



# CARSON MIDDLE SCHOOL

“We Are Carson”

2018-2019

## STUDENT HANDBOOK

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## WELCOME TO CARSON MIDDLE SCHOOL

This student handbook is provided for your use throughout the school year. Feel free to discuss any of its contents with the administrators, the counselors, or any teacher.

We hope that your year at Carson Middle School enhances your growth and development. We believe that given a safe, supportive, and orderly environment, all children can and will learn.

### GUIDELINES FOR SUCCESS AT CMS

1. Attend school and classes regularly and on time.
2. Be prepared for each class. Have the necessary materials.
3. Have all assignments completed and turned in on time.
4. Be respectful of other students and adults.

Administration  
Carson Middle School

### 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 mission of Carson Middle School is:

“To create an inclusive community of learners committed to growth, leadership, and critical thinking in order to ensure that all students will be college and career ready.”

## ABOUT CARSON MIDDLE SCHOOL

Carson Middle School is a public school located on Fort Carson, an Army post ten miles northwest of the city of Fountain, Colorado. Our beautiful setting at the base of Cheyenne Mountain adds to the educational atmosphere.

Students at Carson Middle School come from several surrounding communities, both on and off the post, resulting in a diverse population of military dependents and civilian students. This diverse student population in grades 6-8 enriches and strengthens the atmosphere at Carson Middle School.

We believe that the school's success is founded in a partnership between parents, students, and the

school staff. Parents can participate through various volunteer opportunities, attending parent/teacher conferences and supporting school events. We also want parents to know they are welcome in our school and classrooms at any time. Please feel free to arrange with teachers or the administration to visit classes or to volunteer your services.

**Carson Middle School Colors:** Black and Gold

**Carson Middle School Mascot:** The Eagle...let this proud bird be symbolic of your educational flight.

## CARSON CORE VALUES

### We believe that...

- High growth is critical for all students
- Strong, supportive teacher teams are essential for professional growth and student success
- All students should be responsible and respectful citizens who give back to their community
- Performing and visual arts education is essential to fostering the talents of all students

## CURRICULUM FOR GRADES 6-8

Students are required to take language arts, science, mathematics, social studies, and physical education / health. 6<sup>th</sup> grade students are required to take a semester of computers. The curriculum in academic classes is based upon Fountain-Fort Carson School District 8 Public Policy Statements, as well as Colorado Academic Standards. We have high expectations for the academic success of our students and will continually assess their progress towards meeting district standards and benchmarks.

## POST ACCESS

### Notice to All Parents & Visitors:

Individuals who do not have a DoD ID card or an installation access credential and who are attending a school district event must access Fort Carson through Gate 1 located off of Highway 115:

- Visitors must present a valid ID, proof of auto insurance and vehicle registration at the Fort Carson Visitor Center to obtain a temporary visitor' pass.
- Occupants' (18 years of age and older) identification will be checked
- All vehicles may be inspected
- Visitors must go directly from Gate 1 to the school
- Visitors must leave Fort Carson immediately after the event

## ELECTIVE OFFERINGS

In the middle school setting, students should explore many areas of elective programs. Our elective offerings are as follows:

<b>Art:</b>	Art I 3D (Pottery), Art I 2D Graphic Design, and Partners in Art
<b>Band:</b>	Beginning, Jazz, Symphonic, Concert, Music Appreciation
<b>Choir:</b>	Beginning, Intermediate, Honor
<b>STEM:</b>	STEM, Engineering, Game Design
<b>Misc:</b>	Computers, Spanish A/B, Teen Leadership, Physical Education, Partners in PE, AVID, GT

**All students are required to take one semester of PE each year. 6<sup>th</sup> Grade students are also required to take Computers. Students must meet academic prerequisites in order to enroll in advanced level courses.**

## HOMEWORK

Homework completion is the students' responsibility. Students who regularly complete their homework seldom have problems with their grades. We encourage parents to get involved with their child's homework by providing uninterrupted study time and by checking the completed work.

## INFINITE CAMPUS (Parent Portal)

The Infinite Campus system allows parents to check on "real-time" progress of their students. Assignments, current grades, and attendance can be immediately checked on-line. Parents need to come to the Main Office to set up an account. Instructions on how to access the IC portal system will also be given. Training sessions will be periodically conducted for parents who need help. Parents must provide identification to the office secretaries to receive their account information or reset password. No information will be given over the phone. Please visit the CMS website to view a training video on how to access IC.

