

**Grand Mountain School**

***Home of the Mavericks***

**Student & Parent Handbook**

**Maverick - (noun) /mav-rik/ - an unorthodox or independent-minded person,**

**an unbranded range animal. Synonyms: individualist, free spirit, original, trendsetter.**

**PreK – 8th Grade**

**School Mascot: Mavericks (Bull)**

**School Colors: Colorado Blue Sky, Pikes Peak Gray, Forest Green**

**A School of Computer Science Integration & Innovation**

**“A school for the mind; a home for the heart.”**

**Mrs. Jennifer Bonds, Executive Principal**

**Mr. Brian Pohl, Junior High Principal**

**Ms. Ursula Reese – Elementary Assistant Principal**

**Mrs. Keri Lindaman – Junior High Assistant Principal**

**Mr. Travis Conroy – Dean of Students**

**11060 Fontaine Boulevard, Colorado Springs, CO 80925**

**Phone: (719) 391-3470 Fax: (719) 392-3471**

**Absence Reporting Line: (719) 391-3471**

**Website:** [**grandmountain.wsd3.org**](https://www.wsd3.org/k8)

**Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level: \_\_\_\_\_\_\_\_**

**Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tardy Bell: 7:45am**

**Student Hours: 7:45am – 2:45pm (Elementary) 7:45am – 3:05pm (Junior High)**

**Office Hours: 7:15am – 3:45pm**

Students are not allowed on school grounds prior to 7:20am. Breakfast begins at 7:20. Unless under the direct supervision of school personnel, elementary students must exit campus by 2:55pm and middle school students must exit campus by 3:15pm.

**Widefield School District 3**

**Superintendent, Executive Directors, and Directors:**

Superintendent Mr. Kevin Duren

Assistant Superintendent: Human Resources

and Instructional Services Mr. Kirk Vsetecka

Assistant Superintendent: Instructional Leadership Mrs. Connie Florell

Executive Director of Secondary Student Learning Mr. Aaron Hoffman

Executive Director of Special Education Mrs. Lisa Humberd

Executive Director of Student Assessment

and Information Systems Mrs. Megan Houtchens

Director of Human Resources Mrs. Amy Roden

Chief Financial Officer of Business/Finance Mr. Terry Kimber

Chief Operations Officer Mr. David Gish

Director of Widefield Park and Recreation Mr. Eric Hulen

Director of Communications Mrs. Samantha Briggs

**Board of Education (BOE):**

President Charron Schoenberger

Vice President Susan Graham

Treasurer Theresa Watson

Member Neil Nelson

Member Carlos V. Gonzalez, Jr.

The BOE meets in the administration board room on the third Thursday of every month at 6pm.

We believe it is imperative that all students in Widefield School District learn and grown in their achievement. High levels of learning will be evident, ensuring achievement for every child in every classroom every day.

We will be results oriented. High expectations and clear goals will chart our course. Knowledge, data and research will provide direction for our decisions. We resolve to take action and follow through with a sense of urgency when needs are identified as indicated by our data.

Furthermore, we believe that:

* Every child will have sustained learning and achievement
* All teachers will be highly effective
* 21st Century Learning will be implemented in each classroom
* Learners will come to school prepared, ready and excited and partner with their teachers to be successful

These beliefs and values will guide the collective actions of the BOE to ensure that all students learn and maximize their potential.

**Grand Mountain School**

Welcome!

**“**You are imperfect, you are wired for struggle, but you are worthy of love and belonging.” ~ Brene Brown

At Grand Mountain School (GMS), we strive to produce positive connections through authentic relationships with students so they may grow and achieve at their best ability level. Everything we do builds upon these positive relationships. Simultaneously, our purpose is to facilitate student’s human growth and character development as we work hard through “productive struggle” to develop shared values. As we aspire to succeed in life and become our best selves, we understand success takes active participation by students, staff, parents, and the community to develop the whole child. Since we are all works in progress, we are dependent upon one another to learn and grow in order to reach our fullest potential.

As an innovation school, our goal is to integrate computer science so students become “creators” not just utilizers of technology. At the same time, we understand the importance of being kindergarten ready and meeting third grade reading levels as two of the best indicators of success in high school. We also understand that eighth grade math levels help to determine success in post-secondary education. Being a Pre k-8 building where we will gauge each of these benchmarks, we know our responsibility to students is vastly important to their future success in life as productive citizens in our community. All staff takes this responsibility seriously. We understand any successful endeavor means students enjoy the process of learning and growing together in order to produce great results. We also understand that gratitude will guide our students to becoming healthy and well-adjusted adults who lead happy and fulfilled lives.

Parental involvement in this process is paramount for the success of our students. We encourage your active participation as school volunteers, in the Parent School Partnership (PSP), and on the Building Accountability Advisory Committee (BAAC). Participation in this partnership by your presence and help in the decision-making process is invaluable in the future success of your child and this school.

This journey is why we are mavericks! No other school has started from its founding faced with such a challenging task and the great opportunity it entails. Because of this, we are different and will fail forward to produce the desired results. Embark with us together on this adventure; it will be a great experience!

At Grand Mountain, our priorities include high expectations for academic achievement and personal growth and character development. We will do this by:

* Building positive relationships with each other in a structured and safe learning environment.
* Integrating computer science innovation so students become creators of technology.
* Applying the teaching and learning cycle with an emphasis on high levels of student learning.
* Providing students with strategies to help them communicate better, make good decisions through appropriate responses to difficult situations, and provide leadership for themselves while influencing others positively.
* Intervening on students’ behalf by giving additional opportunities for learning to take place by providing opportunities for specialized instruction for students with special needs and differentiating instruction for advanced learning to take place.
* Providing extension opportunities through enhanced learning scenarios and offerings in the fine arts programs, clubs, and sports.
* Focusing on gratitude, service, and accomplishment.
* Chasing growth, connection, and alignment.

We are grateful for the opportunity to teach your child and look forward to building relationships with you.

Sincerely,

Jennifer Bonds and Brian Pohl

Jennifer Bonds and Brian Pohl

Grand Mountain School Principals

**Brand: "Mavericks on a mission."**

**Creed: "Grand Mountain Mavericks are respectful, responsible, and ready to learn."**

**Vision**

Through the integration of computer science innovation, we will learn the value of hard-work, authentic relationships, and becoming productive citizens in our community so we can feel belonging, significance, and engagement.

**Mission**

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| --- | --- |
| **Students will**   * utilize computer science to grow as creators who embrace “productive struggle” * empathize with and positively influence others * own their actions and reflect upon them practice gratitude | **Teachers will**   * facilitate a safe learning environment respecting differing ideas * encourage students to take risks while pushing their boundaries |
| **Community will**   * encourage high expectations * promote integrity | **Together, we will**   * serve as an exemplar in our community of 21st century learning and innovation where everyone matters |

**Core Values & Key Terms**

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| **Accountability:** Owning our behaviors, especially our faults. | **Growth:** Improvement with a focus. Feedback with a purpose. |
| **Communication**: What it is -Interactively listening with empathy and talking without judgement; summarizing and asking questions to clarify or validate. It is not gossip sharing or negative comments about someone else to a third party.  **Empathy:** Is feeling for someone else.  **Failure:** Is celebrated along with successes; no negative impact for trying something new that didn’t work as planned. | **Hard Work:** Means doing our best work all the time; having the grit to sustain our effort while in “productive struggle” and doing this for as long as it takes.  **Integrity:** Is doing what is right and being honest, especially when it’s difficult; keeping long term commitments; being fair, which is not always equal.  **Relationships:** Connecting with others on a personal level. |
| **Feedback:** Is shared with compassion. We name the behavior and logical consequences. Is exchanged for growth. | **Success:** Is celebrated along with failures. Success is a journey, not a destination. |
| **Gratitude:** Being thankful for what you have and appreciating it. | **Trust:** Is built by repeated appropriate actions over time and though feedback delivered in a non-judgmental manner. |
|  |  |

**Philosophy**

By providing a safe learning environment, we plan to accomplish the following; positively affect student achievement while nurturing their human growth and character development, retain and develop effective teachers, and maintain positive school culture and climate.

Trust must be built so that we may influence those in our care. The difficult thing as we become leaders is that we are responsible for things that are not within our control and we have to own it. Three things we cannot tolerate are abuse, neglect, and threat, but if they occur, we must own them too. Our job as leaders is to care about those within our sphere of influence; the job of the students is to care about each other.

