

# **Student Handbook**

## **Englewood Leadership Academy**

### **Board of Education**

Caty Husbands, President

### **Superintendent**

Wendy Rubin

### **Principal**

Annessa Hart

[annessa\\_hart@engschools.net](mailto:annessa_hart@engschools.net)

303-806-2520 x2203

### **Faculty**

Ericka Legnard

[Ericka\\_Legnard@engschools.net](mailto:Ericka_Legnard@engschools.net)

303-806-2520 x3123

Tawny Pattermann

[Tawny\\_Pattermann@engschools.net](mailto:Tawny_Pattermann@engschools.net)

303-806-2520 x2544

Julie White

[Julie\\_White@engschools.net](mailto:Julie_White@engschools.net)

303-806-2520 x3102

Jenn Wolf

[Jenn\\_Wolf@engschools.net](mailto:Jenn_Wolf@engschools.net)

303-806-2520 x3136

### **Main Office**

303-781-7817

### **Attendance**

303-806-2300

### **Website**

<https://ela.inglewoodschools.net/>

## **Communication**

The ELA website, Infinite Campus parent portal, ELA newsletter and email are our primary means for communication with our families. Parents and students are encouraged to check our website frequently to access information on upcoming events, student activities, academic accomplishments, and general information. Contact your student's teachers, log on to Infinite Campus to see your student's progress, or check the calendar to see what's coming up. You can subscribe to the calendar feed on your computer or mobile device. We work with students, especially as 6<sup>th</sup> graders, to navigate these tools, so you should soon be able to use their expertise. Please feel free to make suggestions for ways that this site can be more useful to you. We value your input.

Also, be sure that Infinite Campus has up-to-date email and phone information so that we can communicate with you. We generally use email, rather than letters home, so check your email frequently and feel free to email your student's teachers with any information, questions, or concerns. If you do not have email, please let us know and we will send information home via printed letter. IF you need help updating your information, please contact the main office.

## **School Schedule**

### **Monday - Friday 8:20 am - 3:28 pm**

ELA operates on a block schedule. Students will have 2 core academic classes and 1 elective per day. Core academics, Math, Science, Language Arts and Social Studies, operate all 4 quarters.

<b><u>Red Day</u></b>		<b><u>Gold Day</u></b>		<b><u>Phoenix Day</u></b>	
<b>Soft Start</b>	<b>8:00-8:20</b>	<b>Soft Start</b>	<b>8:00-8:20</b>	<b>Soft Start</b>	<b>8:00- 8:20</b>
<b>Phoenix Time</b>	<b>8:20-8:42</b>	<b>Phoenix Time</b>	<b>8:20-8:42</b>	<b>Period 1</b>	<b>8:20- 9:14</b>
<b>Period 1</b>	<b>8:44-10:14</b>	<b>Period 2</b>	<b>8:44-10:14</b>	<b>Period 2</b>	<b>9:16-10:10</b>
<b>Period 3</b>	<b>10:16-11:46</b>	<b>Period 4</b>	<b>10:16-11:46</b>	<b>Period 3</b>	<b>10:12-11:06</b>
<b>Period 5A</b>	<b>11:48-12:45</b>	<b>Leadership 1</b>	<b>11:46-12:43</b>	<b>Period 4</b>	<b>11:08-12:02</b>
<b>Lunch</b>	<b>12:47-1:21</b>	<b>Lunch</b>	<b>12:45-1:20</b>	<b>Period 5</b>	<b>12:04-12:58</b>
<b>Period 5B</b>	<b>1:23-1:56</b>	<b>Leadership 2</b>	<b>1:25-1:56</b>	<b>Lunch</b>	<b>1:00 -1:35</b>
<b>Period 7</b>	<b>1:58 -3:28</b>	<b>Period 6</b>	<b>1:58-3:28</b>	<b>Period 6</b>	<b>1:38- 2:32</b>
				<b>Period 7</b>	<b>2:34- 3:28</b>

**RED Day - Every Monday and Wednesday (Friday if there is a Monday 'no school' day)**

**GOLD Day - Every Tuesday and Thursday**

**PHOENIX Day - Every Friday during a 5-day school week**

### **Electives and Exploratories**

In middle school students are assigned a variety of exploratory classes, like PE, Art and Theatre. Exploratories are assigned so that students get a variety of experiences while in middle school. There are some that are called electives, that you choose and stay in for the whole year. These classes include Band, Orchestra, Spanish and Choir. Students make their elective choices in the spring preceding the school year and every effort is made to accommodate these requests.