## AFTER SCHOOL TUTORING

After school tutoring provides students with additional instruction in math, language arts, science, and social studies. Tutoring is provided Tuesday, Wednesday, and Thursday after school from 3:25 to 4:25. Content teachers provide at

least one day of tutoring per week. Students attending after school tutoring may ride the tutoring bus that leaves at 4:30 pm. Students will also have an opportunity to seek additional help during most ACCESS periods.

## GRADES

The grading system used at Carson Middle School is A, B, C, D, F. No plus or minus will be used.

In academic classes, the grading scale is as follows:

90-100 = A	60-69 = D
80-89 = B	Below 60 = F
70-79 = C	

Should any student receive an "incomplete" for any grading period, the student will have the amount of time permitted by the attendance policy to remove the incomplete.

Nearly all of a student's grade will be represented by the student's demonstration of skills and knowledge related to the subject. Students will have multiple opportunities to increase their grade in all classes by demonstrating mastery of the standards on assessments. Tutoring opportunities are available for all students.

## FINALS

Semester final exams are administered the last 2 weeks of December and May. The only students excused from these exams are students whose parents' PCS orders indicate that they must clear Fort Carson prior to testing. Students will receive the grade they have earned at the time of withdraw.

## AWARDS' ASSEMBLIES

Assemblies are held throughout the year to honor students whose achievements have merited recognition in a public forum. Students are encouraged to work for recognition in all areas, including academic excellence, attendance, citizenship, creativity, and athletics. Parents are invited and encouraged to attend these assemblies in support of their child's successes at school.

## MAKE-UP WORK

Students are responsible for completion of make-up work/missed assessments following an absence. Make-up work can be requested by emailing his/her teachers or requesting work upon returning to school. Students have one day for each day missed, plus one additional day to make up the work. Students anticipating a long-term absence can access work online and may obtain

any additional missing assignments upon their return to school. Students and parents may work with the team teachers and counseling office to develop a plan that involves accessing teachers after school, during lunch and during ACCESS.

## **POLICIES AND PROCEDURES RESPECT FOR THE FLAG OF THE UNITED STATES OF AMERICA**

The flag of the United States of America is the symbol of freedom in our country. Proper respect for the flag will be shown at all times. The daily announcements will begin with the Pledge of Allegiance to the Flag. All persons should stand, face the flag, and participate in the Pledge of Allegiance. Students may place their right hand over their heart or stand at attention during the Pledge of Allegiance.

### **DISTRICT STUDENT CODE OF CONDUCT**

Students are required to read and follow the District Student Code of Conduct which is available on the district web site ([www.ffc8.org](http://www.ffc8.org)).

### **CAMPUS REGULATIONS**

Carson Middle School has a closed campus. Students are required to stay on campus all day unless a parent/guardian signs the student out of school. Students are required to be in a supervised area at all times.

**Supervision is provided from 7:35 am - 3:35 pm.** School begins at 8:00 am for all students and ends at 3:25 pm. Breakfast begins at 7:35 am. Students are expected to leave school grounds at 3:25 pm, unless they are in a supervised activity with a staff member. The library is open daily at 8:00 am. Students must remain in supervised areas before school and during breakfast and lunch. Bicycles must be locked at the bike rack.

The classroom is the focus for our efforts to help students grow and succeed. It is essential that students recognize the importance of their conduct in the classroom. Any behavior that materially or substantially disrupts the classroom is not acceptable and will result in disciplinary action.

### **ATTENDANCE**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. On the 4<sup>th</sup> day of absence during a 30 day period, the student may be placed on an Attendance Plan.

At that time, a letter will be sent home encouraging attendance and outlining district policy and state law. **Documentation must be provided for any additional absences to be excused after an Attendance Plan has been enacted.**

### **ABSENCE/LATE ARRIVAL**

When a student is absent or late arriving to school, his/her parent or guardian should call the attendance line, 719-382-1630, to notify the school of the absence or late arrival or accompany the student to check-in at the office.

