

# **The Welte Education Center**

## **Handbook 2020-2021**

**School District Eight  
330 Lyckman Drive  
Fountain, CO 80817**



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## WELCOME TO THE WELTE EDUCATION CENTER

The policies and procedures contained in this handbook are to serve as guidelines for your attendance and conduct. These policies and procedures are provided with the intention of making your education a successful and meaningful experience.

### **The Welte Education Center Handbook**

This handbook is for students as well as parents. It is provided by the school district. Please read the information provided. If you have any questions regarding this handbook, please contact The Welte Education Center at 382-1550. You are responsible for its contents.

The Welte Education Center  
330 Lyckman Dr.  
Fountain, CO 80817  
(719) 382-1550  
Principal, Mr. Cito Nuhn  
[www.ffc8.org/welte](http://www.ffc8.org/welte)

Important email addresses:

Cito Nuhn, Principal	rnuhn@ffc8.org
Erika Ramirez, Assistant Principal	eramirez@ffc8.org
E. Scott Jagers, Counselor	ejagers@ffc8.org
Linda Cloutier, Registrar	lcloutier@ffc8.org
Shari Chambless, Secretary	schambless@ffc8.org

Teacher email addresses are listed on our website and will be listed in the quarterly newsletter. You may also call the school with any questions you may have.

### **Fountain-Fort Carson School District Eight Mission Statement**

The mission of Fountain-Fort Carson School District Eight is to develop generations of world class learners capable of being successful members of society by providing a positive, empowering, and safe environment where academic excellence is the desired result for all students.

### **The Welte Education Center Mission Statement**

To keep diverse students in a safe learning culture that incorporates social and emotional skills with challenging academics in order to create individuals who are proactive in their family, community, and work setting.

### **The Welte Education Center Guiding Principles**

#### **As members of The Welte Education Center “Wolfpack”, WE BELIEVE:**

- All of us have potential
- All of us can accomplish anything
- In self-worth
- In having empathy
- That people matter
- In being positive
- In having integrity
- In having morals
- In having common values
- In a sense of community
- That “I want to be here” is a core value

### **Admission Procedure**

An enrollment interview (made by appointment only) is required between the administrator, student and parent/guardian prior to or during enrollment. Student records are required and will be reviewed.

If transferring from FFCHS, students must be referred by a counselor. Transfers will happen at the quarter, semester, or session breaks, and students will not be able to transfer during the middle of a Welte Session.

### **Special Education**

The goal of The Welte Education Center is to serve students who have issues that place them at a high risk of dropping out of school. The focus is on the general population rather than special education populations as the Welte Education Center has limited access to special education services.

Students currently receiving special education services will not be considered for enrollment until an IEP meeting is held to determine whether the alternative school is an appropriate placement to meet the student’s needs.

### **Withdrawal from Previous School**

Students must provide proof of withdrawal from their previous school before attendance at The Welte Education Center may begin. If transferring from Fountain-Fort Carson High School, their Tablet computers and all accessories must be returned.

### **Student Records and Transcripts**

Official transcripts and other student records are not given to students or parents, they will be sent directly to another school or educational entity upon receipt of a request for records. Students may be given a credit summary in lieu of a transcript. Students who wish to view their credit and grade history should meet with the school counselor.

**Returning to Fountain-Fort Carson High School**

Students may opt to return to FFCHS after they pass a minimum of two consecutive terms with passing grades Cs or better in all classes (these must be the two grading periods immediately prior to transfer), with no discipline or attendance problems. Additionally, students must have a graduation plan written that demonstrates the ability to graduate on time at FFCHS. Transfers must be done at the semester break; in August or January. Students are not required to transfer, but may stay at The Welte Education Center if they choose.

Students considering a transfer must meet with Mr. Nuhn at least 2 weeks prior to the time of transfer.

A student staffed into Special Education programs will be placed appropriately as determined by a staffing.

