.
    - “Technology Protection Measure” means a specific technology that blocks or filters Internet access to visual depictions that are:
      - Obscene, as that term is defined in section 1460 of title 18, United States Code;
      - Student Pornography, as that term is defined in section 1226 of title 18, United States Code; or
      - “Harmful to minors” means any picture, image, graphic image file or other visual depiction that:
        - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
        - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
        - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
    - “Sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

## **School Policies and Procedures**

### **A. School Closure Policy**

Should it be necessary to close Eastlake High School for weather or other unforeseen emergencies, information will be provided over television stations, and social media. Students are asked not to call the School. Eastlake High School High recognizes that our students utilize our schools not only for learning, but also for the positive and safe school environment that supports their basic needs. As such, Eastlake High School strives to maintain a regular school schedule and limit school closures whenever possible.

When weather conditions present a safety threat to students and staff, the Eastlake High School Principal will switch to remote learning as needed. If it appears that conditions will not improve as the morning progresses, the Principal may make the decision to switch to remote learning for the entire day.

If parents/independent student feels that travelling to school is unsafe, Eastlake High School will support the decision to keep the student home, and the student will be excused from school with no academic or attendance penalty as a result. The student should bring a written note to school following the absence. Students may also opt to work on the curriculum from home, and the student will be marked present for the day.

A school closure will be placed on the school website, the school's Facebook, and will be sent out via an electronic phone call/text/email.

## **B. Parent's Right to Know Teacher Qualifications**

The school will provide an annual notification to parents if there is a teacher employed at the School who does not meet the Highly Qualified standard as defined by the "Every Student Succeeds Act."

## **C. Parent Involvement Policy**

The goal of Eastlake High School is to involve parents in their student's learning and to form an open line of communication between School and home. This will be accomplished through the following policies:

- Information. Parents are informed about school activities and events through progress reports, notes sent home, parent newsletters, parent/teacher conferences, and informal personal and telephone conferences.
- Open Door Policy. Parents are invited to come to the School to observe the education of their students on any day with prior notification.
- Volunteer Program. All parents are invited to volunteer in the School on any given day of the week with prior notification.
- Curriculum. Eastlake High School provides a high-quality curriculum to enable students to meet Colorado State Standards. Eastlake High School shares academic progress with parents through progress reports distributed upon request. In addition, parents are welcome to request academic updates from the homeroom teacher as needed and check their students' progress from the parent portal through the curriculum.

## **D. Lost and Found**

Any personal items that have been left at Eastlake High School will be taken to the front desk. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. Eastlake High School is not responsible for lost or stolen personal items.

## **E. Backpacks and Other Personal Storage Areas**

Students, by statute, have no expectation of privacy in any storage area assigned to them. No student shall impede access to any storage area.

Upon authorization of the Principal, backpacks and other personal storage areas may be searched if there are reasonable grounds for suspecting that a search will uncover evidence that the student has violated a law, board policy, or any school rules. The Principal may at any time, with probable cause, call upon the assistance of the local police authorities to conduct a search of backpacks and other personal storage areas, and the contents contained therein.

To ensure the safety of all individuals in the school, we will conduct random searches at any time.

## **F. Medication Administration Procedure**

If a student requires medication of any type – prescription or over-the-counter – during school hours, the parent or guardian may:

- Come to the school and give the medication to the student at the appropriate time.
- Discuss an alternative schedule of medication administration with the student's doctor so that the medication can be given outside of school hours.
- Provide a Student Medication Form from your medical provider indicating the following. The form must be signed by you and the physician and returned to the school nurse.
  - Student's name
  - Student's date of birth
  - Name of Parent/Legal Guardian
  - School
  - Grade
  - Name of Medication
  - Dosage
  - Purpose of Medication
  - Time of day and frequency each dosage is to be given
  - Anticipated number of days' medicine needs to be given at school
  - Special instructions from the physician, if any
  - Signatures of physician and parent
  - Parent's signed release

You must provide the medication in a properly labeled pharmacy container. The label needs to include:

- Student name
- Name of Medication
- Dosage
- Frequency of administration
- Physician's name
- Current date

Over-the-counter example: Tylenol bottle, with all labels intact, accompanied by physician written authorization and parent signature on Student Medication Form

\*Remember, the only way Eastlake High School can give medication at school is with properly completed documentation from the parent/guardian and the student's doctor and a properly labeled container of medication.

