



ECHS Student and Parent Handbook

2009-2010

4905 W. 60th Ave.

Arvada, CO 80003

Phone: 720-479-3475

Fax: 888-308-4701

www.echswest.org

Policy	Page Number	Policy	Page Number
Receipt and Signature Page	1	ECHS Student Rights and Responsibilities	
ECHS Overview		Freedom of Speech	38
Nondiscrimination	2	Religion in a Public School	38-39
Student Code of Conduct	2	Student Privacy	39
Mission, Vision, and Core Goals	3	Interrogations and Searches	39-40
2009-2010 School Personnel	4	Personal Appearance and Dress Code	40
Educational Program	5-6	Public Displays of Affection	40-41
Partnerships	7	Bullying	41-42
Student Events Calendar	8	Disciplinary Charges	43
Class Schedule	9	ECHS Student Behavior Management	
Emergency Parent Contact	9	Student Discipline Overview	43-46
Messages	10	Behavior Check Chart	47
School Closures	10	Tobacco-Free School Policy	48
Fire, Tornado, and Emergency Drills	11	ECHS Student Policies	
ECHS General Policies		Student Health and Wellness	49-50
Closed Campus and Visitors	11	Withholding Diplomas and Transcripts	51
Arrival and Dismissal Procedures	12	Field Trips	51
Student Parking Lot Usage	13-14	Character Education Policy	52
Parking Lot Map	15	ECHS Board of Directors	
Student Parking Permit Request Form	16	Overview of Responsibilities	53-55
Student Meal Program	17-18	Contacting a Board Member	55
Sexual Harassment of or by Students	19	Parent Advisory Committee	55
Graduation Requirements	20	ECHS Forms and Signature Policies	
Academic Code of Conduct	21	Parent Involvement Policy	56-61
Academic Honesty Pledge	22	and Procedure	
Homework Policy	23-24	Signature Page	61
Make-Up Policy	24	Medical Forms and Authorization	62-63
Report Cards	25	ECHS Sample Discipline Referral	64
Appeals Policy and Procedure	25-26	Student Records and Release	65-76
Grading Scale	27	Of Information	
College Enrollment Policy	28-30	Military Information Opt-Out	77
College Enrollment Contract	30	Curriculum Opt-Out	78
Student Success Management	31-32		
PowerSchool Policy	33		
Student Attendance and Tardiness	33-34		
Electronic Device Policy	34-36		
Student Laptop Usage	37		

Receipt of ECHS Student-Parent Handbook

The ECHS Student-Parent Handbook ("Handbook") is a compilation of policies, practices and procedures currently in effect at Early College High School at Arvada (ECHS).

This Handbook is designed to introduce ECHS students and families to ECHS, familiarize you with School policies as they pertain to you as students or family members, provide general guidelines on rules, disciplinary procedures and other issues, and help answer many of the questions that may arise in connection with your enrollment.

This Handbook does not attempt to address every single possible question or concern that may arise, but is an excellent overview and starting point. In addition, all students and families of ECHS are encouraged to be aware of all approved Board Policies. Copies of the Board Policy Manual are available upon written request to the ECHS Board President (sent care of the ECHS Director). Federal, state, and/or local laws would take precedence over ECHS policies, if applicable.

At ECHS our goal is that all school Policies, Practices, and Procedures be applied consistently, while still taking into consideration that each student and situation is unique. ECHS reserves the right to change, withdraw, apply, or amend any of our policies, practices, or procedures, including those covered in this Handbook, at any time. ECHS may notify you of such changes via email, posting on the School's Website, or via a printed notice, amendment to, or reprinting of this Handbook.

By signing below, you acknowledge that you have received a copy of the Early College High School of Arvada's Student-Parent Handbook, and understand that it is your responsibility to read and comply with the policies, practices, and procedures contained therein and any revisions made to it.

Parent/Guardian Signature

Parent/Guardian Printed Name

Date

Student Signature

Student Printed Name

Date

Please sign and date this notice and return it to the Director. A copy may be provided to you upon your request. Return of this notice is an expectation of all enrolled ECHS families, failure to do so may lead to delays in the release of student records, grade reports, and/or transcripts.

Nondiscrimination

ECHS complies with the District's commitment to the policy that no otherwise qualified person shall be excluded from participation in, be denied benefits of, or otherwise be subjected to unlawful discrimination under any district program or activity on the basis of ethnicity, race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age or disability.

ECHS shall operate as an equal opportunity employer and will provide and safeguard the opportunity for all persons to seek, obtain, hold and advance in employment within the district without discrimination. The District shall actively promote the full realization of equal employment opportunity through a positive, aggressive, continuing affirmative action program. Further, the District affirms the rights of all Protected Classes to be free from intimidation, discrimination, physical harm and/or harassment.

ECHS shall inform students, parents, employees and the general public each school year that the educational programs, activities and employment opportunities offered by the district are offered without regard to ethnicity, race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age or disability. The announcement shall also include the name/title, address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

The District's Designated Individual is:

Matt Hudson
Assistant Director of Exceptional Student Services
Colorado Charter School Institute
303-866-3299
matthudson@csi.state.co.us

ECHS Student Code of Conduct

The student code of conduct includes all rules and regulations listed in this handbook, any changes posted in the school and/or distributed to students and their parents, and any rules clearly communicated to students by Early College High School staff members. Students and parents are invited to suggest changes. Following all school rules and regulations is required to remain enrolled.

ECHS Vision, Mission, and Core Goals

Vision Statement:

Motivated students with the desire for formal education beyond high school will develop the knowledge, skills, and attitudes necessary to be successful.

Mission Statement:

The mission of Early College High School is to provide students with a path to success in higher education and in society by creating an individualized, supportive, and engaging environment for students, parents and staff. Early College High School students will **EARN BOTH A HIGH SCHOOL DIPLOMA AND 60 COLLEGE CREDITS IN FOUR YEARS.**

Goals:

- To establish and staff a small high school (9-12) with approximate enrollment of 400 students,
- To engage students in **rigorous** and **relevant** curriculum at both the high school and college level,
- To maintain small class sizes (<25:1) to all the formation of positive **relationships** between students and staff
- To empower a diverse population of students to achieve independence, dignity, and **respect**
- To encourage students to take **responsibility** for their education and success,
- To produce graduates who are active assets in their communities,
- To engage in education reform to the benefit of our students.

2009-2010 ECHS School Personnel

Director _____ Sarah Brock

Director of Student Success _____ Chris Gerboth

Student Dean/Science/Math _____ Dan Beyer

Counselor/Taekwondo _____ Susan Marx

Counselor _____ Kathleen Gaskins

Office Manager _____ Paula Kendall

Science/Math/Art _____ Destini Baldonado

Social Studies/Exception Student Services _____ Ryan Conrad

English/Exceptional Student Services _____ Eric Covington

Board of Directors

President _____ Dianne Cyr

Member _____ Fred Lewis

Member _____ Peggy Valdez-Ferguson

Member/PAC Chair _____ Sharon Whitehair

Member/Parent _____ Tim Rockwood

Education Program

Early College High School at Arvada is designed in response to too few students – specifically students traditionally considered at-risk – earning their high school diploma and pursuing postsecondary education. Our core mission is for all ECHS students to earn both a High School Degree and 60 transferable college credits within a four-year time span. ECHS students will achieve college-level learning outcomes within the highly supportive atmosphere of a small high school. Nationally there is significant gap between what are considered to be “graduation requirements,” and what are considered to be “college entrance requirements.” ECHS bridges this gap.

ECHS will make higher education more accessible and attractive for traditionally at-risk students, eliminate the need for our students to take remedial courses at the college-level, expose our students to a rigorous and relevant college-prep and college-level curriculum, provide high levels of support and guidance to students during to ease their transition into higher education and increase their chances of earning a degree, and reduce the average time-to-degree and increase the likelihood of graduation for our students.

At ECHS, we are dividing the school year into four nine-week segments in order to create transitional segments at the beginning of their Freshman year and the end of their Sophomore year. Students will attend up to six 55-minute periods Monday – Thursday. On Fridays, students will attend shorter periods of each academic course designed to sum up their learning experiences for the week and preview the following week’s lesson plans. Students will also attend 40-minute Advisory sessions on Fridays.

The Early College High School education program will be guided by Aligned Early College Standards and will evaluate success through student achievement on standardized exams, college readiness of students, and student success in college-level coursework. Students attending our school will participate in standardized tests including CSAP and ACT. Our goal is that our students earn scores of proficient or better as measured by the CSAP exam. To achieve this goal, our school will use the assessment and diagnostic capabilities of the Northwest Education Association’s (NWEA) Measure of Academic Progress (MAPS) exam.

The primary goal of ECHS’s course scope and sequence is to prepare students to successfully engage in college-level coursework by the 11th grade. To meet this goal, the ECHS curriculum contains three components:

- Foundation Building (9th grade): designed for students scoring below the 35th percentile in reading and/or math on their Initial NWEA Diagnostic Assessments. This intense, individualized coursework will focus on identification and targeting of gaps in student knowledge and understanding in the core content areas of math and reading,
- Accelerated (9th and 10th grade): designed for students scoring at or above the 35th percentile in reading and/or math on their Initial NWEA Diagnostic Assessments. This coursework is designed to raise student performance so that they are able to meet or exceed national and state standards in math, natural science, language arts, and social studies, and
- College-Level (11th and 12th grade): This coursework is offered through UC-Denver either on the ECHS campus or the UC-Denver main campus, for which students earn credits towards both high school graduation and a college degree.

Every student at ECHS will have an Individual Career and Academic Plan (ICAP) developed by their faculty advisor in conjunction with a school counselor and will be updated as needed each semester, and reviewed with the student – and parents – on a regular basis.

In addition to the required academic coursework, the ECHS curriculum includes:

- **General Diploma Requirements (GDRs)** – traditionally called “electives” whether or not they are required, these courses may include: physical education, health, art, music, computer programming, graphic design, and the College Success Sequence.
- **College Success Sequence (CSS)** – this sequence of courses is specifically designed to ease the transitions from middle to high school and from high school to college, as well as increasing the likelihood of college success. These courses include Sophomore and Senior Portfolio development and presentations (based on the ECHS Student Success Standards).

Throughout each student’s program, teachers and staff will monitor progress, and communicate with the student's advisor and parents creating a collaborative network. Our goal is that all students are proficient based on the 10th grade CSAP and that they demonstrate Adequate Yearly Progress as defined by the No Child Left Behind Act.

ECHS Partnerships

Effective foundational instruction is crucial. The expectation for students at an early college model high school is that they will be ready to successfully attend college-level courses the first semester of their junior year. Students in the Foundational program, which is supported by Sylvan Learning Center of Westminster, will take progress assessments at the end of each quarter, and based on those scores their progress manager will determine whether or not they will continue in the supplemental program. Throughout each student's program, the ECHS-Sylvan Program Manager will monitor their progress, and communicate with the student's advisor and classroom teachers, creating a collaborative network.

University of Colorado at Denver

ECHS is also partnering with University of Colorado at Denver to provide our students the opportunity to attend college courses while still receiving the high levels of support offered at the high school level. ECHS students will achieve college-level learning outcomes within the highly supportive atmosphere of a small high school. Our students who chose to enroll in Spanish or French courses their freshman and sophomore years will have their first opportunity to take a college course for both college and high school credit with these courses. Due to the age/grade level of these students, the semester-long college courses will be stretched out over an academic year, and will include a high level of individualized support.

ECHS students take predominantly college core courses during their 11th and 12th grade years, earning both high school and college credit, and will graduate in four years with up to 60 transferable college credits along with their high school diploma.

Early College High School at Arvada: 2009-10 Student Events Calendar		
August 17	Full day	First Day of Classes
August 21	12pm-2:30pm	Fall Games and Teambuilding Competition
August 28		Picture Day
August 25	5:30-7:30pm	New ECHS Parent Night
August 25	7:30-8:30pm	ECHS Open House and Volunteer Sign-up
September 7		No School
September 18		No School
September 9-23		NWEA MAP Testing and Make-ups
September 22	5:30-7:30pm	11th Grade Parent Night
October 1		Official Count Day
October 14		End of Quarter 1 grading period
October 15-16		No School
October 26-30		Fall Spirit Week, including Fall Dance on Friday from 7-9pm
October 20	3:30-6:30pm	Parent-Teacher Conferences & Report Card Pick-up
November 5	4:30-6:30pm	Fall Silent Auction and Student Presentations Night
November 16-20		Student Council Canned Food Drive
November 23-27		Thanksgiving Break
December 7-11		Student Council Finals Stress Relief Fundraiser
December 14-17		Fall Final Exam Week
December 17		End of Semester 1 grading period
Dec 18 - Jan 1		No School
January 18-19		No School
January 25	5:30-7:30pm	New ECHS Parent Night
February 5		No School
February 8-12		Student Council Valentine's Fundraiser
February 15		No School
February 23	5:30-7:30pm	10th Grade Parent Night
March 1-19		CSAP Testing and Make-ups
March 12		End of Quarter 3 grading period
March 16	3:30-6:30pm	Parent-Teacher Conferences & Report Card Pick-up
March 22-26		No School
April 5-9		Spring Spirit Week, including Spring Dance on Friday from 7-9pm
April 23-26		No School
April 27-May 7		NWEA MAP Testing & Make-ups
April 28	TBD	ACT Testing
May 24-27		Spring Final Exam Week
May 26	4:30-6:30pm	Spring Silent Auction and Student Presentations Night
May 26	7-8pm	Ethical Value Awards Ceremony
May 28	11am-3pm	End of Year Student Celebration

ECHS 2009-2010 Class Schedule

* Please note that students are dismissed early EVERY Friday

ECHS Bell Schedule		
Period	Monday – Thursday	Friday
1	8:20 – 8:30 Breakfast 8:30 – 9:25	8:20 – 8:30 Breakfast 8:30 – 9:10
2	9:30 – 10:25	9:15 – 9:55
3	10:30 – 11:25	10:00 – 10:40
Advising		10:45 – 11:25
Lunch	11:25 – 11:55	11:25 – 11:55
4	12:00 – 12:55	12:00 – 12:40
5	1:00 – 1:55	12:45 – 1:25
6	2:00 – 2:55	1:30 – 2:10
Tutoring	3:00 – 3:20	2:15 – 2:30

The front doors of the school will be open at 8:10am every morning. Students wishing to enter the building earlier must make individual arrangements with an ECHS staff member for supervision.