**Graduation Requirements**

The below requirements are the minimum required to graduate and students may need to complete more than the minimum in some areas in order to fulfill all requirements. Due to limited course offerings, Welte Education Center students’ elective requirements are grouped into one elective category. As available, students will be expected to take a variety of electives.

Students may be expected to take a career exploration course, college course or community service course as part of their individual graduation plan.

Subject Area	Credit requirement
Language Arts	4.0
Social Studies	2.5
US History	1.0
American Government	.50
Mathematics	4.0
Science	4.0
Health	.5
Elective/PE	7.5

**Graduation Requirements (Beginning with the Class of 2021)**

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. District 8’s Board of Education has established graduation requirements for students who entered the ninth grade in the 2017-18 school year and each class thereafter. To receive a high school diploma from the district, students must meet or exceed the district’s academic standards and measures required by this policy. Students with disabilities shall be provided access to all graduation pathways provided by this policy and shall have the opportunity to earn a high school diploma from the district. The Board has selected its own measures from these state graduation

guidelines. These guidelines will be shared with incoming freshmen and their parents as Board Policy IKF-2 will be approved at the June, 2017 Board meeting.

For students entering 9<sup>th</sup> grade in 2017:

Subject Area	Credit requirement
Language Arts	4.0
Social Studies	1.5
US History	1.0
American Government	.5
Mathematics	3.0
Science	3.0
Health	.5
Elective/PE	10.5

The district will accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the students' transcripts. The district may reject any transcripts that cannot be verified through such testing.

### **Student Grade Placement**

New students to Fountain-Fort Carson School District 8 from an out of state school will be placed in grades 9 through 12 based upon the following number of credits earned, regardless of the number of years in high school.

0 - 5.9 credits	9 <sup>th</sup> grade
6 – 11.9 credits	10 <sup>th</sup> grade
12 – 17.9 credits	11 <sup>th</sup> grade
18 – 24 credits	12 <sup>th</sup> grade

Students from another Colorado school district will be placed in their previously determined cohort group per CDE regulations. Students will be moved up chronologically, however, students will not graduate until they have earned the total credits required.

### **Grading and Credit**

The goal of all classes at The Welte Education Center is for students to complete the classes at the mastery level or higher. Letter grades will be awarded for transcript purposes. Students are required to work daily on achieving the class objectives established. Credit is awarded each quarter based upon the completion and mastery of the predetermined objectives for each subject. Report cards are issued upon the completion of each semester. Progress reports are issued weekly and a mid-semester report is provided.

### **Assessments**

Students at The Welte Education Center are required to take all required assessments according to state law.

### **The School Year**

A 2020-2021 school year calendar is available online and in the office. This calendar is specific to The Welte Education Center and should be kept in a convenient place. The school year is divided into eight terms, with credit being issued at the quarters and the semesters. Credits for classes are based upon the completion and mastery of a predetermined set of objectives for each class and session.

### **School Hours**

School is in session Monday - Friday 7:50 a.m. – 3:15 p.m. Teachers are available every day before and after school for help with schoolwork. There may be times when students will be required to stay after school.

### **School Supervision**

**School supervision begins at 7:50 a.m. Please do not drop off your student before that time. Students who are dropped off prior to 7:50 a.m. will need to remain outside and will be unsupervised. All students will be able to eat breakfast from 7:50 – 8:06, in the cafeteria.**

School supervision is provided after school until 3:20 p.m. **Students remaining at school after 3:20 p.m. will need to leave campus or be with a designated after school teacher.**

### **Parent-Teacher Conferences**

Research shows that parental involvement is vital to a student's success. For this reason, we hold **Parent-Teacher Conferences in, October and February**. Students are expected to attend conferences along with their parents. If you cannot make it to the conferences you will be expected to contact your student's teachers to make other arrangements. You may also schedule a conference with your student's teachers at any time.

October 13-14 2020

February 17 -18 2021

Parent-Teacher Conference dates are also listed on the Welte Education Center calendar.

