



JORDAHL OFFICE:

The office is open from 7:10 AM until 3:45 PM each school day to assist you.

Office Staff:

Mrs. Kary Davis, Principal
Mrs. Mandy Heberer, Assistant Principal
Mrs. Angie Lopez, Counselor
Mrs. Ashley Aguilar, Secretary
Mrs. Cassie Krieg, Secretary
(719) 382-1400

<https://www.ffc8.org/jordahl>

Facebook - @Jordahl Elementary School

SCHOOL HOURS

Cafeteria opens 7:10 AM
Building opens 7:10 AM
K-5 learning is from 7:30-2:25 daily

JORDAHL ELEMENTARY SCHOOL

2020-2021 SCHOOL YEAR

We create a culture conducive to high academic achievement and social-emotional growth which cultivates impactful citizens.

-Jordahl Vision

Dear Jordahl Students and Parents:

Welcome to Jordahl Elementary School! I am proud to serve as your principal, and I look forward to facilitating a World Class Education for your child.

Effective communication with our community is one of our top priorities, so we are proud to present you with this parent handbook and school calendar. It is our hope that you will find the answers to many of your questions in the pages that follow, and that the calendar will help in planning your child's school year.

Please take a few minutes to go over this handbook as a family and become familiar with our school and district policies. Of course, please feel free to call us if we have missed anything you need to know. You can find our FFC8 Board Policies at FFC8.org.

At Jordahl, we have high expectations for academic achievement, and provide social and emotional supports for students to become model citizens. We are dedicated to ensuring that Jordahl Elementary provides a culture where rigorous teaching and learning take place, and where all students experience success while developing a real love for learning.

If you should have any questions or concerns, please do not hesitate to contact me. My door is always open.

Sincerely,

Kary Davis-Principal

kdavis@ffc8.org

(719) 382-1400

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Staff List

Kindergarten:		SPED:		Custodians:
Crecensiana Maldonado		Stuart Miller /PT		Nate Dominguez
Bailee Hosey		Lindsey Fralish/Mod		Hylas Dorey
Becki Huffstutter				Lisa Tucker / Head
Erin Previte		Amy Frazer/Autism		
Tara Woltjer		Brenna Lund/Speech		School Psych:
		Jordan Dominguez/ Autism		Megan Page
1st Grade:		Jessica Pearlman/Mod		
Katie Martz		Lyndsay Fountain / OT		Admin:
Pam Salas		Shawn Moore/Speech		Kary Davis/Principal
Kristin Sessler		Juli Johnson 1/2 Speech		Mandy Heberer/AP
Julia Swonger				Ashley Sportel/Dean
Brent Upton				
2nd Grade:		Specials:		ELD:
Faye Donahue		Kathryn Calahan/Art		Karolyn Colon
Sindy Hurt		Cassie Musgrove/Music		
Tami LeMay		Nate Bohlken/PE		Interventionist:
Page Upton		Leslie Rich - Media/STEM		Cindy Martin
3rd Grade:		Counselor:		MFLC:
DeAnn Andert		Angie Lopez		
Megan Bailey				
Chelsea Curl		Secretaries:		Nurse:
Tori Mace		Ashley Aguilar - Budget		Sheri Nassief
Yvonne Neal		Kay Cannon-IC/Registrar		
4th Grade:		Cassie Krieg - SPED		Kitchen:
Jennifer Jefferson				Kirsten Reuer
Audrey Lessard		SPED paras:		Dotti Catalano
Paula Stamps		Agata Boynton		Sheri McCormick
Courtney Walk		Amanda Zuniga		Stephanie Larkin
		Angelica Lafita		
5th Grade:		Christine Ludwig		SRO:
Alexa Cordray		Heather Beltz		Officer Don Klinge
Sam Pines		Jennifer Martinez		
Justin Taylor		Jessica Soto-Loarte		Recess/Lunch Monitors
Greta Yocum		Johanna Cordova		Waylon Cosner
		Kimberly Murphy		Jaimee Jackson
Staff Daycare:		Rosario Ortiz		Richard Carpenter
Jaimee Jackson		Sandra Curl		Kayla Tucker

Arrival/Dismissal

Classes begin promptly at 7:30 AM. Please **DO NOT** bring your child to school any earlier than **7:10 AM** because we do not provide supervision until that time. **At 7:10 AM**, a bell will signal for students to enter the building through a designated perimeter door marked with their teacher's name that leads to their classroom. There will be a warning bell at **7:25 AM** and **all students are expected to be in their seats and ready to begin the day by 7:30 AM.**

As students **arrive** in the morning, they will enter through a designated perimeter door marked with their teacher's name and report to their classroom by 7:25am. Staff will be on duty to let students in beginning at 7:10 AM. We highly encourage families to say good-bye in the kiss and go area and allow students to transition into the building independently where they will be met by building staff. Because of the COVID-19 health and safety guidance, we are not allowing parents to walk their children into the building.

As students get **dismissed**, they will remain with an adult, staff member until release. We have 4 ways for students to get home. 1. Bus- all students will be walked to the bus by a staff member. 2. Kiss and go lane- a staff member will have your student out front and as soon as the student sees your car, the staff member will let them get in the car with you. 3. Parent pick up from classroom door- If you wish to park your car and walk to the teacher's door, or if you walk to get your child, you will pick them up from the teacher's door on the backside of the school where the playground is. 4. Walk- children may walk home. No child under the age of 8 may walk home alone. They must have an older sibling or adult to walk with them.

Parking Lot/Bus Lane

For the safety of all students, please use the bus/drop-off lane in the morning to drop off your student. The middle lane is a drive-through lane to exit or get to the parking lot.

Students are able to be dropped off curbside. **Please do not let students out unless the car is at the curb.** The far south drive-through will be blocked off at the crosswalk each day at 7:00 AM.

At 2:15 PM cars can use the kiss and go lane to pick students up. The buses run in a separate lane that closes our upper parking lot. The middle lane is a drive-through lane to exit or get to the parking spaces. So, If you need to park, please use the visitor parking right out front. **Do not exit your vehicle if you are in the Kiss and Go lane.**

Bus Procedures

Students who will be riding the bus must be registered every year. You can do this online by visiting www.fcc8.org and clicking on Transportation under Departments. Students riding the bus arrive around 7:10 am. This allows plenty of time for students to have breakfast. Students who do not need breakfast will enter the school and go to their designated area. Buses depart Jordahl at 2:35 pm. You can find bus routes and schedules on the transportation link. Contact the transportation office at (719) 382-1335 if you have any questions regarding transportation.

Breakfast and Lunch

Breakfast is available to all students after 7:10 AM. **Please do not send students before this time.** Breakfast and lunch will be served in the classroom this year due to the health and safety guidelines for COVID-19. Your cooperation with this request is greatly appreciated. Monthly menus can be accessed on Fountain Fort Carson School District 8

website. Please purchase meals in advance through the cafeteria manager. We discourage charging for student lunches.

Allergies

In our lunchroom we have designated tables for students with food allergies. Students who need to use this table are welcome to invite a friend to join them as long as those students are eating a school provided lunch and not eating a lunch that was made at home.

Parents will not be able to eat lunch or breakfast with students due to the COVID-19 Health and Safety guidelines. We also encourage healthy food choices for our students and ask for your support in this by providing your students with nutritious choices for lunch and snacks throughout the day.

- Milk/juice \$0.50
- Student breakfast, daily \$1.25
- Student breakfast, Reduced/Free No Charge
- Adult Breakfast \$2.20
- Student lunch, daily \$2.50 Lunch,
- Student reduced/Free No Charge
- Adult Lunch \$4.00

*Applications for Free/Reduced lunch can be found on the Fountain Fort Carson School District Nutrition Website and our school office.