We will produce an understanding among students and staff that disciplined behavior, which embraces productive struggle, will be a performance accelerator and create a culture where everyone does their best. High performing cultures are more inclusive by training you in the skills that invest in you by caring, believing in, and understanding you more. We need more first-responders; we do not need any more first-reactors. We believe that all students possess the ability to learn with the proper relationships and motivation, and therefore can achieve their life-long purpose. We believe that the key ingredient to success is being ready for your opportunity when it comes. This is accomplished by having a strong belief system where your values are in alignment with your habits and dreams, having compelling reasons to succeed in the future based upon a very deep reason for why you do what you do, and the desire to work on continual improvement of one’s self. We believe that we must be devoted to reading books, learning, and staying physically well in order to develop the body, spirit, and mind of a person so we may act in accordance with our hopes as we patiently endure whatever life may throw at us. This race is a marathon, not a sprint, and our purpose is victory over our self.

**Success Strategies & Responsibilities**

People are in a constant state of learning and growth which we aspire to facilitate for students at GMS. Children learn both at home from their parents and at school from their teachers. As such, we are partners within the community who can promote the learning experience for the children in our care. What we offer children shows them what we value. As parents your interest in your child’s education shows them that you value learning and growth in partnership with the school. This interest sends the message that education is important and that learning is fun making it worthwhile in the effort that leads to children finding their purpose through lifelong work after leaving school.

**Parent responsibilities:**

* Regular and sustained reading time with your child.
* Being nurturing, supportive, and encouraging without being critical by delivering feedback in a non-judgmental manner.
* Basic supplies and support for study/homework.
* A quiet location with minimal distractions and good lighting for homework/study.
* Consistent application of time and location to complete homework/study and be available to answer questions.
* Help your child organize their planner, calendar, and folders and utilize them to develop a timeline for longer projects by chunking them into manageable pieces.
* Allowing your child to complete their homework by understanding the productive struggle that may be involved in the effort to complete it.
* Promote your child asking the teacher questions to clarify expectations by encouraging self-advocacy and supporting them into ownership of their learning.
* Regular, open, supportive, and calm communication with your child’s teacher and counselor to maintain a proactive relationship on the education of your child.
* Question your child about school, instead of “How was school today?” some great questions are:

1. What are you grateful for that happened today?
2. What is the most interesting thing you learned today?
3. What could you have done differently today to get better results?
4. Were their options provided within your learning today?
5. Did you serve anyone else today?
6. Did you notice anything unusual today?
7. Who did you sit with at lunch today?
8. Who did you play with today?
9. What made you laugh today?
10. What book did you read today?
11. What did you accomplish today?
12. Did you empathize with another student today? If so, why?
13. If something went wrong today, what could you have done differently?

**Student responsibilities:**

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| * Maintaining a sense of curiosity and organization. | * Taking ownership of their learning. |
| * Embracing productive struggle and working hard. | * Positively influencing others. |
| * Being trustworthy and honest. | * Regularly reading, completing homework, and studying. |
| * Engaging in learning as a fun activity. | * Keeping a clean work area. |
| * Advocating for themselves when misunderstandings arise. | * Having a sense of gratitude for what you already have. |

**Grand Mountain 2021 – 2022 School Staff**

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| --- | --- | --- | --- |
| **Executive Principal** | Jennifer Bonds | **8th Grade Teachers** | Shauna Hershberger |
| **Jr. High Principal** | Brian Pohl |  | (ELA) |
| **Elem. Asst. Principal** | Ursula Reese |  | John Iwanski (SS) |
| **Jr. High Asst. Principal** | Keri Lindaman |  | Jennifer Murray (S) |
| **Dean of Students** | Travis Conroy |  | Sharon Weaver (M) |
| **School Secretary** | Amanda Coyle | **Computer Science** | Tyler Herbst |
| **Attendance Secretary** | April Tafoya-Baker | **Teachers** | Corneisha Smith - |
| **Elementary Counselors** | Abby McFeaters |  | Burger |
| **Jr. High Counselor** | Alysha Stucker  Taylor Moore | **SPED Teachers** | Brad Stamer  Miranda Taylor (E) |
| **CC Secretary**  **Kindergarten** | Tiana DeSimon  Diana Mendiola |  | Victor Chin (E)  Courtney Laux (E) |
| **Teachers** | Shannon Anderson |  | Tiffany Burr (JH) |
|  | Rebecca Burge |  | Rosalie Stabile (JH) |
|  | Karen Craft | **SPED Eas** | Brooke Reynolds (JH) |
|  | Diana Lucero |  | Rachael Park (E) |
| **1st Grade Teachers** | Heather Walters  Shawanda Egerdahl | **Physical Education** | Brittany George (E)  Joseph Grimaldo (JH) |
|  | Samantha Hope | **General Music** | Dylan Glass (E) |
|  | Crystal Dawn Juarez | **Vocal Music** | Brittany Joerger (JH) |
|  | Amanda Miller | **Instrumental Music** | Luz Burnside |
|  | Kortne Traylor | **Orchestra** | Lynette Harding (JH) |
| **2nd Grade Teachers** | Tara Archuletta | **Accompanist** | HeeJin Wang |
|  | Ashley Almirez | **MakerSpace** | Morgan Noll-Curry |
|  | Samantha Dominguez  Megan Drake | **Art**  **Spanish** | Danielle Selke (JH)  Johana Trischler |
|  | Leah Wade | **Computer Lab EA** | Shannon Kuhn |
|  | Madison Young | **Gifted and Talented** | Jennifer Thompson |
| **3rd Grade Teachers** | Jasmine Burgos | **English Lang. Learner** | Ashley Lee |
|  | Christina Fuqua | **Literacy Intervention** | Rosalinda Hudson |
|  | Ashley Sanderson | **Interventionist (JH)** | Karen Parker |
|  | Elizabeth Wolbert | **Teacher-Librarian** | Edis Knoop |
|  | Amber Filipkowski (LTS) | **Library EA** | Karrin Zillman-Moser |
| **4th Grade Teachers** | Louana Prunty | **In-School Detention EA** | Jami Peterson |
|  | Alexandria Choate | **School Nurse** | Megan Nellis |
|  | Christopher Ernstes | **Health Technician** | Jennifer Chabrier |
|  | Megan Scully | **Psychologist** | Emily Kenner |
|  | Steven Reid | **Social Worker** | Courtnee Divine |
| **5th Grade Teachers** | Brianna Bell | **Speech/Lang. Pathologist** | Michelle Batts |
|  | Sarah McDonald | **Pre-School Lead Teacher** | Christy Duffy |
|  | Danielle Messer | **Pre-School Teachers** | Amber Koran |
|  | Mackenzie Burrous |  | Bailey Wand |
| **6th Grade Teachers** | Heather Knight (S) |  | Andrea Miller |
|  | Jayde Gartner-Hoover (M) | **Pre-School EAs** | Angelika Coleman |
|  | Alena Loan (CS/ELA/SS) |  | Stephanie Hayslett |
|  | Jennifer Martinez (SS) |  | Sue Simpson |
|  | Sheri McCoy (ELA) | **Head Security** | TBD |
| **7th Grade Teachers** | Zoe Gorski (ELA) | **Campus Supervisor** | Willie Nelson |
|  | Joanna Kanyali (ELA) | **Head Custodian** | Nicholas Maenpass |
|  | Laura Pentland (S) | **Kitchen Lead** | Marci-Anna Sloan |
|  | Ruben Valdez (M) |  |  |

**WIDEFIELD SCHOOL DISTRICT 3 - GENERAL INFORMATION (ALPHABETICAL LISTING)**

The contents of this handbook are to serve as guidelines which are abbreviations and interpretations of school board policies, for full details and more in-depth information refer to the complete policies referenced and listed on the district website within the board policies section.

**Covid-19 Disclaimer Effective 2021-2022 School Year**

*There may be changes to items in the handbook based on guidance from the El Paso County Health Department and Widefield School District 3. Should any changes to scheduling, practices, or policies arise, the school will communicate these with families.*

**ABOUT CODE OF CONDUCT & ATTENDANCE/TARDY POLICIES**

The student Code of Conduct can be found on the district website by going to <https://www.wsd3.org> and navigating to the Board of Education and their Policies link, then continuing on to Section J-Students and reading Policy JICDA. Additional student conduct information can be read within Section JI headings. Student attendance can be found in Section JH and read there. If a student will be absent or tardy the parent/guardian shall call the school at the number located on the first page of this document to notify the school of the student’s circumstances. It is an expectation of GMS that each student attend school as much as possible knowing student attendance is paramount to student success, as is the self-discipline needed to ensure that the best student achievement levels can be reached. We know that any interruptions caused by discipline issues or sporadic attendance our best effort will not be evident. We ask each student to work hard to be here and be well-behaved.