Emergency Contacts and Updated Contact Information

All ECHS families are required to provide the office with their most up-to-date contact information including address, phone number(s), and email address. Emergency Contact Sheets are sent home each August and must be returned. ECHS families are responsible for updating their personal contact information and their preferred emergency contacts throughout the year if necessary.

If the parent or guardian of an ECHS student provides an email address, it will be used as the primary contact method. ECHS families are responsible for checking their email on a regular basis to ensure receipt of all school emails. Hard copies of all correspondence can be provided via email by requesting them from the ECHS office.

Progress reports, report cards, and disciplinary notifications are always sent via U.S. mail.

Messages

Only messages regarding family emergencies or changes in same-day transportation arrangements will be delivered as an interruption to class time. Other messages will be forwarded to teachers' voice mail. We ask that parents cooperate in ensuring that classes are not interrupted unnecessarily. Please utilize the main office for message delivery - students are expected to keep their cell phones off within the school building, and disciplinary action will result from students using their phones inappropriately.

School Closure Procedures

While emergency closings occur infrequently, we are prepared for any time when building systems, severe weather, or other causes make it necessary to send students home.

It is each student/family's responsibility to seek out school closure status. During severe weather, please keep your radio or TV on for announcements regarding emergency school closings or delayed openings. We will follow all school closures and the delayed starts with the Jefferson County School District – specifically with Arvada West High School. This information will be announced on local television and radio stations.

If a delayed start is called for, ECHS will start at 10:30am, and all students will report to their Advising class. The dismissal time on delayed-start days will remain the same (see the bell schedule above).

The message on the ECHS main phone line will be changed to reflect weather-related closures and delays by 6:30am.

If it becomes necessary for the welfare of our students to close for non-weather reasons, to close school during the day or to delay school dismissal, all families who have provided email addresses will be notified via email. Families who have not provided an email address will be notified using their main contact number. We ask families to prepare their children in advance for this possibility by discussing your individual procedures, and filing the Emergency Contact Sheet with the office.

Fire, Tornado, and Emergency Drills

ECHS will hold fire, tornado, and emergency drills throughout the school year. All ECHS students are expected to participate in these drills, following all procedures and directions provided by ECHS faculty and staff. Failure to comply will lead to disciplinary action.

Closed Campus and Visitors

While ECHS remains predominantly a closed campus, beginning with the 2009-10 school year, students who earn Green Light status (see the Student Success Management policy) earn the privilege of open campus for the following SSM period. Students must sign out in the main office and check out with a staff member on duty outside at lunch prior to leaving campus.

Open campus is a privilege and should be treated as such - students who receive a Level 2A or above discipline referral during their period as a Green Light will automatically lose their open campus privileges.

Students who are not Green Lights may not leave campus during the school day without prior permission from parents and the ECHS Director or his or her designee. Students with permission must sign out at the office. Choosing not to comply with this policy is considered truancy and will lead to disciplinary action.

Only visitors on official business are allowed on campus during school hours. Visitors must check in at the school office and must furnish a valid driver's license or ID before continuing on campus. Students are not allowed to bring friends to school for the day. These types of visits can become disruptive to the educational process.

In order to minimize interruptions to our instructional program, Parents who wish to visit the school may only do so with a scheduled appointment previously arranged with the ECHS Director. We ask that other children do not accompany parents during these visits. Students from other schools are not allowed on the ECHS campus without a scheduled appointment with an ECHS administrator. Visitors must abide by all school policies.

Arrival & Dismissal Procedures

Appropriate arrival and dismissal of students is critical to their safety. School doors open at 8:10am daily. Students dropped off earlier than 8:10am will not be able to enter the building, and ECHS takes no responsibility for their safety or actions. If parents of students regularly drop their students off early and unsupervised, the Arvada Police Department may be contacted. Please work with your student to make transportation plans accordingly.

The Sheridan Crosstown bus (route 51) stops at the southwest corner of 60th and Sheridan at approximately 8:00am every weekday morning. ECHS is not responsible for students traveling to and from the bus stop, or for late busses.

During dismissal, unless students have made prior arrangements with an ECHS faculty or administrator (ex., participation in an after school activity), all students must exit promptly through the main doors. Parents may park in any marked spot in the parking lot in order to pick up their students. The front/west curb is an active PICK-UP/DROP-OFF area only. No parking is to occur in this area. Blocking the entrance or exit to the parking lot is not allowed. ECHS Administrators, Staff, Parent Volunteers and Governing Board will enforce this curbside policy without exception – ECHS families and their designees are expected to immediately follow the directions of these individuals with regard to student pick-up, drop-off, and parking in the ECHS lot.

Dismissal occurs promptly at the times listed in the ECHS Bell Schedule (above). Parents are responsible for ensuring that their students are picked up on time or have made appropriate alternative transportation arrangements. ECHS Staff will monitor the parking lot for 15 minutes after dismissal. If parents of students are regularly more than 15 minutes late to pick up their students, leaving them unsupervised, the Arvada Police Department may be contacted. Please work with your student to make transportation plans accordingly.

Students leaving school early must be signed out by a parent, guardian or individual listed on their emergency contact sheet. For our students' safety, ECHS reserves the right to request ID from any visitor, chaperone, or ride.

Student Parking Lot Usage Policy

The main parking lot at Early College High School is primarily for the use of staff members and guests. As space allows, a limited number of Student Parking Permits will be sold on a first-come, first-served basis. Proof of insurance must be provided for a permit to be issued.

Student Parking Permits are available in the following forms:

- One School-Year: this permit is good for one academic year, August through May. Cost is \$25/year
- Good through Graduation: this permit is good for up to three years. Cost is \$60.

Permits will be distributed on the first day of school to all students who have purchased a permit previously and who have registered their vehicle with the main office. A master list of plate numbers and permits will be kept, and walk-throughs of the parking lot will be done periodically to ensure that all vehicles are properly registered and parked.

Any cars found in the lot without a permit will be subject to the following:

- First offense: A written warning
- Second offense: a \$5.00 ticket, payment required to be arranged with office within 72 hours
- Third offense: a \$10.00 ticket, payment required to be arranged with office within 72 hours
- Fourth offense or Non-payment of Ticket: vehicle will be reported to Arvada police and may be towed at the owner's expense

Students are required to park only in the designated ECHS Student Parking areas (see map below - full size map available upon request). Student cars found parked in alternate areas may be subject to the above penalties.

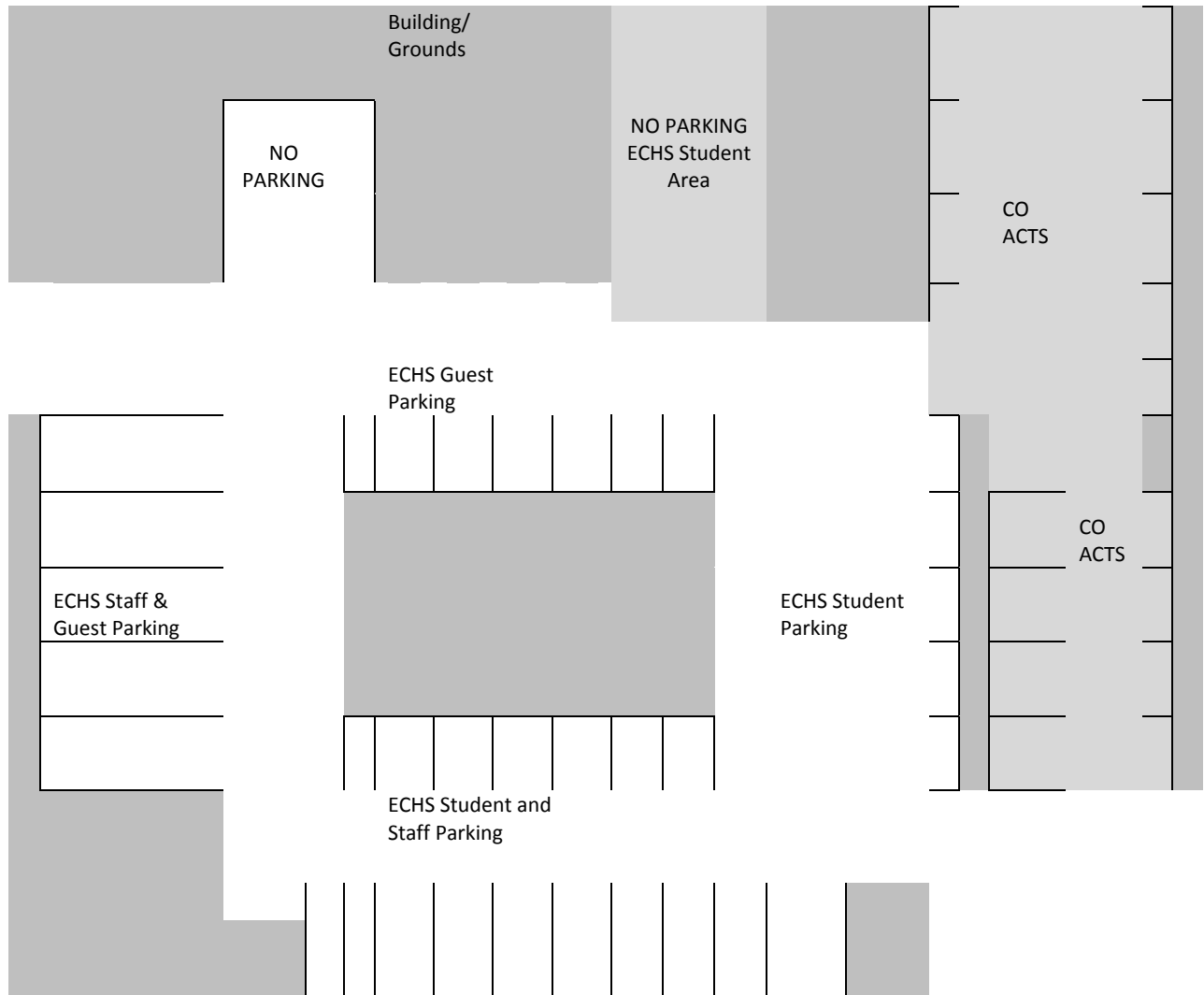
According to Colorado statute, individuals who have had their license for less than 6 months may carry no passengers under the age of 21 (siblings excluded), and individuals who have had their license for between 6 months and one year may carry no more than one passenger under the age of 21. In order to comply with these statutes and other ECHS policies including our Closed Campus and SSM policies, the following rule is in effect at ECHS: **During school hours (8:30am until afternoon dismissal) no student may be a passenger in another student's car. This includes lunch time for students with open campus privileges.**

The consequence for breaking the above rule is a Level 3 (endangering the safety of others) discipline referral, which will include a 3 day suspension and required parent meeting. In

addition, open campus privileges for the students involved will be revoked for a minimum of one SSM period, and may be revoked for the full academic year.

In addition, students are required to follow all parking lot related rules and regulations, including:

- ECHS is not liable for any damage done to or by student vehicles at any time; this includes any injury to person(s) in or on a student vehicle while that vehicle is on school property, or during the hours of school or school-related events.
- In accordance with our lease, during church-related special events, church visitors and members have first priority with regards to parking.
- All vehicles in the lot must be parked appropriately (within the lines), and must be properly maintained or may face the above penalties or alternate fines (i.e., a student may be held financially responsible if their car leaks significant fluids onto lot surface).
- ECHS Parking Permits are non-transferable and non-refundable.
- Students may choose to sit in their cars during lunch, but windows and/or doors must remain open to allow for supervision line-of-sight; students may never have more students in a car than the number of working seatbelts.



Student Parking Lot Permit Request

Name of Student: _____

Parent/Guardian Name: _____

Date of Request: _____

Type of Permit Requested: (please check one box)

One School-Year: this permit is good for one academic year, August through May. Cost is \$25/year

Good through Graduation: this permit is good for up to three years. Cost is \$60.

Payment Type:

Check payable to ECHS for Cash
 \$25 \$60 \$25 \$60

Car Make/Model: _____

License Plate: _____

By signing below I am acknowledging that I have read the ECHS Student Parking Lot Usage policy and agree to abide by all rules and regulations therein. I understand that ECHS is in no way liable for damages or injuries related to the use of the vehicle listed above. In addition, my signature signifies that the vehicle listed above is insured in accordance with Colorado state law.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

For Office Use Only

Student Name: _____ Date: _____

Permit Issued: Yes No Number: _____ Type: _____

Proof of Insurance Provided: Yes No

Payment Received: Yes No

Type: Check Cash

Amount: \$25 \$60

ECHS Meal Program

ECHS partners with Jefferson County School District to make healthy, low-cost meals available to our students. Below are the details of all policies and procedures related to the ECHS Meal Program. Please read these very carefully, as they explain payment procedures and accountability.

All ECHS students have the same lunch period during the school day. Students are expected to eat in the Multipurpose Room or in the designated supervised area outside unless they make prior arrangements with an ECHS faculty or staff member. Students may never leave the building at lunch until a staff member on duty is present outside. Inappropriate behavior during the lunch period will result in disciplinary action and may cause a student to lose their right to eat outside.

Available Meals

Monday through Friday, both breakfast and lunch are available to ECHS students. Breakfast is served at 8:10am and cleared at 8:25am. Lunch is served at 11:25am and cleared at 11:45am. Monthly lunch menus are available in the main office and will be sent home.

Payment

Costs are updated each July for the following year. Please refer to the "Letter to Parents" sent home each July with the "Free and Reduced Price School Meals Application" for the most current prices as well as information on how to apply for Free or Reduced meal prices.

For the 2009-10 school year, breakfasts cost \$1.50; and lunches cost \$3.00. Your children may qualify for free meals or for reduced price meals. Reduced price breakfasts are served at no charge. Reduced price lunch is \$.40.

As of Fall 2009, ECHS will begin using the MCS Software for Cafeteria management and point-of-sale system as required by the Charter School Institute. Each student will be assigned a pin number that links directly to his or her account.