### **Guidance**

A Guidance Counselor is available to help each student in his/her social, educational, vocational and personal development.

In addition, a College Transitions Coordinator is available to assist students, families and the community in furthering their education through area universities and Pikes Peak Community College.

There is also a New Student Transition Coach to assist students in transitioning from their home school to The Welte Education Center.

### **Sports/Activities**

Students who meet the eligibility requirements of the CHSAA may participate with Fountain-Fort Carson High School. Interested students should see the administration.

### **Free/Reduced Lunch Program**

We encourage all students to review their eligibility for this program. If you need an application, please inquire in the office. **IF A LUNCH APPLICATION IS NOT FILLED OUT AND RETURNED TO THE WELTE EDUCATION CENTER, THE STUDENT WILL PAY FULL PRICE FOR LUNCH**

UNTIL SUCH APPLICATION AND VERIFICATION HAS BEEN COMPLETED AND RETURNED TO THE CAFETERIA STAFF.

Full Pay Prices are as follows for the 20-21 School Year

Student

Breakfast \$1.50

Lunch \$2.75

Adult

Breakfast \$2.20

Lunch \$4.00

Milk \$0.50

### **The Welte Education Center Attendance Policy**

In accordance with Colorado State Compulsory Attendance Law: School attendance is of paramount importance to academic success. Students and parents should make every effort to ensure that students attend school regularly. An absence is classified as non-attendance in one or more periods during the school day.

If a student is fewer than twenty (20) minutes late to a class, they will be admitted with a pass and counted tardy. If a student is more than twenty (20) minutes late to a class, they will be required to sign in, expected to go straight to class, but an absence will be given for that class.

Absence codes in Infinite Campus:

1. UNX-Unexcused absence
2. EXC-Excused absence (parent contact)
3. ILL-Document absence (doctor's note)
4. OTH- Documentation of extended illness, family emergency, court/probation funerals, etc...  
(6 of any kind #'s 1-4 = **Eligible for Loss of Credit**)
5. ACT-School activity

School sponsored activities (ACT), which result in a student's absence, will not be recorded or counted as an absence. However, students should obtain assignments BEFORE leaving for field trips, if at all possible.

Our attendance policy states that a student **must not miss more than 3 days per grading period, be it excused (EXC) by the parent or unexcused (UNX). Once a student misses three days they will be assigned to make that time up during after school tutoring.** Should a student miss more than 3 days, a review of the student's attendance will be conducted by the principal and the student. Any student who misses a **total 6 days in a grading period for any reason(s)**, to include illness with a doctor's note, a review of the student's attendance will be completed by the principal, the student, and the parent/guardian to determine if credit will be awarded.

A student who has accrued 6 absences in a grading period may be required to meet with administrators and their parents prior to the beginning of the new term.

**Notifying the School:** Parents must contact the attendance office within 2 business days in order to excuse an absence. The attendance line number is: **719-382-1550**. Absences that have not been excused will be converted to unexcused after 2 business days.

**Closed Campus:** The Welte Education Center is a closed campus. If a student chooses to leave after being on school grounds, including before classes begin, they will not be allowed to return to any classes that day and will be suspended for the remainder of the day. Students who leave campus will not be allowed to ride district transportation home at the end of the day.

**Hall Passes/Out of Classrooms:** Students are expected to be in their regularly scheduled classes at all times. The only exceptions to this are: going to the restroom or to get a drink, to conduct official business in the office, going to the Zen Room, or if another teacher has requested that they be in another classroom at the time of their regularly scheduled class. In such instances a student must have a signed and dated hall pass by the requesting teacher or front office staff.

**Lunch/Food in Classrooms:** It is expected that all students eat in the cafeteria during their regularly scheduled breakfast and lunch times. Food will not be allowed to be taken from the cafeteria to other locations in the building, unless approved by administration. Students will not be allowed to eat lunch in classrooms, and will be expected to eat lunch in the cafeteria.

