

# Talbott STEAM Innovation School



*We are the Tigers!*

Student/Parent Handbook

# Widefield School District #3 Beliefs and Values

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*
- *21<sup>st</sup> 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 board of education to ensure that all students learn and maximize their potential.

## BOARD OF EDUCATION

President.....	Charron Schoenberger
Vice President.....	Susan Graham
Treasurer.....	Theresa Watson
Member.....	Carlos V. Gonzalez Jr.
Member.....	Neil Nelson
Secretary-Board of Education/Superintendent.....	Tammy Medina

## ADMINISTRATIVE PERSONNEL

District Superintendent	Kevin Duren
Assistant Superintendent	Connie Florell
Assistant Superintendent	Kirk Vsetecka
Executive Director of Secondary Student Learning /Math Achievement	Aaron Hoffman
Executive Director of Special Education	Lisa Humberd
Executive Director of Assessments and Information Systems	Megan Houtchens
Director of Equity, Diversity, and Inclusion	Jennifer Sanchez-Mason
Director of Human Resources	Amy Roden
Director of Educational Technology	Carlos Lopez
Chief Financial Officer	Terry Kimber
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Director of Parks and Recreation	Eric Hulén
Assistant Director of Special Education	Tressa Lance
Assistant Director of Special Education	Rachel Lake

Assistant Director of Elementary Student Learning  
Assistant Director of Human Resources  
Director of Communication

Tricia Bentley  
Paul MacRenato  
Mrs. Samantha Briggs

**The district school board meets in the administration board room on  
the third Thursday of every month at 6 P.M.**

## Talbott STEAM Innovation School

The contents of this handbook serve as guidelines and are abbreviations and interpretations of School Board Policies. For more detailed information, please contact the School Administration to refer directly to Board Policies.

### **Covid-19 Disclaimer**

**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 polices arise, the school will communicate these changes to families.**

Dear Students, Parents, and Community,

Welcome to Talbott STEAM Innovation School. We look forward to a year filled with numerous activities and educational opportunities for both our students and parents. We appreciate your continued trust you have placed with us!

There are many ways to stay connected with our school:

- Check out our website, [www.talbott.wsd3.org](http://www.talbott.wsd3.org)
- Like our FaceBook page: Talbott STEAM Innovation School
- Contact our school directly and we will be happy to assist you.

It truly takes a team effort to ensure that all of our students reach their fullest potential. As a very important part of this team we urge you to please become involved in your child's education through the parent teacher conferences, Parent School Partnership (PSP), Building Accountability and Advisory Committee (BAAC), and volunteering and participating in family events at TSIS. Together we will make a difference for our students, school and community. Please let us know how we can support you and your child this year.

Sincerely,

Andrea Waltermire  
Principal

Laura Browning  
Assistant Principal

Rian Raduege  
School Counselor

# Talbott STEAM Innovation School

*We are the Tigers!*

## ***Struggling with a Purpose and Failing Forward Finding Success through Discovery and Exploration***

401 Dean Drive  
Colorado Springs, CO 80911  
719-391-3475 (Office)

### **Office Information**

Office hours: 7:30am-4:00pm  
Telephone: 719-391-3475

To report an absence, please call (719) 391-3479

Please notify the office immediately for any changes in student contact information.

**Teacher hours: 7:45 am-3:45am**

**Student hours: 8:20 am-3:30pm**

**Tardy bell: 8:25 am**

*Students should arrive no earlier than 8:05 am, as that is when staff supervision is provided. Our breakfast program begins at 8:05 am in the main gym.*

### **Mission Statement**

Talbott STEAM Innovation School (TSIS) is a child-centered community, preparing students in a safe, respectful and collaborative environment, to be responsible citizens and lifelong learners, well-equipped with a strong academic foundation for the 21st century.

### **Belief Statements**

1. We are an Interdependent team of lifelong learners that includes parents, teachers, administrators, educational assistants, students, and community members, with the common goal of educating the whole child.
2. Our decisions are based on the best interests of students.
3. Using data to drive instruction, best practices, and differentiated instruction, we believe that all students are capable of success.
4. Our communication is positive, solution-oriented, and respectful of differences.
5. Science, Technology, Engineering, Arts, Math (STEAM) will inspire students in science, technology, engineering, art, and math by involving them in solving authentic problems, working with others, building real solutions (artifacts), and applying their skills beyond the classroom.