To provide a more streamlined and private process for our students, cash will no longer be accepted in the lunch line. Payment is due to the Main Office in advance, and students and families have the option of paying with cash or check (made out to ECHS). Prepayments can be made in \$5.00 denominations (\$5, \$10, \$15, etc). Please ensure that your student's name is written on the check and/or on the envelope containing cash. The full amount prepayed will be applied to your student's account, and debited from his or her account when his or her pin number is keyed in.

Ordering

Breakfast is available on a first-come, first-served basis, with no need to order in advance.

Lunch is ordered daily from the Jeffco Central Kitchen based on a meal count done between 8:30 and 8:40am each morning.

- Students must order a lunch at that time if they intend to eat school lunch on that day
- Orders are taken by student name, which means that if each student who orders a lunch will be responsible for its cost (i.e., if Jane orders lunch in the morning and decides she's not hungry later, her account will still be charged for that meal)
- If your student will be arriving late, you must contact the Main Office before 8:40am to order a lunch for that day
- On occasions, extra lunches are available, students who did not order a lunch may wait until all ordered lunches are distributed and then purchase a lunch. We cannot guarantee availability of extra lunches.
- If a student who did not order a lunch is found to have picked up a lunch without permission, that student will receive a level discipline referral, as their action potentially denied another student a meal

Lunch "Loans": At ECHS, we believe that students need healthy meals to learn their best. ECHS has chosen to offer our meals to our families at exactly the cost charged by Jeffco to us – this is to keep our costs as low as possible. In addition, ECHS works closely with CSI to coordinate our Free and Reduced Meal program to ensure that students in need receive the healthy meals they need to be the best possible students they can be.

We never want to deny a student a meal, but as directed by the Charter School Institute and Jeffco Public Schools, ECHS must maintain a responsible financial approach to all of our programs. Extending credit/lunch loans to students who repeatedly forget to bring in funds can jeopardize our ability to serve our families. ECHS has therefore adopted the following policy regarding meal loans.

Students at ECHS may be extended up to two meal loans (regardless of which meal or cost level). These loans are to be repaid to the school immediately by the student or the student's parents. Parents will be advised of a student load via a notice sent home by email from the Main Office. Lunch will not be provided to students to whom two meal loans have been provided until payment has been received. Once loans have been repaid in full to the Main Office, the student will again be eligible for the two-meal loan policy. Students requesting a meal who have expired their two meal loans will be referred to the school administration.

Sexual Harassment of or by Students

In accordance with ECHS Board Policy 5.9, it is the policy of the ECHS board to maintain an environment for its students, which is free from sexual harassment. The Board strongly disapproves of and deplors any form of sexual harassment of students. Complaints of sexual harassment will be handled without delay in a manner that considers the interests of both the complainant and respondent.

Definition

Sexual harassment means sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, which the student being harassed did not request or invite and which is regarded by the student as undesirable or offensive. Any sexual advance by a staff member to a student, whether welcome or not, shall be considered harassment.

Reporting

Any student witnessing or suffering sexual harassment shall immediately report the matter to his or her teacher or the Director. Teachers will immediately report the incident to the Director, who will initiate the investigation process. Retaliation is prohibited for reports of harassment made in good faith. If the Director is the alleged source of harassment, the student and/or teacher to whom they reported should immediately report the incident to President of the Board.

Investigation Process

The Board in conjunction with the Director will develop administrative policy outlining the investigation process.

Graduation Requirements

Subject	Minimum ECHS Requirement (and course options)	Required Units (Year Equivalencies)
English	High School and College-Level ENG	5- 6
	HS English Core Courses	2
	HS English GDRs	0.5-2
	<u>(3+ College English Courses – recommendations below)</u>	
	ENGL 1020 College Composition I	1
	ENGL 2030 College Composition II	1
	ENGL 1601 Telling Tales: Narrative Art in Lit and Film	1
	ENGL 2600 Great Works in British and American Literature	1
Social Studies	High School and College-Level Social Sciences Coursework	4
	HS World History	1
	HS US History	1
	HS Government and Civics	1
	<u>(2+ College Social Studies Courses – recommendations below)</u>	
	HIST 1362 US History since 1876	1
	GEOG 1102 World Regional Geography	1
Math	High School and College-Level Mathematics Coursework	5-6
	HS Algebra I	1
	HS Geometry	1
	<u>(3+ College Math Courses – recommendations below)</u>	
	MATH 1110 College Algebra	1
	MATH 1120 College Trigonometry	1
	MATH 1401 Calculus I	1
Science	High School and College-Level Coursework in Science	4
	HS Physical Science	1
	HS Biology	
	HS Advanced Physics, Chemistry, or Earth Science	1-1.5
	<u>(2+ College Social Studies Courses – recommendations below)</u>	
	BIOL 1550 Basic Biology: Cells to Organisms	1
	GEOL 1072 Physical Geology: Surface Processes	1
PhysEd	High School or College-Level Coursework in Physical Education	1
	HS or College Physical Education, Health or Dance	1
Language	High School or College-Level Coursework in Foreign Language	2
	High School or College Foreign Language	2
Other	High School and College-Level Academic GDR	2
	PSY 1005 Introduction to Psychology II	1
	Additional HS/College GDRs	1

Academic Code of Conduct

ECHS Students are expected to adhere to the highest standards of academic integrity. Students who choose to engage in any of the following activities risk severe disciplinary action including the possibility of suspension:

- Cheating on any assignment including tests
- Plagiarism, which includes:
 - Insufficient or inaccurate citing of sources
 - Presenting the ideas, words, or work of another as their own
- Copyright infringement
 - Reproducing a copyrighted work without permission
 - Downloading music, movies, or other media from websites or peer-to-peer networks without permission
 - Duplicating software without the appropriate license agreement
- Forging signatures of parents, guardians, faculty or administrators
- Illegally changing a grade
- Failure to provide parents/guardians with communication sent home from ECHS in a timely manner

All ECHS students are expected to complete and return the ECHS Academic Honesty Pledge. If your student did not receive one in his or her enrollment paperwork this Fall, please complete and return the one below.



ACADEMIC HONESTY PLEDGE

I, _____, understand that as a student at ECHS I must take responsibility for my actions and choices. I understand that academic honesty is an expectation and a requirement for all students attending ECHS.

I, _____, understand that plagiarism is defined as representing the works of another as my own. I also understand that not providing the proper citations for a work I use as a reference is plagiarism.

I, _____, understand that academic honesty is required in order to demonstrate respect for the work and thoughts of others, and to demonstrate my true mastery level of the content I learn.

I, _____, agree to ask my teachers for assistance if ever I am not sure if I am committing plagiarism, or if I am unsure of how to cite my references accurately and sufficiently.

I, _____, agree to demonstrate academic honesty in all of my classes and activities at ECHS, and understand that the failure to do so may result in my suspension or possible expulsion.

Student Signature

Date

Parent Signature

Date

Teacher Signature

Date

Homework Policy

Homework is part of our general academic expectations for our students. It prepares students for college success, and the work world to be faced upon graduation. It also helps develop a strong work ethic and personal organizational skills. Its immediate educational purpose is:

- to reinforce skills and concepts learned in class
- to develop study skills and habits
- to inform parents of what is being taught in the classroom

Homework assignments should be expected Monday through Thursday of each week. They may be modified to accommodate the needs of your child. Students may be expected to complete assignments and/or work on projects over weekends as well. If your child consistently is either not bringing homework home, or not getting homework assignments finished in the allotted time, please contact your child's advisor. The goal is to reinforce, not burden, the student. Please remember that a high school student's homework requirements both in content and length of time required will look significantly different from a middle school student's homework requirements – and that these requirements will also change significantly when the student begins taking college courses through UCD.

Based on our knowledge of the biochemistry behind how students learn, ECHS has a unique homework policy which we will also be reviewing with our students. We ask all of our students to conduct a "Theta Scan" before going to bed each night. Long-term memory is encoded while students sleep, and it happens most effectively when the content you wish to encode is reviewed in the 10-15 minutes before going to bed. We request that all of our students spend this time reviewing their notes, homework, test-preparation etc., which they have brought home that day.

In addition to regular classroom assignments, we expect all of our students to read at home. Students will be assigned novels and other reading material regularly throughout the school year with an expectation that they spend time reading at home in preparation for discussion and assignments in the classroom. Students are also encouraged to choose books from the school or community library. Building this habit leads to becoming a lifelong learner and remaining competitive throughout one's lifetime. We believe becoming a competent reader is critical to becoming a good student. By reinforcing this belief and expectation at home, you are directly contributing to his/her education.

The expected homework time allotment for each grade is as follows:

9th and 10th grade: 1 – 2 hrs nightly *plus* reading time

11th and 12th grade: 1 – 2 hrs nightly *plus* reading time on days when your student is attending high school courses
2 – 4 hrs nightly on days when your student is attending college courses

These are general allotted times and are subject to change depending upon the nature of a given assignment and the student's personal organizational and study skills. Some days may require less time while others require more.

Make-Up Work

Students are responsible for seeking out and completing all make-up work in accordance with school and course policies.

Unless alternate arrangements with a teacher are made, the student has two school days for each day absent to make up the work (i.e., if a student is absent on a Wednesday, they have until that Friday to complete and turn in all work). In the case of absences longer than two days, students must meet individualized arrangements with each teacher. Students will have a maximum of five school days to complete and submit all work. ECHS faculty has the right to adjust assignments if necessary as long as the adjusted work meets all the standards and objectives addressed in the original work. When a student has an unexcused absence he/she is encouraged to make up the work but may not receive credit.

It is the responsibility of the student to request make-up work from his or her teachers. For absences known about in advance, we strongly recommend students meet with their teachers at least 48 hours prior to their absence(s) to make arrangements to receive and turn in make-up work. For excused absences due to illness or family emergency, requests for make-up work may be left in each teacher's voice mail and they will do their best to forward your student's work to the front office by the end of the end of the next school day.

Report Cards

Early College High School is on a quarter system. Therefore, there are four separate grading periods. ECHS transcripts courses on a semester basis, but some of our classes (the GDRs) are 9-week courses. If your student is enrolled in a GDR such as Taekwondo, Sociology, Comedies of Shakespeare, Drama and Public Speaking, History of Math, or Character Wellness, these are all 9-week courses, and your student will have a new GDR for each 9-weeks. Also, if your student is enrolled in certain college courses such as College Spanish I or II or College Calculus, these classes are offered over the full-year, grades will be transcribed for high school purposes on a semester basis, but only the final year grade will be transcribed for UCD.

Upon conclusion of the second and fourth quarters, the teachers will issue a semester grade. There are two Parent/Teacher conferences during the school year (see calendar above). Parents are requested at these conferences - contact the Main Office to schedule your conferences. At the end of the first through fourth quarters, report cards will be sent home with the student or by mail.

ECHS Appeals Policy and Procedure

At ECHS we expect our students to make steady progress towards the ultimate goal of Independent College Success. Sometimes in a student's academic career outside factors such as extreme illness or a family crisis occur and have a significant negative effect on a student's academic success. This policy allows us to consider these extreme and extenuating circumstances and allows students the opportunity to demonstrate their full potential.

This is an opportunity not to be taken lightly – this is not a gift. In order to access this policy, students must meet strict criteria. In addition, an appeal may only be requested **one time** during a student's entire academic career at ECHS. Should a student request an appeal and that opportunity be granted they may never do so again – regardless of whether or not they choose to complete the appeal process. There are no exceptions. College courses may not be appealed under any circumstances.

After each semester's grades have been determined, students who have met the following requirements will be offered the opportunity to request an Appeal. These requirements are non-negotiable and must be documented.

Requirements to Request an Appeal

- The student must be in either 9th or 10th grade
- The earned Semester grade of a course for which an Appeal is requested must be between 60 – 75%
- One of the following special circumstances must be documented:
 - [] Enrolling in ECHS less than one (1) month before the end of the Semester
 - [] Significant student health issue
 - [] Severe emotional distress/trauma
 - [] Family crisis
 - [] Grade increase of more than 20% between the first and second quarter of the Semester in which the student is requesting the appeal

The Appeal must be in the form of a letter to the Director specifically stating how they meet the requirements, why they failed their course(s), and what they plan to do differently the following semester. If the requirements are determined to be met, the Director will notify the student and provide the plan that must be followed for the Appeal to be earned. These plans will be created in conjunction with the student's teacher(s) and must be completed in full by the provided deadline. All work must be high quality and completed by all set deadlines. In addition, the student must maintain passing grades (75% or higher) in all courses in which he or she is currently enrolled. Once a plan is completed, the teachers will recommend to the Director if the Appeal should be granted. Students will earn credit and a grade of 75% in any course in which an Appeal is granted.

ECHS Grading Scale

At ECHS, we believe that high levels of content mastery lead to post-secondary success. For this reason, students will not earn high school credit for any course in which they receive a transcribed grade of less than 75%. For details on how and when grades are placed on a student's permanent transcript, please review the report card policy above. The ECHS grading and credits earned scale is below:

ECHS High School Courses				
Numeric Grade Earned	Corresponding Letter Grade	GPA points earned	High School credit earned	College credit earned
94-100	A	4	Full	None
90-93	A-	4	Full	None
87-89	B+	3	Full	None
84-86	B	3	Full	None
80-83	B-	3	Full	None
77-79	C+	2	Full	None
75-76	C	2	Full	None
70-74	NC2	2	None	None
60-69	NC1	1	None	None
0-59	NC0	0	None	None

ECHS College Courses through UCD				
Numeric Grade Earned	Corresponding Letter Grade	GPA points earned	High School credit earned	College credit earned
94-100	A	4	Full	Full
90-93	A-	4	Full	Full
87-89	B+	3	Full	Full
84-86	B	3	Full	Full
80-83	B-	3	Full	Full
77-79	C+	2	Full	Full
75-76	C	2	Full	Full
70-74	NC2	2	None	Full*
60-69	NC1	1	None	Full*
0-59	NC0	0	None	None

*If a student enrolled in a UCD College course through ECHS earns between a 60-74% in a college course they will receive transcribed college credit for that course, but they will not receive high school credit towards graduation. If the course is a required course within a sequence (i.e., College Algebra) the student will be required to retake the course prior to moving on in the sequence. This can significantly affect the number of college courses a student can earn during their enrollment at ECHS. Please see the college enrollment policy below for more information.