A school employee will request assistance from an emergency medical service provider whenever a student is administered epinephrine at a public or chartered nonpublic school or at an activity, event, or program sponsored by the school or in which the school is a participant. This request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

### **G. Asthma and Anaphylaxis Health Management Plan**

No medication may be administered by the staff at the Eastlake High School (including asthma inhalers). However, pursuant to the Colorado Revised Statutes Section 22-1-119.5, a student with asthma, severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the student's asthma, anaphylaxis, or other related, life-threatening conditions if the student has an approved treatment plan. Written approval must be obtained from the student's physician, with all required information listed as detailed in the Medication Administration Policy. If the student is a minor, a parent or legal guardian's approval must also be obtained.

The physician's written approval must include the following information:

- The name and address of the student;
- The school in which the student is enrolled;
- The name of the drug and the dosage to be administered;
- The times or intervals at which each dosage of the drug is to be administered;
- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);
- Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency;
- Special instructions for administration of the drug by the student;
- Instructions outlining procedures to follow if the medication does not provide adequate relief;
- A list of adverse reactions that may occur to a student for whom the medication was not intended
- Who uses the medication;
- And any other special instructions.

Eastlake High School must have the above-stated documentation provided by the physician in order to allow a student to use an asthma inhaler.

A school employee will request assistance from an emergency medical service provider whenever a student is administered epinephrine at a public or chartered nonpublic school or at an activity, event, or program sponsored by the school or in which the school is a participant. This request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

## **H. Suspension & Expulsion Procedures**

Rules of suspension and expulsion follow the due process requirements as mandated by the State of Colorado. Suspension or expulsion of students who have disabilities will take place in accordance with IDEA or Section 504, as applicable.

### **Suspension**

- The Principal may suspend a student in accordance with state and federal law.
- No suspension shall exceed ten (10) school days.
- The Principal must give written notice of the intention to suspend and the reason to the student and/or the guardian.
- The student shall be given the right to participate in Restorative Practices before the Principal and has the right to challenge the reasons for the intended suspension or otherwise explain it. This process can take place as soon as possible following the infraction.
- The written notice of suspension shall be sent or given within one calendar day of the anticipated suspension to the parent/guardian if the student is under the age of 18. The notice shall contain the reason for the suspension and the right of the student to appeal to the Principal or Board of Directors.
- A parent/guardian has the right to appeal the suspension, which must be submitted, in writing, to the Principal within fourteen (14) school days of the written notice of suspension. The principal shall immediately forward this written appeal to the Board of Directors President.

### **Expulsion**

- The Principal may expel a student in accordance with state and federal law.
- The Principal shall provide the student and the parent/guardian written notice of the intent to expel. The written notice shall include reasons for the intended expulsion.
- The student and the parent/guardian shall have an opportunity to appear, on request, before the Principal to challenge the expulsion or to otherwise explain the actions that led to the intended expulsion.
- The written notice shall state the time and place to appear, which shall not be less than three (3) days nor later than five (5) days after the notice of intent to expel is given.
- The Principal may grant an extension of time. If granted, the Principal must notify all parties of the new time and place.
- A parent/guardian has the right to appeal the expulsion, which must be submitted in writing to the Principal within fourteen (14) school days of the written notice of expulsion. The Principal shall immediately forward this written appeal to the Board of Directors appeal hearing designee.



- Expulsions will not exceed eighty (80) school days unless the student has been expelled for the following reasons:
  - Bringing a firearm into the School, onto school grounds, or to any other school program or activity;
  - Committing a criminal offense that results in serious physical harm.
  - Or as otherwise allowed by Law.

If the student commits such acts, they will be expelled for up to one (1) school year.

- An expelled student will be provided with a date for re-entry and a date for a mandatory reentry conference. The expelled student and parent or guardian of the student must be present at the re-entry conference.
- The student and parent or guardian of any student, will be notified in the event that the student fails to attend the re-entry conference.