## **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.

## **ACCIDENT OR ILLNESS AT SCHOOL**

If a student is injured, it shall be his/her responsibility to inform a teacher or the office of the injury before the end of the day. In the event of a serious injury, all students should make it their responsibility to see that a teacher or the office is notified at once. A staff member will then take the proper steps to handle the particular situation. An attempt to contact parents/guardians will be made first. If there is no response, the emergency number will be called, followed by the family physician or hospital. **Please be sure the school has up-to-date information on home, work phone numbers, cell phones and/or pagers.**

## **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  
School Address: 401 Dean Drive, Colorado Springs, CO 80911 (719)391-3475

## **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 1 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 3-5. Content areas assessed include reading, writing, and math in grades 3-5, social studies in grade 4, and science in grade 5. 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.

## **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 391-3479 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.

## **BICYCLES/SKATEBOARDS/SCOOTERS/HOVERBOARDS**

Students may ride bicycles to school and helmets must be worn. Bicycles, skateboards, scooters, and hoverboards must be walked once the student is on school property. Bikes need to be parked and locked in the racks, which are provided. 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, students may lose the privilege of having these items at school. The school is not responsible for lost or stolen bikes, skateboards, scooters or hoverboards.

## **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. TSIS

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 & LUNCH**

Hot breakfast and lunch are available at all of our district's elementary schools. A monthly menu will be sent home (1 per family) to inform you of the daily breakfast and lunch choices. Students who do not wish to purchase 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 does participate 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 718.391.3560 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.

Applications can be completed online and this is strongly encouraged. The link is located at [www.wsd3ns.com](http://www.wsd3ns.com).

Please include all household members on the application to include infants, children that are not in school, college students and all adults whether or not they receive income.

***Breakfast 8:00-8:15 - No breakfast will be served after 8:15, but students may continue to eat until 8:20.***

*Breakfast Prices:          Student-no cost during 2021-2022 school year          Adult \$2.00*

### Lunch Hours

Kindergarten	11:35-12:10
1st Grade	11:45-12:20
2nd Grade	11:55-12:30
3rd Grade	12:05-12:40
4th Grade	12:15-12:50
5th Grade	12:25-1:00

*Lunch Prices:          Student-no cost during 2021-2022 school year          Adult \$3.75*

**The ability to have lunch with your child will be dependent on El Paso County Department of Health and WSD3 Covid-19 guidance.**

## **BUILDING ACCOUNTABILITY ADVISORY COMMITTEE**

The Building Accountability and Advisory Committee (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 that is 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. TSIS implements PBIS systems and restorative practices.

## **BUSES**

It is important that students be transported under safe conditions. Wilful violation of safety rules shall be sufficient cause for students' privilege of being transported to and from school by 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 Rules:

#### Bus Stop – Pick Up and Drop Off:

1. Only students who are assigned to a bus may ride that bus.
2. Only use assigned designated bus stop locations.
3. Be five (5) minutes early at the designated school bus stop.
4. While waiting for the bus, stay off of the road at all times, conduct yourself in a safe manner while waiting, and be respectful of public and private property.
5. When the bus is approaching, students must wait at least six (6) feet from the curb and shall not approach the bus until signaled by the driver.
6. Board the bus in a single file line, at least one arm length apart from the student in front of and behind you. No horseplay.
7. Do not attempt to bring unauthorized items to the bus stop or aboard the bus. Unauthorized items are any item not permitted in the school or any item that is 2'x 2' or greater and has not be previously approved for transport by the bus driver.
8. When aboard the bus and the bus is approaching your bus stop, do not stand from your seat without the driver's or monitor's permission.
9. Do not exit the bus until directed to do so by the driver.
10. When exiting the bus, move at least ten (10) feet away from the side of the bus, directly across from the service door. If you must cross the street, wait until the

driver signals you to do so, look both ways for traffic, and remain ten (10) feet in front of the bus. Maintain visual contact with the driver until you have completely crossed the street to a safe location.

11. Use of drugs, alcohol, or nicotine; horseplay; obscene language; foul gestures; physical or emotional harm; harassment; threatening; bullying; sexual behavior; and vandalism are strictly prohibited.
12. Any behavior that jeopardizes the safety of other students, staff, or the public is prohibited.