College Enrollment Policy

While some students may do so earlier based on placement and teacher recommendations, it is the expectation at ECHS that every student enroll in college courses beginning in the Fall of their Junior year. During their Junior year, most students will enroll in 2-4 college courses which may include college level courses in English, mathematics, foreign language and Social Studies. This is an essential part of the ECHS Curriculum, and a vital piece of our partnerships with our families. Please read this policy in detail and contact the Director with any questions. Prior to official UCD enrollment during 11th grade (typically in mid-September), the contract below must be signed and returned to the Main Office.

ECHS Counselors and Advisors will do their best not to place any student in a college course before he or she is ready. In addition, we expect every ECHS student enrolled in college courses to work to the best of their ability and earn a grade of 75% or higher.

That said, we understand that sometimes mistakes and/or extenuating circumstances occur. We want to allow students in these situations to continue their enrollment with ECHS, yet still maintain our standards of high expectation and content mastery. Accordingly, we have created the following procedures:

- Possibility #1: If a student takes a college course and receives a 75% or higher, that student will receive both high school and college credit for that course. No other steps are necessary, and the student will continue in their course sequence.
- Possibility #2: If a student takes a college course and receives between a 60-74%, that student will receive college credit for that course, but will NOT receive high school credit for that course. This student and his or her parent/guardian will be required to meet with the student's Advisor and Counselor to determine the best possible next step. This may include credit recovery, a course retake, or a change in the students planned course sequence.
 - i.e., a Freshman takes Spanish I and receives a 71%. The ECHS staff recommends based on the student's full records that the student retake Spanish I prior to taking Spanish II. Since the Spanish courses are only offered alternate years, this student will need to take Spanish I his or her Junior year and Spanish II during his or her Senior year while on the Auraria campus.
 - i.e., a new incoming Sophomore comes in with credit for both Algebra I and Geometry from his or her previous school, and is scheduled for College Algebra

during the Fall. The student earns a 62% in the course, and demonstrates significant weaknesses in Algebra during the course and on the NWEA assessments. The ECHS staff recommends that the student retake the second semester of high school Algebra during the Spring (rather than progressing to College Trigonometry) and then retake College Algebra the following Fall.

- Possibility #3: If a student takes a college course and receives below a 60%, that student will receive neither high school nor college credit for that course. This student and his or her parent/guardian will be required to meet with the student's Advisor and Counselor to determine the best possible next step. This will include, at minimum, a course retake and/or a change in the student's planned course sequence. It may also include alternate additional high school level coursework prior to taking further college courses.
 - i.e., a Junior is scheduled to take three college courses in the Fall - College Algebra, College Composition, and College Geography. The student earns an 83% in Algebra, a 52% in Composition, and a 75% in Geography. The ECHS staff recommends that the student take high school level courses in English the following semester, and limit college enrollment to two courses rather than three.

There is a substantial cost associated with each college course. ECHS pays for the courses taken by our students at roughly \$70-\$100 per credit, depending on course enrollment - the lower the enrollment, the higher the cost per student. A 4-credit college Calculus course with 8 students enrolled costs ECHS roughly \$500/student, whereas a 3-credit English course with 20 students enrolled costs the school roughly \$200/student.

In the cases of both Possibility #2 and Possibility #3, as long as the recommendations of the ECHS staff are followed and the student passes the recommended courses with 75% or higher, ECHS will pay for the courses in full. Should a family choose to refuse the suggestions of the ECHS staff - for example, the family in the Spanish example insists that their student take Spanish II immediately, the family will be required to reimburse the school for the full cost of the course should the student receive a grade below 75%. The reimbursement must be received before the student will be enrolled in any further college courses.

If all recommendations are followed and the student is still unable to pass the course, the student and parent/guardian will be required to meet with the Director, the student's Advisor and Counselor, and additional staff members as requested by the Director. The goal of this meeting will be to determine if the student is a match for the curriculum and mission of ECHS. If

it is determined that the student is not, the ECHS staff will work with the family to find a more appropriate school placement. If it is determined that the majority still believe the student to be a fit, course placements for the following semester will be recommended. In this case, the student will be required to reimburse the school through community service (at a rate of \$10/hour) for 100% of the cost of any and all courses taken for a second or third time.

ECHS College Enrollment Contract

Name of Student: _____ Current Grade: _____

Parent/Guardian Name: _____

By signing below I am acknowledging that I have read the ECHS College Enrollment Policy and agree to abide by all rules and regulations therein. I understand that I may be held financially responsible for my student's college enrollment in accordance with the policy. In addition, I agree to attend any and all scheduled meetings regarding my student's enrollment in college courses.

Parent/Guardian Signature: _____ Date: _____

By signing below I am acknowledging that I have read the ECHS College Enrollment Policy and agree to abide by all rules and regulations therein. I understand that I may be held responsible for my college enrollment in accordance with the policy (this includes the community service requirement). In addition, I agree to attend any and all scheduled meetings regarding my enrollment in college courses.

Student Signature: _____ Date: _____

Student Success Management

The Administration, Faculty, and Board of Directors of ECHS believe in the relationship among academic success, consistent attendance, and positive behavior. For students to achieve post-secondary success they must demonstrate an understanding of this relationship.

Understanding that our students come to ECHS each with an individual “Point A” when it comes to their academic ability and maturity level, we have created an objective point system that will clearly show both a snapshot of a student’s academics, attendance, and behavior at a given moment, and each student’s progress towards a defined “Point B.” ECHS defines “Point B” as college success ready at the end of their sophomore year.

All ECHS students will be assessed by their Advisors every 4.5 weeks utilizing the Student Success Management System. Behavior, attendance, and work in advisory will only be considered from that specific 4.5 week period. For each measurement, 24 possible points are assigned. Points are assigned in the following manner:

- 6 points possible for Behavior
 - 6 points if the student had zero behavioral referrals
 - 4 points if the student had 1-2 minor (level 1) behavioral referrals
 - 2 points if the student had 1 moderate (level 2A/B) behavioral referrals, or 3-4 minor behavioral referrals
 - 0 points if the student had 2+ moderate referrals, 5+ minor referrals, or 1+ major (level 3) behavioral referral
- 12 points possible for Academics
 - 2 points for each class in which the student has an 85% or higher
 - 1 point for each class in which the student has between a 75 – 84%
 - 0 points for each class in which the student has less than a 75%
- 4 points possible for Attendance
 - 4 points if the student had 0-1 absence
 - 2 points if the student had 2-4 absences
 - 0 points if the student had 5+ absences
- 2 points possible for Advisory
 - 2 points if the student has participated actively and positively in all Advising activities
 - 1 point if the student has occasionally participated actively and positively in Advising activities
 - 0 points if the student has consistently chosen not to participate actively and positively in Advising activities

These measurements will inform ECHS faculty and administration regarding the need for intervention overall and in each area. Students will be categorized in one of the following three categories at each measurement point:

- **GREEN (21-24 pts)** – the student is on track across the board, no interventions needed;
- **YELLOW (16-20 pts)** – the student is struggling in one or more areas and minor interventions are needed;
- **RED (0-15 pts)** – the student is struggling across the board, or is struggling significantly in one more area. Significant interventions are needed.

Each 4.5 week measurement corresponds with an ECHS Counseling and Parent Contact Point. Advisors will call home and send letters after every measurement informing parents on their student's current status and progress. Students identified as "GREEN" will be recognized in the Advisory with certificates. These students will also be allowed to leave early at the end of each day after checking in with their Advisor. Beginning in the 2009-10 school year, these students will also have earned Open Campus privileges for the following SSM period.

Students identified as "YELLOW" will meet individually with their Advisor to create and implement a Student Success Plan over the next four weeks. Students identified as "RED" will be escalated to administration to set up counseling interventions and a parent conference as soon as possible. The result of the parent conference will be Student Success Plan with specific interventions and SMART goals.

Students identified as "RED" will automatically be scheduled for an additional Parent Conference at the end of the next 4.5 week period in order to better monitor their progress towards their goals.

PowerSchool Policy

At ECHS, in accordance with the policy of our authorizer, the Colorado Charter School Institute, all teachers are required to utilize PowerSchool and PowerGrade as their primary method of grade and attendance tracking. Teachers are expected to update grades on PowerSchool weekly at a minimum. Each family will receive a unique login and password for PowerSchool to enable them to check their student's grades and attendance regularly.

Training on PowerSchool will be provided at the New ECHS Family Nights in August and January of each year, and may also be requested through the ECHS Counselors. In addition, we will make the school computer labs available to families without easy computer access - a schedule of these times will be distributed at the Fall New ECHS Family Night. We strongly encourage all families to utilize this tool!

Student Attendance and Tardiness

All ECHS students are expected to attend school daily and to arrive punctually. Frequent absences undermine the sequential and incremental nature of the ECHS curriculum. In addition, they place burdens on the teacher who must arrange for make-up work and for classmates in the event of group projects. Late arrivals disrupt the classroom schedule and place unacceptable administrative burdens on the ECHS staff.

Excused absences are normally those resulting from student illness or family emergency. Any other absence, including those for religious observances and legal appointments (i.e., a court date) must be excused through prior arrangement with the Director and his or her delegate. These absences may be excused at the sole discretion of the Director for appointments or circumstances that cannot be addressed outside of school hours. Students are **strongly** encouraged to schedule all appointments for outside normal school hours.

A parent or guardian must notify ECHS of any student absence. Unless properly reported, the absence is considered unexcused, regardless of its nature. A note confirming the dates and reasons for the absence must accompany the student upon his or her return. The note will become a part of the student's permanent file. ECHS may require suitable proof of illness, including written statements from medical sources. Extended absences due to illness **will** require a written and signed statement from a doctor.

Any student absent (excused or unexcused) more than four times in a quarter will be deemed at-risk in terms of attendance, and will be required, along with their parent or guardian, to

attend a meeting with the ECHS Director and the student's advisor to set in place a plan to address this behavior.

Any student who has four or more unexcused absences in a month or ten or more unexcused absences in a school year shall be declared a "habitual truant" according to Colorado [statute, C.R.S. 22-33-107 \(3\)\(a\)](#). Habitually truant may be suspended for up to five days pending a truancy hearing, and may be subject to additional disciplinary action due to non-compliance with school and state attendance laws.

Any student who arrives for class after 8:30am without a proper excuse will be deemed tardy and are required to sign in at the main office to receive a pass to class. Examples of acceptable excused are: inclement weather, traffic accidents, and emergencies. Every tardy student must be accompanied check in at the main office, preferably with a parent or carpool driver. In some cases, notes or parent/guardian phone calls may be accepted. The determination of an excused v. unexcused tardy will be made at the sole discretion of the Director or his or her delegate. In addition, any student arriving late without a proper excuse may be subject to disciplinary action by the teacher, Director, or his or her delegate.

For the purposes of this policy, two tardy instances will equate an absence. Thus, any student tardy (excused or unexcused) more than eight times in a quarter will be deemed at-risk in terms of attendance, and will be required, along with their parent or guardian, to attend a meeting with the ECHS Director and the student's advisor to set in place a plan to address this behavior.

Cell Phones, Internet Usage and Other Electronic Devices

Absolutely no electronic communication devices (receiving and transmitting equipment), including beepers/pagers, personal music players (i.e., iPods and mp3 players), personal game players (i.e., PSPs) and cell phones are to be visible within the school building. Electronic communication devices may be used outside before or after school, or for emergency situations. All electronic communication devices including cell phones may be confiscated at any time should the device in question disrupt the learning environment or otherwise be used in a manner that violates the privacy or safety rights of others. Use of an electronic device during fire, tornado, or other emergency drill will lead to immediate detention and possible suspension. All confiscated electronics will be given to the Student Dean, and must be picked up and signed out by a parent or guardian.

ECHS employees, parents, guardians, and volunteers are also asked to refrain from the use of all electronic devices during the school day except in cases of emergencies. We specifically ask that all cell phones, pagers, beepers, etc., be turned off during assemblies, meetings, and other school events/activities.

Computers, computer files, the email system, and software furnished to students are the School's property intended for education-program based use. Students shall not use a password, access a file, or retrieve any stored communication without authorization. The School reserves the right to monitor information stored in electronic systems, at any time, for any reason. The School cannot and does not guarantee the privacy of information created, received, or sent from electronic systems.

Privately owned laptops are strongly discouraged due to safety and privacy concerns. ECHS is not responsible for damage and or theft of any electronic device, including laptops that are brought into the school building by students, parents, volunteers, or guests.

School electronic systems may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-school matters.

The School purchases and licenses the use of various computer software programs for education purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developers, the School does not have the right to reproduce such software for use on more than one computer. Students may use software on local area networks or on multiple machines only according to the software license agreement. The School prohibits the illegal duplication of software and its related documentation. Students must notify the school's administration upon learning of violations of this policy.

ECHS provides students with access to the Internet. Access to the internet offers vast and unique resources. The School's goal in providing this service is to promote educational opportunities to schools by facilitating resource sharing, innovation, and communication. The Internet is an electronic network connecting millions of computers and individuals all over the world. It is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of a network that provides both in-district and worldwide access depends upon the proper conduct of each end-user.

Users must adhere to the guidelines of this policy in order to acquire and maintain network access. Violation of any of the provisions of this policy may result in immediate and permanent termination of access as well as additional disciplinary action. These violations include but are not limited to:

- A. **Illegal activities** - include, but are not limited to, any activities in violation of local, state, and/or federal laws.
- B. **Obscene activities** - include activities in violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle. This includes using profanity as well as the retrieval of or access to any sexual explicit materials.
- C. **Inappropriate use** - includes any activities conducted in violation of this policy or additional activities deemed inappropriate by system administrators.
- D. **Dangerous information** - information that if acted upon could cause damage, present a danger, or cause a disruption to the district or the community-at-large.
- E. **Compromising personal safety** - revealing personal contact information relating to themselves or other persons including name, age, address, email password
- F. **Vandalism** – harming of the network or network resources, which includes, but is not limited to, any malicious attempt to harm, destroy, or alter data on the district's network, including introduction of any computer virus.