**Tardies:** If a student is fewer than 20 minutes late arriving to any class, they will be admitted to class and will be counted tardy by the classroom teacher. If a student is more than twenty (20) minutes late to a class, they will be required to sign in, but an absence will be given for that class. Teachers will monitor students' tardies and adhere to the following consequences:

- 1<sup>st</sup> Tardy – Warning + Call Parent
- 2<sup>nd</sup> Tardy – Lunch detention + Contact Parent
- 3<sup>rd</sup> Tardy – 1 hour After School Detention + Contact Parent
- Subsequent tardies ... - Office Referral

Per District policy, three tardies will be converted into one absence.

### **Cell Phones and Other Electronic Devices**

Cellular phones, headphones, MP3 players, handheld games and other electronic devices are not part of the educational needs of students and are disruptive to the learning environment. They should not be brought to school. Students bring these items at their own risk. The school and/or school personnel are not responsible for lost or stolen personal electronic devices. Cell phone use will be **allowed ONLY before school, during passing periods, at lunch, and after school**. **In order to limit distractions, teachers may collect student cell phones at the beginning of the class period, in a safe and secure location. Students will be given cell phones back at the end of the class period. If a student refuses to comply with cell phone collection at the beginning of class they may be referred to the office.** Cell phones found to be **in use** (making calls, as calculators, listening to music, texting, and checking the time) during class time **will be confiscated by a staff member. Teachers will follow the following discipline matrix for phone use during class time:**

- **1<sup>st</sup> Offense:** the cell phone will be returned to the student at the end of the period and the teacher will contact parents;
- **2<sup>nd</sup> Offense:** the cell phone will be kept by the teacher for the remainder of the day and the teacher will contact parents;
- **3<sup>rd</sup> Offense:** the cell phone will be turned in to the office and parents will be contacted by the administration. Parents will be required to come to the school to retrieve the phone.

- A student who continually and willfully violates school policies will be suspended.
- Remember "**SEE, HEAR, KNOW**"; if a staff member SEEs a phone, if a staff member HEARs a phone, if a staff member KNOWs a phone was in use, it will be confiscated.
- **Note to Parents:** We are asking your cooperation in not calling or texting your student during school hours. If you need to speak to your student, please call the main office and the office will forward the message to your student. We appreciate your cooperation in limiting these messages to those of an urgent nature.

### **Music**

Listening to music during class is at the discretion of the teacher; however, during direct instruction and testing, listening to music will **not be allowed**. Any student violating this policy will have their device **confiscated by the classroom teacher**. The teacher will follow the same policy guidelines for music violations as for cell phone violations. Students should not be listening to music during passing periods. **Students with earbuds in during the passing period will be asked to remove them**. Students who consistently violate this policy may face disciplinary action for insubordination.

### **Video taping**

Student video-taping of any disturbance or other event without the participants' consent may be cause for suspension.

### **Dress and Grooming**

It is important for students to dress appropriately at school, just as they would in the workplace. **Students may be sent home to change for dress code violations and will be considered absent.** Repeated or willful dress code violations could result in a suspension. *We are asking for your partnership in helping your teen dress appropriately each day for school.* As our culture changes and evolves, so do the items of clothing or other personal belongings which may be unacceptable. This means that our dress code may also fluctuate to reflect these changes.

The following includes some, but not all, of the clothing, backpacks, purses or other accessories, paraphernalia, grooming, jewelry, hair coloring, body ornaments, and/or styles that are