**Student accounts can be paid at the Fountain Fort Carson School District Nutrition Website.

File: EF-E-1

School Meal Payments

The district is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable federal guidance from the United States Department of Agriculture (USDA), this policy is intended to serve the purposes of meeting student needs, minimizing the identification of students with insufficient funds to pay for school meals and maintaining the fiscal integrity of the district's school food service account.

Student meal accounts and meal charges

Student meal accounts shall be established by the district.

Parents will be encouraged to pre-pay for students paying full or reduced price for meals. The district shall ensure that parents have access to at least one no-cost method of paying for meal services, such as the ability to pay in person. Students will be permitted to pay for meals and/or add funds to student accounts on the day of service.

If a student has money to purchase a full or reduced price meal at the time of the meal service, the student must be provided a meal. The student's money may not be used to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

Students paying full or reduced price for meals and who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal. However, these students will be denied permission to charge à la carte or "extra" items, such as a second milk or additional entrée.

Students may charge up to 5 full lunches per school year before the student will no longer be permitted to charge meals. Students at the meal charge maximum will be provided a complimentary replacement meal.

Notification of low balances

Notification of a low balance on a student account will be provided privately by “low” balance and payment reminders, such as payment notices sent directly to the parent’s email address, telephone calls, and/or automated text messages or emails sent from an online system.

When notified of a low balance on a student account, parents will be reminded of this policy and the process for submitting applications for free or reduced price meal benefits. Parents will also be notified that any school meal debt accrued prior to the district’s determination that the student is eligible for free or reduced lunch remains the parent’s responsibility.

Notification and collection of meal charge debt

Notification of a negative balance on a student account will be provided by notices sent directly to the parents’ email address, including expected payment dates and collection efforts.

In collecting debt, the district shall ensure that collection efforts do not have a negative impact on the students involved and instead focus on the adult(s) in the household responsible for providing funds for student meal purchases. The district will work with parents to establish repayment plans with payment levels and due dates appropriate to the household’s particular circumstances.

For students with delinquent meal charges, the following process will be used to collect debt. Kitchen managers will initiate the collection process with a phone call to the parent/guardian at least weekly. If no payment is received, the nutrition services staff will email statements of the negative account balance to the parent/guardian and/or mail a paper copy of the statement to the family’s address. If no payment is made on the account, school administration will assist with the debt collection process by meeting with the parent/guardian and/or mailing a letter to the family. Collection efforts from one school year may continue into the following school year.

Uncollectible delinquent debt/Uncollectible debt – Fountain Fort Carson School District 8 considers student accounts uncollectible when collection efforts have been unsuccessful for six (6) months after a student leaves the district. Repayment of uncollectible debt is an unallowable expense for the district; therefore, payment for uncollectible bad debt must come from others sources such as the district’s general fund or donations.

Refunds and Donations Households may request a refund of their student(s) meal account(s) at any time or may transfer/donate unused meal balances to another student’s account, as specified. Per federal regulations prepayments for students eligible for free or reduced meal pricing must be refunded to the household.

Donations made to benefit nutrition services which do not specify a particular student will be deposited to the general fund and will be used to offset uncollectible debt.

Annual notice

The district shall notify students and their parents about this policy at the beginning of each school year. Notification shall also be provided to those students who transfer into the district during the school year. Information about this policy may also be included in student handbooks, student enrollment or registration packets and/or back-to-school packets and posted on district and school websites.

This policy will also be communicated to school and district-level staff responsible for this policy’s enforcement, such as school food service staff responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of this policy.

Adopted: June 14, 2017 Revised: January 30, 2019

LEGAL REF.: USDA Guidance SP 46-2016 (requires written policy regarding unpaid meal charges)

Fountain-Fort Carson School District #8, Fountain, Colorado

Birthdays: Please refer to Board Policy ADF-School Wellness, for information about bringing food to the classroom.

Due to an increase in allergy related concerns, Jordahl is following the district and COVID-19 Health and Safety guidelines of asking parents to only bring in sealed, individually wrapped, store-bought items for classroom events that include ingredients on the label. If you have questions or concerns, please contact the school office at 382-1400. Thanks for your cooperation. **All birthdays will be celebrated at 2:00PM after students have**

had the opportunity to eat school lunch. Please contact your child's teacher for information on how birthdays are celebrated in their classroom.

School boundaries

Boundary areas for each elementary, middle school and high school of the district are drawn up by the administration and approved by the Board, based on geography and student population projections. In establishing school boundaries, consideration shall be given to the densities of student populations in an area in relation to the relative capacities of the schools, the equalization of enrollments in classrooms and efficient use of transportation facilities. A student's designated attendance area shall be based on the legal residence of his parents/guardian. If possible, please schedule doctor, dental and therapy appointments after school hours.

Jordahl Student Absences and Excuses

Please contact the school if your child is going to be absent. If you are calling the night before to report an absence or illness, please leave a message. If you know your child is going to be out for an extended amount of time (3 consecutive days or more) you must fill out a leave of absence form from the office.

The following are excused absences:

- Personal illness that exceeds three consecutive days- with a doctor's note required
- Death of a relative (provide documentation)
- Observance of religious holiday
- Military block leave- up to 5 school days with a copy of military orders
- Doctor, dental and therapy appointments with proper documentation (If possible, please schedule such appointments after school hours)
- Emergency situations- such cases may be approved by administration on an individualized basis

The following are unexcused absences:

- Personal illness that **exceeds three consecutive days** without a doctor's note – While we understand illness happens; a parent phone call or note will not constitute an excused absence.
- Military block leave without orders
- Family events- vacations, birthdays, family visits, other family members' appointments, etc.

Attendance is recorded for the morning (AM) session and the afternoon (PM) session. Each session is considered a one-half day of attendance/absence. Two one-half days of absence equal one full day of absence.

Tardy is defined as arriving between the hours of 7:31 am – 9:00 am

- An extension to the time allotted for a tardy may be determined by individual building administrators in the cases of inclement weather, local traffic/construction issues, bussing issues, etc.
- Students are tardy if not in their seats at 7:30

Attendance Codes

- Tardy – Student arrives between 7:30 – 9:00 a.m.
- Part Day A.M. absence – Student arrives between 9:00 – 11:00 a.m. OR student leaves before 11:00 a.m. and returns to school.
- Part Day P.M. absence – Student leaves after 11:00 am and returns to school.
- Half Day A.M. absence – Student arrives between 11:01 – 1:00 p.m.
- Half Day P.M. absence – Student leaves between 11:00 – 1:00 pm with no return.
- Reverse Tardy – Student leaves between 1:00 – 2:25 p.m.

Policy around excused vs. unexcused

- Documentation required after 3 consecutive days for illness (unless school sends student home), or if the student is on an attendance plan

Behavior Management and Discipline

We believe children learn to become productive, participating citizens by demonstrating characteristics of governing values: Pawsitively **BOBCAT** Behavior. Every morning, Jordahl students recite the **Jordahl Bobcat Pledge**:

“As a Jordahl Bobcat student, I pledge to keep our school a safe and positive place to learn.

Be Respectful

On Task

Be Responsible

Can Do Attitude

Always safe

Think!

My teachers believe in me, and I believe in myself.”

We believe establishing a positive school climate through a core set of values and outlined procedures will result in positive behavioral outcomes. The Jordahl staff will reinforce positive behavior throughout the day to encourage our students to value their learning and respect others.

Infraction Reports/Response to Behavior

An Infraction Report will be utilized when a student chooses a behavior that is not consistent with Jordahl's core set of values. In the Appendix A, there is an example of an infraction report and Multi-tiered System of Support (MTSS) that the district uses in response to non-preferred behavior.