The School provides filtering to restrict access to obscene, pornographic, or other material that is harmful to minors. The School does not guarantee that such material will never be encountered. On a global network it is impossible to control all materials, and even casual users may easily discover or come across controversial material. The School believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may access material than is not consistent with the educational goals of the district.

Students are strongly discouraged from creating or maintaining social networking sites or other electronic publications regarding the school, any of its staff, or as though it represents the school. Doing so could be grounds for disciplinary action. The use of the School's electronic systems and network is a privilege, not a right, and must be treated as such by all users.

Student Laptop Policy

The ECHS electronics policy states that absolutely no electronic communication devices (receiving and transmitting equipment), including beepers/pagers, personal music players (i.e., iPods and mp3 players), personal game players (i.e., PSPs) and cell phones are to be visible within the school building. An exception to this policy is student laptop computers. Privately owned laptops are strongly discouraged due to safety and privacy concerns. ECHS is not responsible for damage and or theft of any electronic device, including laptops that are brought into the school building by students, parents, volunteers, or guests.

Should students choose to bring a laptop to class, certain rules must be followed. The failure to follow these rules will result in an immediate behavior referral, and the loss of laptop privileges for the remainder of the semester.

These rules include but are not limited to:

- A. **No Internet Access** - wireless capability must be disabled on all student laptops. Students will not be provided with access to the school's wireless network, and will not access any other wireless network within the building and/or during school hours.
- B. **Instructor Prerogative** - unless the use of a student laptop is specified in a legal IEP or 504 plan, individual instructors have the option of refusing or permitting their usage in class. This policy in no way supersedes the authority of an instructor within his or her classroom.
- C. **Illegal activities** - include, but are not limited to, any activities in violation of local, state, and/or federal laws.
- D. **Obscene activities** - include activities in violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle. This includes using profanity as well as the retrieval of or access to any sexual explicit materials.
- E. **Inappropriate use** - includes any activities conducted in violation of this policy or additional activities deemed inappropriate by system administrators.
- F. **Compromising personal safety** - revealing personal contact information relating to themselves or other persons including name, age, address, email password
- G. **Educational Purposes Only** - within the school building and during the school day, student laptops will be used only with instructor permission and only for appropriate educational purposes. These purposes may include typing class notes, typing class assignments, and completing class projects which do not require internet access.

Student laptops may be confiscated at any time should the device in question disrupt the learning environment or otherwise be used in a manner that violates the privacy or safety rights of others. Use of student laptop during fire, tornado, or other emergency drill will lead to immediate detention and possible suspension. All confiscated laptops will be given to the Student Dean, and must be picked up and signed out by a parent or guardian. The School reserves the right to review a student's laptop at any time to ensure that the wireless capability is turned off and to ensure that the computer is being used only for education purposes during school hours and within the school building.

Students Rights and Responsibilities

Each student at ECHS has the opportunity to use the school as a means for self-improvement and individual and character growth. In so doing, he is expected to conduct his affairs in such a way as to assure other students the same opportunities. Of equal importance is the right of school authorities to prescribe and control student conduct consistent with fundamental safeguards and the mission of the school. In exercising this right, the Director, working with the staff and the students, will attempt to achieve the objectives and follow the procedures set forth by board and administrative policies pertaining to the various aspects of student rights and responsibilities, student conduct, and student discipline. The rights and responsibilities of students may include the following:

Freedom of Speech

The School may ensure that the speech of its employees and students remains focused on accomplishing the school's educational objectives. Because teachers are public employees who represent the school, while students are not, teachers and students have different kinds of freedom of speech rights when school is in session.

Students attend the school to learn. Thus, students may be disciplined for disrupting the learning process by, for example, speaking out-of-turn or off-topic. For instance, a student may not offer his or her political views during an Algebra lesson. However, the school may not limit student speech which is appropriate in context simply because the student's views are unusual or uncomfortable to others. For example, if when teaching history a teacher wants students to discuss America's best and worst moments, the teacher must permit students to express unpopular or controversial ideas, even if overtly religious or political, so long as they remain relevant and are expressed respectfully. The school need never tolerate lewd, vulgar, or profane speech under any circumstances. The school may also ensure that speech is age appropriate.

While generally student speech includes the content of what is written in assignments and "symbolic" speech associated with jewelry, armbands, flags, or art projects, the school may limit speech in order to accomplish its educational objective.

Religion in a Public School

The critical distinction in this area is that the First Amendment, on the one hand, prohibits government (which includes public school) from establishing a religion, and, on the other hand, protects private individuals when initiating religious activity. The school may impose reasonable

time, place, and manner restrictions on all speech, including religious speech, in order to advance the educational objectives of the school.

Students may express their religious beliefs in homework, artwork, and other written and oral assignments so long as student submissions are responsive to the assignment. For instance, if a teacher asks students to write an essay about their hero, a student may write about a religious figure being their hero without any adverse effect due to the religious content of the answer. The teacher will grade that essay like any other, using it to assess whether the student has learned the grammatical, theoretical, or other lessons the teacher has been trying to teach. Students are free to discuss religious topics among themselves during free time to the extent the participants wish to do so.

Student Privacy

It is the policy of ECHS to respect and protect the privacy of ECHS students and families from unwonted intrusion. Therefore, written parental consent must be obtained before students participate in any survey, analysis, evaluation, or test that reveals information about the student and/or the student's family concerning political affiliations, religious beliefs, income, mental or psychological condition, sexual behavior and attitudes, parenting styles, substance abuse, or any other information that could be potentially embarrassing to the student and/or student's family.

Permission to shoot close-up pictures of students and to identify those students may be granted to the media (newspapers and television stations) only with parental approval for students under 18 years of age. Parental approval shall also be required before pictures of students may be used in any non-school publication or posted on the Internet.

Interrogations and Searches

Interrogations: School administration will make every reasonable attempt to notify parents prior to permitting any person from outside the school, including law enforcement officials, to question or detain a student. In no circumstances will a student be questioned or detained without the presence of either a parent or school official; the school having legal custody of the student during the school day and during approved extra-curricular activities, must ensure that each student's rights are protected.

Searches: All school property is under the control of the board and its officials. A search of school property (including, but not limited to, lockers and vehicles parked on school property) may be made at the discretion of school administration if a reasonable suspicion arises that

items considered illegal, disruptive, or a general nuisance to the educational process are being kept at the school. School officials will detain a student if there is a reasonable suspicion that a student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his possession, and if such possession constitutes a clear and imminent danger to the safety and welfare of the student, other persons, or school property. Further, school officials will notify parents and the appropriate law enforcement agency of illegal possession of such materials.

ECHS Personal Appearance and Dress Code

We believe that one of our primary responsibilities is the creation and maintenance of an atmosphere that is conducive to learning and free of distractions. An environment in which students, staff, parents and community members can learn and feel safe is of the utmost importance. To this end, we have implemented the ECHS Appropriate Dress Policy.

Our students are expected to portray, through their dress choices, a positive image that is respectful to their community and to themselves. Students will wear clothing that fits appropriately, neither overly loose nor overly constricting. No item of clothing or jewelry containing messages referring to alcohol, drugs, tobacco, sex, profanity or gang-related messages will be permitted. Also prohibited are any items of clothing or jewelry containing messages that could be interpreted as discriminatory to any group or individual.

Specific items of clothing which are prohibited include: pajamas, slippers, lingerie-style tops, any garment that shows a student's midriff, any item of clothing with rips/hole/tears through which undergarments are visible, shorts/miniskirts which do not reach below the tips of a student's fingers when their arms are at their sides, and any item of clothing/jewelry which could endanger the safety of others.

The ECHS Administration reserves the right to determine whether any specific item of clothing is inappropriate. Violating this policy will result in disciplinary action that could include but is not limited to being made to wear alternative clothing items provided by ECHS staff and/or being sent home.

Public Displays of Affection (PDA) Policy

At the high school level, physicality among students tends to increase significantly, and with this increase of physical contact comes increased risk for the students and for the school. At ECHS we place a high level of importance on creating a safe, supportive environment that is conducive to learning at all times. In addition ECHS works to create an atmosphere that is professional and aligned with the expectations our students will be exposed to upon their

enrollment in college courses. To assist us in developing and maintaining this type of culture, we have set the following policy.

There will be zero physical contact allowed between students in the classrooms, the computer labs, and during assemblies, field trips and ECHS special events offered during the regular school day. The only exception to this rule will be if physical contact is necessary to meet the requirements of an assignment (i.e., assisting another student in making a plaster cast in art class). ECHS teachers are responsible for notifying the ECHS Student Dean at least 24 hours in advance if an assignment requiring physical contact between students is scheduled.

In the hallways, in the multipurpose room during lunch and breakfast, outside before school, during the lunch period, and after school students are permitted to hold hands and to give each other brief hugs hello and good-bye. If in doubt as to what this means, please contact the ECHS Student Dean for clarification.

All other physical contact will be considered a behavioral infraction and will be treated as such. The first infraction will result in a behavior check. Repeated infractions will result in written referrals and further disciplinary action including, potentially, suspension and expulsion.

Bullying

ECHS recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment. Bullying as defined by state law is any written or verbal expression, or physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students. Bullying is prohibited on school grounds, in a vehicle owned, leased or otherwise used by the school, or in connection with or at a school-sponsored activity or event. All administrators, teachers, staff, parents, volunteers and students shall take all reasonable steps to prevent and address bullying.

Bullying which is directed at a student's race, gender, religion or creed, national origin, sexual orientation, or disability may constitute harassment. Harassment is specifically prohibited by the ECHS Harassment and Nondiscrimination Policies. When an incident of student bullying is directed at a student's race, gender, religion or creed, national origin, sexual orientation, or disability, the Director or Director's designee shall refer to the ECHS Harassment and Nondiscrimination Policies for further reference and consideration of appropriate response.

All administrators, teachers, staff, parents, volunteers and students shall take all reasonable steps to prevent and address bullying on school grounds, in a vehicle owned, leased or

otherwise used by the school, or in connection with or at a school-sponsored event. Toward that end:

- All students who believe they have been victims of bullying in any such circumstances shall immediately report it to the Student Dean or other teacher/administrator.
- All students who witness bullying, if at all possible under the circumstances, are expected to make all possible efforts to seek the help of a school employee.
- All administrators, teachers, and staff who witness student bullying in any circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the Director, and shall promptly report the bullying to the Student Dean for appropriate action.
- The Student Dean will ensure that all reports involving student bullying in any such circumstance are promptly and thoroughly investigated, and that appropriate action is taken.

In determining the appropriate action to be taken in response to incidents of the student bullying, the Director and/or Student Dean shall refer to the Student Behavior Management and Discipline Policies. In addition, the Director and his or her designee shall consider other actions which may be appropriate in response to student bullying, including, but not limited to:

- Implementing programs to warn students that bullying is prohibited and advise them of the consequences for engaging in bullying activity, to encourage all students to immediately report incidences of bullying, and to create an atmosphere where bullying is not tolerated.
- Implementing student peer mediation programs.
- Holding conferences with the parent(s) of students who continue to engage in bullying after administrator/teacher intervention, in order to develop cooperative strategies for dealing with the student's behavior.
- Separating students who continue to engage in bullying after administrator/teacher intervention or exclusion from particular school programs or activities until they can demonstrate acceptable behavior.
- Withholding privileges (e.g. recess, field trips, participation in extracurricular activities, school-provided transportation) from students who continue to engage in bullying after administrator/teacher intervention, until they can demonstrate acceptable behavior.
- Conducting training to assist building staff in the identification of student bullying behaviors, taking appropriate action and helping to create an atmosphere where bullying is not tolerated.

Disciplinary Charges

The Administration will develop and consistently enforce a process by which Students can avail themselves of administrative due process in the event of charges against them. With regard to charges made against students for violation of school rules or policies, Students have a right to: (1) know what rules are; (2) be notified of charges, (3) appeal a decision about the charges to a higher level; and (4) have the charges or penalties removed from their records if their innocence or noninvolvement is demonstrated by the evidence.

Student Discipline Overview

ECHS adheres to the State's *Conduct Code and Related Policies - A Guide for Parents and Students*. Additionally, ECHS adheres to specific administrative policies developed to enforce behavioral expectations. Pursuant to Colorado statute 22-33-106, serious violations in a school building or in or on school property shall result in mandatory expulsion. ECHS students being recommended for expulsion by the Director, for any reason, shall be referred first to the ECHS Board of Directors.

The Director shall have the authority, pursuant to Colorado statute 22-33-106, to suspend a student. The ECHS Board President shall be notified when an out-of-school or in-school suspension of more than 5 school days is given or receives any suspension where the aggregate days of suspension total more than 5 in one school year.

ECHS rigorously enforces a fair but strict discipline policy. Consequences shall be immediate and relevant. A safe environment that is conducive to learning is of the utmost priority. All policies shall be in accordance with state and federal law. Faculty and staff should be supported in their efforts to discipline students. All personnel are expected to use board and administration policies when disciplining students.

Any student disenrolled from ECHS for disciplinary reasons shall not be allowed to re-enroll in ECHS for at least one calendar year from the date of expulsion. Any textbook or athletic fees paid prior to disenrollment shall not be returned to the student, parent or guardian. The student's parents or guardians are responsible for replacement costs for any unreturned textbooks or other school materials.

According to Colorado statute 22-33-106, a student is defined as habitually disruptive after three or more significant instances of discipline. This may result in immediate suspension or recommendation for expulsion.

Classroom Management Policies

All ECHS Faculty are expected to create and implement course-specific classroom expectations that include a discipline policy consistent with school policies and procedures (i.e., a lab safety policy in science). These expectations will be developed and approved by the ECHS Director during the first week of any given course. A signed copy will be sent home with the student to be given to their parent or guardian.

Grounds for Suspension, Expulsion, and Refusal of Admission

Specific grounds for suspension, expulsion and denial of admission are found in CRS 22-33-106. The federal Gun Free School Act requires mandatory expulsion for one calendar year and referral to law enforcement for bringing or possessing a firearm at school. A child with a disability may not be expelled if the actions are a manifestation of the child's disability.