### **Mandatory Expulsions**

Per the Colorado Revised Statutes (C.R.S. 22-33-106), students may be subject to mandatory expulsion for the following reasons:

- Any student who has been suspended three (3) times during the course of a school year for causing a material and substantial disruption in the classroom, on school grounds, or at school activities or events will be declared as habitually disruptive and sentenced to a mandatory expulsion. The student's parent or guardian will be notified in writing of each suspension that is counted toward declaring the student as habitually disruptive as well as the mandatory expulsion resulting from these suspensions.
- Students are subject to mandatory expulsion and possible criminal charges for the following violations:
  - Carrying, bringing, using, or possessing a dangerous weapon without the authorization of the School or the school district;
  - The sale of a drug, marijuana and marijuana products or any other controlled substance;
  - Or the commission of an act which would be defined as robbery or assault if committed by an adult.
    - A "dangerous weapon" as stated above is defined as:
      - A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm;
      - Any pellet or "bee-bee" gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
      - A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches; or
      - Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

### **I. Emergency Removal**

The school Principal may perform an emergency removal of a student from curricular or extracurricular activities, or from the grounds if the student's presence poses a threat and/or danger to any person or property. This removal may be done without immediate notice or hearing.

Any student so removed will be given written notice and provided with a hearing within three (3) school days after the removal as defined in the Suspension section of this Handbook. If it is probable that the student will be expelled, the hearing shall be conducted in accordance with the Expulsion section of this Handbook.

## **J. Complaint Procedure**

A student or parent may file a written complaint that should be submitted to a teacher or the Principal. If the matter cannot be resolved informally by the teacher and/or Principal, the steps in resolving the complaint should adhere to the Governing Board's Complaint Policy and Procedures.

Initially, complaints should be addressed formally or informally with the school teacher in a civil/respectful manner in order to be considered by school personnel. To file a complaint with the principal, the complaint must be in writing on a form developed by the Principal with the facts and specific outcome desired by the parent/guardian.

Complaints received directly by the Board, District 11 or the Colorado Department of Education shall be handled in accordance with the Board's Complaint Policy and Procedure.

Upon resolution of the complaint, the Principal will issue a letter to the Complainant of:

**Compliance** – (findings were unsubstantiated and the school has complied); or

**Non-Compliance** – (noting the areas of non-compliance, recommending possible changes/technical assistance, and a statement that the school will respond to Complainant with a corrective action(s) plan letter within 10-15 business days)

All documentation of the complaint, findings, and any corrective action(s) plan will be placed in the appropriately marked complaint file for closure.

## **Confidentiality of Records**

At Eastlake High School, we take student records and their confidentiality very seriously and have a policy of not disclosing any student records to anyone outside of the School except in strict accordance with state and federal law. Records of students are only released to another school upon request from that school or from a signed release by the parent/guardian or as otherwise required by law.

### **A. Student Directory Information**

It is the policy of Eastlake High School not to release any personal information such as names, home addresses, phone numbers, or any Directory Information, as that term is defined by Colorado and federal law, to outside agencies or requesting parties without the direct written consent of the parent or guardian or as otherwise required by law, such as military recruiters, etc., as referenced in CRS 22.1.123. Unless a parent/guardian – or adult student (18 years of age or older) – notifies the school in writing that the parent/guardian or adult student permits the distribution of any personal information, the School will not release the information.

## **B. Release of Student Records**

Access to records will be in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to the release of records. In compliance with FERPA, parents have the right to inspect and /or request corrections to student records. Parents are required to submit their request to inspect student records in writing to the Principal to allow ample time to schedule a reasonable and appropriate date and time for the parent to present their case. Records will be provided for parental inspection only under the direct supervision of the Principal or his/her designee. Eastlake High School must comply with the parent's request for inspection within forty-five (45) days. Parents have the right to respond to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.

Release or inspection of student records will be handled in accordance with the Board of Director's Student Records Policy. Parents have the right to file a complaint with the Department of Education if they think the district is not complying with the federal laws or regulations regarding student records.