Trauma Informed Approach

Building healthy and trusting relationships is key in growing students' social, emotional and academic skill sets. Research has shown that when students experience any kind of trauma (loss of a family member, divorce, homelessness, negligence, hunger, poverty, abuse-verbal, physical, mental, injuries/accidents, weather related emergencies, etc.), having strong and healthy relationships with others helps to manage and recover quickly. Staff at Jordahl have been trained and continue to participate in trauma informed trainings. These practices include a proactive, restorative approach versus a punitive approach to wrongdoings and helping students take responsibility and accountability for their actions. In order to offer students the opportunity to correct wrongdoings and also communicate with families, each staff member should follow a progressive discipline model. The purpose of this method is to maintain boundaries while preserving the relationship.

The first step of our discipline model is to use questioning techniques to help students reflect and follow expectations. After the research-based questions have been used and behavior does not improve, staff will use the Infraction Report for documenting student behavior with the intention of helping students plan to improve decision making. Once an infraction report has been completed parents must be notified (Level I & II = Teacher; Level III = Administrator) and it must be turned into the office to be entered into Infinite Campus. Please keep in mind that some behaviors may require an immediate office visit such as damaging property or demonstrating behaviors that are dangerous to self or others.

Bullying:

What is Bullying? Targeted and repeated physical, verbal or written acts over time that are intended to cause physical, mental, or emotional harm, intimidate or have a detrimental negative impact on a victim.

Prevention: Fountain-Fort Carson School District 8 believes prevention and education are the most impactful practices that prevent bullying behaviors. We strive to establish a school culture that incorporates expected behavior and effectively respond to non-bullying and bullying incidents through the disciplinary process. **All incidents of bullying need to be reported to appropriate school personnel.** If you feel your safety may be threatened as a result of reporting a bullying situation, [Safe-2-Tell Colorado](#) may be utilized to report concerns of imminent danger. [Safe2Tell Colorado](#) provides an anonymous way for students, parents and community members to report unsafe and risky behaviors before they grow out of control. Each year, [Safe2Tell Colorado](#) receives thousands of reports on bullying, cyber-bullying, suicide threats, mental health concerns, child abuse, substance abuse, violence, planned school attacks, and other concerning behaviors. Each concern reported to [Safe2Tell Colorado](#) allows for caring,

concerned adults to effectively intervene in the life of a child or youth who is struggling. **Safe2Tell** accommodates multiple methods of reporting. Parents, students and community members may call or text reports to **1-877-542-7233** or utilize the online reporting at safe2tellico.org. Once incidents have been identified administration, support staff, and teachers will work to create a positive environment for students. Restorative conferences are utilized to help repair and restore relationships and create agreements among students for their behavior. If the bullying behavior continues, a Distance and Respect Contract will be implemented by administrators to create structures for students to work productively while at school implement this contract. This contract stops contact between students while at school by creating strict boundaries that are enforced through consequences according to our progressive discipline model.

Examples of Bullying Behavior

- A student **repeatedly** teases another student about his or her appearance and makes fun of the student in front of peers.
- Two students have an argument on Facebook and call each other names. One student then gets multiple students to **target** the other student and post derogatory statements about his/her beliefs on numerous occasions.
- Two students follow another student after school on **multiple** occasions punching and kicking the student when they get off of school grounds.

Non-Examples of Bullying Behavior

- A student shares a secret with a friend and that student shares the secret with a group of students to find out if the secret was true.
- Students call each other names when they are in a verbal argument.
- A group of students sitting at lunch do not invite another student to sit with them as the student walks by their table trying to find a seat.
- Two students have an argument on Facebook and call each other names.
- Two students punch each other because of a disagreement about a sporting event.

Safety and Security

Our school uses the Standard Response Protocol as our building response to emergencies (inserted below).

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! Get inside. Lock outside doors.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock outside doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! To the announced location.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! Hazard and safety strategy.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



HOLD! In your classroom. Clear the halls.

STUDENTS

Remain in the classroom until
the "All Clear" is announced

TEACHER

Close and lock classroom door
Business as usual
Take attendance



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Cell Phones

We understand that cell phones are a safety measure and convenient in today's society.

During our school day, however, we need our students to have them turned off or silenced and put away. Students will not be allowed to use them during school hours, unless approved by their classroom teacher. **Students assume all responsibility for their cell phones at school.** Students will be asked to put them away the first time they are seen out when they should not be. The second time in the same day or if there becomes a pattern, teachers may take them and return them at the end of the day. The third time they are out at inappropriate times, the teacher will take the phone and bring it to the office and parents will be notified. Please refer to Board Policy JS for more information.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

If you change your residence, mailing address, telephone number, baby-sitter, emergency contacts, place of employment, or work telephone, **please report the change promptly to the school office.** This is very important in case of any type of emergency.

Counseling

Mrs. Lopez is available to our school population each and every day. The school counseling program is committed to providing services to all students around specific topics. The Brainwise method and Zones of Regulation are used at Jordahl to help students develop critical thinking, strengthen relationships, understand behavior, create a positive learning environment, and enable students to get the most out of their education. Mrs. Lopez is also available to consult with teachers, staff, and parents about meeting the developmental needs of all students. As part of this process, our counselor meets regularly with each class and provides direct instruction in these areas as well as meeting with small groups of children on a regular basis.

Dress Code

Jordahl seeks to maintain an orderly and safe environment for education. Neatness, decency, and good taste are emphasized as guidelines for the understanding and interpretation of the dress code. **Apparel that is excessively short, tight, overly revealing or low cut; has writing or pictures that display tobacco products or logos, alcoholic beverages, or illegal drugs; suggestive or obscene language or violent acts; or is suggestive of gang affiliation may not be worn.** Students may not wear hats inside the building unless otherwise approved.

Field Trips

All students who participate in field trips or events off campus must have a Field Trip Permission and Waiver form signed by parents. If students fail to bring the required signed form, they will not be allowed to participate in the field trip. Parents will need to have their Government Issued ID scanned at the office and will receive a Photo Tag to be worn while attending the field trip as a guest or chaperone. If a parent is chaperoning, younger siblings may not attend as they will be responsible for the supervision of other children as a chaperone. Parents with younger siblings are welcome to attend the field trip as a guest but may NOT be responsible for the supervision of children as a chaperone. Families are not permitted to ride District 8

buses as a guest or chaperone and must meet the class at the destination. Please refer to Board Policy IJOA-R for more information.

Grades

Second through fifth grade teachers enter letter grades into the Infinite Campus, which can be accessed through the Infinite Campus Student/Parent Portal on the Jordahl Website. This portal can be checked for updated grades on a regular basis. Parents and Guardians can log in and check grades and assignments on a regular basis. Teachers can also be contacted for updates on grades. Please contact the school office for more information on the Infinite Campus system. Kindergarten and first grade teachers enter proficiencies and will provide hard copy progress reports and report cards.

Parent-Teacher Conferences

October and February Two conferences will be held during the school year. If a concern arises which needs to be addressed, please feel free to call the school and make an appointment with the teacher, counselor, assistant principal, or principal. Only when children recognize that there is understanding, appreciation, and active cooperation between home and school can they do their best work.

Child Custody

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file, signed, and specifically states denial requests, we must provide equal rights to both parents.

Progress Reports

Progress Reports will be sent home with 2nd-5th grade students at the end of the fifth week each quarter throughout the school year. The purpose of the progress report is to keep you informed as to your child's progress and grades in school. By sending home the report, you will have up-to-date information that will guide your knowledge of your child's strengths, and areas for improvements. You will receive a report that is generated in Infinite Campus. It will have a signature line for you to sign and return. Please look over the progress report, sign and return with your child the following school day.