**ACCESS TO DISCIPLINARY RECORDS**

Teachers or counselors may examine student disciplinary records maintained by the building administrator for students with whom they have direct contact. Parents and guardians may also examine student records as provided by board policy and applicable law. Access shall be granted to the teacher, counselor, or parent within a reasonable period of time following the request. Parents, guardians, and staff members shall be given written notice at the beginning of each school year regarding their opportunity to review student disciplinary records. Teachers and counselors shall not copy or take disciplinary records or information with them from the file and shall not disclose the information to any other person.

**ADMISSION**

When entering a school in the District for the first time, students are to present a birth certificate or other documentation to verify age. In accordance with Colorado Law, CRS 25-4-900, all students enrolled in public school are required to have a certificate showing required completion of immunizations. In addition, our school requires proof of residency. If a challenge prevents you from meeting these criteria, please see an administrator.

**ADDRESS**

District Address: 1820 Main Street, Colorado Springs, CO 80911, (719)391-3000

**AGE REQUIREMENTS**

Entrance to kindergarten requires that a child be five years of age on or before October 1 following the opening of the school term. Entrance to first grade requires that a child be six years of age on or before October following the opening of the school term.

**ASSESSMENTS**

Students participate in a variety of district and state assessments that provide diagnostic information and measure mastery of standards. The state assessment is administered in the spring of each year to students in grades 3-8. Content areas assessed include reading, writing, and math in grades 3-8, social studies in grade 4, and science in grades 5 and 8. Results of this assessment will be used to measure student mastery of selected state standards. District assessments will generally be administered at the beginning, middle, and end of the school year to determine a student’s “benchmark” status (mastery of grade-level standards and expectations). Common formative assessments (grade level, school, and/or district created) may be used at the discretion of school and district to measure the progress of students as they work toward mastery of grade level expectations.

**ATHLETICS**

Grand Mountain School offers competitive activities for secondary student-athletes in grades 6-8: football (grades 7 and 8 only), girls' volleyball, cross country, boys' and girls’ basketball, wrestling, softball, track, and cheerleading. We are members of the South Metro League, which includes Widefield School District 3, Harrison School District 2, Fountain-Fort Carson School District 8, Cheyenne Mountain School District 12, and School District 49. Widefield School District 3 Intramurals are offered to 6th grade students in volleyball, basketball, soccer, and football. A sports physical and district paperwork is required before participating in athletics at GMS. Weekly academic eligibility is also required of our student athletes – see the Student Athletic Handbook or contact our Athletic Director.

**ATTENDANCE**

Regular attendance is vital to the ongoing continuity of the educational program. Make-up work never compensates for school attendance. We encourage consistent school attendance; however, please do not send your child to school if he/she is not feeling well. Please call our attendance secretary at (719) 391-3471 to notify us of an absence.

In determining whether or not an absence should be denoted as excused or unexcused, a school administrator may require suitable proof regarding the nature of an absence. According to WSD3 Student Attendance Policy (JH), excused absences are defined as the following:

1. a student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis.
2. a student who is absent for an extended period due to physical, mental or emotional disability.
3. a student who is pursuing a work-study program under the supervision of the school.
4. a student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the school administration.
5. extenuating circumstances as approved by the school administration for reasons not defined above. Extenuating circumstances may include, but are not limited to, matters arising out of circumstances reasonably beyond the control of the student with due consideration for the alternatives available to the student, matters arising out of circumstances relating to the welfare of the school district or community, and similar matters relating to the welfare of the school district and students.

Students with excessive absences will receive letters of concern and may be placed on an attendance improvement plan. Excessive absences may affect continued enrollment for students on boundary waivers.

**AYPYN – Junior High Students Only**

Army Youth Programs in Your Neighborhood (AYPYN) is a partnership between the US. Army and school districts for youth attending secondary schools off the installation. AYPYN supported after-school programs are available at no cost to the student during the school year. AYPYN sponsors high interest clubs enhancing the academic achievement, health, and well-being of students. The program is supervised by certified district teachers and available to all GMS students in grades 6-8. Participation forms must be completed before attending AYPYN clubs.

**BICYCLES/SKATEBOARDS/SCOOTERS**

Students may ride bicycles to school and must wear helmets. Once the student is on school property, bicycles, skateboards, and scooters must be walked to the bike racks. Students need to park and lock their bikes in the provided racks. Once bikes are in the racks, they are not to be removed until the pupil is ready to go home. **Each student is responsible for locking his/her bike.** If these rules are not followed, the student may lose the privilege of having these items at school. The school is not responsible for lost or stolen bikes, skateboards, scooters or hover-boards.

**BOUNDARY WAIVERS**

A parent or guardian who would like his/her son or daughter to attend an elementary or secondary school other than the one to which he/she is assigned may complete a boundary waiver request. The request (and accompanying paperwork) must be initiated at the sending school. Each request will be processed by the sending and receiving building principals, and factors such as space availability, staffing, instructional program, attendance, etc. will be considered. The students residing in the attendance area for a designated school will be given preference when enrolling in that school. GMS administration reserves the right to revoke boundary waiver status for excessive absences or repeated disciplinary action. Note: WSD 3 will not provide transportation for those students who attend a school which is different from their designated attendance area school.

**BREAKFAST and LUNCH**

Breakfast and lunch are available at all of our district schools. A monthly menu will be sent home (1 per family) to inform you of the daily meal choices. Students who do not wish to eat a hot lunch may bring a sack lunch.

Widefield School District 3 is happy to announce that the USDA has extended waivers through the 2021-2022 school year that allows children from 0-18 to be able to receive free meals (breakfast and lunch).  **There will be no cost to students to eat meals for this school year.**

WSD3 participates in the Federal Free and Reduced Program to provide nutritious meals.  *We are still requesting that families fill out meal applications for the Free and Reduced program for the school year.* While the meals are free, this application gives other benefits.  This can provide funding to the schools and gives benefits to the families such as activity discounts and Pandemic Electronic Benefit Transfer (P-EBT).  You can contact the **Nutrition Office at 719.391.3560** for more information on these programs.

Paper applications will be provided at the beginning of the school year for each student.  Applications DO NOT need to be filled out per student, one application per family is sufficient. We strongly encourage families to complete the application online at this link [www.wsd3ns.com](http://www.wsd3ns.com). Remember to include **ALL** household members on the application including infants, children who are not in school, college students, and all adults whether or not they receive income.

**Breakfast Time:** 7:20-7:45 - No breakfast will be served after 7:35 or on Late Start Days; students may continue to eat until 7:45.

Breakfast and Lunch Costs for Adults: Breakfast $2.00 Lunch: $3.75

**NOTE: PARENTS EATING LUNCH AT SCHOOL:** Parents are always welcome to eat lunch with their children. Please check with your child or contact our front office for specific lunch times. If you plan to eat lunch, please call the school by 10:00am the day you wish to eat. This enables us to have enough food prepared for children and adults. *Parents bringing in lunch from outside vendors are only permitted to bring food for their student.* **Remember to bring a photo ID - you will be asked to show it prior to entering the building.**

**BUILDING ACCOUNTABILITY ADVISORY COMMITTEE (BAAC)**

The BAAC provides parents, staff, students, and interested citizens an opportunity to participate in the planning and accountability process. The committee is asked to act in an advisory role to the principal, serving primarily as a representative group for the community between and within the school, the school community, and the district. **Persons interested in serving on the committee are asked to contact the principal. There are quarterly meetings and everyone is welcome to attend.**

**BULLYING**

Bullying is defined as any pattern of written or verbal expression, physical act or gesture intended to cause distress upon one or more students in the school building, on school grounds, in school vehicles, at school bus stops, and at school activities or sanctioned events.

A student who engages in bullying is subject to appropriate disciplinary action including (but not limited to) detention, loss of privilege, in-school detention, change in placement, out-of-school suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. GMS implements PBIS to educate and deter bullying in our school.

**BUSES**

It is important for students to be transported under safe conditions. Willful violation of safety rules shall be sufficient cause for students’ privileges of being transported to and from school by a school bus to be revoked. Bus transportation is not a required service by law; it is provided as an option by the local school board. Full cooperation is expected from those who benefit from this service.

Bus Rider Rules and Regulations

1. Only students who are assigned to a bus may ride that bus.
2. Students must be five minutes early at the designated school bus stop.
3. For safety reasons, students must stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner and should be respectful of private property while waiting for the bus.
4. Students should wait until the bus has come to a complete stop before approaching to load the bus. A safe distance would be to wait approximately six feet away from the side of the bus or on the curb.
5. Students must be careful when moving toward the bus. Pushing and shoving may lead to a serious accident.
6. Students may NOT transport pets or large objects on the bus.