The following shall be grounds for suspension or expulsion of a child from a public school during a school year:

- Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel;
- Serious violations in a school building or in or on school property, including, but not limited to, carrying, bringing, using, or possessing a deadly weapon as defined in section 18-1-901 (3)(e), C.R.S., the sale of a drug or controlled substance as defined in section 12-22-303, C.R.S., or the commission of an act which if committed by an adult would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., for which suspension or expulsion shall be mandatory;
- Repeated interference with the school's ability to provide educational opportunities to other students;
- Having been expelled from any school district during the proceeding twelve months;
- Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or school personnel.

Prevention, Truancy, and Hearings

ECHS will adopt policies to identify students who are at risk of suspension or expulsion from school, which may include those identified as habitually truant or disruptive. Students may not be suspended for more than five school days without approval from the Charter School Institute. ECHS will adopt and implement policies and procedures concerning children who are habitually truant (as defined above) to assist students to stay in school. Parents/guardians have the right to request a hearing with the ECHS Board of Directors if their student is denied admission or recommended for expulsion.

Responsibility to Parents

In accordance with Statutory References CRS 22-33-105 through 22-38-104, ECHS will work with suspended or expelled students' parents or guardians to provide services, provide curricula for home based instruction, if requested, and provide make-up school work to be completed for credit. Suspended students may attend classes with their parents (parent shadowing) instead of serving out of school suspension.

At ECHS, our ultimate goal in terms of discipline is to protect the integrity of the educational environment for all of our students. To this end, we have developed a scaled disciplinary response system that takes into consideration both each student's individual needs and the overall culture of ECHS. At the high school level students are expected to make positive choices and to control their behavior. This is especially true of early college students striving to demonstrate college readiness. We expect that disruptions of our students' learning environment will be rare, and those that do occur will be dealt with immediately.

Disciplinary Duty

Level 1 and level 2A infractions may result in the immediate issuance of Disciplinary Duty. The AOD can assign Disciplinary Duty. Students who do not complete their assigned Disciplinary Duty appropriately will immediately be subject to level 2A Disciplinary responses including a call home and a scheduled Staff Intervention.

Disciplinary Duty may be assigned in two ways: (1) Lunch Cleaning Duty – this involves eating lunch indoors, and at 11:45am assisting the Office Manager and Lunch Staff on Duty in cleaning the Multipurpose Rooms as well as cleaning and sanitizing all tables and counters; (2) After School Cleaning Duty – students assigned this disciplinary duty will be assigned a date and will call their parents to inform them of the date. This duty involves cleaning as assigned by the Office Manager and to the Office Manager's satisfaction. Students serving Disciplinary Duty on the same day as an after-school activity or sport will not be allowed to participate. A Disciplinary Duty date can be changed only in cases of extreme circumstances upon parent request directly to the Student Dean. All changes in detention dates are at the Dean's discretion.

Alternate Placement

Level 2A behaviors will result in a student's removal from class and written referral to the Administrator on duty (AOD). The AOD will discuss the incident with the student (and referring staff member if necessary) and determine if the student and the educational environment of ECHS would be best served by the student returning to class or receiving an Alternate Placement. If the AOD determines that Alternate Placement is the best option, the student's

parents will be contacted, and the student will be sent home – with academic work to complete* – for the remainder of the day. The academic assignments will be chosen based on the class that was disrupted by the Level 2A incident as well as other courses that will be missed. If the student completes the work and returns it to the Director of Student Success the following day, the absences will be marked as excused rather than as a suspension. If the student chooses not to complete the work, the absences will be marked as a suspension and placed in the student's permanent record.

**We understand that there are occasionally extenuating circumstances that may lead to a student outburst. The AODs are empowered with the ability to remove the academic work obligation if deemed appropriate.*

Suspension

Level 2B and level 3 infractions may result in immediate suspension. Suspensions can only be assigned by the Director or the Director's designee. Parents of the suspended student must pick up the student as soon as possible at which time they will schedule a Staff Intervention Conference through the Office Manager. The Conference must include the Parent, Student, referring staff member, Student Dean, and the Director or designee. This Conference is required prior to the student's return to school, and will result in a signed Student Success Contract. If circumstances will not allow the parents to pick up the student, he/she will remain in an assigned area for the remainder of the day and will be sent home at the regular time of dismissal.

A copy of the signed Discipline Referral form will be given directly to the parents and a copy will be kept in the student's file. Length of suspension is at the Director or designee's discretion, generally 1-5 days. If a student is suspended for a third time, he/she may be declared as a habitually disruptive student, in which case expulsion shall be mandatory in accordance with Colorado School Law section 22-33-106, C.R.S.

ECHS Behavior Check Chart

Sample Inappropriate Behaviors and Possible Disciplinary Responses

Level 1 Behavior	Level 1 Response	Level 2 Behavior	Level 2 Response	Level 3 Behavior	Level 3 Response
Chewing Gum	<i>Behavior Check</i>	<u>Level 2a</u> Repeated Level 1 Behavior	<u>Level 2a</u> <i>Referral</i>	Repeated Level 2b Behavior	<i>Referral</i>
Attending Class Unprepared	Call/Email Home	Defiance	<i>Removal to Admin on Duty</i>	Fighting	<i>Removal to Admin on Duty</i>
Tardiness	Lunch Cleaning Duty	Disrupting Class	<i>Call Home</i>	Violence or threats against school, student, or employee	<i>Call Home</i>
Profanity	After School Cleaning Duty	Play Fighting	Lunch or After School Duty		<i>Alternate Placement</i>
Saying "shut up"		Dishonesty	Alternate Placement	Cursing at Teacher and/or Student(s)	<i>Suspension 3-5+ Days</i>
Food or Drink in Classroom		Disrespect	Staff Intervention	Thievery	<i>Staff Intervention w/ Parent</i>
Tossing or Throwing in Class		Use of matches or lighters not resulting in property damage	<u>Level 2b</u> <i>Referral</i>	Leaving School Grounds without Permission	Lunch or After School Duty
Visible Electronics in Class or Hallway		<u>Level 2b</u> Repeated Level 2a Behavior	<i>Removal to Admin on Duty</i>	Embarrassing or Disruptive Behavior at School-Sponsored Activity or with Guest Speaker	Parent Shadow
Inappropriate display of Affection		Destruction of School Property	<i>Call Home</i>		Ethical Review
Sleeping in Class		Academic Dishonesty	<i>Alternate Placement</i>		
Passing Notes		Possession of Pornography	<i>Suspension 1-3+ days</i>	Endangering the Safety of Others	
Altering Computer Settings		Possession of Tobacco	<i>Staff Intervention w/ Parent</i>	Possession/Sale of Illegal Drugs, Weapons, or Alcohol	
Dress code violation		Gang Promotion	Parent Shadow		
		Bullying / Intimidation			
		Sexual Harassment			
		Forging Signature			
		Cutting Class			

Tobacco-Free School Policy

In accordance with Colorado Senate Bill 08-088, Early College High School at Arvada is a tobacco-free school. In order to promote a healthy school environment and the general health, welfare, and well-being of students, use or possession of tobacco by students, staff, or school visitor while in or on school property or at a school sponsored event is strictly prohibited. Signs will be posted at all school entrances to notify the public that use of tobacco is prohibited in accordance with state law and school policy.

Definitions

For purposes of this policy, the following definitions apply:

- "School property" includes but is not limited to all property owned, leased, rented, or otherwise in use by a school including but not limited to all interior portions of any building or structure used for instruction, administration, support services, maintenance, or storage; all school grounds including playgrounds, parking lots, recreation areas, and athletic fields; all vehicles used by a school for the purpose of transporting students, staff, visitors.
- "Tobacco" includes but is not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking, or ingesting in any other manner. "Tobacco" also includes cloves or any other product packaged for smoking.
- "Use" means lighting, chewing, inhaling, smoking, or otherwise ingesting tobacco product.
- "Possession" means that a person has or holds any amount of cigarettes or tobacco products anywhere on his or her person, owns or has custody of tobacco products, or has tobacco products within his or her immediate presence and control.

Student Enforcement

Students who violate this policy will be disciplined in accordance with the ECHS Disciplinary model. Violation will result in a Level 2B Behavioral Referral, which will include a 1-3 day suspension and a required Staff Intervention with parent/guardian present. ECHS may also require a Smoking Cessation course offered through the ECHS Counseling Program or an alternate provider.

Staff and Visitor Enforcement

Consequences for employees who violate the tobacco free school policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave school property.

Student Health and Wellness

Immunizations

Students whose parents or guardians have not provided evidence of vaccination or whose parents or guardians have not signed a waiver within ten days of the first day of each school year shall be denied attendance in accordance with Colorado revised statute 25-4-902. Parents or guardians wishing to waive immunization requirements may do so for personal, medical, or religious reasons by signing a waiver available online on the CDE website and bringing it, signed, to the ECHS office within the first ten days of school.

Sick Children

Children cannot attend school if they have one of the so-called “contagious diseases” (e.g., Chicken pox, head lice, measles, and “pink-eye”). When a child has been absent because of a contagious disease, his/her return to school is contingent on a physician’s note, which indicates that the illness is no longer contagious and the child is well enough to attend school.

Distribution of Medication

By law, ECHS cannot administer any medication, including prescription medication or “over the counter” medication (e.g. Tylenol), to a student without written, parental permission. If a student needs to take prescription medication during the school day, the parent or guardian must bring the medication in its original container with the dosage amounts and directions provided by the physician or pharmacy. Emergency Medical Forms include a distribution of OTC medication, must be updated annually, and are available in the Main Office.

Injuries While in School

If a student receives a minor injury (scrape, scratch, etc.), the student shall be cared for by ECHS personnel. Parents or guardians shall be notified at the end of the school day if a minor injury has occurred. If a student receives an injury that requires medical attention, but is not greatly painful and/or life threatening, the school shall contact the parent or guardian regarding further direction. If a student requires immediate medical attention, the school shall call 911 and the parent or guardian. ECHS carries Student Accident Insurance in accordance with Colorado statute. If necessary, the Office Manager will provide these forms to you. All forms must be completed by the parent/guardian in a timely manner in order for a student to receive coverage.

Early College High School and CSI Wellness Policy

ECHS and CSI are committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Charter School Institute that:

- A. Wellness guidelines will be implemented by every CSI school.
- B. Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing Institute charter school nutrition and physical activity policies.
- C. All students will have opportunities, support and encouragement to be physically active on a regular basis.
- D. Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- E. Students will be provided with adequate time to eat in settings that are clean, safe, and pleasant.
- F. To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.
- G. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs and related community services.

Student Safety

ECHS shall provide a safe environment for all students through close supervision in all school buildings and on all school grounds and through special attention to: (1) Maintaining a safe school environment, (2) Emphasizing safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities that offer special hazards, and (3) Providing first-aid care for students in case of accident or sudden illness.

Withholding Diplomas/Grades/Transcripts

The school may withhold grades, diplomas, or transcripts of a student who fails to replace damaged textbooks, return borrowed textbooks, or to pay any school related costs or fees. The school will make a reasonable effort to obtain the return of or payment for lost textbooks, payment for damaged textbooks, and payment of any outstanding costs and fees.

When the Director determines a student is unable to pay for damage, loss, or cost, the school may obtain payment through other methods such as a payment plan or a plan established whereby the student performs services for the school. ECHS may refuse to allow any student who completes graduation or continuation requirements to participate in any graduation or continuation ceremony if the student has failed to replace damaged textbooks, return borrowed textbooks, or pay any school related costs/fees.

Field Trips

We encourage our faculty to supplement and enhance your student's learning experience with the hands-on experience of field trips. Field trips are funded by families, although scholarships may be available if need can be shown. Occasionally, we will have fund-raising events to assist with field trip funding. The costs of all field trips include the rental fee for the busses, as well as fees for the field trip itself. These fees are not refundable as all vendors must be paid in advance. From time to time small groups of students may go on extraordinary trips necessitating parent transportation. Before that may occur, a specific insurance form must be completed and submitted to the District for approval. These forms will be distributed should the need arise.

Character Education Policy

General Policy

Helping students reach their highest character potential and become active assets in their community is part of ECHS' mission. Our hope is to complement the character education that students receive at home. Therefore, in order to help accomplish this aspect of the school's mission, character development will be emphasized and exemplary character will be rewarded in a variety of ways. Administrators, Advisors, Board Members and classroom teachers will also discuss and recognize virtuous character in ECHS students as part of their day-to-day activities.

Each month at ECHS will have an "Ethical Value of the Month." These values will be articulated in curriculum and programming throughout the month.

August/September:	Self-Awareness
October:	Courage and Perseverance
November:	Respect
December:	Responsibility
January:	Empathy and Compassion
February:	Spirit and Attitude
March:	Tolerance and Diversity
April:	Honesty and Integrity
May:	Appreciation and Gratitude

At the end of each academic year we will have an awards ceremony and recognize the students who have best embodied each ethical value.

Commencement Awards

The graduating senior who best embodies all of the ethical values of the month will be recognized with the ECHS Ethical Value Award and a scholarship (*amount TBD*).

Governance and the ECHS Board of Directors

Meeting Organization

The Board meetings of ECHS at Arvada will have the following standing agenda. Any additions will be posted upon approval of the Chair, and any additions to the agenda at the time of the meeting require the approval of the Chair.

- A. Call to Order
- B. Review and Approval of Previous Meeting Minutes
- C. Director's Report
- D. Other Business
- E. Public Comment
- F. Adjournment

Meeting notices will be posted at least 24 hours in advance on the school website:

<http://www.echswest.org>, and in a designated location at the school. Minutes will be available by request at the school office or by mail. All requests require a formal written request. The Director is directed to keep a log of all individuals requesting copies of minutes.

Community Issue Resolution

Parents, students, faculty and members of the community may at any time lodge a complaint or register an issue with the school administration. All complaints or issues must be brought to the attention of the ECHS Director. It is the responsibility of the ECHS Director to ensure that all complaints or issues are resolved.

If the parent, student, faculty, or member of the community does not feel that the Director has resolved the issue or complaint to their satisfaction, they are invited to bring that issue to the Board of Directors in one of the following manners.