Promotion and Retention

Promotion and retention shall be based on all factors that contribute to the benefit of the student. The principal will work in partnership with the parent and teacher to determine the need for retention of a student.

Report Cards

Report cards are sent home at the end of each quarter. Please review them with your child, sign the envelope, return to teachers, and make goals for achievement for the upcoming grading period. Any time you have questions about your child's progress, we will be happy to schedule a conference. You may, at any time, look at current grades on Infinite Campus through the Parent Portal. Please contact the school office to receive access information for the Parent Portal.

Illness/Administration of Medication

For the protection of all students, those who are sick or have symptoms of a contagious disease will be sent home. Examples of students who should not be in school include:

students with a temperature over 100.0 degrees; students who have cold symptoms such as a constant runny nose, with abnormal color (green, yellow, white) or thick nasal discharge, constant coughing, or lung congestion; children who have had vomiting or diarrhea in the last 24 hours should not attend school until there has been no vomiting or diarrhea for 24 hours. If your child has a specific health problem, please inform the office, as well as the teacher.

****Please refer to Board Policy JLCD Illness regarding the administration of medication to students at school and Illness Guidelines for Schools.**

Lost and Found

The Lost and Found is in the cafeteria. If your child loses something, and you cannot find it there, notify the office. Please mark items that children might lose such as coats, gloves, lunch boxes, water bottle, backpacks, etc. with permanent marker as the items can then more easily be identified. Unclaimed items will be given to charity.

Make-up work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be two days allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may receive only partial credit, which is the consequence for an unexcused absence.

Parent requests for make-up work must be made through the school office 719-382-1400 and picked up by the parent at the office. **Please do not drop by the classroom for make-up work, but instead, make an appointment with the teacher or arrange to pick up work in the office.**

Newsletter (Bobcat Bulletin)

A school newsletter will be e-mailed one time each month. It is important to ensure that your information is up to date with the school. If you are unable to view the school newsletter online please request a printed copy from the office. Questions about the school newsletter should be directed to the school office at 382- 1400. Classroom teachers communicate information specific to their class in various ways. Make sure to ask your child's teacher about the manner in which they communicate information about their class.

Multi-Tiered System of Support (MTSS)

Students are most successful when there is a spirit of cooperation between the home and school. As a team, both educators and parents share the responsibility of exploring possibilities and strategies that will best meet the educational needs of your child. The classroom teacher spends time looking at data and making observations for all students. When a student has received various interventions within the classroom and school environment, it may be determined that a more focused intervention is needed. Dialogue between the staff member and the home will be initiated to inform you of an MTSS meeting. Prior to the MTSS meeting, teachers have met to review classroom accommodations, and/or interventions that enhance learning for students. Any

interventions that have been tried, or are currently in place, will be discussed with you at/or following the MTSS meeting. At the end of the meeting a determination will be made as to next steps and a follow-up date to review progress.

All students at Jordahl are carefully monitored for progress, and interventions that best meet student needs are carried forth. Many times the interventions within the classroom and school environment are effective; however, when we feel as a team that a more focused approach is needed, we call upon the MTSS process.

Pets at School

Pets of any kind are **not allowed** to be on school grounds. Dogs often become unpredictable, especially around young children and crowds of people. Dogs are expected to be kept away from the building. Acceptable places to wait for your children with your pet are behind the fence on the grass area near the primary playground and the basketball courts behind the school. Thanks for your understanding and cooperation to keep our kids and community safe.

Inclement Weather for Recess

We make every attempt to go outside for recess every day. Our guidelines to go outside are as follows:

- We use the Weatherbug station at Fountain Fort Carson High School
- The FEELS like Temperature must be 20 degrees or higher
- Little to no precipitation falling
- Lightning is a safe distance from the school
- Blacktop and walkways are generally free of ice

There are other conditions that may cause us not to be able to go outside that will be considered if/when they occur.

Playground Expectations

1. In the morning, students are expected to come into the building at 7:10am. After school, students are released from their classrooms at 2:25 and are expected to return home immediately. ***Students may not play on the playground before/after school within the hours of 7:00-3:30.***
2. Students may not ride bikes, scooters, skateboards, hee-lies, rollerblades, or skates anywhere on school property during the school day.
3. Students may not throw rocks, sticks, snowballs, or any dangerous objects.
4. Students are required to swing back and forth in the swings. They may not lie down, jump out, swing from side-to-side, or stand on the swings. Only one person per swing.
5. After school hours, when students are at recess, or outside for other events they may not enter the building without permission.
6. Students may not bring their own playground equipment or electronic games to school.

PTO

Jordahl has an active and hard-working PTO. Throughout the school year, our PTO will do fundraisers to raise money for various projects at the school. We discourage door to door fundraising and encourage selling to family and friends. Please watch the newsletter for updates and information about PTO meeting dates and times. Please feel free to email questions or concerns to jordahlpto09@gmail.com.

Respect for the Flag

The school day begins with the "Pledge of Allegiance." This is a salute to our flag, which represents our country. Students whose religious beliefs keep them from saying the pledge should inform the teacher.

Textbooks and Library Materials

Each student should take good care of the books issued to him/her. Students are responsible for textbooks and other school-issued materials at all times and must pay for lost or damaged items.

Visitors

- We are encouraging families to communicate with staff virtually to the greatest extent possible.
- If an in-person meeting is needed, we are asking our community to make an appointment. Walk-in appointments will not be accepted.
- ***Parents will not be able to walk students through the school to their class on the first day of school or any day thereafter.*** Parents can drop off students at the teacher's back door as they hand students off to the teacher.
- The number of visitors to the school on any given day will be limited.
 - Visitors will be asked to wear a face covering and take part in a health screening to include a temperature check.

Volunteers

Volunteer opportunities are suspended until further notice due to the COVID-19 Health and Safety Guidelines.

Meet with the Teacher

Teachers are responsible for the supervision, learning and care of ***all*** students during the day. This makes it impossible for teachers to have impromptu meetings with parents during the school day. If you have a concern or question, please contact the office or teacher to **make an appointment** to address your concern. This will provide an opportunity for the teacher to give you his/her undivided attention. Meetings will be virtual or over the phone due to the COVID-19 Health and Safety Guidelines.

Personal Care Items:

The following items in the health office may be applied to your child if needed: Vaseline (for chapped lips) and lotion (hypoallergenic, free of active ingredients and common allergens). Please inform your school nurse if you **do not** want these items applied to your child and they will provide you with an opt out form.

Withdrawal from School

Please notify the office as soon as you know you are leaving so that withdrawal paperwork can be processed. Records will be brought up-to-date and sent to the receiving school upon request from the new school. On the day your child will withdraw, a parent/guardian should come to the office for final processing.

Technology:

Student Guidelines for 1:1 Laptop Program

The following are guidelines which require ethical and legal utilization of all technology devices.

- Access to the District's computer services is a privilege and not a right. Students will be expected to adhere to the Acceptable Use Guidelines and required to sign the student/parent laptop use agreement in order to be granted access to District computer services. All policies and restrictions of the District's computer services will be followed.
- District 8 has a content filter to block potentially dangerous Internet sites from students. No filter system is 100% effective, but best efforts are made to block dangerous and inappropriate content. Efforts to circumvent the filter in anyway are strictly prohibited. Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable. Student devices are filtered regardless of where they connect to the Internet. For more information about Internet safety go to www.isafe.org. Students will have access to all available forms of electronic media and communication that are in support of the educational goals and objectives of the District.
- The District does not allow the use of personal devices (BYOD or BYOT) on the District network.