While on the Bus

1. For safety reasons, students must keep their hands, arms, head, etc., inside the bus at all times after entering and until leaving the bus. Permission must be asked of the driver to open windows or doors.
2. No food or drink will be permitted on the bus.
3. Smoking is prohibited.
4. Students are expected to assist the driver with keeping the bus safe and sanitary.
5. Loud talking, laughing, or screaming causes confusion, diverts the driver’s attention, and could result in a serious accident.
6. Students must treat the bus equipment as valuable furniture. Defacement of school district property will result in disciplinary action and notification of law enforcement authorities.
7. Bus riders should never tamper with the bus or any of its equipment.
8. Students must keep the bus aisle clear at all times. Everything brought on the bus should be kept on laps or under the seat.
9. For safety reasons, no animals, matches, weapons, tools, controlled substances, or hazardous materials, etc. will be permitted on the bus.
10. Drivers are not responsible for articles left on the bus.
11. Students are expected to help look after the safety and comfort of fellow passengers, especially smaller children.
12. Wastebaskets are provided on each bus, so please do not throw away any items inside the bus or out of the bus window.
13. Students shall remain seated with backs against the seat. Standing is permitted only when loading or unloading at the student’s designated bus stop. **The bus driver is permitted to assign seats.**
14. Horseplay is not permitted on or around the bus for safety reasons.
15. Bus riders should be courteous to the bus driver, assistant, and each other. Discourteous, disrespectful behavior will not be tolerated.
16. Riders are expected to be courteous to people outside of the bus. Obscene or antagonistic gesturing will not be tolerated.
17. Students must be quiet when approaching a railroad crossing.
18. In case of emergency, students should remain on the bus unless directed by the driver to evacuate. During evacuations, students must remain in the immediate area and comply with the directions of the bus driver. Drills are designed to ensure safety in the event of an emergency.

After Leaving the Bus

1. After leaving the bus to cross the street, students must pass only in front of the bus **(10 feet in front).**
2. The driver will not willingly discharge riders at places other than the regular bus stop without authorization from the transportation supervisor.

Field/Activity Trips

1. The above rules and regulations apply to any school-related trips.
2. Students shall respect the authority of the school official, chaperone, or monitor.

**CHANGE OF ADDRESS/TELEPHONE**

The current addresses and telephone numbers of all students are necessary for proper accounting procedures. If a student’s place of residence or telephone number changes during the school year, the student or parent must report the new address and/or telephone number to the school office or updated through the Infinite Campus Portal account.

**CHILD ABUSE & NEGLECT**

A Colorado Statute (19-10-102 to 115) requires the reporting of these cases to the appropriate county department or local law enforcement agency.

In the child abuse bill enacted in the 1976 session, the “school official or school employee” is listed as one of the persons required to report abuse or neglect. The bill goes further to state that any person who is listed to report, who willfully fails to report a case of child abuse or circumstances, or conditions which would reasonably result in child abuse “commits a class two petty offense and upon conviction thereof, shall be punished by a fine not to exceed $200.00 and shall be liable for damages proximately caused thereby.” **No person who reports a case of suspected child abuse can be sued for making a good faith report.**

**CLUBS & ACTIVITIES**

Clubs are valuable learning and social experiences for students; however, they are a privilege. Students must display appropriate behavior and be dropped off/picked up on time to participate in a club. Inappropriate behavior and/or late drop offs/pick-ups may result in removal from the club per administration. Appropriate parent permission forms must also be completed in order to participate.

**COMMUNICATION**

1. A monthly newsletter will be sent home at the beginning of each month. On the back of the monthly newsletter will be a calendar which outlines the upcoming events. Please keep this in a convenient location so you can refer to it for dates, times, and early releases.

2. You are welcome to visit the classroom. Please request a copy of the Visitors to WSD3 Schools and Facilities guidelines in the front office. **Please note it is required for you to show ID prior to entering and sign in at the office before going to the classroom.**

3. Anytime you have a question about your child’s progress at school, please come in and talk with us or give us a call.

4. We encourage you to call the school and check out facts when you hear a rumor.

5. We want you to be a part of GMS. Please feel free to call on us or any of the staff and let us know if we can be of any help to you.

6. Parents must register for the parent portal in Infinite Campus. Attendance can be checked in grades K-5. Grades can be checked in grades 4-5. Additional information is available in the front office.

7. We communicate through email blasts, Peachjar, Remind, and information posted to the school website.

**COMMUNITY USE OF THE BUILDING**

Any citizen, club, or organization within district boundaries may request use of the building/grounds, subject to the regulations for such use as approved by the board of education. Information on use of facilities may be obtained by contacting our front office at (719) 391-3470.

**COUNSELING**

The Guidance and Counseling Services will further help reach the needs of each individual student. The counselor is a catalyst for the teacher/student/parent relationship. The three major functions of the counselor are:

1. Counseling with students
2. Consultation with faculty and parents
3. Coordination of the counseling and guidance program

The goals and concerns of the guidance program are committed to the development of all children. Professional counselors realize these goals through the combination of counseling, consulting, and coordinating the guidance activities in the counselor's program-a program that should provide dynamic and worthwhile learning experiences for all children. Professional counselors do not supersede the home, but rather complement and implement in terms of the objectives and goals of American education. The counselors are concerned with the developmental needs of children; the counselors provide opportunities for the child to deal with tasks of learning which are consistent with his/her needs and abilities. Please contact our front office if you should have any questions regarding our school’s counseling programs.

**DANGEROUS WEAPONS IN THE SCHOOL**

The board of education determines that possession and/or use of dangerous weapons as defined in this policy is detrimental to the welfare and safety of students and school personnel within the district.

Carrying, bringing, using, or possessing any dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited unless permission has been granted by the school administration. For purposes of this policy a dangerous weapon shall include a weapon or device capable of producing death or serious bodily injury or which, in the discretion of the school administration, poses a threat to school personnel or students. Examples of dangerous weapons include, but are not limited to revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, incendiary device, any knife or noxious substance. Violations of this policy shall be cause for a parental/guardian conference and/or for contact with an outside agency. The student will be suspended from school and may be recommended for expulsion. The expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon in a school building or on school property as provided by state law.

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis, and in accordance with state and federal laws.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms. This policy shall also apply to any replica of a gun or firearm, or any other object, which may be or is intended to be used to represent a gun or firearm, to convince an individual or group individuals that such replica or other object is a gun or firearm or to frighten or intimidate an individual or group of individuals. (Board Policy: JICI)

**DISCIPLINE**

At GMS, we practice proactive discipline and we attempt to create the best climate possible for students to learn and achieve. As a result, our behavioral expectations for students are high. We employ Positive Behavioral Interventions and Supports (PBIS) to identify processes and practices that support positive behavior.

This includes the following:

1. A common school-wide purpose and approach to discipline

2. A small number of positively stated expectations for all students

3. Procedures for teaching and re-teaching expectations

4. A continuum of procedures for encouraging expected behavior (model and practice)

5. Recognition and positive reinforcement for students who follow the school-wide expectations

6. Ongoing evaluation of program effectiveness

Based on each individual child, their discipline referral history and the severity of the offense, we make every attempt to go through a discipline progression to remediate student behavior. Below are listed the most common consequences used at GMS to address student behavior:

**Possible Consequences**

1. Verbal Reprimand: Draw the student’s attention to minor misbehavior by naming the behavior.
2. Revoke Privileges: Student may miss recess privileges or another form of structured or unstructured activity.
3. After School Detention: After school detention is conducted after school hours. Students are expected to have work and remain quiet and busy for the full time. Parents will be notified if the detention is more than 15 minutes.
4. In-School Detention (ISD): ISD is a program designed to deal with substantial or repeated misbehavior by a student. Students placed in ISD receive their normal daily assignments to work on so they don’t fall behind academically. Students have no social privileges and are expected to only do school work. Misbehavior in ISD may result in out-of-school suspension. Students are not allowed to participate in any extracurricular activities for the duration of their ISD assignment.
5. Out-of-School Suspension (OSS): OSS is for significant and/or repeated misbehavior. Homework will be required of students who receive an OSS.
6. Confiscation of Personal Items: Confiscated items are typically maintained by school personnel until the end of the quarter. In some cases, however, recurring offenses may incur a penalty period until year’s end. Parents are welcomed to pick up confiscated items providing the items are not in violation of Colorado Law and/or School Board Policy. Please see an administrator if you have questions regarding confiscated items.

**Possible Violations**

Alcohol/Substances/Weapons: Illegal/controlled substances and weapons constitute a significant threat to school safety. Violations of this nature may require notification of law enforcement in addition to school discipline. For specific information regarding violation of these policies, please see an administrator or refer to the WSD3 Policies online at WSD3.org.

Altercations: Fighting has no place in the school setting under any circumstances. While we acknowledge a student’s need to protect him or herself, we also ask to be understood in our obligation to act in the best interests of all students. When a student chooses violence as the solution to a problem, then it is expected that he or she bear the full consequences of his or her actions.