### **Attendance and Tardiness**

Attendance and punctuality are crucial to academic success. When an absence is unavoidable, students are responsible for making up missed work by the Monday following their absence. **Absent students will receive their make up work via Google Classroom.** Special circumstances, such as extended illness, may be negotiated through your student's homeroom teacher.

**Parents must call to excuse an absence by 9:00 a.m. by calling 303-806-2300.** Voicemail is available 24 hours a day.

### **Meals**

- Breakfast is served in the school cafeteria before school. Lunch will be served in the cafeteria at the lunch time applicable for that day.
- Students are encouraged to carry a water bottle with their name on it, as staying hydrated is essential to optimal brain function.
- There is no access to a refrigerator or microwave for lunches.

ELA operates on a closed campus, and students are not permitted to leave school grounds at any time without supervision of school staff, unless a parent signs the student out.

Information of Englewood Food and Nutrition, including menus and prices at:

<https://englewoodeats.com/index.php?sid=1496271825761&page=menus>

### **Academic Placement**

One of the practices that sets ELA apart from traditional schools is our Academic Placement Strategy, which capitalizes on students' readiness and individual needs. Students at ELA are grouped for Language Arts, Math, Social Studies, and Science based on various factors, including elective choices and academic needs.

Students will advance through ELA based on specific data collected throughout the school year. If a student does not meet the set data points, class advancement may or may not be guaranteed. See parameters below for specific information.

**Having all of the following will result in advancement:**

- standardized test scores of proficient or advanced in all subjects
- district benchmark score at least 2 grade levels above current grade
- All standard scores for all classes on report card are 3 or above

If any of the following occur, class advancement is not guaranteed, and will need to be evaluated:

- More than one score of a 2 per subject on report card
- standardized test below proficient in any subject
- district benchmark score below grade level in any subject
- Concerns about work habits

\*\*\*Decisions on class placement are not final until school begins. Families will be notified at Spring Conferences if there are concerns about a student moving to the next level.

### **Leadership Development**

There are no shortages of challenging opportunities to radically alter the world in which we live and work. The opportunities for leadership are available to all of us everyday. More than ever, there is a need for people to seize these opportunities to lead. Yet in traditional schooling, little time is spent nurturing the talents and skills for personal effectiveness. At ELA, a specific focus has been designed across the curriculum to assist students in developing a step-by-step pathway for living with fairness, integrity, honesty and human dignity – principles that provide students the wisdom and power to seize leadership opportunities in their future.

This year our Leadership Curriculum will include the YELL Curriculum developed at the University of Wisconsin. ELA uses this time to develop our school community, practice leadership skills and engage in collaboration that is crucial to our program. Additionally, we focus on individual growth through goal setting and reflection. In 8<sup>th</sup> grade, students participate in the Sertoma Club's Freedom Essay contest, explore their future plans through the online program, College In Colorado, and practice school leadership through a Legacy Project.

### **Conduct, Discipline and Goal Setting**

We have high expectations for scholarship and behavior, and will use a growth plan to help students reach their goals, become successful students, and develop their passions. If students struggle with the expectations at ELA, these growth plans will be used to set up supports or incentives to encourage success.

Each student is required to sign a Conduct Agreement with Englewood Leadership Academy, which is in the enrollment packet. Restorative Practices will be utilized when conflicts arise in and out of the classroom. The goal is for all parties involved to engage in a restorative process to help maintain a connected community. In addition, all Englewood School District rules and regulations will apply to all ELA students.