- A. Written communication to the Board, addressed to the board at the school (address following). A written response may or may not be provided by the Board,
 Early College High School at Arvada
 c/o Board of Directors
 4905 W. 60th Ave.
 Arvada, CO 80003
- B. Electronic communication to the Board. An electronic response may or may not be provided by the Board. The email address is board@echswest.org
- C. A written request to comment at one of the regularly scheduled board meetings. The President of the Board reviews and approves or denies requests at his or her discretion.

Public Attendance

Meetings are closed to the public only when the Board is meeting in executive session. An executive session may be called only to discuss matters not appropriate for public discussion pursuant to Colo. Rev. Stat. Section 24-6-402. An executive session may be called only upon the affirmative vote of two-thirds of a quorum present. No formal action of the Board may be taken in any executive session except to approve minutes from prior executive session.

Public Comment

The Board of ECHS encourages staff, parent, student, and community involvement with the school. To this end, the Board will:

- A. Introduce visitors, without comment or discussion, at the start of each meeting
- B. Set aside a maximum of 15 minutes for public comment at each Board meeting, with each individual allowed no less than two minutes and no more than five minutes.
- C. Require submission of the Public Comment Request Form (sample in ECHS board binder) to the Director by each individual requesting the opportunity to provide comment no less than five working days before each Board meeting.
- D. The Board President will notify each requester no less than three days before the Board meeting whether he or she will be scheduled for public comment at that meeting. Persons who could not be scheduled to comment at the requested meeting because of time limitations must resubmit their request if they wish to comment at a subsequent Board meeting.
- E. Written information directly from the person shall be placed in the board packet distributed to directors prior to the regular meeting. If the person so requests and the President of the Board agrees, the item shall be placed on the board agenda.
- F. If the Board will be requested to take a particular action, the specific action being requested should be in the written document submitted to the board by the person.
- G. If so requested by the Director, the person may present additional information or clarification when the agenda item is discussed.

Notice of meetings of the ECHS board shall adhere with Colorado's Open Meetings Law. The public shall be given no less than 24 hours notice for any Board meeting.

Subject Matter

Public comment at board meetings is limited to items that appear on the agenda for the particular board meeting at the commencement of the meeting. The public comment period may not be used for addressing grievances of individual students or employees, personal attacks, or commercial endorsements. The public comment period also may not be used by a party in negotiation or litigation with the School to address matters related to the negotiation or litigation. Only those requests conforming to subject matter will be approved.

Contacting a Board Member

Parents, students, faculty, and members of the community are invited to contact the Board as directed above. While the Director may consult with individual board members on specific issues, all complaints or issues will be brought to the entire Board.

Board members who are contacted by parents, students, faculty, and members of the community with complaints or issues will direct the individual to the procedure for registering an issue. No commitment or resolution should be offered, except the commitment of the Board to review any properly registered issue. All Early College High School staff and Colorado Charter Institute staff should direct any requests for contact to the procedure above.

Parent Advisory Committee

The Parent Advisory Committee (PAC) is a standing committee of the ECHS Board of Directors. The mission of the PAC is to collect and provide regular feedback on school academic life, school culture, management effectiveness, allocations of resources, and communication with parents and other stakeholders through:

- Involving parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way,
- Involving parents in the joint development and evaluation of school wide programs and plan, in an organized, ongoing, and timely way,
- Providing opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

In addition, the PAC may advise the Board on recruitment of board members, as requested by the Board of Directors, as well as assist in fundraising and other school events and activities.

Parental Involvement Policy and Procedure

ECHS PARENTAL INVOLVEMENT POLICY AND AGREEMENT

Early College High School at Arvada will:

Create and maintain a Parent Advisory Committee (PAC). This will be a Board Advisory Committee and the annually elected chairman will be a voting member of the ECHS Board of Directors. An additional member of the ECHS Board of Directors, to be chosen annually, will advise and support the PAC as needed. The PAC shall be responsible for providing regular feedback on school academic life, school culture, management effectiveness, allocations of resources, and communication with parents and other stakeholders. In addition, the PAC may advise the Board on recruitment of board members, as requested by the Board of Directors, as well as assist in fundraising and other school events and activities. Through the PAC, ECHS will:

- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way,
- Involve parents in the joint development and evaluation of school wide programs and plan, in an organized, ongoing, and timely way,
- Provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- For the 2009-10 School Year, **PAC Meetings** will be held of the last Thursday of each month excepting holidays (**8/27, 9/24, 10/29, 11/19, 12/17, 1/28, 2/25, 3/18, 4/22, 5/27, 6/24**).

To help build and develop a partnership with parents to help their children achieve or exceed the State's high academic standards, ECHS will:

- Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading,
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

With regards to Title I, Part A funding, ECHS will:

- Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will strongly encourage them to attend. For the 2009-10 school year this information will be offered as part of the **ECHS New Parent Nights on August 25th and January 25th from 5:30-7:00pm.**
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand,
- Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet,
- Work with the LEA (Colorado Charter School Institute) in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A,
- Work with the LEA to ensure that a copy of the CDE's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

ECHS SCHOOL-PARENT AGREEMENT

Early College High School at Arvada, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2009-2010.

School Responsibilities

Early College High School at Arvada will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

ECHS will develop Early College Aligned Standards in all subjects. These standards will incorporate both the Colorado Model Content Standards and the College Expectations outlined in the text/research report College Knowledge. These standards will be evaluated annually.

ECHS will create and implement a rigorous, relevant, and research-based curriculum for all subjects that will be evaluated annually. ECHS Faculty will use the Understanding by Design format to ensure that assessments are authentic and a high percentage of lesson/unit plans are inquiry-based.

ECHS will maintain a class size of never more than 25:1 to ensure that students receive individualized attention. Students will be taught using a variety of instruction methods and taking into consideration multiple learning styles.

ECHS will partner with Sylvan Learning Center of Westminster to provide individualized, assessment-based, online supplemental instruction in math and reading for students who qualify.

Hold parent-teacher conferences every Semester during which this compact will be discussed as it relates to the individual child's achievement.

*For the 2009-2010 school year, **Parent-Teacher Conferences** will occur at the school from **3:30 – 6:30pm, on Tuesday, October 20, and Tuesday, March 16**. Parents will have the opportunity to meet with their student's teachers as well as with ECHS Administration.*

Provide parents with frequent reports on their children's progress.

In addition to quarterly report cards, all ECHS parents will receive written reports every four-five weeks notifying them of their student's status and progress with regards to the ECHS Student Success Management Rubric. This rubric is an objective tool that takes into consideration a student's academic status, attendance, and behavior over the previous four weeks. Details on this policy can be found in the ECHS Parent-Student Handbook.

All ECHS students will be assigned an Advisor. Advisors are expected to contact the parents of all of their advisees at minimum on a monthly basis to check in with the parents as well as to report on the students status and progress.

Provide parents reasonable access to staff.

ECHS Administrative staff (inc., Director, CEO, Student Dean, and Counselor) is expected to maintain positive, active relationships with ECHS parents and guardians. Parents and guardians may schedule meetings and phone conferences with ECHS Administrators by contacting the ECHS Office Manager. ECHS Administrators will also work to be available to parents for more “drop in” meetings as their schedules allow.

ECHS will host Parent-Teacher conferences each semester (see above section for details)

ECHS Parents will be provided with email addresses for all ECHS Faculty and Staff. ECHS Faculty and Staff are expected to respond directly to parent emails within a reasonable amount of time, or to forward the email to a more appropriate member of the ECHS Faculty or Staff as necessary.

Provide parents opportunities to observe, volunteer, and/or participate in ECHS classrooms and activities:

All ECHS Parents are invited to actively participate in the ECHS Parent Advisory Committee. This committee will meet monthly on the last Thursday, and the elected chairman of this committee will report to the ECHS Board of Directors during the Board’s monthly meetings.

ECHS Parents may request the opportunity to observe classroom activities. These requests must be made to the ECHS Director, who will determine whether the request will be granted and notify the requestor of the decision and reasoning within a reasonable amount of time.

ECHS Staff will provide regular opportunities to volunteer at ECHS (i.e., supervise field trip, assist with fund raiser, donate time or supplies). When these opportunities arise, notification will be provided to parents via mail, phone, and/or email.

ECHS Student Groups may also contact parents via mail, phone, and/or email to request assistance or support as needed.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance; contacting school by 8:30am to report excused absences and tardies*
- *Familiarizing myself with the school's calendar of events,*
- *Encouraging the timely completion of homework and projects,*
- *Monitoring their student's interaction with television, internet, and gaming systems,*
- *Volunteering for ECHS activities,*
- *Participating, as appropriate, in decisions relating to my children's education,*
- *Promoting positive use of my child's extracurricular time,*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by email/mail and responding as appropriate and in a timely manner,*
- *Serving, to the extent possible, on school advisory groups, such as the ECHS Parent Advisory Council.*
- *Attending the scheduled Parent Nights according to my student's grade level. 2009-10 Schedule is below. Agendas for these nights can be found on the web-based ECHS Calendar or upon request from the Main Office.*
 - **New Parent Nights: August 25th and January 25th from 5:30-7pm**
 - **10th Grade Parent/Student night: February 23rd from 5:30-7pm**
 - **11th Grade Parent/Student night: September 22nd from 5:30-7pm**

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Build and maintain positive relationships with my peers, teachers, and all others in my school community,*
- *Be respectful in all interactions with peers, teachers, and staff,*
- *Attend classes in accordance with the ECHS Attendance Policy,*
- *Actively participate in all ECHS and UCD courses in which I am enrolled,*
- *Complete my classwork, homework, and projects to the best of my ability and in a timely manner,*

- *Familiarize myself with the ECHS Student-Parent Handbook and abide by all policies and procedures within,*
- *Take advantage of ECHS extracurricular activities as my interests and time allow,*
- *Ask for help from ECHS Faculty and Staff when needed in an appropriate manner,*
- *Give to my parent(s)/guardian(s) all notices and information received by me from ECHS on the day they are received.*

By signing below I acknowledge that I have received and read the ECHS Parental Involvement Policy and Agreement, and agree to fulfill my responsibilities as listed to the best of my ability.

_____	_____	_____
ECHS Director	Parent/Guardian	ECHS Student
_____	_____	_____
Print Name	Print Name	Print Name
_____	_____	_____
Date	Date	Date

CONFIDENTIAL



Emergency Medical Release Form 2009-2010

Please complete each section thoroughly, sign and date.

A new form must be completed each school year and is required for enrollment.

Demographic Information

Student's Name: _____ Sex: F M

Birth date: _____ Age: _____ 2009-2010 Grade Level: _____

Parent/Guardian Name: _____

Home phone number: (____) _____ Work number: (____) _____

Cellular number: (____) _____

Additional persons authorized to pick up my child and/or to contact in case of an illness or an emergency:

Emergency Contact #2 Name: _____

Relationship: _____

Home phone number: (____) _____

Work number: (____) _____ Cell number: (____) _____

Emergency Contact #3 Name: _____

Relationship: _____

Home phone number: (____) _____ Work number: (____) _____

Cellular number: (____) _____

Physician's Name: _____ Phone number: (____) _____

Name of Insurance Company: _____

Policy # : _____

In case of emergency, take my child to the following hospital (*please check one*):

_____ (*Name of preferred Hospital*)

Nearest Hospital to school (*i.e. St. Anthony's North; Children's Hospital*)

Name of Student: _____

Health Information

ALLERGIES:

Does your child have any allergies to food, medications, insects, etc.? Yes No

If Yes, please list: _____

Does your child require (and carry) an Epinephrine Pen for this allergy? Yes No

HEALTH CONDITIONS: Has your child, currently or in the past, been diagnosed with any of the following health conditions (check all that apply):

Asthma Yes No Epilepsy/Seizure Disorder Yes No Vision/Hearing Problems Yes No
 Diabetes Yes No Frequent/Migraine Headaches Yes No Chronic Ear Infections Yes No
 Heart Problems Yes No Attention Deficit-Hyperactivity Yes No

If Yes, please explain: _____

List any other health condition(s) not listed above:

List any medication(s) currently taken by your child:

Medication Administration

Non-prescription Medication listed below is available in the Main Office for students. All medications are given in accordance with the packaging label on the product, by age and weight-appropriate strengths. I hereby authorize ECHS staff to administer medication checked below to my student while on campus and/or during school-sponsored activities off-campus.

- | | |
|---|---|
| <input type="checkbox"/> No medications may be administered | <input type="checkbox"/> Throat Lozenges (e.g. Halls cough drops) |
| <input type="checkbox"/> Acetaminophen (e.g. Tylenol) | <input type="checkbox"/> Sterile eye wash (e.g. Bausch & Lomb) |
| <input type="checkbox"/> Ibuprofen (e.g. Advil, Motrin) | <input type="checkbox"/> Benadryl for moderate allergic reactions |
| <input type="checkbox"/> Antibiotic ointment (e.g. Neosporin) | <input type="checkbox"/> Tums for upset stomach |
| <input type="checkbox"/> Itch stopping cream (e.g. Calamine Lotion) | |

By signing below, I agree that all information provided in the sections (1) Demographic Information, (2) Health Information, and (3) Medication Administration is correct.

Signature of Parent/Guardian

Date

Emergency Release

If, in the judgment of any responsible person employed by Early College High School at Arvada, the student named above needs immediate care and treatment as a result of any injury or sickness, I do hereby request, authorize and consent to such care and treatment as may be given to said student by any medical personnel or school representative. I do hereby agree to indemnify and hold harmless ECHS and any school representative from any claim by any person whomsoever on account of such care and treatment of said student.

