



Estes Park High School

STUDENT HANDBOOK

2019-2020

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Purpose of the Handbook

This handbook supports our school in maintaining a safe, respectful, and productive learning environment for all students. This includes developing clear expectations, teaching social-emotional competencies and fostering positive relationships among all members of the school community. The greatest level of individual success is achieved through shared ownership by the students, families, schools, and the community. Please use this handbook as a reference for the student's time as an EPHS student. This is not meant to be all-inclusive; not every circumstance or event can be anticipated. If there are any questions, please see a school staff member.

Academics

Purple Day	White Day	Time
1 st Period	5 th Period	8:00-9:31
Brunch	Brunch	9:31-9:37
2 nd Period	6 th Period	9:41-11:12
Lunch	Lunch	11:12-11:42
3 rd Period	7 th Period	11:47-1:18
TNT	TNT	1:18-1:45
4 th Period	8 th Period	1:49-3:20

Graduation Requirements

In order to graduate, students must earn a minimum of 28 credits. Students earn 0.5 credits per semester for each course. The credits required are listed in further detail in the table below. Please see the course guide for specific course descriptions.

Content Area	Number of Credits Required
English	4.0
Math	4.0
Science	4.0
Social Studies	4.0
Physical Education/ Health	1.0
Personal Financial Literacy	0.5
Visual and Performing Arts	0.5
Technology	0.5
Public Speaking	0.5
Seminar	1.0
Electives	8.0
Total	28

An additional requirement for graduation is a total of 40 community service hours that can be accumulated at any time while attending EPHS. The hours must be entered by the student into the Community Service Request Form found under the Students tab on the EPHS website.

The valedictorian will be the student earning the top-weighted GPA as seen two weeks prior to graduation. The salutatorian will be the second-highest-weighted GPA as seen two weeks prior to graduation. Both the valedictorian and salutatorian will give speeches at the commencement ceremony. Beginning with the class of 2021, EPHS will be moving to the Latin Honors system at graduation.

Class Scheduling

Student schedules are developed with input from students, teachers, and the counseling office every spring for the next school year. There will be a very short period at the beginning of each semester for schedule changes in extreme cases. The first priority will be to meet the requirements of graduation while assisting students in exploring areas of interest.

Credit Recovery

Credit recovery options provide an opportunity for students to make up credit missed in previous semesters. This can be done either through summer school or other options available during the school year. These courses are done either online or a combination of online and teacher-led coursework.

Concurrent Enrollment

Estes Park High School is committed to providing a growing number of opportunities for students to earn high school credit towards graduation in conjunction with college credit. The course guide or the counseling office are the best resources for information in this area.

Final Exams

Students will take final exams at the end of each semester. The schedule for the final exams will be published in advance of exams. If a student knows in advance that they will be unable to complete a final, then they are to notify building administration in order to take finals early.

Make-Up Work

Students are responsible for any school work or content missed due to an absence. Most schoolwork can be found on Schoology, and that should be the student's first place to look. Students will have two school days per day missed to turn work in that was *assigned* during the absence. If the work was assigned while the student was present, then that work is due the day the student returns to school.

Honor Roll/ Academic Letter

At the end of each semester, students with grade point averages of 3.0 or above will be named to the honor roll. Students with a grade point average of 4.0 or higher will be placed on distinguished honor roll. Academic letters are awarded to students who maintain a 3.75 grade point average for the school year.

Restorative Practices/ Discipline

The philosophy at EPHS holds that making mistakes and learning from them is a critical part of the maturation process. This is why Estes Park School District has adopted the use of restorative practices in a number of different situations including student behavior that is not conducive to student learning.

Restorative practices encourage positive school and system-level policies, practices, and relationships that lead to better behavioral and academic outcomes for students. When adults enforce positive actions and respond to misbehavior in a calm, respectful, and thoughtful way, students are taught important social and emotional skills that enable them to get along with others, make responsible decisions, and focus on their learning.

Connection Circles/Mediation

Connection circles are the foundation for all other restorative practices. The goal for these circles is to give every member of the school community a voice while learning about one another for the sake of building and maintaining positive relationships.

Restorative mediation is a resource for students to resolve conflicts with each other or with staff in an effort to repair the relationship and move forward in a positive way. Students should talk with a staff member if they feel a restorative mediation is an option they would like to pursue.

Discipline

Restorative practices will be considered in all circumstances of student misbehavior and could take the form of a number of different consequences that best fit the behavior. Misbehavior is viewed as a harm against the school community (as opposed to a broken rule), and that harm will be repaired as part of the corrective action. Traditional school consequences, such as out of school suspension, could also be used as part of any behavioral intervention depending on the situation.

Student Expectations

Points of Emphasis

This handbook is not meant to be an all-inclusive manual, simply a resource for what is expected and how regular business is handled at EPHS. The items listed below are simply areas EPHS chooses to emphasize in the handbook. Please refer to school district policy for a more comprehensive information around behavior.

Alcohol, Tobacco, and Drugs

All substances that are illegal for minors to possess are not allowed on school grounds at any time. Use/possession of tobacco, alcohol, e-cigarettes/vape pens, or other drugs on school grounds are addressed in school district policy.

Weapons

Pocket knives or any item that could be considered a weapon or an item that mimics a weapon is not allowed at school. If a weapon is brought to school by mistake, students should turn the item into the office. This aligns with school district policy.

Dress Code

Students' clothing can be a distraction or disruption from the purpose of the academic school day. Clothing that either contains inappropriate messaging, advertisement, or does not adequately cover the body will be deemed inappropriate for school. Shoes must be worn at all times. The school is in the process accumulating clothing that can be checked out and worn by the student so that they can meet the expectations around dress and attend classes as scheduled.