Netiquette

- Be polite and use school appropriate language.
- Do not reveal personal data (home address, phone number, photos, etc.).
- Be respectful to all - remember that other users are human beings whose culture, language, values and perspectives may differ from those of your own and all deserve respect.

General Precautions

- No food or drink is allowed near your laptop at any time.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open or without its protective case.
- Laptops should be shut down while not in use to protect the life of the device.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Fountain-Fort Carson School District. Spot checks may be done by district staff at any time.
- Laptops should never be shoved or wedged into a book bag as this may break the screen.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- Students should also bring their laptop charger to school each day.

- Do not expose your laptop to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Do not attempt to repair the laptop.
- Do not open the case or screen enclosure of the laptop at any time.
- Keep air vents unblocked when laptop is turned on.
- Under no circumstances (except in emergencies, drills) may laptops be left in unsupervised areas. These areas include the school campus, cafeteria, locker rooms, library, unlocked classrooms, hallways or any public setting.
- Students must log in under their assigned username/password and are not to share this information with others.

Screen Care

The laptop screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage if excessive pressure is placed on it.

- Do not lean on the top of the laptop nor place objects on top of it when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the case or backpack that may add excessive pressure on the laptop.
- Do not place anything on the keyboard before closing the laptop lid (e.g. papers, pens, pencils, or headphones).
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or on the laptop.

Sound

Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Personal earphones/buds are not permitted for use in the classroom without teacher approval.

Email Communication

FFC8 will provide students in grades 4-12 with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school need. While users are provided with email accounts, the account(s) should be used with care.

Users:

- Should not send personal information to anyone via email.
- Should not attempt to open attached files or follow links from unknown or untrusted origins.
- Should use appropriate language.
- Should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. All email communication will be monitored and archived.

Limited Expectation of Privacy

District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all internet sites, electronic communications access, transmission/receipt of materials and other digital

information. All material and information accessed/received through district technology devices shall remain the property of the school district. Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by District staff to ensure appropriate use.

Document and File Storage

FFC8 students are provided with Microsoft Office 365 OneDrive and Google Drive accounts for backing up student data. Students can save important items in this online location, keeping a backup to access from anywhere an Internet connection is available. Students are responsible for keeping their data backed up on Microsoft Office 365 OneDrive, Google Drive and/or any other external storage device.

Consequences for Misuse

The student in whose name a system account and/or technology device is issued will be responsible at all times for its appropriate use. Noncompliance with the guidelines published here, in the Student Code of Conduct, and Board Policy JS may result in disciplinary actions which may include suspension and/or termination of technology privileges. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Examples of Unacceptable Use

All examples below are a violation of the District Acceptable Use Policy. Students shall not:

- View movies, social media, install or play games that are not assigned by staff.
- Install or use a VPN (virtual private network) for any reason.
- Create a personal mobile “hot-spot”, use a “proxy site”, or other method to circumvent the school's network safety measures and filtering tools.
- Delete any system folders or files that you did not create or recognize as this may negatively impact your use of the computer.
- Attempt to find, view, or share inappropriate content.
- Engage in cyberbullying, harassment, or disrespectful conduct towards others.
- Use school technologies to send spam or chain mail or for on-line gambling activities.
- Post or otherwise disclose personally-identifying information about yourself or others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content.
- Install programs or games for which FFC8 does not own a valid license.
- Use the network for financial or commercial gain.
- Loan laptop to other students or family members.
- Borrow a laptop from another student.
- Share passwords or usernames.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technology.

Laptop Damage & Repair Fees

- The student's parent(s)/guardian(s) will be a charged repair/parts cost for damage resulting from intentional acts or negligence.
- Repair costs will vary depending on the device and extent of damage.

- Student’s parent(s)/guardian(s) will be responsible for costs associated with unreported losses, deliberate damage or vandalism.
- Students will pay the annual user maintenance fee on or before taking possession of the laptop.

Laptop Theft, Vandalism, Criminal Acts

- In case of theft, vandalism, and other criminal acts, a police report **MUST** be filed with the School Resource Officer by the student or parent within 7 days of the occurrence. Incidents occurring off campus must be reported to the city police by the parent and a copy of the police report must be brought to the school by the next school day.
- Withdrawing student’s parent(s)/guardian(s) must pay all laptop-related fees at time of withdrawal.

Annual Use & Maintenance Fee

Students will pay a non-refundable annual use and maintenance fee. Families with multiples students enrolled in District 8 will pay the full fee for the first student, and then one half of that fee for each additional student, per the chart below.

Per federal guidelines and the Free and Reduced Price School Meals (FRL) application form, your child’s eligibility status may be shared with other school programs to qualify for reduced rates, such as a reduced annual maintenance fee for school laptops, per the chart below.

	1st Student	Siblings
Regular Lunch	\$40	\$20
Reduced Lunch	\$25	\$12.50
Free Lunch	\$15	\$7.50

Regarding the school’s 1:1 Laptop Program, FRL information will remain confidential and will be used solely for the purpose of determining your student’s annual laptop use and maintenance fee.

If you do NOT want your child’s free and reduced price meal eligibility shared for this purpose, please notify the school in writing. By doing so, your students will be charged the full “regular lunch” annual laptop fee.

Please note, sharing this information with the 1:1 laptop program administrator will not change whether your children qualify and/or receive free or reduced price meals.

<p><u>Kindergarten</u></p> <p>24 #2 pencils Blunt Tip Scissors 1- box 24 ct. Crayons (1) Pencil Box – 8.5 X 5.5 X 2.5 12 regular glue sticks (NOT Jumbo) 1 bottle liquid glue 1 box of washable markers 1 set of water colors (1) 1-inch white binder</p>	<p><u>1st grade</u></p> <p>2-1" inch binders Water color paints Crayons (1 box) 1 24 ct. box of colored pencils 1 handheld pencil sharpener 1 pack skinny washable markers 1 pack fat washable markers 1 pencil box 1 pair of scissors 24 Pencils 3 Pink Erasers 4 Glue sticks 1 Glue bottle</p>
<p><u>Second grade</u></p> <p>1-24 boxes of crayons 1 pair of metal blade scissors 1 8x5 inch pencil box 1-1inch white binder 1 standard ruler 24 #2 yellow pencils 1- 12 count washable markers 4 glue sticks 3- yellow highlighters</p>	<p><u>3rd grade</u></p> <p>1 plastic pencil box 1 1 ½ inch binder 3 highlighters 1 pack index cards 1 bottle liquid glue 1 pair scissors 1 -12 ct. colored pencil 2- red pens 1- 24 ct. crayons 24- #2 pencils 2- pink erasers 3- glue sticks</p>
<p><u>4th grade</u></p> <p>Small pencil box (no lock and key boxes) 1 -24 ct. box of pencils (no mechanical pencils) 1 ruler 1- Scissor 4 highlighters (1 green, 1 pink, 1 yellow, 1 blue) Pack of glue sticks 1- 24 ct. box of crayons 1- 12. Ct. box of colored pencils</p>	<p><u>5th grade</u></p> <p>2-packs of Index Cards 3- highlighters 2- 24 ct. pencils 1-12 ct. colored pencils 1- 12 ct. washable markers 2- black Sharpie's 1- ruler 1- individual pencil sharpener 1-2" binder 8 Glue sticks</p>

2020-2021 SCHOOL BOARD POLICIES

The following pages contain some of District Eight's Board policies that directly affect the operations of individual schools. A complete listing of all Board policies can be found on the District's website (www.ffc8.org under the Board of Education). Individual schools are charged with developing specific guidelines for the day to day operation of the schools. Those guidelines are also contained in this packet. If you have any questions regarding any of the policies or procedures, feel free to ask the building administrator.