## **D. Parent Records Access and Release**

Eastlake High School will only give access to, or release, records to parents who have a legal right to the records of their student. If a parent has been to court for custody, the court custody documents must be on file with the school. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

- Cumulative file (including the Enrollment file, Academic file, Vocational file, Title One file, and Graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations.

The right to seek due process for a student with a disability belongs to a parent as defined in 1 Code Colo. Regs. 301-8, Rule 2.33, unless a parent does not have legal authority to make educational decisions for the student. Students over the age of eighteen (18) may deny the disclosure of school records to parents or guardians.

The stepparent does not have access to the step student's records unless the stepparent has adopted the student, the natural parent has given power of attorney, or the natural parent himself/herself shows the record to the stepparent. Eastlake High School, parents, and non-custodial parent must act in accordance with the Board of Director's Student Records Policy when addressing student records issues.

## Curriculum Listings

Many courses can be counted in multiple areas – see your homeroom teacher for advice.

### Language Arts Courses

English 9, Semester A  
English 9, Semester B  
Accelerate to Colorado English 10  
Accelerate to Colorado English 11  
Accelerate to Colorado English 12

### Mathematics Courses

Algebra 1, Semester A  
Algebra 1, Semester B  
Algebra 2, Semester A  
Algebra 2, Semester B  
Consumer Mathematics 2.0  
Geometry, Semester A  
Geometry, Semester B  
Precalculus, Semester A

Precalculus, Semester B  
Probability and Statistics

### Science Courses

Biology, Semester A  
Biology, Semester B  
Life Science, Semester A  
Life Science, Semester B  
Physical Science, Semester A  
Physical Science, Semester B  
Anatomy  
Chemistry, Semester A  
Chemistry, Semester B  
Medical Terminology  
Earth and Space Science, Semester A  
Earth and Space Science, Semester B  
Foundations of Green Energy, Semester A

Foundations of Green Energy, Semester B  
Introduction to Astronomy  
Introduction to Forensic Science  
Introduction to Marine Biology  
Physics, Semester A  
Physics, Semester B  
Revolutionary Ideas in Science

## **Social Studies Courses**

African American Studies  
Civics, Semester A  
Civics, Semester B  
Contemporary World, Semester A  
Contemporary World, Semester B  
Economics  
Financial Mathematics, Semester A  
Financial Mathematics, Semester B  
Holocaust Studies  
Introduction to Anthropology  
Introduction to Archaeology  
Introduction to Finance  
Introduction to Philosophy  
Introduction to World Religions  
Native American Studies: Contemporary Perspectives  
Native American Studies: Historical Perspectives  
Personal Finance  
Psychology, Semester A  
Psychology, Semester B  
Social Issues  
Sociology  
US Government  
US History, Semester A  
US History, Semester B  
Women's Studies  
World Geography, Semester A  
World Geography, Semester B  
World History, Semester A  
World History, Semester B

## **Humanities Courses**

Art History and Appreciation  
Audio/Video Production 1, Semester A  
Audio/Video Production 1, Semester B  
Graphic Design and Illustration, Semester A  
Graphic Design and Illustration, Semester B  
Introduction to Visual Arts  
Music Appreciation  
Professional Photography, Semester A  
Professional Photography, Semester B  
Theater, Cinema & Film Production  
Creative Writing  
Gothic Literature  
Mythology and Folklore  
Structure of Writing

## **Practical Arts Courses**

Naviance Curriculum (Required for ICAP completion)  
Career Explorations

Essential Career Skills  
Professional Communications  
ACT WorkKeys – Comprehensive  
SAT Mathematics  
SAT Reading  
SAT Writing and Language  
ASVAB Mathematics  
ASVAB Technology and General Science, Part 1  
ASVAB Technology and General Science, Part 2  
ASVAB Word Knowledge and Paragraph Comprehension  
Health Careers  
Intro to Nursing 1  
Intro to Nursing 2  
Personal Training Career Prep  
Culinary Arts, Semester A  
Culinary Arts, Semester B  
Entrepreneurship, Semester A  
Entrepreneurship, Semester B  
Introduction to Criminology  
Introduction to Cybersecurity  
Introduction to Fashion Design  
Introduction to Military Careers  
Marketing, Advertising, and Sales