Documentation must be provided to excuse a student due to a family emergency or parent/guardian deployment. A doctor's note must be provided to the attendance secretary to excuse absences if the student is required to stay home for more than 2 consecutive days due to illness. **The Infinite Campus phone dialer will contact you if your student is absent for any reason, unless the attendance office has been notified of the absence.** Calls are made after 4:00 pm. If your student was marked absent by mistake, please contact your student's teacher via email or call the main office at 719-382-1610 to be transferred to the teacher's voicemail box.

### **TARDY TO CLASS**

We believe that prompt arrival to all classes is essential to the educational environment. When students arrive late to class it creates an unnecessary disruption and impacts learning. The Infinite Campus phone dialer will contact you if your student is tardy to class. Students will earn a lunch detention on their 5<sup>th</sup> tardy to class and for each subsequent tardy. Students will serve after school detention and have a parent meeting with administration on their 8<sup>th</sup> tardy and each subsequent tardy.

### **WITHDRAWALS**

Parents who are withdrawing their students from school must give the office a **five day notice**. The parent/guardian will need to complete a "Withdrawal Notice" in the main office, which informs the school of the check-out date. Students must be enrolled for 15 days in that quarter to receive grades.

### **EAGLE PRIDE**

Eagle Pride is an award given to exemplary Carson Middle School students. Students are nominated and selected for the Eagle Pride award by the faculty. Each month a student from each grade level is selected by teacher vote to receive this honor.

## CLUBS/ATHLETICS/ACTIVITIES

**CLUBS/ACTIVITIES** are available for student participation after school. Clubs include, but are not limited to, knowledge bowl, piano club, N.E.R.D Squad, gaming club, Pre- JROTC, mountain bike, and craft club.

**ATHLETICS** provide opportunities for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students to participate in seasonal competitive sports in the South Metro League. Students must have a completed sports packet, which includes a current physical on file before participating in any practice.

**Fall Sports:** Co-Ed Cross Country, Girls Volleyball, Football, 6<sup>th</sup> Grade Co-Ed Soccer

**Winter Sports:** Boys and Girls Basketball, Wrestling

**Spring Sports:** Girls Softball, Co-Ed Track, 7<sup>th</sup> & 8<sup>th</sup> Grade Co-Ed Soccer

**ATHLETIC EVENTS**—Students and parents are welcome at all Carson Middle School home events. There is no charge for attendance at regular home contests. Tournament events will charge an entrance fee.

**NATIONAL JUNIOR HONOR SOCIETY**—The Carson Middle School Chapter of the National Junior Honor Society (NJHS) recognizes outstanding academic achievement and highest levels of honesty, character, integrity, and service. Seventh and eighth grade students are eligible for nomination and selection.

## ELIGIBILITY POLICY

At Carson Middle School, students will be held to a weekly eligibility policy. All students must have passing grades to participate. Students who are failing any class will be ineligible for the following week. The ineligible period runs from Monday through the following Saturday. Eligibility for middle school students is weekly; quarter grades and semester grades have no bearing on eligibility. Ineligible students do not “dress out” for home events or travel to away events. The eligibility policy applies to athletics and activities that involve competing with students from other schools, including academic competitions. Students who have completed missing work or raised grades after an eligibility report is pulled may request a waiver from the Athletic Director. Final determination of participation will rest with the school administrators with input from the activity sponsor or coach.

## TEXTBOOKS

It is the student’s responsibility to ensure proper care for the textbooks assigned. Any lost or damaged books, classroom or library, will result in a fine at the time a student checks out.

A Colorado State Law was passed in May of 1999 which states that students must pay for lost or damaged textbooks. If they fail to do so, then the school will take the following actions: withhold transcripts or grades and refuse to allow any student participation in any continuation ceremony. If a family is unable to pay due to financial concerns, the school may choose to assign the students to community service at the building level.

## LAPTOP COMPUTERS

Students will be issued a school computer for academic use. Students are expected to bring their computers to school each day fully charged and in the proper carrying case. All students are required to sign and abide by the Acceptable Use Policy (AUP). School computers are monitored by a district-level team. Students who violate the AUP may face disciplinary action. Students are responsible for lost, stolen, or damaged computers assigned to them.

## SCHOOL PROPERTY

We are extremely proud of our facility provided by the Board of Education. At Carson Middle School, the staff and students work together to keep the building, grounds, and grade-level areas clean and free from damage. Students defacing any school property shall repair or pay full replacement cost for the damaged property and are subject to suspension or expulsion.