AC - NONDISCRIMINATION/EQUAL OPPORTUNITY The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the District are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any District program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age and genetic information is also prohibited in accordance with state and federal law. This policy shall be used to address all concerns regarding unlawful discrimination and harassment, except those regarding sexual harassment which are addressed in policies GBAA and JBB. 1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations. 2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups. 3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society. 4. To utilize educational experiences to build each individual's pride in the community in which he or she lives. 5. To initiate a process of reviewing all policies and practices of this school District in order to achieve to the greatest extent possible the objectives of this policy to the greatest extent possible. 6. To investigate and resolve promptly any complaints of unlawful discrimination and harassment. 7. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of District policy.

The District shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the District are offered without regard to race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, disability or need

for special education services. With respect to employment practices, the District shall also issue written notice that it does not discriminate on the basis of age or genetic information. The announcement shall also include the name/title, address, email address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

The notice shall appear on a continuing basis in all District media containing general information, including: teachers' guides, school publications, the District's website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

Non-Discrimination Component Compliance Officer Contact Information
Discrimination Joel Hamilton Administration Office 382-1300
Title IX Joel Hamilton Administration Office 382-1300
Section 504 Joel Hamilton/Montina Romero Administration Office 382-1300

AC-E-3 - SUPPORT OF TRANSGENDER STUDENTS Colorado law and District Policy AC require that all programs, activities, and employment practices be free from discrimination based on sex or sexual orientation, including transgender status. This exhibit is issued to facilitate compliance with local, state, and federal laws concerning discrimination and in keeping with the District's mandates to provide a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities. This exhibit sets a protocol for schools and District staff to address the needs of students who are transgender and clarify how to protect the rights and safety of all students, including transgender students.

The goal of this exhibit is to ensure the safety, comfort, and healthy development of all students while maximizing social integration and minimizing stigmatization of transgender students. Although we cannot anticipate every situation that may occur with respect to students who are transgender, the needs of every student must be addressed in each situation.

Policy AC and this exhibit cover conduct that takes place in schools, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at school bus stops. In addition, it refers to the use of electronic technology and electronic communication on District-owned devices, networks, forums and mailing lists.

The below definitions are provided to clarify the terminology used in this exhibit and assist in understanding the legal obligations of District staff. They are not intended to label students who may or may not use these terms to describe themselves.

"Gender identity" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the biological sex at birth. Transgender individuals' gender identity differs from their biological sex.

"Gender expression" describes the manner in which people represent or express their gender to others, commonly through behavior, clothing, hairstyles, activities, voice, or mannerisms.

"Transgender" describes people whose gender identity or expression is different from the biological sex assigned to them at birth. Other terms that can have similar meaning are **"transsexual"** and **"trans."**

“Transition” is the process by which a person changes his or her gender expression to better reflect their gender identity. In general, presenting themselves to others in a manner consistent with their gender identity. This may include using a nickname and/or choosing clothes and hairstyles that reflect their gender identity.

Areas of Support: 1. All Students have a right to privacy, including the right to keep one’s transgender status private at school. School personnel should not disclose medical or other information that may reveal a student’s transgender status unless legally required to do so or unless the student has authorized such disclosure. 2. When a student undergoes a gender transition during the school year, issues of privacy become much more difficult to manage. In all cases, staff must meet with the transitioning student and consider the health, well - being, and safety of all students when supporting the transitioning student. a. School administrators are directed to work with parents of elementary age students to identify the appropriate steps to support their student. b. School administrators will work directly with secondary students to assess the degree, if any, that the parent(s) will be involved in the process. In addition, the school will include educators who interact directly with the student when developing the transition plan. 3. Every student has the right to be addressed by the name and pronoun that corresponds to the student’s gender identity. 4. The student’s preferred name and/or gender may be used on school records and documents which do not require use of the student’s legal name and gender. 5. A student’s official record shall be changed to reflect a change in name and/or gender upon receipt of documentation that such change was made pursuant to a court order, or through amendment of state or federally issued identification. 6. Transgender students shall have access to the restroom, and other facilities, that corresponds to their gender identity consistently asserted at school. Students who desire more privacy may use a restroom stall or a gender neutral restroom that is accessible to students of all genders, regardless of the underlying reason. 7. Students who are transgender have the right to dress in a manner consistent with their gender identity consistently asserted at school and in compliance with the District and school dress code. The dress code may not be enforced more strictly against transgender students than other students.

This policy exhibit will supersede any provisions of prior or existing policies which conflict with this new policy.

To ensure a respectful school environment, Policy AC, Nondiscrimination/Equal Opportunity, and this exhibit AC -E-3, will be provided to all District departments and schools and will be available on the District website. The policy, exhibits, and complaint process shall be referenced in student handbooks.

ADF - SCHOOL WELLNESS The Board recognizes that students need to be physically active and eat nourishing food to grow, learn and maintain healthy development. It further recognizes that a significant body of research indicates positive correlation between optimal health, learning and academic success.

The District’s nutrition services program complies with all federal, state and local requirements, including the recently enacted ban on trans fats. This new state law prohibits schools from “making available” to students any food or beverages that contain any amount of industrially produced trans fat. This applies to all food and beverages available on school grounds during the school day and extended school day, including classroom parties and before and after-school clubs.

In addition, board policy EFEA, Nutritious School Choices, allows that students will have opportunities to choose nutritious foods that are low in fat, sodium and added sugars during the school day. This emphasis on healthy choices applies to snacks and beverages served during the school day and at before and after-school activities, other than concession stand sales.

Schools are encouraged to offer nutritious choices along with other snack foods at classroom parties and before or after- school activities. Pop or diet pop may not be served to students under any circumstances, other than through concession stand sales or other school events where parents are a significant portion of the audience.

BDF - ADVISORY COMMITTEES The Board of Education of Fountain-Fort Carson School District Eight encourages the participation of citizens of the District in decision-making processes. However, the legal responsibility for decision-making in all matters of policy and operation rests with the Board. Anyone interested in serving on an Advisory Committee should contact their building Principal. All committee meetings shall be open to the public. Meeting notices shall be posted in the same place and manner as notices of Board meetings.

BE - BOARD OF EDUCATION MEETINGS District Eight is directed by five elected, unpaid community members. They are responsible for hiring the Superintendent of Schools, developing policy for managing the District and for setting broad-based goals for the direction of the District. The Board of Education meets at least monthly, generally on the last Wednesday of each month. The official meeting calendar is available on the website and at the Administration Building.

EBCE - EMERGENCY SCHOOL CLOSINGS The Superintendent or designee is empowered to close the schools, to delay their start, or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. It is understood that the Superintendent will take such action only after consultation with appropriate authorities.

Information regarding notification of emergency closings and early dismissals shall be provided to parents, students and staff members at the beginning of each school year.

EEA - STUDENT TRANSPORTATION The school District's transportation program shall be designed to get students who live an unreasonable walking distance from school to school and back in an efficient, safe and economical manner.

Please Note: Generally, transportation is provided for elementary age students who live 1.0 mile from their home school and 1.5 miles for middle school and high school students. These are general guidelines and may be adjusted for safety and logistical reasons.

GBGB - STAFF PERSONAL SECURITY AND SAFETY The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student directed towards a teacher or school employee. An act of a teacher or other employee shall not be considered child abuse if the act was an appropriate expression of affection or emotional support. These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school

District premises. 1. The teacher or employee shall file a written complaint with the building Principal and the Superintendent's office. 2. The Principal shall, after receipt of the complaint and proof deemed appropriate by the principal, suspend the student for three days in accordance with established procedures. 3. The Superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred. 4. The Superintendent or designee shall report the incident to the District attorney or the appropriate local law enforcement agency or officer who shall be requested, upon receiving the report, to investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

JBB – SEXUAL HARASSMENT The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in Board policy AC.