## **Computer Education Course**

Computing for College and Careers, Semester A

## **Physical Education Courses**

Fitness Fundamentals 1  
Fitness Fundamentals 2  
Group Sports  
Individual Sports  
Outdoor Sports  
Running  
Walking Fitness

## **Health Courses**

Health and Personal Wellness  
Personal Health and Fitness  
Nutrition and Wellness

## **General Electives**

(Any of the above courses may also count as a General Elective)

Drugs and Alcohol  
3D Modeling  
Advertising and Sales Promotion  
Agriscience 1: Introduction  
Agriscience 2: Sustaining Human Life  
Animation 1a: Introduction  
Astronomy 1a: Introduction  
Astronomy 1b: Exploring the Universe  
Biotechnology 1a: Introduction  
Biotechnology 1b: Unlocking Nature's Secrets  
Careers in Criminal Justice 1a: Introduction  
Careers in Criminal Justice 1b: Finding Your Speciality  
Coding 1a: Introduction to Programming  
Coding 1b: Programming

Concepts of Engineering and Technology  
Cosmetology 1: Cutting Edge Styles  
Cosmetology 2: The Business of Skin and Nail Care  
Cosmetology 3a: Introduction to Hair Skills  
Cosmetology 3b: Waving, Coloring, and Advancing Hair Skills  
Criminology: Inside the Criminal Mind  
Culinary Arts 1a: Introduction  
Culinary Arts 1b: Finding Your Palate  
Culinary Arts 2: Baking, Pastry, and More!  
Cybersecurity 1a: Foundations  
Cybersecurity 1b: Defense Against Threats  
Digital Photography 1a: Introduction  
Digital Photography 1b: Creating Images with Impact!  
Digital Photography 2: Discovering Your Creative Potential  
Early Childhood Education 1a: Introduction  
Early Childhood Education 1b: Developing Early Learners  
Entrepreneurship 1a: Introduction  
Entrepreneurship 1b: Make our Idea a Reality  
Fashion Design  
Forensic Science 1: Secrets of the Dead  
Forensic Science 2: More Secrets of the Dead  
Forensics: The Science of Crime  
Forestry and Natural Resources  
Great Minds in Science: Ideas for a New Generation  
Health Science 1: The Whole Individual  
Health Science 2: Patient Care and Medical Services  
Health Science: Nursing  
Health Science: Public Health  
Hospitality and Tourism 1: Traveling the Globe  
Hospitality and Tourism 2a: Hotel and Restaurant Management  
Hospitality and Tourism 2b: Hotel and Restaurant Management  
Human and Social Services 1: Introduction  
Human Geography: Our Global Identity  
International Business: Global Commerce in the 21st Century  
Interior Design  
Journalism 1a: Introduction  
Journalism 1b: Investigating the Truth  
Law and Order: Introduction to Legal Studies  
Life Skills: Navigating Adulthood  
Manufacturing: Product Design and Innovation  
Marine Science: Secrets of the Blue  
Military Careers: Introduction  
National Security  
Nutrition and Wellness  
Peer Counseling  
Personal and Family Finance  
Personal Psychology 1: The Road to Self-Discovery  
Personal Psychology 2: Living in a Complex World  
Principles of Agriculture, Food and Natural Resources  
Principles of Public Service: To Serve and Protect  
Public Speaking 1a: Introduction  
Public Speaking 1b: Finding Your Voice  
Real World Parenting  
Renewable Technologies: Introduction  
Restaurant Management  
Social Media: Our ConnectEd World  
Social Problems 1: A World in Crisis  
Social Problems 2: Crisis, Conflicts and Challenges  
Sociology 1: The Study of Human Relationships  
Sociology 2: Your Social Life  
Sports and Entertainment Marketing

Theater, Cinema, and Film Production 1a: Introduction  
Workplace and Internship Readiness: Preparing for Work & Life  
Veterinary Science: The Care of Animals