Personal Electronic Equipment or Toys: Cell phones, iPads, and video games are some the items that may not be suitable for school. Items of this nature may be confiscated by school personnel if they interfere with the instructional process, are utilized at inappropriate times or for inappropriate purposes, or are in danger of being damaged or stolen.

Public Display of Affection: Personal display of affection including, but not limited to, holding hands, walking arm-in-arm, embracing, and kissing are not acceptable behaviors on school grounds

Tobacco: Smoking, chewing, or other use of tobacco products shall be banned from all WSD3 property.

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 reasonable connection to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to private property or stealing or attempting to steal school or private property.
2. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third-degree assault.
3. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
4. Violation of district policy or building regulations.
5. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.
6. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
7. Violation of the district's violent and aggressive behavior policy.
8. Violation of the district's ‘Tobacco-free Schools’ policy.
9. Violation of the district's policy on sexual harassment.
10. Violation of the district's policy on nondiscrimination.
11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
12. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
14. 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.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
18. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
19. Repeated interference with the school's ability to provide educational opportunities to other students.
20. 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.
21. Violation of the district's dress code policy.
22. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

**DISMISSAL DURING SCHOOL HOURS**

1. Students **must** be signed out by a parent or guardian in the office before leaving school. **You will be asked to show your ID prior to releasing the child to your care.**
2. Under no circumstances are students to be excused directly from their classroom or playground.
3. Emergency contacts are allowed to pick students up if they are listed in Infinite Campus. However, parents must contact the office to arrange for others to pick up their child. **They will be asked to show ID prior to releasing the child to their care.**
4. Leaving school early is considered a tardy.

**DRESS CODE**

Attire, styles, and modes of appearance for students are those which are not detrimental to the learning environment in the school and the safety and general welfare of all students and faculty. Our school cannot support student dress that disrupts the teaching/learning process. The school policy is as follows:

**“Student dress and grooming shall conform to responsible standards of neatness, cleanliness, and modesty.”**

All clothing shall be worn in the manner in which it is designed to be worn. Additionally, no headwear will be worn in the school building unless administration has granted approval. Any attire that is sexually suggestive, depicts violence, advertises a pro-drug/alcohol message, or suggests any gang promotion or involvement is inappropriate and will not be allowed on school grounds. If you question whether or not your child’s appearance or dress is acceptable, it is probably not in harmony with the intent of the rules. Intentional disregard for school rules may result in disciplinary action. (Board Policy: JICA)

**DRUG REGULATION**

The board of education has determined that the use of illegal drugs by students in WSD3 is a significant threat to the health, safety and welfare of students and the school community, and that the incidence of drug use is increasing. This regulation is supplemental to district policy JICH (alcohol abuse and drug use by students), and the board of education finds that this regulation is necessary and appropriate for the implementation of said Policy JICH.

Under this regulation a student in possession of any amount of an illegal substance as defined by the Uniform Controlled Substances Act of 1992 as set forth in Colorado Revised Statutes, Section 18-18-101 et. seq., will be recommended for expulsion. Students may have an opportunity to avoid expulsion by completing and adhering to a drug contract with specific and stringent guidelines. The opportunity outlined in this regulation will not apply to serious drug offenses, defined as manufacturing, distribution, and/or felony possession of a controlled substance on school premises or at a school sponsored activity. Any serious drug offense will be grounds for expulsion without the possibility of a contract in lieu of expulsion as provided in this regulation.

The intent of this regulation is fourfold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; (3) to curtail drug use by providing incentives for students who use drugs to participate in drug treatment and testing programs; and (4) to provide alternatives to expulsion.

**DUE PROCESS**

The determination of valid and rational rules and regulations for the operation of a school district rests primarily with the board of education. The guidelines, procedures, and policies for balancing individual interests when constitutional rights are involved are available to all persons in the public-school community, regardless of status. Students and parents are encouraged to consult with their school principal if there are any questions regarding due process in: 1. Special Education; 2. Suspension, Expulsion, Denial of Admission; 3. Student Records; 4. Non-discrimination/Equal Educational Opportunity, or 5. Section 504.

**EMERGENCY SCHOOL CLOSING & TWO-HOUR LATE STARTS**

**Emergency School Closing**

The primary method to notify all district employees, parents, and students of school closing is by radio and television. Listen to local stations for information.

WSD3 will…

* Make inclement weather decision(s) based on students’ safety.
* Make the decision as to whether school will be closed and announce that decision no later than 6:30am on radio stations, TV stations, and the district website: WSD3.org.
* Not penalize students if parents keep them home or pick them up from school on questionable days.

In the event the decision made earlier is to open schools and the storm worsens unexpectedly, WSD3 will…

* Inform the same media, as stated above, that schools will dismiss students early.
* Keep buildings open as long as necessary to evacuate all students safely.

Parents are expected to…

* Be responsible for custody of children
* Decide whether or not to send children to school on threatening, stormy days.
* Listen for an early dismissal announcement.
* Make sure children know what to do and where to go if dismissed early.
* Know that students may be dismissed earlier than normal.
* Not rely on telephones to make last minute arrangements for their children. (Lines tend to malfunction and be overloaded during storms and in the event of a power failure the telephones do not work)

**Two-Hour Late Starts**

If an emergency closing is declared by the superintendent for part of the day only, a two-hour late start may be used. Whenever feasible, a two-hour late start will be announced by 5:30am through the same channels as a school closure. These channels include television, radios, and the district’s website.

When district officials announce a two-hour late start, all start times, bus pickup times and other standard schedules will be moved back by two hours. School will begin at 9:45. **No breakfast will be served on two-hour late start days.**

**EQUAL OPPORTUNITY/NON-DISCRIMINATION**

WSD3 complies with all state and federal regulations prohibiting discrimination on the basis of race, color, national origin, creed, religion, age, sex, and disability. WSD3 is an equal opportunity employer. Inquiries concerning the application of Title IX, Section 504, or Title VI may be referred to the WSD3 administrative office at 1820 Main Street, Colorado Springs, CO 80911; or to the Regional Director of Education, Office of Civil Rights, 1961 Stout Street, Denver, CO 80294.

**FIRE DRILLS/EMERGENCY DRILLS**

We have fire drills, lockdown drills, and emergency drills periodically throughout the school year. Our aim is to evacuate the building or move students to a safe location within the building in an orderly fashion and to have all students in their proper place as quickly as possible.

**Gum**

No chewing gum is allowed in school unless administration has granted approval.

**HABITUALLY DISRUPTIVE STUDENTS**

Students who have been suspended three times during the school year for causing a material or substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events may be declared habitually disruptive students. The student and parent/guardian will be notified in writing of each suspension that counts toward declaring a student habitually disruptive.

No student shall be declared habitually disruptive prior to the development of a remedial discipline plan. This plan shall be developed in accordance with state law. The remedial discipline plan may be developed after the first suspension for a material and substantial disruption and may be reviewed and modified after the second suspension. (Board Policy: JK)

**HEALTH CARE NEEDS: History, Physical Exams, Accidents or Illnesses at School**

It is the responsibility of the parent/guardian to notify the school health office should a student require medical assistance or should they experience a change to their physical health status during the school year. If a student is injured or becomes ill during school hours, it shall be his/her responsibility to inform a staff member.

**Please be sure the school has accurate and up-to-date contact information for all household and emergency contacts available on file.** In the event of a serious illness or injury, and in accordance with guidelines set forth by the Colorado Department of Public Health & Environment, school staff will first attempt to contact the parent/guardian(s) of the student. If there is no response, the emergency contact numbers will be called next. If a parent/guardian or emergency contact cannot be reached and the student’s health condition worsens, 911 will be called. Ambulance/hospital fees will be the responsibility of the Parent/Guardian.

**HOMEWORK**

Your child should develop the habit of personal responsibility for his/her schoolwork. It is wise to spend some time each day forming good study habits at home. Homework can be work not finished in school, special assignments, and long-term projects. We want homework to be meaningful, not busy work. If, at any time, you have questions regarding your child’s homework, please do not hesitate to contact his or her classroom teacher.

|  |  |  |
| --- | --- | --- |
| **Elementary** | | **Middle School** |
| Kindergarten 20-25 minutes | 3rd Grade 30-45 minutes | 6th Grade 60-75 minutes |
| 1st Grade 20-30 minutes | 4th Grade 45-60 minutes | 7th Grade 60-75 minutes |
| 2nd Grade 30-45 minutes | 5th Grade 45-60 minutes | 8th Grade 75-90 minutes |

Grade levels have agreed upon the following guidelines for time needed to complete homework and reading assignments. If your child regularly spends considerably more or less time than stated here, please contact the classroom teacher to discuss strategies or modifications that may be necessary.