#### **NOT ACCEPTABLE:**

- Profanity, references to alcohol, drugs, tobacco, weapons or is of a sexual nature; references by color, trademark, arrangement, or otherwise denotes membership in gangs; clowns or references to ICP; pants that sag revealing undergarments when bending or sitting down; pajamas;
- Hats, bandanas, hoods, do-rags, other headgear and sunglasses; visors or sweat bands worn around the neck or on the belt;
- Extreme piercings that could be distracting to other students and/or staff;
- Chains worn on clothing or on backpacks and wallets;
- Clothing revealing cleavage, bare backs or midriffs (this includes midriffs, halter tops, backless clothing, tube tops, muscle shirts, spaghetti straps); straps on shirts should be at least 4 fingers width;
- Transparent clothing, including clothing made with fish net, mesh or similar fabrics;
- Shorts, skirts and dresses must be fingertip length or longer, including when worn with leggings. Leggings are not appropriate to be worn as pants on their own.
- Shoes are to be worn at all times. Bedroom slippers are not shoes.
- Pajamas are not appropriate attire for school.
- **The teachers and administration will interpret questionable clothing and will make the final decisions regarding suitability. Students will be asked to change or cover up with options provided by the office.**

### **Unacceptable References**

Student belongings and behaviors, including body language, are subject to the dress code and the zero tolerance policy. This means that backpacks, notebooks, papers, etc. cannot contain references to gangs, drugs, alcohol, tobacco, weapons, violence, gambling, racial slurs or items of a sexual nature. This includes drawings and doodlings in or on notebooks and papers, conversations, and hand signals.

### **Trespassing**

Any persons on or around The Welte Education Center campus who do not have legitimate business here will be charged with trespassing and/or loitering. This includes, but is not limited to, students from other schools, former students, and in some cases siblings and friends of students.

Just as we expect students from other schools to keep their distance from our campus, The Welte Education Center students should not be on or around the campuses of other district schools. Welte Education Center students who violate this policy may be charged with trespassing.

### **The School and the Law**

Any unlawful act taking place during school, on school grounds or school busses not only makes the student subject to penalties which the court may prescribe, but also will result in suspension from school and possible expulsion. Students may be expelled for any crimes of violence, even if they occur off school grounds.

### **Weapons**

School District 8 has a ZERO TOLERANCE for the use and/or possession of weapons, as defined in Section 18-1-901(3)(e), C.R.S. A dangerous weapon is further defined by Colorado School Law in C.R.S. 22-33-106(d)(II)(C).

### **Bomb Threats**

Bomb threats are a felony by law. Students involved in such an incident will be suspended from school with a recommendation to the School Board for expulsion from school for the remainder of the school year. A report will be filed with the police.

### **Drugs and Alcohol**

School District 8 has a ZERO TOLERANCE policy for the use and/or possession of prohibited drugs by any student. Students will be dealt with in accordance with District Policy JICH-R.

### **Smoking or Use of Any Tobacco Products**

Board Policy of School District 8 does not permit the use of tobacco or nicotine (including "e-cigarettes") in any form on any school property. This is in accordance with Colorado State Law. Students will be suspended if they violate this policy.

### **School Closing**

In the event of inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate an early dismissal. School closing, delayed starting time or early dismissal will be announced over the major radio and television stations.

In the event of a **two hour bad weather delay**, school will start at 9:55 a.m.; buses will pick up two hours after the regularly scheduled time. As always, students should not be on campus more than 5 minutes before the start of school. If students are here prior to 9:50 a.m. on a day with a two hour delay they must be outside and off campus. A limited breakfast menu will be available on these days.

All closures and delays will be announced on local television and radio as Fountain-Fort Carson School District 8. Delays for Fort Carson should not be confused with delays or closures for Fountain-Fort Carson School District 8. Parents may opt to be notified of school closures and delays via our automated messenger. The school's outgoing voicemail message will be updated to reflect closures or delays by 6:00 am as will the district website at [www.fcc8.org](http://www.fcc8.org). Parents may also subscribe to the FlashNews alert option found at <http://www.flashalert.net/>.

### **Crisis Management Plan and Practice**

Today's society requires that students and teachers be prepared for life activities in and out of the classroom. As part of this preparation, District 8 has developed a district wide Crisis Management Plan to assist students, teachers, administrators and other social agencies deal with potential disturbances or hazards to the normal school environment. Just as the schools have always held fire drills, we will occasionally have crisis drills throughout the school year.