# **EMS/ELA Trauma-Informed and Restorative Approaches to Student Behavior**

## **Proactive Classroom Supports**

**For ALL students from ALL teachers EVERY DAY**

- ★ Set clear expectations
- ★ Teach and practice, practice, practice classroom procedures and routines
- ★ Use affective statements and questions
- ★ Model pro-social behaviors
- ★ Practice empathetic listening
- ★ Provide classroom incentives
- ★ Support school-wide PBIS systems (e.g. ARISE cards)
- ★ Practice proximity control
- ★ Utilize positively phrased redirections
- ★ Utilize seating chart
- ★ Make positive phone calls home
- ★ Document in contact log

## **When a student is unable to meet behavior expectations...**

- Invite student to the refill station in the classroom or even a safe supervised place in the hallway
- Engage in a private restorative conversation with student before student returns to the learning environment

## **If after the above steps are taken a student still is unable to meet behavior expectations...**

- Staff (classroom teacher/para/co-teacher) and student take a break (e.g. a walk, a mask break, quiet time outside the room).
- A student may return to class when ready
  - ◆ A support staff member will escort student back to class and will facilitate a RP conversation with the student and the teacher. This will provide the opportunity for the teacher and the student to reset with a restorative mindset
- If a student is not ready to return to class, they might utilize space for an “extended timeout” (e.g. the REC Room, an admin office, etc.)

## **If after all of the above steps are taken a student still is unable to meet behavior expectations...**

- Admin will support trauma-informed/restorative process and will follow up with the teacher

**Next steps...**

- Restorative/re-entry meeting with all involved parties
- Admin will guide teacher supports for students moving forward

### **Student Appearance**

School is the place of business for students; therefore, clean, neat and appropriate dress should reflect the student's attention to the high standards of ELA. On occasion, students will be expected to adhere to a business professional dress code while making presentations or attending field trips and special community functions. The daily dress expectations follow.

### **Dress Code**

The purpose of our EMS/ELA dress code is to promote a safe learning environment in our school while preparing all students for success in a working world. Therefore, all clothing worn during the school day should be appropriate for our educational environment. School is a professional setting where all students should feel safe and welcome.

For this reason, certain specific types of clothing and accessories are not allowed to be worn at school (including on field trips).

- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, STEAM lab, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Shirts, dresses, and bottoms must cover all private areas
- Pants and shorts must be worn as close to the waist as possible
- Undergarments (any article of clothing worn beneath the outer garment) should not be visible
- No clothing displaying images or slogans related to weapons, violence, hate, drugs, alcohol, tobacco products, profanity, vulgar language or hate speech, sex, gangs, illegal activity, or any other topic that would be distracting in a learning environment (if you are questioning if it is appropriate, you probably shouldn't wear it)
  - Specifically, this includes but is not limited to: Drugs, alcohol, inappropriate gestures, language, or trench coats
  - If there is a pattern of possible gang affiliation or representation at school, a specific dress code will apply based on an individual or group basis. This is at the discretion of the Administration
- No pajamas, slippers or other sleep items such as blankets or pillows
- No hoods or sunglasses may be worn in the school building. Such items must be removed before entering school
  - These items conceal a person's identity

### **Homework**

Homework for an ELA student should be between 30 and 60 minutes per night. This may vary, but if homework is consistently taking longer than this time to complete, please contact the student's homeroom teacher. The goal of homework is to improve student performance and increase achievement toward high standards. Homework is an opportunity for students to practice organizing commitments, prioritize assignments and create a common bond of effort between school and family. Homework assignments impact students' grade point average and therefore are crucial components of a student's success at ELA and in their education beyond middle school. Parents and students are advised to set a specific time and place each day for homework completion, away from distractions. Students will succeed academically by completing homework assignments with a high degree of quality and by meeting deadlines for work completion.

### **Extra Help**

This year we will have a "Soft Start" from 8:00 am - 8:20 am. This will not be an academic period and as such, allows time for a student to get some academic help if necessary.