#### On the Bus:

1. Students are required to follow the bus driver's and/or monitor's instructions. Be respectful and follow directions.
2. Use a quiet voice, unless directed otherwise, at all times. A quiet voice is a voice that can be heard by the person sitting beside you, but can not be heard by students sitting in the seats in front, back, and to the side of you.
3. Use of electronic devices is prohibited. Mobile phones, tablets, watches, etc. must be turned off and may not be used during the route (ref. Policy JICJ)
4. Do not open windows or doors without permission. Emergency exits may only be opened during an emergency evacuation.
5. Keep all body parts and objects inside of the bus at all times.
6. Keep the aisle clear at all times. Personal items shall be placed on your lap, or, if unoccupied, beside you on your seat.
7. No eating or drinking.
8. No trash or personal items are to be left on the bus. If you make a mess, clean it up.
9. Do not stand while the bus is in motion. Only stand when the bus is stopped and you have been given instruction to do so by the driver and/or monitor.
10. Sit in your assigned seat. If you have not been assigned a seat, see the bus driver immediately.
11. When seated, sit with your back against the seat, feet on the floor.
12. When approaching and crossing railroads, follow all driver directions and do not talk or make noises.
13. In the event of an emergency, follow the directions of the bus driver and/or monitor.
14. Only one (1) student on the steps at a time.
15. Use of drugs, alcohol, or nicotine; horseplay; obscene language; foul gestures; physical or emotional harm; harassment; threatening; bullying; sexual behavior; and vandalism are strictly prohibited.
16. Any behavior that jeopardizes the safety of other students, staff, or the public is prohibited.

#### Field/Activity Trips:

1. All of the aforementioned rules apply to Field and Activity Trips.
2. In the event that a chaperone is present, students shall respect their authority as they would any school official, driver, or monitor.

## **CELL PHONES and SMART WATCHES**

Although we understand that cell phones are useful tools for parent/student communication, we must maintain an academic environment within the building. Cell phones are not to be seen or heard in the building and should be turned off during school hours. 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. Cell phones and Smart watches that are seen or heard within the building will be confiscated and appropriate consequences will apply. Students causing a disruption within the classroom with an electronic device will be given consequences applicable to a disruptive student. No texting is allowed during school hours. Cell phones or Smart watches should not be used during concerts, productions or indoor events, including athletic events, unless they are being used outside of the building. Confiscated phones and watches will have to be picked up at the office by parents/guardians.

## **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 update it through the Infinite Campus Portal account.

## **CHILD ABUSE AND/OR 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 new 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.**

## **CLASS PARTIES, BIRTHDAYS, & SCHOOL-WIDE CELEBRATION DAYS**

Please check with your student's classroom teacher on how they will be observing class parties, birthdays, and school-wide celebrations. **Due to Covid-19 guidance, snacks and treats for special occasions have been suspended. No special snacks/treats will be shared in classrooms.**

## **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. **The ability to have clubs will be dependent on El Paso County Department of Health and WSD3 Covid-19 guidance.**

## COMMUNICATION

1. We communicate through notes home, email blasts, Remind messages, Facebook, and information posted to the school website, [www.talbott.wsd3.org](http://www.talbott.wsd3.org)
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.** *The ability to visit the school/classrooms will be dependent on current El Paso County Health Department Covid-19 guidance.*
3. Anytime you have a question about your child's progress at school, please contact us to discuss your questions and/or concerns.
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 TSIS. 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.

## COMMUNITY USE OF THE BUILDING

Any citizen, club, or organization within WSD3 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 391-3475.

## 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 elementary 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 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 parent/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. (District Code: JICI)

## **DISCIPLINE**

At TSIS, 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) and Restorative Practices 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

We teach and guide students as they learn appropriate school behavior. Staff is trained in Crisis Prevention Institute techniques for de-escalation, Restorative Practices, and Positive Behavior Intervention and Support. In the process of growing, children need positive verbal guidance. We communicate with the student regarding inappropriate acts or behavior and reinforce positive actions and behaviors. 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 Talbott to address student behavior:

### ***Possible Consequences***

1. Verbal Redirection: Draw the student's attention to minor misbehavior

2. Loss of Privileges: Students 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 in advance of the detention.
4. In-School Detention/Suspension (ISS/ISD): ISD/ISS is a program designed to deal with substantial or repeated misbehavior by a student. Students placed in ISD/ISS receive their normal daily assignments to work on so they don't fall behind academically. Students are not allowed to participate in any extracurricular activities for the duration of their ISD/ISS 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. 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](http://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 bears the full consequences of his or her actions.