District's commitment: The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Sexual harassment prohibited Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity. 2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student. 3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a onetime incident to rise to the level of harassment, it must be severe.

Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment. Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal “kidding,” abuse or harassment. 2. Pressure for sexual activity. 3. Repeated remarks to a person with sexual implications. 4. Unwelcome touching, such as patting, pinching or constant brushing against the body of another. 5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades or similar personal concerns. 6. Sexual violence.

Reporting, investigation and sanctions

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor, building administrator, or principal in their school building. Students may choose to report incidences of sexual harassment directly to the Human Resources Director or to the district’s compliance officer, the Executive Director of Human Resources, and file a complaint, through the District’s complaint and compliance process (AC-R). All reports and indications from students, district employees and third parties shall be forwarded to the compliance officer (AC-E-1).

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the superintendent who shall designate an alternate compliance officer to investigate the matter.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual’s status or affect grades.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

Notice and training Notice of the policy shall be circulated to all district schools and departments and incorporated in student handbooks.

All students and district employees shall receive periodic training related to recognizing and preventing sexual harassment. District employees shall receive additional periodic training related to handling reports of sexual harassment.

JC - ATTENDANCE REGULATIONS Attendance areas for each elementary, middle school and high school of the District are drawn up by the administration and approved by the Board, based on geography and student population projections. In establishing school boundaries, consideration shall be given to the densities of student populations in an area in relation to the relative capacities of the schools, the equalization of enrollments in classrooms and efficient use of transportation facilities. A student's designated attendance area shall be based on the legal residence of his parents/guardian.

JEB - AGE OF ENTRANCE: A child may enter kindergarten if five years old on or before October 1 of the year of enrollment. Younger students who do not meet the District's entrance age requirement for kindergarten but who are five years old on or before October 1 may be accepted if transferring from another kindergarten program, if the Principal or designee determines that placement of the student in kindergarten is appropriate.

Students enrolling in the first grade may enter if they are six years old on or before October 1 of the year of enrollment. A student who is at least five years old on or before October 1 may be permitted to enroll in first grade if the student attended at least 120 days of kindergarten in another state.

A legal birth certificate or other acceptable record shall be required for enrollment age certification. The Principal or designee will make exceptions to these entrance age requirements in accordance with state law pertaining to the education of military children.

JH - STUDENT ABSENCES AND EXCUSES: Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class or school day begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

Recording of Attendance/Absences In calculating the number of absences for purposes of determining whether a child is "chronically absent" or "habitually truant," the following guidelines apply:

Elementary: • Attendance is recorded for the morning (AM) session and the afternoon (PM) session. Each session is considered a one half day of attendance/absence. Two one-half days of absence equal one full day of absence.

Secondary: • Attendance is recorded for each class period. The number of class periods per day varies among the schools. Seven total periods of excused or unexcused absences that a student accumulates at any time will equal one day of absences. For example, if a student is absent from three periods one day and four periods on another day, all seven missed class periods equal one-day absence.

JHB - TRUANCY If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as a "habitual truant."

In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/ guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

Please Note: An excused absence may include, but is not limited to, the following reasons: funeral, illness, injury, legal obligation, medical procedure and religious observation. An unexcused absence occurs when the student is absent without a reason, or for an unacceptable reason, as identified within the attendance rules set by the Board of Education.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. The plan shall also include strategies to address the reasons for the truancy. When practicable, the student's parent, guardian or legal custodian shall participate with District personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the child's truancy. In accordance with law, the District may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention or in-school suspension.

JICDA - CODE OF CONDUCT The Principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on District property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event and off school property when the conduct has a nexus to school or any District curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value. 2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property. 3. Willful destruction or defacing of District property. 4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. 5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force. 6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or group that precipitate disruption of the District or school program or incite violence. 7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group. 8. Violation of the Board's policy on bullying prevention and education. 9. Violation of criminal law which has an effect on the District or on the general safety or welfare of students or staff. 10. Violation of any Board policy or regulation, or established school rules. 11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm in accordance with federal law. 12. Violation of the Board's policy on student conduct involving drugs and alcohol. 13. Violation of the Board's violent and aggressive behavior policy. 14. Violation of the Board's tobacco-free schools policy. 15. Violation of the Board's policies on prohibiting sexual or other harassment. 16. Violation of the Board's policy on nondiscrimination. 17. Violation of the Board's dress code policy. 18. Violation of the Board's policy on gangs and gang-like activity. 19. Throwing objects, unless part of a supervised school activity, that

can or do cause bodily injury or damage to property. 20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others. 21. Lying or giving false information, either verbally or in writing, to a District employee. 22. Engaging in scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work. 23. Making a false accusation of criminal activity against a District employee to law enforcement or to the District. 24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students. 25. Repeated interference with the District's ability to provide educational opportunities to other students. 26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of District staff.

Each Principal shall distribute a copy to each student. Copies also shall be available to any patron of the District upon request.

JICH - DRUG AND ALCOHOL INVOLVEMENT BY STUDENTS Knowingly Possess, Use, Buy or be Under the Influence, Giving, Selling or Supplying Fountain-Fort Carson School District Eight shall promote a healthy environment for students by providing education, support and decision-making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare, safety or morals of other students or school personnel for any student to possess, use, sell, distribute or exchange, or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include, but are not limited to, narcotic drugs, hallucinogenic or mind - altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined by law, or any prescription or non-prescription drug, medication, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students. This policy also includes substances that are represented by or to the student to be any such controlled substances or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school sponsored or sanctioned activity, or whose conduct at any time or place interferes with the operations of the District or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis, depending upon the nature and particulars of the case. When appropriate, parents/guardians shall be involved and every effort made to direct the substance abuser to sources of help.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents/guardians and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school aged youths. Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available.

Information provided to students and parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school District assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

JICI - WEAPONS IN SCHOOL The Board of Education determines that student possession, use and/or threatened use of a weapon is detrimental to the welfare and safety of the students and school personnel within the District.

Dangerous Weapons Using, possessing or threatening to use a dangerous weapon on District property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any District curricular or non-curricular event without the authorization of the school or the school District is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, “dangerous weapon” means: a. A firearm. b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air. c. A fixed blade knife with a blade that exceeds three inches in length or a spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length. d. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

JIH - STUDENT INTERVIEWS, INTERROGATIONS, SEARCHES AND ARRESTS The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student, and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches Conducted by School Personnel School personnel may search a student and/or the student’s personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search.

JKA - USE OF PHYSICAL INTERVENTION AND RESTRAINT To maintain a safe learning environment, District employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and regulation.

Physical Intervention Corporal punishment shall not be administered to any student by any District employee.

Within the scope of their employment, District employees may use reasonable and appropriate physical intervention with a student, that does not constitute restraint as defined by this policy, to accomplish the following: 1. To quell a disturbance threatening physical injury to the student or others. 2. To obtain possession of weapons or other dangerous objects upon or within the control of the student. 3. For the purpose of self-defense. 4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Restraint is defined by state law and this policy as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals and seclusion. Restraint shall not include the holding of a student for less than five minutes by a District employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

District employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior. District employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation. Restraint shall only be administered by District employees trained in accordance with applicable State Board of Education rules.

Exceptions: The prohibition of the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to: 1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111 (3); and 2. When the student is openly displaying a deadly weapon as defined in C.R.S. 18-1-901 (3)(e).