## MEDIA CENTER

Carson Middle School’s Media Center is a student-centered facility. The hours are 8:00 am to 3:35 pm daily. Students are encouraged to come in to study, conduct research, and check out books. Computers are available for research and word processing. Students may check out up to two items for a two-week period with one renewal. Reference material is available for overnight check out, and back issues of magazines may also be checked out. Students are financially responsible for items that are lost, stolen or damaged. Students may use the computers in the media center before and after school.

## CAFETERIA

In the cafeteria, students need to abide by the following rules:

1. Use inside voices in the cafeteria.
2. Use good manners while eating.
3. Clean up your own trash.
4. No Food or drink allowed outside cafeteria, except in patio area.

The cost of hot lunches is set by the Board of Education with the understanding that the program will be self-supporting. Lunch and breakfast costs will be determined in the fall.

## BREAKFAST/LUNCH ACCOUNT

Carson Middle School uses a computerized meal accounting system for our breakfast and lunch program. This system works like a bank account and debits funds each time your child receives a meal. Parents may deposit money into their child's meal account. It is preferred that parents pay by check or online and purchase meals monthly or weekly. Food service will contact the parent or guardian when the student owes money. **Charging meals is not allowed (mymealtime.com).**

## LOST AND FOUND

The lost and found area is located near the counseling office. Articles of clothing are placed in the lost and found bins, while more valuable items are locked up at the front desk in the main office. It is encouraged to have some form of identification marked on your clothing or personal items. Lost and Found items are donated to a charitable organization at the end of each quarter. **Carson Middle School is not responsible for lost, damaged, or stolen items. Students are highly encouraged to leave items of value at home.**

## COUNSELOR

Our building has two full time counselors. Students are urged to see the counselor when there are concerns that should be discussed or when there is a pressing situation. Talking over the problems will many times help to relieve the situation. Students need to sign up for appointments in the Counseling Center.

## PHONE

Carson Middle School provides a phone for student convenience. The phone may only be used with office or teacher permission. Students may not use this phone during class time, unless they have a

pass from a teacher. Students needing to contact a parent must use the counseling center phone.

## HEALTH ROOM

The health room in the main office is for student use. If a student is suffering from a minor illness or accident, the student will be sent to the health room for rest and/or first aid. If the illness/accident is more severe, the parent will be contacted. Students will not be sent home without parent approval.

## MEDICATION POLICY

### ACCORDING TO COLORADO STATE LAW:

Teachers and office personnel **cannot and will not dispense any type of medication to students without a signed statement from the student's doctor.** This includes any type of prescription medication or over-the-counter medication. Students taking prescription medication or over-the-counter medication must have a parent or guardian bring the medication and signed form to the office.

## DRESS CODE

### **Dress and Grooming:**

It is important for students to dress appropriately for school, as they would in the work place. The staff and the administration will evaluate questionable clothing and make the final decisions regarding questionable items. Repeated or willful dress code violations could result in disciplinary action. We are asking for your partnership in helping your student dress appropriately each day for school. As our culture changes and evolves, so do the items of clothing and other personal belongings which may be unacceptable. This means that our dress code may also fluctuate to reflect these changes.

**The following list includes some, but not all, of the clothing and/or styles that are not acceptable:**

Undershirts or muscle shirts worn alone, midriffs or cropped tops, spaghetti straps, plunging necklines, halter tops, tube tops, transparent clothing, fish net, mesh and similar fabrics, spandex shorts and pajamas. Undergarments shall not be exposed. Sleeveless shirts must be at least three fingers wide. Shorts, skirts, and dresses must be fingertip length. Opaque leggings may be worn under shorts to prevent excessive exposed skin. Torn, ripped, and "distressed" clothing must cover body parts appropriately. Costume wear (ears, tails, etc.) is prohibited. Blankets may not be used as clothing items.

All pants must fit and be worn at the waist. "Sagging" is not allowed. Students are not to wear chains hanging from their pants. No "one up, one down" of any kind, such as pant legs, overall straps, gloves, sleeves, etc.

Gloves, hats, bandanas, other head gear, and sunglasses are not to be worn in the building. Collars or bracelets with spikes are prohibited.

Shoes are to be worn at all times. Stocking feet and slippers are not allowed at school.