**ILLEGAL SUBSTANCES/ITEMS**

No student shall have in his possession (possession shall mean having on the student's person or retaining in the student's desk or backpack) while on school district property or while attending school district activities substances or items such as the following:

1. Alcoholic beverages
2. Any controlled substance as defined in Colorado Revised statutes 12-22-309.
3. Any substance which is accepted or represented to be a narcotic drug or which is a simulated narcotic drug.
4. Material which is illegal to possess under any local, state or federal law or ordinance.
5. Property which is stolen or improperly retained.
6. Any material or thing which might reasonably present a threat to the health, safety, or welfare of the school, staff or students. This listing shall be considered illustrative and not exclusive. (Board Policy: JICH & JICI)

**IMMUNIZATION REQUIREMENTS**

Colorado law requires all students attending Colorado schools and licensed child cares to be vaccinated against certain diseases unless a medical or non-medical exemption is filed. For more information about vaccine requirements, resources, and exemptions, please visit the [Colorado Department of Public Health and Environment's School Immunization](https://www.colorado.gov/pacific/cdphe/categories/services-and-information/health/prevention-and-wellness/immunization)webpage at <https://www.colorado.gov/pacific/cdphe/categories/services-and-information/health/prevention-and-wellness/immunization>.

**INSURANCE**

WSD3 will not assume responsibility for payment of doctor, hospital, or ambulance costs resulting from injuries incurred on school property or at school functions during school hours. Each year the board of education authorizes an insurance company to sell life, accident, and dental insurance to provide for student coverage at very low rates. The information concerning this insurance is sent home with students sometime during the first week of school. The purchase of insurance under this program is at the option of parents/guardians and becomes effective upon completing the application and payment of the premium. Participation in this program is strongly encouraged. WSD3 encourages parents to provide some type of insurance coverage for their children.

**INTERNET AND EMAIL**

Our district has a policy on the terms and conditions for use of the WSD3 Internet access and a copy of this policy is in our office and available upon request. Instruction and guidelines on internet safety are provided to all students. Students use log-ins as well as keyword filters that limit access to the internet. Improper use of the Internet will result in loss of Internet privileges and possible disciplinary action. If you have any questions or comments regarding internet safety and appropriate use of technology please contact a school administrator.

**LIBRARY BOOKS**

Students can check out library books each week as part of our school’s commitment to literacy instruction. It is an enjoyable privilege to check out books regularly, but the privilege also carries great responsibility. Students are responsible for lost or damaged items, and parents will be asked to cover the replacement costs of these items if costs apply. Your support of your child’s responsibility for school items is greatly appreciated.

**LOST & FOUND**

Please mark items that children might lose such as coats, gloves, overshoes, etc. If your child does lose something, please look in the lost and found. You may also notify the school and we will do our best to assist them in finding the article(s). Unclaimed items will be given to charities. Our school cannot be responsible for lost or stolen personal property.

**MAKE-UP WORK**

If your child is absent from school for an extended period of time, make-up work may be picked up from the office **after school**. Please make prior arrangements for obtaining make-up assignments. Per district policy, students will be allowed two days to make up the work of each day missed.

**MEDICATIONS**

Parents are encouraged to administer medication to their children outside of school hours if at all possible. Only medications that are required to enable a student to stay in school may be given at school. A school may administer prescription medication and FDA approved over-the-counter medication only if the school has received signed, written permission from the student’s health care practitioner with prescriptive authority under Colorado law, and signed, written permission from the student’s parent/guardian. The appropriate forms are available upon request from the school health office.

**MESSAGES**

The office is extremely busy and we strive to limit classroom interruptions. Please try to coordinate pick-up information, etc. with your child before they come to school. However, we understand that emergencies arise and it may be necessary to call the school to get a message to your child. These emergency messages for students will be relayed prior to the end of the scheduled school day.

**OFFICE TELEPHONE**

Students may only use the office telephone in cases of emergency. During school hours use of a private cell phone is prohibited. Please make sure your student knows afterschool arrangements prior to coming to school. Requests for messages from parents to their child will be given in a timely manner. Arrangements for visits with friends after school are not considered to be emergencies.

**OUT OF SCHOOL SUSPENSION (BOARD POLICY: JICDA)**

Students are expected to complete their schoolwork during Out of School Suspension. They will receive full credit for work completed upon return (or as agreed upon by the building principal).

**PARENT-TEACHER CONFERENCES - ELEMENTARY**

Parent-teacher conferences will be held at the end of the first quarter for elementary students. Our intent is to build a bridge between what happens at school and parent support at home. We are hoping to provide parents with some home activities to help support student learning.

The conferences will be group sessions where your child’s teacher will share grade level expectations in reading, explain the writing curriculum, and show how to access math resources. Additionally, parents will receive individualized data. We ask that parents attend at least one group session. Parents needing individual conferences may sign-up after the group session. Specific times will be advertised. Third quarter conferences will be held in March for students as needed.

**PARENT-TEACHER CONFERENCES – SECONDARY**

Parent-teacher conferences will be scheduled by request through the Counseling Center.

**PARENT- TEACHER ORGANIZATION (PTO)**

Any parent or guardian of a student is encouraged to join PTO. Please watch for specific dates, times, and activities.

**PERSONAL ELECTRONIC DEVICES, ENTERTAINMENT EQUIPMENT, AND TOYS**

Although we understand personal electronic devices are useful tools for parent/student communication and student learning, we must maintain an academic environment within the building. Here are the guidelines to follow regarding personal electronic devices:

* Cell phones are not to be seen or heard in the building and should be turned off during school hours. This includes texting or capturing video during concerts or other indoor events, including athletic competitions.
* Smart Watches should not be heard or used during school hours. Students may use these devices before or after school while they are outside of the building.
* Students causing a disruption within the classroom with an electronic device will be given consequences applicable to a disruptive student.
* Cell phones and Smart watches seen or heard within the building during school hours will be confiscated and appropriate consequences will apply. Confiscated phones and watches will have to be picked up at the office by parent/guardians.
* Electronic entertainment equipment and toys (including fidget spinners) are not to be used at school.
* These items may be confiscated and may not be given back until either the end of a school term or until a parent comes in to retrieve them.
* This policy extends to field trips and riding the bus to and from school.
* Please note: personal technology used for academic purposes may be allowed pending approval by administration and individual classroom teacher(s).
* The school is not responsible for lost or stolen personal property.

**PETS**

Pets are not allowed on the school grounds. We urge you to keep your pets at home. Runaway pets can be potentially damaging to the welfare of the students. If a runaway pet arrives at school, parents may be called and asked to assist the school in keeping pets off of the playground. Safety and security and/or animal control may also be called.

**PHYSICAL EDUCATION (PE)**

Organized PE will be provided for elementary students. PE will be offered as a choice elective for all secondary students. PE/Health is a required elective for 7th grade students. If for any reason your child cannot participate in PE, please provide a physician’s note stating the reason he/she cannot participate.

**PLAYGROUND RULES**

GMS is a PBIS school. Refer to the PBIS playground behavior expectations. Students are expected to follow PBIS expectations and adult directions while on the playground.

**POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT (PBIS) - See the Matrix at the end of the Handbook**

The PBIS program is used to identify processes and practices which support positive behavior, including but not limited to the following:

1. A common school-wide purpose and approach to discipline

2. A small number of positively stated expectations for all students

3. Procedures for teaching and re-teaching expectations

4. A continuum of procedures for encouraging expected behavior (model and practice)

5. Recognition and positive reinforcement for students who follow the school-wide expectations

6. Ongoing evaluation of program effectiveness

**PROGRESS REPORTS AND MIDTERMS**

To inform you of the progress your child is making in school, we have mid-term reports that are sent home after the first four weeks of each quarter. This makes it possible to target problem areas and provides time for student to remedy problems/concerns. **Elementary Parent-Teacher Conferences** to discuss your child’s progress with the teacher will be held at the end of the first quarter, and if needed at the end of the third quarter. Progress reports are sent home at the end of each quarter.

Any time you have question about your child’s progress, please call, email, or come in to talk with us as we value your input. Parents may also check Infinite Campus (IC) at [www.wsd3.org](http://www.wsd3.org) under Parents or contact the Infinite Campus Help Desk at [ICHelpDesk@wsd3.org](mailto:ICHelpDesk@wsd3.org) for assistance getting Login Credentials.

**PROMOTION & RETENTION**

Promotion and retention of any student shall be based on factors that contribute to the benefit of the student. Some factors to be considered prior to making a recommendation for promotion or retention are: academic performance, previous recommendations, previous promotion/retention, student social emotional development, parental conferences, attendance, and other specified reasons. (Board Policy IKE-RA) A conference will be held between the parents and school personnel to discuss the possibility of promotion or retention.