JLCD - ADMINISTERING MEDICATIONS TO STUDENTS Medication may be given legally only by school personnel whom a registered nurse has trained and delegated the task of giving such medication. For the purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication. The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, cough drops, vitamins and nutritional supplements. Medication may be administered to students by the school nurse or other school designee only when the following requirements are met: 1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of the medication, dosage, how often it is to be administered, and name of prescribing health care practitioner shall be printed on the container. Non-prescription medications shall be provided in a

new, unopened, sealed container. 2. The school shall have received written permission from the doctor or dentist to administer the medication. 3. The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to side effects or other medical consequences of such medications also must be presented. 4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

Please Note: All medication shall be safeguarded at school to avoid any risk that it may be improperly administered to anyone.

Self-administration of medication for asthma or anaphylaxis A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related life-threatening condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with regulation JLCD-R.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school Principal after consultation with the school nurse and the student's parents/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall be considered a violation of policy JICH, Drug and Alcohol Involvement by Students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with policy JICH.

JLCE - FIRST AID No treatment of injuries except first aid shall be permitted in the schools. First aid is that immediate help given by the best qualified person at hand in case of accident or sudden illness.

HOMEWORK Education is a lifelong process which extends beyond the school. It is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside the school. A broad definition of homework includes not only written work but also related activities such as viewing specific television programs, news reporting, recreational reading and other activities which are related to classroom work but which are assigned to be done at home.

Why assign homework? To provide practice using rigorous application of newly taught skills and concepts. To provide opportunities for applying skills and concepts into real world application. To allow for deeper understanding and learning. To improve life skills such as time management and responsibility. To provide the teacher with feedback that identifies students' strengths and weaknesses in understanding. To provide additional practice in skills and concepts that were re-taught because students had difficulty understanding them the first time they were taught. To provide an informal assessment that teachers can use to enhance instruction.

When is homework assigned? Homework is generally assigned Monday through Thursday and occasionally on weekends and over breaks. Homework time and complexity should increase with the age of the students. (K/1st grade – 15 minutes, 2nd/3rd grade – 30 minutes, 4th grade - 45 minutes, 5th grade - 60 minutes.) Homework for middle school and high school students will vary depending on the course load. However, students should expect 1-2 hours of homework each night. Homework should be graded and account for 10-15% of the total grade. Homework is commonly posted on classroom whiteboards and students copy it into their planners. Homework may also be posted electronically as defined by each school.

Homework should not be assigned during standardized testing time periods or semester exams.

Guidelines for Students: Students should be aware of all homework assignments. It is the responsibility of the student to have the materials necessary to complete the assignment. Students should strive to deepen their learning by completing their homework. Be sure you understand the assignment and ask your teacher if you need help. Set aside a regular time to do homework. Study in a quiet place. Complete your work and hand it in when it is due. Do your best on each homework assignment. Be prepared to ask specific questions about your homework. Monitor your progress on assignments. Monitor your grades using Infinite Campus or by communicating with your teacher. Seek assistance and clarification from teachers before or after school when needed.

Guidelines for Teacher: Teachers are expected to follow building guidelines regarding the type and length of homework assigned. Communication with both parents and students regarding homework expectations is the responsibility of the teacher. Homework should be independent practice assigned with a clearly understood purpose. Homework should be differentiated. Homework assignments should be planned to include a wide variety of relevant activities. Homework should not be given as busy work or for disciplinary reasons. Grades for homework should be given based upon the defined building procedures. Utilize homework as a way to reinforce instruction. The grading of homework, expectations for make-up, and where homework is posted should be consistent with building defined practices.

Guidelines for Parents: Parents can support their students' learning by encouraging good study habits, providing a home environment conducive to learning, and expecting their student to complete homework assignments. Dedicate an area of the home free of distractions for your child to do their homework. Parents are encouraged to access Infinite Campus in order to monitor student progress and grades on homework. Please contact your child's school for assistance with Infinite Campus username and passwords. Take an active interest in your child's learning and what your child is doing in school. Compliment good work or when improvement is shown. Seek clarification from teachers regarding homework expectations. Encourage your child to seek additional help when needed. Express support for homework to your child.

JRA/JRC - STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student,

except as set forth in law and this policy. The Superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

Content and custody of student education records The Principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records 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 individualized education program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or school District that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

Access to student education records by parents and eligible students A parent/guardian ("parent") has the right to inspect and review their child's education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

Request to amend student education records: A parent or eligible student may ask the District to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

Disclosure with written consent Whenever the District is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student shall contain the following: a. The specific records to be disclosed; b. The specific reasons for such disclosure; 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 disclosed; and e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's 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 by this policy.

All signed consent forms shall be retained by the school District.

Disclosure without written consent The District may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records. a. For purposes of this policy, a "school official" is a person employed by the District as an administrator, supervisor teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official District business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorize representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
4. The disclosure is in connection with a student's application for or receipt of, financial aid.
5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
6. The disclosure is to

organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction. 7. The disclosure is to accrediting organizations for accrediting functions. 8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes. 9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others. 10. The disclosure is to comply with a judicial order or lawful subpoena. Unless specified in the order or subpoena, the District shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless: a. The court order or subpoena prohibits such notification; or b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding. 11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act. 12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student. 13. The disclosure is of "directory information" as defined by this policy.

Disclosure of directory information Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, email address, photograph, 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, grade level, enrollment status, degrees, awards and honors received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses shall not be disclosed pursuant to this section.

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 Principal of the school where the student is in attendance no later than 30 days beyond the student's first day of school.

Disclosure of disciplinary information to school personnel In accordance with state law, the Principal or designee shall 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. 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.

State law requires the Principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of disciplinary information through the process outlined in this policy and accompanying regulation.

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

Disclosure to Medicaid In all cases in which a student is enrolled in the Colorado Medicaid program, the District shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The District shall obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this the District shall: include a consent form with the "start of school" information in the fall. Include a consent form with IEP packet materials. Include a consent provision on the Medical Emergency form.

Disclosure to the Colorado Commission on Higher Education (CCHE): On or before December 31 of each school year, the school District 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.

Annual notification of rights The District shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. 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.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the office of the Superintendent during normal business hours.

Governing law The District shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The District shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

JK - STUDENT DISCIPLINE The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. All policies and procedures for handling general discipline problems for all students of the District shall be designed to achieve these broad objectives.

The Board in accordance with applicable law has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly and consistently for all students.

All Board-adopted policies and Board-approved regulations containing the letters "JK" in the file name shall be considered as constituting the discipline section of the legally-required code.

The conduct and discipline code shall be provided to each student upon enrollment in elementary, middle, and high school. The District shall take reasonable measures to ensure each student is familiar with the code. In addition, any significant change in the code shall be provided to students and posted in each school.

JLCB - IMMUNIZATION OF STUDENTS No student shall be permitted to attend or continue to attend any school in this District without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law. Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exception may be suspended and/or expelled from school according to regulation JLCB-R.

All information distributed to parents/guardians by the District will inform them of their rights to seek an exemption from immunization requirements.

KE - PUBLIC CONCERNS Constructive criticism motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively is welcomed by the Board of Education. The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows: 1. Teacher 2. Principal 3. Superintendent 4. Board of Education

Any complaint about school personnel shall always be referred back through proper administrative channels before it is presented to the Board for consideration and action. When a complaint is made directly to an individual Board member, the procedure outlined below shall be followed: 1. The Board member shall refer the person making the complaint to the Principal or Superintendent. 2. If the person will not personally present his complaint to the Principal or Superintendent, the Board member shall then ask that the complaint be written and signed. The Board member may then refer the complaint to the Principal or Superintendent for investigation. 3. If at any time the person making a complaint feels a satisfactory reply has not been received from a Principal, that person should be advised to consult with the Superintendent and, if still not satisfied, to request that the complaint be heard by the Board of Education.

Revised 05/08/19