Personal Electronic Devices

The use of personal electronic devices during school instructional time will not be allowed except in very specific circumstances. School work can and should be done on the iPads and on computers. Students will have access to their devices during non-instructional time such as lunch, brunch and passing periods.

Behavior

Students are expected to behave in a manner that is conducive to their learning and the learning of other students. Please refer to the Code of Conduct policy for specific behaviors not listed in this handbook.

Lunch/ Brunch

Lunch and brunch are offered every day. During lunch, campus is open to 10th through 12th grade students. All 9th grade students are required to stay on campus during the lunch period. Campus is closed for all students during brunch. Students on campus during these periods are allowed in the student commons area and outside when the weather allows. Students should not be in other locations without approval from a staff member. This includes locker bays, classrooms, and gym spaces. Students who demonstrate that they are unable to return to school on time for classes after lunch can have their privilege of leaving campus revoked.

Passing Periods

Passing periods are scheduled times for students to change locations in the building, use the restroom, get a drink, etc. Students should avoid extended delays on the way to class. It's important to get to class on time and prepared for class.

Bobcat Advisory

Bobcat Advisory is an opportunity for students to receive extra assistance, enhance their learning, or to take part in a number of other activities that assist and add value to a student's learning experience. All students 9th grade through 11th are required to attend Bobcat Advisory on a daily basis.

Special Events

It's not uncommon for schools to host/sponsor a number of special events throughout the school year to add to the learning experience. These events are to not be a disruption or a distraction to other students and the staff. Students' behavior during these events could result in fewer opportunities for these events in the future. Every special event must be approved by the administration prior to the event.

Student Attendance

It is expected that every student attend school every day. Attendance in class is a key part of academic success. There are circumstances that come up that could cause a student to miss class time such as (but not limited to): illness, family emergencies, doctor appointments, etc. If a student is able to attend class, then they should.

Absences Due to School-Sponsored Activities

Many school activities require students to miss school and instructional time. This does not excuse the student from the material or their responsibility to complete the required assignments.

Pre-Arranged Absences

If a student knows they will be absent for an extended amount of time due to family trips, vacations, medical treatments, etc. then students are asked to complete a pre-arranged absence form that can be picked up in the main office. This form simply documents communication between student and teacher so that appropriate plans can be made around the absence to minimize the impact on the student's grades.

If a student misses a day or part of a day due to an appointment of any kind, a form is not required but students are asked to communicate with the teacher in advance to develop a plan for the missing content and school work.

Attendance Procedures

In the event that a student will be absent, communication between the student, the parent, and the school is important. It is requested that the parents or guardians call to excuse the student from the school day. If a student is absent, an automated call will be placed about the absence.

If absences become an issue, teachers and school staff will attempt to contact and address the student's attendance. In addition to phone calls, EPHS will take a restorative approach around attendance which could result in conferencing and agreements made between the student, the parent/ guardian, the teachers, and the school.

Tardy Expectations and Procedures

There should be no excuse for not arriving to class on time on a consistent basis. Any late student must provide a pass from a staff member to excuse the tardy. Similar to attendance, habitual tardiness will be addressed through restorative approaches in order to eliminate when being tardy to class is habitual. The distraction of students arriving late to class adds difficulty to a teacher's ability to teach their classes at the highest level.

Athletics/Activities

All students are encouraged to participate in any and all athletics, activities, and organizations provided at Estes Park High School. These activities are in place to help support the academic school day as well as provide positive experiences for students.

Athletics Eligibility

- Students must attend 100% of the school day on practice/game days unless absence is approved in advance by the school administration.
- Grades are due weekly by 12 pm on the last day of the week.
- Eligibility report is pulled at 12 pm on the last day of the week.
- Coaches receive reports by email the last day of the week after eligibility is posted.
- The report is valid from the Sunday following the Friday's posting through Sunday of the following week.
- A student is ineligible if the report shows 1 or more F grades or 2 or more D grades.
- If a student is on the ineligibility list for 3 consecutive reporting weeks or 5 times over the course of the season (CHSAA season dates), a student will lose eligibility for the remainder of that season.
- All CHSAA eligibility requirements apply.

Co-Curricular (Choir/Band/Color Guard) Eligibility

- Students must attend 100% of the school day on practice (if it is outside of the school day)/performance days unless absence is approved by administration.
- Due to these activities serving both as an activity and a class for credit towards graduation, all graded activities are exempt from eligibility standards.
- All events/activities that fall into this category that require eligibility for participation will be honored (CHSAA All-State Band/ CHSAA All-State Choir, etc.)
- The teacher/sponsor of a class/class activity can elect to require students to be eligible to attend with proper communication with the students/families and with the administration in advance (especially when students are missing class time to attend).

Extra-curricular (Drama/Musical) Eligibility

- Students must attend 100% of the school day on practice/performance days unless absence is approved by the school administration.
- Students must be eligible based on current grades reported at audition time to audition.
- All performance members must be eligible on the report that falls 3 weeks prior to the performance dates. This allows time for a replacement to be prepared for the performance.
- Past eligibility history can and should be used in the audition/selection process when selection committee is evaluating and determining roles for drama participation.

Other Activities (Dances, Club Trips, etc.)

- Attend 100% of the school day on practice (if it is outside of the school day)/performance days unless the absence is approved by the administration.
- Student must be eligible at the time a commitment is made to attend. Examples: Deadline to register and pay for an out-of-town trip or purchasing tickets to prom.