### **Transportation**

Transportation will be offered for all students attending The Welte Education Center. Students who wish to utilize the school district's transportation must read and complete the rules and regulations sheet in the registration packet.

School Board Policy JICC states, in part: *"This school district is not required by law to provide transportation services but may do so as a convenience to all eligible students. The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and on board buses."*

The administration at The Welte Education Center fully supports the school bus rules and regulations and stands behind the decisions of the transportation staff regarding discipline. Additional consequences for bus rule violations may be imposed by the school administration and could include lunch detention, after school detention, in or out of school suspension or loss of bus privileges.

**Student Automobiles:** Students may drive their own vehicles to school. Students must park in a designated area to be assigned after students apply to park on campus. Students wishing to drive to school must provide the school with a copy of their license, registration and proof of insurance. Students may go to their vehicles only with permission and only if their vehicle is parked in the designated area.

### **1:1 Laptop Initiative**

Please refer to the Laptop Use and Care Policy

Per federal guidelines, the eligibility status of your child you gave on your Free and Reduced Price School Meals application form may be shared with other school programs for which your children may qualify. Regarding Welte Education Center's 1:1 Laptop Program, the 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 Welte Education Center 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. Fountain-Fort Carson School District is an Equal Opportunity Provider.

### 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 any way 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](http://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.



## IMPORTANT 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](http://www.ffc8.org) under the Board of Education tab). 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.

### **NONDISCRIMINATION/EQUAL OPPORTUNITY**

**AC**

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**

<u>Component</u>	<u>Compliance Officer</u>	<u>Contact Information</u>
Discrimination	Henry Gonzales	Administration Office 382-1300
Title IX	Henry Gonzales	Administration Office 382-1300
Section 504	Henry Gonzales/Dr. Montina Romero	Administration Office 382-1300

**SUPPORT OF TRANSGENDER STUDENTS**

**AC-E-3**

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.

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.

## **SCHOOL WELLNESS**

**ADF**

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.

#### **ADVISORY COMMITTEES**

**BDF**

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.

#### **BOARD OF EDUCATION MEETINGS**

**BE**

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.

#### **EMERGENCY SCHOOL CLOSINGS**

**EBCE**

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.

#### **STUDENT TRANSPORTATION**

**EEA**

The school district's transportation program shall be designed to get students who live an unreasonable walking distance from school, or are attending a school other than their assigned school pursuant to the No Child Left Behind Act (NCLB) choice option 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.*

#### **STAFF PERSONAL SECURITY AND SAFETY**

**GBGB**

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, after receipt both of the complaint and adequate proof of the charges, shall 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 then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

### **ATTENDANCE REGULATIONS**

**JC**

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.

### **AGE OF ENTRANCE**

**JEB**

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.

### **STUDENT ABSENCES AND EXCUSES**

**JH**

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.

### **TRUANCY**

**JHB**

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.

## **CODE OF CONDUCT**

## **JICDA**

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.

#### **DRUG AND ALCOHOL INVOLVEMENT BY STUDENTS**

**JICH**

##### **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.

## **WEAPONS IN SCHOOL**

**JICJ**

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.

## **STUDENT INTERVIEWS, INTERROGATIONS, SEARCHES AND ARRESTS**

**JIH**

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.

## **ADMINISTERING MEDICATIONS TO STUDENTS**

**JLCD**

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.

## **FIRST AID**

**JLCE**

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 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. (Kdg/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 Teachers

- Teachers are expected to follow the 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.

## **STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS**

**JRA/JRC**

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 authorized 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 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.

### **STUDENT DISCIPLINE**

**JK**

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 and major discipline problems for all students of the district shall be designed to achieve these broad objectives. Disorderly students also shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

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.

## **IMMUNIZATION OF STUDENTS**

**JLCB**

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 shall 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.

## **PUBLIC CONCERNS**

**KE**

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.

{ADDENDUM}

## **USE OF PHYSICAL INTERVENTION AND RESTRAINT**

**JKA**

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).

**Revised 7/27/17**