**RECESS**

Recess is one of the school’s regularly scheduled activities for elementary students. All children are expected to go outside for recess and lunch unless the weather does not permit an outdoor recess. Fresh air and physical activity allow the child to perform better during the regular school day.

**RED FLAG DAYS**

The term Red Flag Day signifies school days where the temperature during morning arrival (including wind-chill) is below 25 degrees. When the red flag is flown, students will be allowed to come inside early. To maintain consistency, each building shall use <https://weather.com/weather/today/l/80911> to make the determination. If you drive your student(s) to school on cold days, we encourage you to drop them off as close to the morning bell as possible.

**RENAISSANCE PROGRAM**

The Renaissance Program is a recognition program designed to reward students for high academic achievement, as well as good attendance and appropriate behavior. The goal is to increase overall attendance and grades for the student body, as well as promote a positive learning environment and culture. Students earning Renaissance Recognition will be awarded certificates and cards at assemblies each semester.

**SAFETY TIPS FOR THE GMS COMMUNITY**

1. Figure out the safest route to school and have your child follow it.
2. **Teach your child to walk across the street and in the safety crossing area. The biggest hazard for children in the streets is the one they create by running. Parents, we ask you to do the same.**
3. Encourage your child to come home from school immediately. Loitering children often get into unsafe situations.
4. **Teach your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into a vehicle with a stranger.**
5. Always be sure your small children carry identification in the form of the parents' names, address, and telephone numbers.
6. Vehicles need to stop for stopped school buses with stop sign or flashing lights.

**SECTION 504**

Section 504 is an act that prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The act defines a person with a disability as anyone whom:

* Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working;
* Has a record of such impairment; or
* Is regarded as having such impairment.

In order to fulfil obligations under Section 504, WSD3 has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

**SECURITY CAMERAS**

WSD3 is committed to the safety of all students and staff. Entry doors for visitors are established and monitored by security cameras at every building, including cameras inside and outside of the building. Doors will remain locked at each site during instructional hours.

**SEX OFFENDER INFORMATION FOR PARENTS**

Parents may obtain information collected by law enforcement agencies related to registered sex offenders by contacting the El Paso County Sheriff’s Office at (719) 520-7333. Legal Ref.: CRS 22-1-124

**SKATES & SKATE SHOES**

Skates and/or skate shoes (Heelys. etc.,) are not permitted to be worn at school with functioning wheels. Wheels must remain hidden and unused during school hours. If these items are brought to school and used, they may be confiscated and may not be given back until either the end of a school term or until a parent comes in to retrieve them. This policy extends to field trips, outdoor education (camp) and riding the bus to and from school.

**SNACKS and TREATS FOR SPECIAL OCCASIONS: CLASS PARTIES, BIRTHDAYS, and SCHOOLWIDE CELEBRATION DAYS**

Please check with your student's classroom teacher on how they will be observing class parties, birthdays, and schoolwide celebrations. We ask that parents/guardians who wish to celebrate their child’s birthdays do so with non-edible items whenever possible. **Shared food items including birthday treats are prohibited and** **cannot be served to students.**

**STAFF/STUDENT COMMUNICATION**

We strongly believe in positive, appropriate, and professional relationships between students and staff. Any communication between staff and students should be professional at all times. Any time a staff member needs to contact a student outside of the school day, it must be directly related to the instruction or content of a specific class, club, sport, or school related activity. These forms of communication include telephone, cell phone, text messaging, e-mail, district websites, online communication, written correspondence, and/or other communication means. Additionally, Remind101 is a convenient way for teachers to communicate with parents via cell phone. Look for information from your child’s teacher to sign up for Remind101.

**STUDENT ARRIVAL/DISMISSAL – LATE PICK-UPS**

Students are expected to arrive at school no earlier than **7:20am** unless they are eating breakfast at school. For students eating breakfast they may arrive at **7:20am.** There is no supervision on the playground or in the cafeteria before those designated times. If students are on the playground before the designated time, parents will be called. If it continues, additional agencies may be contacted such as the WSD3 security, etc.

Students are expected to leave school immediately upon dismissal. Students are not allowed to play on the equipment, and are not permitted back on the playground before 4:00pm unless accompanied by parent/guardian.

**Elementary students** who are not picked up by **2:55pm** are to report to the office, and parents will be contacted. Repetitive late pick-ups will be addressed by administration.

**\*\* Late Picking Up Child\*\*** Students are dismissed at posted times and parents and/or authorized adults **MUST** be here to pick up students.  If you fail to pick up your student on time, we will notify your emergency contact for them to assume care for your child.  **If we cannot reach or contact anyone listed on the child's registration form by 4:00pm, the next step is to contact the local police department to arrange for your child’s return home.**

If needed, before and after school daycare is available from a private contractor on campus.

**STUDENT DROP OFF/PICK-UP SAFETY**

If students are being dropped off or picked up, please use caution. Kindergarten students are released to an adult or designated sibling from the kindergarten gate.

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

The Family Educational Rights & Privacy Act (FERPA) and Colorado law afford parents/guardians and students over 18 years of age (eligible students) certain rights with respect to the student’s educational record as follows: 1) the right to inspect and review the student’s records; 2) the right to request to amend the student’s educational records; and 3) the right to consent to disclosure of personally identifiable information contained in the student’s educational records, except as authorized without consent; 4) the right to file a complaint with the U.S. Department of Education; 5) the right to refuse to permit the designation of any or all of the categories of directory information; 6) the right to request that information not be provided to military recruiters.

The district is permitted by law to disclose information regarding students. Directory information may include the student’s name, date and place of birth, major/minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, the most recent and previous schools or institutions attended, and other similar information. The parent or eligible student, however, has the right to refuse to permit the disclosure of any or all directory information and may submit an objection in writing to the superintendent or designee within twenty (20) calendar days of publication of this notice.

Disclosure of personally identifiable information can be made without consent to the following: 1) school officials working in the school at which the student is enrolled who have a specific and legitimate educational interest in the information for use in furthering a student’s academic achievement or maintaining a safe and orderly learning environment; 2) officials of another school, school system or post-secondary institution in which the student seeks to enroll; 3) authorities named in FERPA including controller general of the United States, secretary of education, and state educational authorities; 4) institutions connected with a student’s application for or receipt of financial aid; 5) a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district; 6) educational testing and research organizations; 7) accrediting agencies for the purpose of accreditation only; 8) parents of students over 18 years of age who are dependent for financial income tax purposes; 9) emergency situations; 10) anyone if required by a court order or subpoena; and 11) parties to litigation or if the district initiates legal action against a parent or student. (Board Policy: JRA)

**STUDENT SEXUAL HARASSMENT**

Students have a right to a school environment free of sexual harassment. WSD3 policy (Board Policy: JBB) states, “Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. It shall be a violation of policy for any student to harass other students or staff through conduct or communications of a sexual nature. Behaviors considered sexual harassment include (but are not limited to) the following:

* unwelcome sexual advances and/or requests for sexual acts or favors
* verbal or nonverbal behavior, including “kidding,” which is demeaning or abusive
* the use of vulgarity by anyone when addressing another either verbally or in writing
* hazing of any form
* other verbal or physical contact of a harassing nature

Any student who has a complaint of sexual harassment at school shall report the incident immediately to his/her counselor or principal.

**TARDIES (Board Policy: JH-RC)**

A student is considered tardy when he/she is not in his/her assigned class by 7:45am. The student must report to the office in order to be admitted to class. Tardies will be excused when:

1. A student is detained by a teacher, counselor, principal or other staff member.
2. A student is returning to class from medical appointments, court appearances, or extenuating circumstances approved by the principal or designee.

Please Note: If a student leaves school before the end of the day, this is also considered a tardy. It is designated with a Left School Early (LSE) in Infinite Campus. Students who have excessive tardies may be required to provide written statements from medical sources.

**Habitual tardies will be addressed by administration in an attendance plan.**

**TEXTBOOKS and DISTRICT ISSUED DEVICES**

Textbooks and district issued devices used by the students are supplied by the board of education and are the property of the school. Student should take excellent care of books and devices issued to him/her. Students are responsible for all textbooks and other school materials at all times and must pay for lost or damaged items.

**TOBACCO-FREE POLICY**

In order to promote general health, welfare, and well-being of staff and students, smoking, chewing, or use of any tobacco products, including electronic cigarettes, by staff, students, and members of the public shall be banned from all buildings, grounds and district vehicles in WSD3.