District policy prohibits any apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in or association with a gang, promotes drug use, violence, intimidation, or disruptive behavior.

Clothing, paraphernalia, grooming, jewelry, accessories or body ornaments with profanity or which advertises alcohol, drugs, tobacco, weapons, violence, gambling or is of a sexual nature is not permitted.

Clothing which by color, trademark, arrangement, or otherwise denotes membership in gangs is not allowed. This includes, but is not limited to, the numbers "719" (or any other area code), "69", "7", "4", "13", Posse, G-Thing, OG, G-Unit, and Eight Ball (word or symbol). The consistent wearing of just one color of clothing is not allowed; the fabric of pants and shirts must be different colors.

#### **Unacceptable References:**

Student belongings and behaviors, including body language, are subject to the dress code and the zero tolerance policy. This means 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 doodling in or on notebooks and papers, conversations, and hand signals.

### **GENERAL INFORMATION**

Carson Middle School has a webpage, in which parents may access announcements and information. The webpage may be accessed at [www.carsonweb.ffc8.org](http://www.carsonweb.ffc8.org).

#### **Phone Dialer/Email**

Carson Middle School utilizes an automated phone dialing system to contact all parents or guardians to inform them of important information or upcoming events.

### **GENERAL SCHOOL RULES**

Any behavior that materially or substantially disrupts the classroom is not acceptable and will result in disciplinary action. Public displays of affection are not allowed. Students are expected to use appropriate language at all times.

**Any item perceived to be a weapon will not be tolerated. Colorado State Law and District Policy require mandatory suspension and recommendation for expulsion for any student(s) bringing a weapon to school.**

### **CELL PHONE/ELECTRONIC DEVICES POLICY**

Cell phones and other electronic devices, earbuds, headphones, and toys (ex: Pokemon cards, legos, fidget spinners, etc.) should not be visible in the classrooms or academic hallways. The only exception to this rule is during breakfast and lunch, when students are permitted to use their electronic devices and personal items. Electronic devices should not be used in the hallways to and from lunch or while waiting in the lunch line in the hallway. School administration reserves the right to ban electronic devices during these times. Any cell phones that ring, or electronic devices that are being used during the school day without permission, may be given a verbal warning. Any items confiscated can be picked up in the main office. After the first confiscation, students may pick up their personal item. Parents or guardians will be required to pick the item up following the second confiscation. If the item is confiscated a third time, the student will no longer be able to carry the item during the school day. Continued violation of this policy may result in disciplinary action. **CMS is not responsible for lost, damaged, or stolen personal property. Students are encouraged to leave personal items at home.**

### **SAFETY ISSUES**

There will be no snowball throwing, white-washing, or rock throwing on school grounds at any time. Involvement in these activities may result in disciplinary action. In addition, skateboarding is not permitted on campus at any time.

Hall passes issued by a teacher with a date and time are required for students who are in the halls after the tardy bell. Students who do not have a pass or a teacher escort will be sent back to class to get a pass. Appropriate hallway behavior is required. This includes use of quiet voices, walking, and respect for others. Inappropriate language and put-downs may result in disciplinary action.

Safe school behavior is essential for a proper learning environment. Fighting, harassment, and intimidation are not tolerated. Any type of direct or implied verbal or physical threat, sexual harassment, acts of theft, or intimidating others will not be tolerated by the school, nor should they be tolerated by the students. The entire school staff will assist students in resisting these acts. Persons involved may be held responsible for damages incurred or physical harm done to others. Civil charges may be filed by the victim.

## DISCIPLINE PROCEDURES

The staff at Carson Middle School believes that students learn best in an orderly and safe environment where the classroom is free from unnecessary disruptions. We recognize that discipline issues are not a concern for the great majority of our students; however, we will fairly and firmly deal with discipline problems when they arise. Parents may be required to participate in a discipline meeting with administration when students receive multiple referrals.

## DETENTION

After school or lunch detention may be assigned by individual teachers for unacceptable classroom behavior. Students who miss detention or refuse to attend may be assigned an alternative consequence.