Electronic Equipment Cell phones, personal tablets, and video games are some of 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. Violation of the district's policy on nondiscrimination.
10. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
11. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
12. 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.
13. 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.
14. Lying or giving false information, either verbally or in writing, to a school employee.
15. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
16. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
17. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
18. Repeated interference with the school's ability to provide educational opportunities to other students.
19. 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.
20. Violation of the district's dress code policy.
21. 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 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 can not 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. (*District Code: 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.

### **ELECTRONIC EQUIPMENT AND TOYS**

Electronic entertainment equipment and toys (including fidget spinners) are not to be used at school. If these items are displayed or used in school, then 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 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). Please read "Cell Phones" for additional information regarding mobile telephones. The school will not be responsible for lost or stolen personal property.

### **EMERGENCY SCHOOL CLOSING AND TWO-HOUR LATE STARTS**

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 6:30 a.m. on radio stations and TV stations.
- 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 5:30 AM 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 10:20.

## **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. (District Code: JK)

## **HEALTH HISTORY & PHYSICAL EXAMINATIONS**

Physical examinations by doctor/physician are recommended of:

1. All kindergarten and first grade students entering school in WSD3 for the first time.
2. Any student who in the opinion of the school nurse or administrator should be examined for the well being of that individual or his/her classmates.
3. Medications may only be administered to a student by the nurse or the nurse's delegate with completed documentation on file. See the Medication section below for more information.

## **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 is typically a math review, and independent reading time. 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.

## **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. (District Code: JICH & JICI)

## **IMMUNIZATION REQUIREMENTS**

Colorado law requires that children going to school be immunized against vaccine-preventable disease. Please check the following websites for specific immunization requirements:

0-6 years of age: [www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf](http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf)

7-18 years of age:

[www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf](http://www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf)

Doctors' offices do not send updates – we must rely on parents for updates. If your student is not up to date, an immunization plan will be written and you will be given a short period of time to have your student brought up to date. Students out of compliance may not be allowed to attend school as required by the Colorado Department of Health. Please contact the school office and request to talk to the school nurse or his/her designee if you have any questions regarding immunization.

Beginning July 1, 2016, parents/guardians seeking non-medical (religious or personal belief) exemptions for children in kindergarten-12th grade must submit non-medical exemption forms annually. Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption) and follow the instructions. Children with an exemption may be kept out of school during a disease outbreak.

## **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 are issued library books each week as part of our school's commitment to literacy instruction. It is an enjoyable privilege to check books out regularly but the privilege also carries with it great responsibility. Students will be held 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 AND FOUND**

Please mark items that children might lose such as coats, gloves, overshoes, etc. If your child does lose something, please look on the lost and found hooks. 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 can not be responsible for lost or stolen personal property.

**LUNCHES –** *The ability to join your child for lunch will be dependent on current El Paso County Health Department Covid-19 guidance.*

Parents are always welcome to eat lunch with their children. Please check with your child or contact our Front Office for specific lunch times. **Remember to bring a photo ID - you will be asked to show it prior to entering the building.**

### **MAKE-UP WORK**

If your child is absent from school for any 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**

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day.

Medication may be administered to students by school personnel whom a registered nurse

has trained and delegated the task of administering such medication. Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

- Medication shall be in the original properly labeled container. If it is a prescription medication, the pharmacy label must clearly state: student's name, name of the medication, dosage, route, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
- The school shall have received signed, written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.
- The school shall have received signed, written permission from the student's parent/guardian to administer the medication to the student.
- The parent/guardian shall be responsible for providing all medication to be administered to the student.
- Emergency inhalers and EpiPen may be carried and self-administered by a responsible student only as determined by the physician and school nurse.

**THE APPROPRIATE PERMISSION FORM IS AVAILABLE UPON REQUEST IN THE SCHOOL 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 3:15.