**VIOLENCE-FREE WORKPLACE**

It is the goal of WSD3 to maintain a work environment free from acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the district or which occur on district property. (Board Policy: GBEE)

**VISITORS**

WSD3 encourages parents/guardians and other citizens to visit district classrooms, activities and functions to observe the work of the school district. Specific procedures have been established to facilitate a positive experience for visiting members of the community and the staff and students of our school. Please request a copy of the Visitors to WSD3 Schools and Facilities guidelines in the front office. **All visitors and volunteers are required to show photo ID, check in at the office immediately upon arrival at the school and wear a visitor tag.**

**VOLUNTEERS**

WSD3 recognizes and appreciates the volunteer services provided by the members of the community and student service program providers. To facilitate the ongoing relationship between volunteers and to promote the safety and welfare of students, staff and the general public, guidelines have been established and shall be adhered to by all volunteers in WSD3 schools and facilities. Please request a copy of the WSD3 Volunteer and Student Service Program Provider Guidelines form in the front office.

* Volunteers in WSD3 must complete the WSD3 Volunteer Application Form.
* Volunteers shall read and sign the WSD3 “Notice of Restrictions, Release and Assumption of Risk for Volunteers” form.
* Volunteers shall adhere to all provisions of Board Policy KFA, Policy Conduct On School Property at all times.
* Volunteers shall obtain the permission to volunteer from a classroom teacher or other licensed school staff member and are to remain under the supervision of a licensed school staff member at all times while working in schools or at school sponsored events.
* Volunteers shall sign in and out and obtain a volunteer badge during each volunteer session.
* Volunteers who volunteer in a school or on school-sponsored activities more than four times in any instructional quarter and intend to continue volunteering more than four times per instructional quarter must submit a background check form through the building principal or site supervisor in conjunction with the Director of Security prior to the fourth volunteer session.
* Volunteers shall be limited to volunteering in their child’s classroom no more than one class period or sixty-minute class period per week.
* Volunteers shall not volunteer in a class or building for the purpose of evaluating the performance of a teacher or staff member. Should a volunteer make evaluative comments regarding a teacher or staff member’s performance other than to a building administrator, that volunteer may be denied permission for subsequent visits.
* Volunteers may not distribute any literature or materials that have not been approved previously by the Director of Communications for the WSD3 and the building principal or facility supervisor.
* Volunteers shall not share or disseminate information pertaining to a student’s behavior or educational program to other parents, members or the community or anyone who is not on a need to know basis.
* Volunteers who are deemed to have divulged information in a manner prohibited shall be denied subsequent opportunities to volunteer in the school.

**The principal shall act reasonably and equitably in the exercise of discretion in this procedure.**

**WITHDRAWAL FROM SCHOOL**

If you are planning to move during the school year, please notify the office at least one week in advance so that your child's records can be processed. School personnel will request that you complete an Official Notification of Withdrawal form to aid us in processing your student’s withdrawal as quickly as possible.

**Junior High Hall Passes:** Students are not permitted in the halls during class periods unless accompanied by a teacher or with a hall pass. Hall passes are limited to four passes per quarter per class. Passes may be used for trips to restroom, library, or lockers. Use them wisely!

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1st Quarter** | | | | |  | **2nd Quarter** | | | | |
|  | **Pass 1** | **Pass 2** | **Pass 3** | **Pass 4** |  |  | **Pass 1** | **Pass 2** | **Pass 3** | **Pass 4** |
| **Period 1** |  |  |  |  |  | **Period 1** |  |  |  |  |
| **Period 2** |  |  |  |  |  | **Period 2** |  |  |  |  |
| **Period 3** |  |  |  |  |  | **Period 3** |  |  |  |  |
| **Period 4** |  |  |  |  |  | **Period 4** |  |  |  |  |
| **Period 5** |  |  |  |  |  | **Period 5** |  |  |  |  |
| **Period 6** |  |  |  |  |  | **Period 6** |  |  |  |  |
| **Period 7** |  |  |  |  |  | **Period 7** |  |  |  |  |

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3rd Quarter** | | | | |  | **4th Quarter** | | | | |
|  | **Pass 1** | **Pass 2** | **Pass 3** | **Pass 4** |  |  | **Pass 1** | **Pass 2** | **Pass 3** | **Pass 4** |
| **Period 1** |  |  |  |  |  | **Period 1** |  |  |  |  |
| **Period 2** |  |  |  |  |  | **Period 2** |  |  |  |  |
| **Period 3** |  |  |  |  |  | **Period 3** |  |  |  |  |
| **Period 4** |  |  |  |  |  | **Period 4** |  |  |  |  |
| **Period 5** |  |  |  |  |  | **Period 5** |  |  |  |  |
| **Period 6** |  |  |  |  |  | **Period 6** |  |  |  |  |
| **Period 7** |  |  |  |  |  | **Period 7** |  |  |  |  |

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**2021 – 2022 Junior High Bell Schedules**

**REGULAR Schedule with 3 Minute Passing Periods**

|  |  |  |  |
| --- | --- | --- | --- |
| **Breakfast** | 7:20 – 7:38 | **Entry Bell** | 7:38 |
|  |  |  |  |
| **1st Period** | 7:45 – 8:37 | **Green Lunch** | 11:20 – 11:50 |
| **2nd Period** | 8:40 – 9:32 | **Blue Lunch** | 11:53 – 12:23 |
| **3rd Period** | 9:35 – 10:26 | **Green Advisory** | 11:53 – 12:23 |
| **4th Period** | 10:29 – 11:20 | **5th Period** | 12:26 – 1:17 |
| **Blue Advisory** | 11:23 – 11:53 | **6th Period** | 1:20 – 2:11 |
| **Green Lunch** | 11:20 – 11:50 | **7th Period** | 2:14 – 3:05 |

**TWO-HOUR DELAY – Breakfast is NOT Served**

|  |  |  |  |
| --- | --- | --- | --- |
| **Entry** | 9:38 | **Blue Lunch** | 12:06 – 12:36 |
| **1st Period** | 9:45 – 10:19 | **Green Advisory** | 12:06 – 12:36 |
| **2nd Period** | 10:22 – 10:56 | **4th Period** | 12:39 – 1:13 |
| **3rd Period** | 10:59 – 11:33 | **5th Period** | 1:16 – 1:50 |
| **Blue Advisory** | 11:36 – 12:06 | **6th Period** | 1:53 – 2:27 |
| **Green Lunch** | 11:33 – 12:03 | **7th Period** | 2:30 – 3:05 |

**ASSEMBLY Schedule with 3 Minute Passing Periods**

|  |  |  |  |
| --- | --- | --- | --- |
| **Breakfast** | 7:20 – 7:38 | **Entry Bell** | 7:38 |
|  |  |  |  |
| **1st Period** | 7:45 – 8:27 | **Green Lunch** | 11:27 – 11:57 |
| **2nd Period** | 8:30 – 9:12 | **Blue Lunch** | 12:00 – 12:30 |
| **3rd Period** | 9:15 – 9:57 | **Green Advisory** | 12:00 – 12:30 |
| **4th Period** | 10:00 – 10:42 | **6th Period** | 12:33 – 1:15 |
| **5th Period** | 10:45 – 11:27 | **7th Period** | 1:18 – 2:00 |
| **Blue Advisory** | 11:30 – 12:00 | **Assembly** | 2:00 – 3:05 |

**PLEASE COMPLETE THIS PAGE, TEAR IT OUT OF YOUR PLANNER,**

**AND RETURN IT TO THE OFFICE**

**Student Agreement:**

I have read the **STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS (WSD3 POLICY JS)**and accept its terms. If I choose to disregard this agreement, I understand that I will be subject to disciplinary action which may include, but not limited to, denial of access to the WSD3 network and/or Internet for a period of time to be determined at the discretion of the Director of Technology, teacher, building principal and/or other school administration. If misuse is of a criminal offense, proper law enforcement agencies will be contacted. Additional infractions will result in permanent denial of account usage and/or other disciplinary action. Full documentation of misuse will be kept on record.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_Grade: \_\_\_\_\_\_\_\_        Parents’ Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parental/Guardian Agreement:**

I/We, the parent(s)/guardian(s) of the above-named student, have read and understand the **STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS (WSD3 POLICY JS)** concerning how my/our child may appropriately use the WSD3 network. I/We understand that WSD3 routinely monitors student access to the WSD3 network and Internet; however, WSD3 does not warrant the accuracy and appropriateness of any information on it. I/We understand that some material may be inappropriate for school-aged children, and I/we do hereby release WSD3, its employees and its providers from any and all claims arising out of or related to the Internet usage by my/our child. I/We understand that this access is for educational purposes only and that it is the responsibility of my child to restrict his/her use to the classroom projects/activities assigned by the faculty and administration.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Permit Internet Access?  ☐Yes   ☐No

I have reviewed the following and agree with the terms and conditions:

2021-2022 Student Handbook

WSD3 Code of Conduct (Policy JICDA): Hazing and Bullying Items 7 & 8

Student Use of the Internet and Electronic Communications (WSD3 Policy JS)

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

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