## IN SCHOOL SUSPENSION

Students may be assigned in school suspension for unacceptable behaviors that may include, but are not limited to, excessive tardies, insubordination, disrespect, foul language, physical contact, etc. Students may be assigned for the entire day or a portion of the day. In School Suspension is an intermediary step prior to out of school suspension. Students who refuse to cooperate with the expectations of In School Suspension may receive an out-of-school suspension. Students who receive excessive monthly In School Suspensions may receive an out-of-school suspension.

## SUSPENSIONS

Students may be suspended from school by the principal, assistant principal, or dean of students due to disciplinary reasons for a period of time not to exceed five days. Any of the following are grounds for suspension:

- Continued willful disobedience or open and persistent defiance of proper authority.
- Willful destruction or defacing of school property.

- Behavior on or off school grounds which is detrimental to the welfare, safety, or morals of school personnel, including behavior which creates a threat of physical harm to the child or children.

**No student shall be re-admitted to school following a suspension until a conference with the parent(s) has been held.**

For a severe infraction, the Board of Education delegates to the superintendent the power to suspend a pupil for another ten school days, with the provision that the suspension may be extended another ten school days if necessary to present the matter to the Board of Education. The total days may not exceed twenty-five school days.

## STUDENT RIGHTS CONCERNING SUSPENSION

Refer to the “Code of Conduct” materials available on the District web site ([www.ffc8.org](http://www.ffc8.org)).

## SUBSTANCE ABUSE DRUGS, ALCOHOL, AND TOBACCO

Drugs of any type, tobacco, and alcohol will absolutely not be tolerated on school grounds or at school activities. Any student involved in activities of this type will face disciplinary action and parent notification in accordance with the “Student Code of Conduct.”

## EMERGENCY PROCEDURES

The safety of students and staff members is the number one priority at Carson Middle School. Unannounced emergency drills will be held monthly.

**Lockout** is the protocol used to safeguard students and staff within the building. A Lockout recovers all students from outside the building, secures the building perimeter and locks all outside doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even a vicious dog on the playground would be examples of a Lockout response. While the Lockout response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction.

**Lockdown** is the protocol used to secure individual rooms and keep students quiet and in place. Lockdown is called when there is a threat or hazard inside the school building. From parental

custody disputes to intruders to an active shooter, Lockdown uses classroom security to protect students and staff from threat. Visitors are not allowed to enter or leave school property during a Lockdown.

**Shelter** is the protocol for group and self-protection. Students may be required to shelter during spontaneous events, including tornadoes, earthquakes, or a hazmat situation.

**Evacuate** is used to move students and staff from one location to a different location in or out of the building. Evacuations may be necessary during unexpected events, such as fires or gas leaks. Students may evacuate on site, or they may be required to evacuate off-site dependent upon the severity of the situation.

Students should be cell phone and distraction free during safety drills, evacuations, etc., so they may hear and receive important information and instructions.

### SCHOOL CLOSING

When the weather poses a threat to health and travel, school may be closed. You are to listen to the local radio or television stations where announcements will be made regularly about school closings. Closings and delays will also be communicated via FlashAlert. Our school is a part of El Paso County School District 8 in Fountain, Colorado. **(MILITARY CLOSINGS OR DELAYS ARE FOR POST MILITARY PERSONNEL ONLY AND DOES NOT AFFECT CARSON MIDDLE SCHOOL.)**

A two hour late start may be used when a storm is passing or when additional time may be needed to prepare for students and staff arriving at their

#### **Bullying:**

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

#### ***Prevention:***

Fountain-Ft. Carson School District 8 believes prevention and education are the most impactful practices that prevent bullying behaviors. We strive to establish a school culture that incorporates expected behavior and effectively responds to non-bullying and bullying incidents through the disciplinary process. **All incidents of bullying need to be reported to appropriate school personnel. Students may report to a teacher, counselor, or school administrator.**

schools. Two hour late starts will be announced through the same channels as a school closure.

These channels include television, radio and the district's website. A two hour late start means that all bus pick-up times will be moved back 2 hours. So a normal pickup for 6:30 am would become 8:30 am, etc. No breakfast will be served on a 2-hour delay.

Please sign up for FlashAlert to receive notifications on school delays and cancellations. Sign up at [www.flashalert.net](http://www.flashalert.net) to receive email notifications or download the FlashAlert Messenger app to receive notifications on your cell phone.