Signature of Parent/Guardian

Date



ECHS DISCIPLINE REFERRAL

(Original Record to be placed in Student’s File – copies to Director, Dean and Advisor)

DATE: _____ **TIME:** _____ **LOCATION:** _____

STUDENT NAME: _____ **OTHER STUDENTS REFERRED:** YES NO

REFERRING STAFF MEMBER NAME: _____

REFERRED TO: Administrator on Duty Other _____

REASON FOR REFERRAL [Check as Appropriate]

Level 1 Level 2A Level 2B Level 3

Detail:

Illegal Items _____	Disruption _____	Disrespect _____	Defiance _____
Violence/Assault _____	Harassment _____	Play Fighting _____	Gang _____
Bullying _____	Destruction _____	Dishonesty _____	Theft _____
Other _____			

If Repeated Level 1 behavior led to Referral, what was original Level 1 behavior? _____

Disciplinary Duty Recommended? YES NO

NARRATIVE EXPLANATION

TEACHER SIGNATURE: _____

SUBSEQUENT ACTION TAKEN	INITIAL (as appropriate)	PARENT CONTACTED
--------------------------------	---------------------------------	-------------------------

Student counseled & returned to class	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alternate placement	_____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
w/ Work _____	w/o Work _____	
Out-of school suspension Length _____ days	_____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Disciplinary Duty Assigned	<input type="checkbox"/> Lunch, Date _____	<input type="checkbox"/> After School, Date _____

COMMENTS/NOTES: [Use separate sheets or attach appropriate documentation as necessary]

_____ Administrator Signature	_____ Date	_____ Parent Signature (if needed)	_____ Date
----------------------------------	---------------	---------------------------------------	---------------

Student Records/Release of Information

1) Content and custody of records/information.

- A. Student education records in all formats and media, including, graphic and electronic, may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations, reports of serious or recurrent behavior patterns, and any individual education program (IEP).
- B. Education records do not include records maintained by a law enforcement unit of the Charter School Institute ("CSI") or an institute charter school ("School") that are created by that unit for the purpose of law enforcement.
- C. Nothing in this policy shall prevent the CSI and/or School administrators, teachers, or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.
- D. All requests for inspection and review of student education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each student's record.
- E. The Executive Director of the CSI is the official custodian of student records in CSI custody and the principal of the School is the official custodian of records in the School's custody.

2) Access to records by parent

- A. A parent/guardian ("parent") and any student 18 years old or older, has the right to inspect and review the student's education files. If a student is 18 years old or older ("eligible student"), the parent or guardian may not inspect or review the student records without written permission from the student. However, if an eligible student is a dependent for federal income tax purposes, parents/guardians are entitled along with the student to access to student educational records.
- B. During inspection and review of student records by a parent or eligible student and when requested by them, the official custodian will provide personnel necessary to give explanations and interpretations of the student records.
- C. In all cases where access to student records is requested, except as provided in this policy, a written request to see the files must be made by the parent or eligible student. The official custodian, upon receipt of the written request, shall provide access to inspect and review the records and set a date and time for such inspection and review.

In no case will the date set be more than three working days after the request has been made.

- D. The parent or eligible student shall examine the student's records in the presence of the official custodian and/or other person(s) designated by the official custodian.
- E. The record itself shall not be taken from the building where it is maintained. However, upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a reasonable cost of not to exceed \$1.25 per page.

3) Requesting records from other school districts

- A. When a student transfers to a School from another district, the receiving school shall request the student's records from the transferring district if the records have not already been forwarded to the receiving school.

4) Transferring records to other school districts/post secondary institutions

- A. Student records, including disciplinary records, may be transferred without consent to officials of another school, school system, or post secondary institution that has requested the records and in which the student seeks or intends to enroll. The CSI or School will provide a copy of the record to the eligible student or student's parents if so requested.

5) Requesting and receiving information and records from state agencies

- A. Within the bounds of state law, Charter School Institute or School personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities, including protecting public safety and the safety of the student. Such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code.
- B. Charter School Institute or School personnel receiving such information shall use it only in the performance of their legal duties and responsibilities and shall otherwise maintain the confidentiality of all information obtained.
- C. If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Education Rights and Privacy Act of 1974 ("FERPA").

6) Request to amend education records

- A. A parent or eligible student may ask the to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the Executive Director of the of the Charter School Institute or School principal [or

appropriate CSI or School official] clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise violates the privacy rights of the student. The request to the Executive Director of the of the CSI or School principal to amend a student's records must be made in writing within 10 school days of the date the records were first examined.

- B. If the Executive Director of the of the CSI or School principal, after consulting with any other person having relevant information, decides not to amend the record as requested by the parent or eligible student, the Executive Director of the of the CSI or School principal shall notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures shall be provided to the parent or eligible student when notified of the right to a hearing.
- C. A request for a formal hearing must be made in writing and addressed to the Chair of the CSI Board. The response to the request shall be mailed within 10 school days. The hearing shall be held in accordance with the following:
 - a. The hearing will be held within 15 school days after receipt of the request Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certified mail.
 - b. The hearing will be conducted by the Executive Director of the CSI or other Charter School Institute official as designated in writing by the Chair of the CSI Board. The official conducting the hearing shall not be the person who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.
 - c. Parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
 - d. The official designated above shall make a decision in writing within 10 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
 - e. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
 - f. The decision shall include a statement informing the parents or eligible student of their right to place in the student records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by the CSI or School. If the

student record is disclosed by the CSI or School to any other party, the explanation shall also be disclosed to that party.

7) Disclosure with written consent

- A. Whenever the CSI or School is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the following:
 - a. The specific records to be released.
 - b. The specific reasons for such release
 - c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information
 - d. The method or manner by which the records will be released
 - e. The right to review or receive a copy of the records to be released
- B. Parental consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required.
- C. All signed consent forms shall be retained by the CSI or School.

8) Disclosure without written consent

- A. The CSI or School will disclose personally identifiable information from student records without written consent of the parent or eligible student only to those persons or entities allowed under federal or state law to receive such information.
- B. The CSI or School may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.
- C. The CSI or School may disclose enrollment and scholastic achievement data, including individual student data, as long as individual students cannot be identified or linked to performance data. Such data can still provide student-level data as long as the data is "masked" with student identifiers or other mechanisms from which the individual cannot be identified.

9) Disclosure of disciplinary Information to School personnel

- A. In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the School to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep School

personnel apprised of situations that could pose a risk to the safety and welfare of others.

- B. For purposes of this policy, "disciplinary information" means confidential records maintained by or in possession of the principal or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of the School's code of student conduct and/or there is reasonable cause to believe, through information provided to the principal from another credible source, that the student could pose a threat to the health and safety of other students and school personnel based on prior misbehavior.
- C. "Disciplinary information" is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the principal or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or School officials.
- D. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parent/ guardian may challenge the accuracy of disciplinary information through the process outlined in the notice to parents and students of rights concerning student school records.

10) Disclosure to military recruiting officers

- A. Names, addresses and home telephone numbers, as well as directory information, of secondary school students will be released to military recruiting officers within 90 days of the request unless a parent/guardian or eligible student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the CSI or School in furnishing this information will be paid by the requesting service.

11) The Executive Director of the CSI, School principal, or designee is authorized by law to share disciplinary and attendance information with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the School when necessary to effectively serve the student prior to trial. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any

other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.

12) Disclosure to the Colorado Commission on Higher Education (CCHE)

- A. On or before December 31 of each school year, the CSI shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

13) Disclosure to other parties

- A. Except as noted in this policy, student records will not be released to other individuals and parties without a written request and authorization of the parent or eligible student.
- B. Personal information will only be released to a third party with the assurance it will be kept confidential.

14) Disclosure of directory information

- A. The CSI or School may disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the CSI or School principal no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.
- B. Directory information which may be released may include the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Pursuant to Colorado law, student telephone numbers and addresses will not be disclosed except that the mailing addresses of eighth grade students shall be disclosed to the CCHE pursuant to paragraph 12 of this policy.

15) Annual notification of rights

- A. The School will notify parents and eligible students in writing of their rights pursuant to this policy at the beginning of each academic year. The notice will be in the form provided on Exhibit A. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

- B. A copy of the Family Educational Rights and Privacy Act and this policy on student records shall be on file in the office of the CSI or School.

16) Medicaid

- A. The CSI or School will access Medicaid eligibility information for students enrolled in institute charter schools from Health Care Policy and Financing (HCPF). HCPF is the designated Medicaid State agency. Directory information of names, date of birth, and gender will be released to HCPF to verify Medicaid eligibility of students in institute charter schools. With written consent from the parent or eligible student, the description of health and health-related services delivered to Medicaid eligible students will be released to Medicaid and/or to the Colorado Medicaid Consortium or other CSI billing agent for proper administration of the program. A dated record of all transactions will be kept on file at the CSI or School Medicaid office. Parents may revoke their consent at any time.

17) Waivers

- A. A parent or eligible student may waive any or all rights protected by this policy. The waiver shall not be valid unless in writing and signed by the parent or eligible student. The district does not require a waiver but may request a waiver. Any waiver under this provision may be revoked at any time in writing.

**EXHIBIT A:
NOTIFICATION TO PARENTS AND STUDENTS OF RIGHTS CONCERNING
STUDENT RECORDS**

The Family Educational Rights and Privacy Act ("FERPA") and Colorado law afford parents/guardians ("parents") and students over 18 years of age ("eligible students") certain rights with respect to the student's education records as follows:

- A. The right to inspect and review the student's education records within 45 days of the Charter School Institute ("CSI") or institute charter school ("School") receiving a request for access.
 - a. A parent or eligible student making such a request must submit to the CSI Executive Director, School principal, or designee a written request that identifies the records they wish to inspect. The CSI Executive Director, School principal, or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.
 - a. A parent or eligible student may ask the CSI or School to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the CSI Executive Director, School principal, or designee clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise violates the privacy rights of the student
 - b. If the CSI or School decides not to amend the record as requested, the CSI Executive Director, School principal, or designee will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- C. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.
 - a. Whenever the CSI or School is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the

notice provided to the parent/guardian or eligible student shall contain the following:

1. The specific records to be disclosed;
 2. The specific reasons for such release;
 3. The specific identity of any person, class of persons, agency or organization to whom the disclosure is to be made;
 4. The method or manner by which the records will be released; and
 5. The right to review or receive a copy of the records to be released.
- b. The written consent must be signed by the parent or eligible student and must specify the records that may be disclosed, the purpose of the disclosure, to whom the disclosure is to be made and the duration of the consent. Parental consent shall only be valid as provided in the written consent. Consent for a student to participate in any course, school activity, special education program, or in any other school program shall not constitute the specific written consent required.
- c. All signed consent forms shall be retained by the CSI or School.

D. Disclosure of personally identifiable information can be made without consent to the following:

- a. School officials who have a specific and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly learning environment
1. A school official is a person employed by the CSI or School as an administrator, supervisor, instructor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the CSI or School has contracted to act on behalf of or to perform a special task (such as an attorney, auditor, medical consultant or therapist); a CSI or School Board member; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- b. Disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others in the school community is a legitimate educational interest of all CSI or School officials. Such information also may be disclosed to CSI or School officials, school officials of the school in which the student is enrolled or other schools who have a legitimate educational interest in the behavior of the student.

- c. Officials of a school, school system, or post secondary institution that has requested the records and in which the student seeks or intends to enroll. In this case, disciplinary information shall be included. The CSI or School will provide a copy of the record to the eligible student or student's parents/guardians if so requested.
- d. The Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local education authorities but only if the disclosure is in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements which relate to those program or if specifically authorized by Federal law.
- e. In connection with a student's application for or receipt of financial aid.
- f. A criminal justice agency investigating a criminal matter concerning a student enrolled or who will reenroll in a school under the jurisdiction of CSI when necessary to effectively serve the student prior to trial. Such information shall only include disciplinary and attendance/truancy information and shall only be shared upon certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.
- g. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or developing, evaluating and administering predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
- h. Accrediting institutions to carry out their accrediting functions.
- i. Parents of students over 18 years of age who are dependent for federal income tax purposes.
- j. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
- k. Anyone if required by a court order or subpoena.
 - 1. The CSI or School will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order. The CSI or School will not provide such notice if the subpoena is issued by a federal grand jury or any other law enforcement purpose where the court has ordered non-disclosure of the existence or contents of the subpoena or information furnished.
- l. A court presiding over a legal action initiated by the CSI or School where the education records are relevant, or a legal action initiated by a parent or eligible

student where the records are relevant for the CSI's or School's defense. m) The CSI or School may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.

- E. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the CSI or School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: a) Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
- F. The right to refuse to permit the designation of any or all of the categories of directory information.
 - a. The CSI or School is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the CSI or School no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.
 - b. Directory information which may be released includes the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.
- G. Disclosure to the Colorado Commission on Higher Education (CCHE)
 - a. On or before December 31 of each school year, CSI shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade in institute charter schools for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.
- H. Medicaid
 - a. The CSI or School will access Medicaid eligibility information for students enrolled in institute charter schools from Health Care Policy and Financing (HCPF). HCPF is the designated Medicaid State agency. Directory information of names, date of birth, and gender will be released to HCPF to verify Medicaid eligibility of students in institute charter schools. With written consent from the parent or eligible

student, the description of health and health-related services delivered to Medicaid eligible students will be released to Medicaid and/or the district billing agent for proper administration of the program. A dated record of all transactions will be kept on file at the CSI or School Medicaid office. Parents may revoke their consent at any time.

- I. The right to request that information not be provided to military recruiting officers. Names, addresses and home telephone numbers as well as directory information of secondary school students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released.
- J. Parent Opt-Out Form for Information to Military Recruiters (see next page)

Parent Opt-Out form for Information to Military Recruiters

To: Charter School Institute and Early College High School

Date: _____

Do not disclose my child's name, address, telephone number or directory information to any United States military recruiters.

Parent/Guardian or eligible student: _____

Signature: _____

Students' name: _____

Parent Request to Opt-Out of Curriculum

ECHS acknowledges the right of parents/guardians to choose to remove their student(s) from curriculum they believe to be inappropriate. In order to do so, this form must be filled out in its entirety and returned to the ECHS Director at least one week prior to the scheduled date when the specific curriculum is being taught.

Date: _____ Grade: _____

Parent/Guardian Name: _____

Student Name: _____

Course: _____

Brief explanation of curriculum you are choosing to have your student opt-out of:

I will be covering the above content at home: [] YES [] NO

If yes, please explain the method(s) and material(s) you will use to cover the content at home, and the date(s) the content will be taught at home.

By signing below, I acknowledge that my student may miss content which covers standards and/or objectives included in the Aligned Early College Standards and the Colorado Model Content Standards. I understand that the content above is part of ECHS's academic requirements and that that they will be included on required assessments potentially including tests, quizzes, and final exams. I also acknowledge that my student may miss content which will be assessed on the CSAP and/or NWEA MAP tests.

Parent's Signature

Date