### **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 (DISTRICT CODE: JICDA)**

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

### **PARENT TEACHER CONFERENCES**

Parent-teacher conferences will be held at the end of the first quarter for all students. Our intent is to build a bridge between what happens at school and the 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 in which your child's teacher will share grade level expectations in reading, explain the ECAW writing curriculum, and show how to access online math resources. Additionally parents will receive individualized reading data. We ask

that parents attend at least one group session. Parents needing individual conferences may sign-up after the group session. Childcare for the group sessions will be available in our STEAM lab. Specific times will be advertised in October. Third quarter conferences will be held in March for students as needed.

### **PSP (Parent School Partnership)**

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

### **PBIS (Positive Behavior Interventions and Support)**

Tigers show EPIC behavior! EPIC stands for Excellence, Positivity, Integrity, and Character.

### **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 Animal Control may also be called.

### **PHYSICAL EDUCATION**

Organized physical education will be provided for all 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**

TSIS is a Positive Behavior Intervention and Support (PBIS) school. Refer to the PBIS EPIC playground behavior expectations. Students are expected to follow PBIS expectations *and* adult directions while on the playground.

### **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 students to remedy problems/concerns. 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 questions about your child's progress, please call or come in to talk with us as we value your input.

### **PROMOTION AND 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. (District 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. All children are expected to go outside for recess 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.

## **SAFETY TIPS FOR THE TSIS 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 CAR 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, Widefield District 3 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. Doors will remain locked at each site during instructional hours. Talbott has cameras around the outside perimeter and in the halls to promote student safety.

## **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 520-7333. Legal Ref.: CRS 22-1-124

## **SKATES AND 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: Due to Covid-19 guidance, snacks and treats for special occasions, including student birthdays, have been suspended. No special snacks/treats will be shared in classrooms.**

Parents/guardians who wish to provide treats/snacks for student's birthdays or for any other holiday must make arrangements with their child's teacher prior to bringing the treats/snacks to school. Snacks/treats must be trans fat free and include the nutrition label and ingredients label. The office staff will verify that the snacks/treats are in accordance with Federal and State law. For this reason, please bring snacks/treats to the office at least one day prior to the event. If the provision of treats/snacks is not pre-arranged, treats/snacks may not be allowed in the classroom.

## **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. Anytime a staff member needs to contact a student outside of the school day, it must be directly related to the instruction of, or content of, a specific class, club, sport, or school related activity. These forms of communication include telephone, cell phone, text messaging, email, district websites, online communication, written correspondence, and/or other communication means. Additionally, Remind101 is the best way for our teachers to communicate with parents via cell phone. Look for information from your child's teacher to sign up for Remind101.

## **STUDENT ARRIVAL/DISMISSAL**

Students are expected to arrive at school no earlier than **8:05 AM**, including those eating breakfast. There is no supervision on the playground or in the cafeteria before those designated times. If students are on the playground before the allotted time, parents will be called. If it continues, additional agencies may be contacted such as the WSD3 security, DHS, 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 3:45 PM unless accompanied by parent/guardian.

Students who are not picked up by 3:35 PM are to report to the office and parents will be contacted. If parents cannot be reached, the student's emergency contact will be notified and asked to assume care for the student. **If we cannot reach or contact anyone listed on the student's registration form within 90 minutes of dismissal, 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 through the district's contracted provider. Please call the school office for information about cost, hours, and location.

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

If students are being dropped off or picked up, the South end of the playground is the least congested. All students exit from their outside classroom door at the end of the day. Kindergarten students will be released to an adult or designated sibling.

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

The Family Educational Rights & Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) 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 comptroller 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. (District Code: JRA)

### **STUDENT SEXUAL HARASSMENT**

Students have a right to a school environment free of sexual harassment. WSD3 policy (District Codes 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 (District Code: JH-RC)**

A student is considered tardy when he/she enters the building after the tardy bell has rung. 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 tardy. It is designated with a LSE (left school early) in Infinite Campus. Students who have excessive tardies may be required to provide written statements from medical sources.

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

### **TEXTBOOKS**

The textbooks used by the students are supplied by the Board of Education and are the property of the school. Each student should take very good care of the books 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 other use of any tobacco products 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. (District Code: GBEE)

**VISITORS** The ability to visit the school and/or classrooms will be dependent on El Paso County Department of Health and WSD3 Covid-19 guidance.

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** The ability to volunteer in the school and/or classrooms will be dependent on El Paso County Department of Health and WSD3 Covid-19 guidance.

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.