### POSITIVE BEHAVIOR SUPPORTS (PBS)

The positive behavior supports program is designed to encourage students to strive to be better students and citizens. Students earn rewards throughout the school year by exhibiting the traits of solid **Feedback, Leadership, Independence, Growth, Honor, and Teamwork**. Students will earn Talon tags that give them opportunities for special privileges throughout the year.

**F – Feedback**  
**L – Leadership**  
**I – Independence**  
**G – Growth**  
**H - Honor**  
**T - Teamwork**



2018-2019

## SCHOOL BOARD POLICIES FOR STUDENT HANDBOOKS

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). 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.

7. Students who are transgender have the right to dress in a manner consistent with their gender identity consistently asserted at school and in compliance with the district and school dress code. The dress code may not be enforced more strictly against transgender students than other students.

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

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

## **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**

**BDE**

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, 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 Boards 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**

**JCH**

### **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.

## **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).

## **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.

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 discipline problems for all students of the district shall be designed to achieve these broad objectives.

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

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

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

## **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.

### 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 Policy 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. 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. The District filter may not protect students during home access, so parents may want to restrict their home Internet access. 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.
- The District **does not** permit the use of social media websites for District business.

#### Netiquette

- Be polite.
- Use appropriate language.
- Do not reveal personal data (home address, phone number, photos, etc).
- Be respectful to all - Remember that other users of the District's computer online services/networks are human beings whose culture, language, values and perspectives may differ from those of your own, however all deserve basic mutual respect required by our society.

#### General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless completely folded over into tablet mode.
- 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. Administration and CMS Technicians will perform spot checks 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 back cover of the laptop.
- 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 or hallways.
- Students must log in under their assigned username/password and are not to share this information with others.
- Students are not allowed to print or download without prior permission from a teacher.
- Students are expected to keep the stylus attached to their laptop at all times.

### **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 carrying case that may add excessive pressure on the laptop.
- Do not place anything on the keyboard before closing the laptop lid (e.g. pens, pencils, or headphones).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Please do not use any type of liquid or water on the laptop.

### **Sound**

- Sound **MUST** be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **Laptop Cases**

- Laptops must always be in their case and inside backpack when being transported. This includes when students are walking through the hallways. If a student is caught transporting the laptop outside of its case, the laptop will be taken from the student.

### **Email Communication**

- FFC8 will provide all students 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
- Should not attempt to open 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 account 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 and/or any other external storage device. Students are not to save directly to the laptop hard drive for any reason.**

### **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**

I will **not**:

- Delete any system related folders or files that I did not create or that I do not recognize. I understand that deletion of certain files will result in computer failure and will interfere with my ability to complete course work.
- Attempt to find inappropriate images or content; intentionally searching inappropriate images or content is a direct violation of the District Acceptable Use Policy.
- Create a personal mobile “hot-spot”, use a “proxy site”, or other method to circumvent the school's network safety measures and filtering tools as this is a direct violation of the District Acceptable Use Policy.
- Create, distribute or deploy multi-user servers or gaming software on or within the FFC8 network.
- Engage in cyberbullying, harassment, or disrespectful conduct towards others.
- Use school technologies to send spam or chain mail.
- Participate in any on-line gambling activities.
- Post or otherwise disclose personally-identifying information, about myself 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.
- Download movies, games or play online games that are not specifically assigned in class.
- 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 all-inclusive list. Users should use their own good judgment when using school technology.**

**Estimated Repair Pricing**

	Repair/Replacement Costs
Broken Display Bezel	\$55.00
Power Adapter + Cord	\$35.00
Base Enclosure	\$160.00
Approved Laptop Case	\$40.00
Broken Screen	\$265.00
Stylus	\$30.00

\* This is not intended to be a comprehensive list of all the parts that could possibly be damaged but rather a simple list of the most obvious or likely parts that could be damaged. Students will be responsible for any and all costs incurred due to neglect, carelessness or deliberate vandalism. Additionally, prices are always subject to change based on supplies and other needs outside of the control of FFC8 staff.

**Progression of Discipline for Violation of CMS Laptop Program Handbook Expectations**

Students who violate any portion of the expectations outlined in this CMS Laptop Program Handbook may receive disciplinary actions equal to the infraction.

Following the second documented minor offense, a student’s laptop may be confiscated, and will not be returned until a meeting is completed to review the Laptop Program Handbook with the student and parent/guardian.