### **Chromebooks**

Every student at ELA receives a Chromebook for their educational use during the school year. While there are district safeguards in place, parents are advised to closely monitor their student's use of the Internet, social media, and game time on their device, to successfully insure their child's safety and time management skills. Teachers will put temporary or permanent restrictions on the use of technology for continued misuse of chromebooks.

### **Cell Phones**

Students may use their cell phones before and after school and during lunch only, unless a faculty member makes an exception for a particular student or purpose. Cell phones that are seen in the classroom or in the hallways during classes or passing periods will be confiscated and sent to the office, per TEC phone policies. Please refrain from sending your student a text message or voicemail when they are in class. It is very difficult for students to stay focused on schoolwork when they have a message waiting. If there is an emergency, please call the office and they will immediately send for your student. If the student needs to call home, they may do so from the office. Electronic devices on overnight or extended field trips will be subject to similar policies, and are collected at bedtime to avoid inappropriate behavior after hours and to encourage critical personal interaction with peers that extended field trips can encourage.

### **TEC Phone Policy**

1. Bring your personal devices at your own risk. If your cell phone is stolen or damaged, this is your responsibility and the school/district is not responsible.
2. Phones and earbuds/headphones should be out of sight and silenced at all times during class.
3. Teachers may allow cell phone use for educational purposes--always ask permission and wait for teacher direction.

4. Students who do not comply will need to turn over their phones/devices to the teacher.
  - Teachers will turn in collected phones/devices to the main office
  - First offense--student may collect phone/device at the end of the school day
  - Second offense--parent/guardian will be contacted and parent/guardian must pick up the phone at the end of the school day
  - Third offense--student is placed on a cell contract (by Administration) and must turn in cell to the main office each day upon arrival at school (first contract is 10 days and then is extended in the event of future violations)
5. When students use the bathroom pass, phones will be collected before the student leaves the room.

### **Registration/ Fees**

All families are required to complete online registration, which can be accessed by visiting our website.

**ELA's Student Activity fee is \$100/year and should be paid through the online portal, unless other arrangements are made with the bookkeeper.** We welcome families who are able to make scholarship donations to help accommodate those families for whom making these payments presents a hardship.

### **Health**

All students are required to provide current immunization records for enrollment.

Students requiring medication during the school day must have a physician's note on file and make arrangements with the school Health Assistant for administration of their medications. Any medications that your child may need to take during the school day, or on any overnight field trips, whether they are prescription or over the counter, must be administered by school personnel. In order to administer any medication, written permission from the parent and written authorization from the child's doctor must be on file. These forms are in your registration packet. Any medications should be in the original container.

The following are some examples of substances that may not be given to students without these medical consent forms:

Tylenol, aspirin or ibuprofen	Medicated eye drops
Cough medicine	Inhalers
Lozenges	Any prescription drugs
Allergy medications	
Cortisone Cream	

Following the proper legal procedures ensures the safety of your student. Please feel free to contact us should you have any questions.

If a student feels ill during school hours, they should ask to visit the health office, so that an assessment can be made by the school health aide. Calls to the family to be picked up from



school in the case of injury or illness should be made from the office and not from individual cell phones.

### **Parent Involvement**

At ELA, we are a learning community, and as such, we value and need parental involvement. First and foremost, please know that we invite and welcome your input, questions, and suggestions. If you would like to be a DAC (District Advisory Committee) representative or would like to attend our PTSO/SAC meetings, please speak to your child's Leadership teacher so we can benefit from your perspectives.

If you have concerns about your child's progress or any aspect of their school experience, feel free to **make an appointment to speak with his or her homeroom teacher or the subject area teacher in which you have the concern to resolve the issue.** We want every student and every family member to feel that they are a vital part of this learning community called ELA, and most importantly, we want every student to thrive academically, emotionally, and socially during their years at Englewood Leadership Academy. As a faculty, we value the trust you place in us to provide your child with the best educational experience possible. We aim to deliver and we have a very successful history of providing students with the absolute best academic and leadership education available in Colorado.

For further information, please see our website:

<https://ela.inglewoodschools.net/>