A student’s laptop may be confiscated immediately for any offense deemed by administration as being a serious violation to the Laptop Program Handbook. In this event, the student and parent will have to meet with the grade-level administrator.

**Annual Use & Maintenance Fee**

Students will pay a non-refundable annual use & maintenance fee.

Families with multiples students enrolled in FFC8 will pay the full fee (based on the chart below) for the first student, and then one half of that fee for each additional student.

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

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 CMS'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 Carson Middle 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.

### **Laptop Fees**

- Students will be a charged repair/parts cost for intentional damage caused due to negligence and/or carelessness.
- Students will be responsible for costs associated with losses, deliberate damage or vandalism.
- 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 48 hours 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 students **must** pay all laptop-related fees or school fees, and return their laptop prior to dis-enrolling from CMS.

### **Paying Fees**

- The easiest way for families to pay fees is directly online through his or her student's account.
- There are many benefits to paying fees using a student's online account. These benefits include but are not limited to:
  - Ease of payment (Payments can be made 24 hrs a day, 7 days a week)
  - Price adjustment for Free or Reduced Lunch status
  - Proof of Payment
  - Parents do not need to send their student to school with money
  - Parents can pay for multiple locations using the same method
- Follow these steps to pay your fees online:

- o Go to the FFC8 website at [www.ffc8.org](http://www.ffc8.org)
- o Hover over the Parent\$ Student Tab at the top of the page o
- o Click on the Infinite Campus (Student/Parent Portal)
- o Sign in with your username and password
- o Click on the "RevTrak online payment site" link. See image below. o
- o **If you have not already, create an account for RevTrak.**
- o You can pay all student fees for FFC8 through RevTrak.





As a parent or guardian, I have read the Carson Middle School Student/Parent Handbook policies and procedures, including the District 8 Laptop/Technology Policy Agreement. I will make every effort to support the Carson Middle School administration and faculty in developing responsible students. My signature indicates I have read and understand the school's policy and procedures.

Name of Parent (Please Print) \_\_\_\_\_

Parent or guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

As a student, I have read the Carson Middle School Student Handbook and the District 8 Laptop/Technology Policy Agreement. I will make every effort to operate within the established guidelines as I develop into a responsible student and citizen. My signature indicates I have read and understand the school's policy and procedures.

Name of Student (Please Print) \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**Students will need to bring this completed page with them on their designated laptop checkout date in order to receive a laptop.**

**CMS Laptop Checkout will be held on August 20, 2018**



# Carson Middle School

## Bell Schedules 2018-2019

### Daily Bell Schedule

1<sup>st</sup> hour: 8:00-8:50

2<sup>nd</sup> hour: 8:54-9:44

3<sup>rd</sup> hour: 9:48-10:38

4<sup>th</sup> hour: 10:42-11:32

**A Lunch: 11:32-12:02** → 5<sup>th</sup> hour: 12:06-12:56

5<sup>th</sup> hour: 11:36-12:26 → **B Lunch: 12:26-12:56**

6<sup>th</sup> hour: 1:00-1:50

7<sup>th</sup> hour: 1:54-2:44

Access: 2:48-3:25

### Early Dismissal

1<sup>st</sup> hour: 8:00-8:25

2<sup>nd</sup> hour: 8:29-8:54

3<sup>rd</sup> hour: 8:58-9:23

4<sup>th</sup> hour: 9:27-9:52

5<sup>th</sup> hour: 9:56-10:21

6<sup>th</sup> hour: 10:25-10:50

7<sup>th</sup> hour: 10:54-11:30

**NO ACCESS ON EARLY RELEASE**

**LUNCH: 11:30-12:00**

### 2 Hour Delay

1<sup>st</sup> hour: 10:00-10:36

2<sup>nd</sup> hour: 10:40-11:18

**A Lunch: 11:18-11:48** → 5<sup>th</sup> hour: 11:52-12:34

5<sup>th</sup> hour: 11:22-12:04 → **B Lunch: 12:04-12:34**

3<sup>rd</sup> hour: 12:38-1:16

4<sup>th</sup> hour: 1:20-1:59

6<sup>th</sup> hour: 2:03-2:42

7<sup>th</sup> hour: 2:46-3:25

**NO ACCESS ON EARLY RELEASE**