

# PARENT – STUDENT HANDBOOK

## 2022 – 2023

### ARAGON ELEMENTARY SCHOOL

211 SOUTH MAIN STREET  
FOUNTAIN, COLORADO 80817  
PH: (719)382-1340  
FX: (719)382-8594

*“Home of the Awesome Aragon Alligators!”*



# Aragon Mission Statement

At Aragon we hold students to high academic and behavioral expectations in an effort to equip them with the essential skills they need to be successful at school and in life. We are devoted to seeing students as individuals, know that mistakes are learning opportunities, and believe that kindness should characterize the relationships within our school community.

**ARAGON ELEMENTARY SCHOOL**

**(719) 382-1340**

**211 S. Main Street**

**Fountain, CO 80817**

**[www.ffc8.org/aragon](http://www.ffc8.org/aragon)**



**A Message from the Principal:**

On behalf of the faculty and staff at Aragon Elementary School, I would like to welcome you to the 2022-2023 school year! We are honored and proud to be your partner in providing a rigorous and engaging education for your child or children.

Our school is named for Staff Sergeant Jose Ruben Aragon, “Mark”, a Fountain native who heroically gave his life May 16, 1965, while serving his country during the Vietnam War. Aragon is home to approximately 400 students in Pre-K through 5<sup>th</sup> grade.

This handbook provides Aragon families with important information about the daily activities at our school. Policies and expectations are written and carried out to ensure a safe and orderly learning environment in all settings. Please feel free to refer to this handbook or contact the main office, 719-382-1340, if you have any questions or comments. Thank you in advance for your cooperation.

At Aragon, it is our belief and purpose that together, we can maximize efforts to provide a positive culture, a standard of excellence, and a school environment where every child in every classroom will learn and grow.

Again, I welcome you to Aragon Elementary School and wish you a very enjoyable and successful school year.

Thank you,

Mrs. Tracey Landrum

Principal Aragon Elementary

# Fountain-Fort Carson School District #8



10665 Jimmy Camp Road  
Fountain, CO 80817  
(719)382-1300  
[www.ffc8.org](http://www.ffc8.org)

## **SUPERINTENDENT**

Dr. Keith Owen

## **BOARD OF EDUCATION**

Teresa Wright – Board President

Don Grubbs – Board Vice President


Kenneth Coffee – Board Treasurer


Shirley Martinez – Board Director

Rose Terrell – Board Director

# WELCOME TO ARAGON ELEMENTARY SCHOOL!

**ARAGON ELEMENTARY SCHOOL**  
211 S. Main Street  
Fountain, CO 80817  
Phone: (719) 382-1340  
FAX: (719) 382-8594  
aragonweb.fcc8.org

 You can find us on Facebook  
@AragonElementary

 You can find us on Instagram  
@aragonelementaryffc8

**PRINCIPAL:** Tracey Landrum  
**ASSISTANT PRINCIPAL:** Stephanie Lee  
**SECRETARY:** Mary Beth Bryant  
**SECRETARY:** Amanda Coyle  
**SECRETARY:** Hannah Smith  
**COUNSELOR:** Allyson West  
**PSYCHOLOGIST:** Rezzella Harris  
**SCHOOL NURSE:** Wendy Watembach  
**CUSTODIAL MANAGER:** Irma Febus

**FOUNTAIN-FORT CARSON DISTRICT #8  
ADMINISTRATION BUILDING**  
10665 Jimmy Camp Road  
Fountain, CO 80817  
(719) 382-1300  
Ffc8.org

**CENTRAL KITCHEN:** (719) 382-1334

**CAFETERIA MANAGER:** Mona Cowan

**TRANSPORTATION:** (719) 382-1335

## SCHEDULE

7:10 a.m. Building is unlocked for students  
7:20 a.m. School starts. Students are TARDY after 7:20 a.m.  
7:20 a.m. FREE breakfast served and offered to ALL students.  
2:25 p.m. Students are dismissed  
3:45 p.m. Front office closes

## LUNCH SCHEDULE

10:40 – 11:10 Kindergarten  
10:55 – 11:25 1<sup>st</sup> Grade  
12:00 – 12:30 2<sup>nd</sup> Grade  
12:10 – 12:40 3<sup>rd</sup> Grade  
11:30 – 12:00 4<sup>th</sup> Grade  
11:20 – 11:50 5<sup>th</sup> Grade



**On November 10, 1987**  
**Aragon Elementary was dedicated to**  
**Staff Sergeant Jose Ruben Aragon**  
**1939-1965**  
**He heroically gave his life in Vietnam**

*In Memory of Staff Sergeant Jose Ruben Aragon:*  
Let us not forget Staff Sergeant Jose "Mark" Ruben Aragon, casualty of the Vietnam War. As a member of the Air Force, SSgt Aragon served our country until May 16, 1965, in Binh Hoa, South Vietnam. He served our country for 8 years. He was 25 years old and was married. Jose was born on November 22<sup>nd</sup>, 1939, in Fountain, Colorado. SSgt Aragon is on panel 01E, line 115 of the Vietnam Memorial Wall in Washington D.C.

## ARAGON CREED

I am an Aragon Alligator!  
I am responsible, respectful and safe,  
on time and ready,  
have a can do attitude,  
and know that knowledge is power!  
I am an awesome Aragon Alligator  
AND I ROCK

### SCHOOL COLORS

Green and White

**HOME OF THE  
AWESOME ARAGON ALLIGATORS**

### SCHOOL MASCOT



# **ARAGON ELEMENTARY PRACTICES AND PROCEDURES**

*(You can view Board Policies in their entirety by visiting to our District website:*

*[www.ffc8.org](http://www.ffc8.org), Board of Education, Board Policies)*

**ANIMALS ON SCHOOL PROPERTY:** For the safety of your pet, and our students and families, animals of any kind are not permitted on school property with the exception of approved service animals. According to the U.S. Department of Justice, Civil Rights Division, service animals are working animals, not pets. The work or task an animal has been trained to provide must be directly related to the person's disability. Therapy dogs, emotional support dogs and companion dogs are not service dogs under the ADA.

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

**ATTENDANCE:** One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements; and (2) exhibit good attendance habits as stated in this policy.

## **EXCUSED ABSENCES:**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the building administrator on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
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 of the administration.
5. Military connected students whose parents are experiencing a deployment or redeployment may be granted up to five days of excused absences.

The conditions under which the schools may approve excused absences are:

- (1) the absence is preapproved
- (2) the student is in good standing
- (3) the student has a prior record of good attendance
- (4) missed work is completed and turned in within the school's allotted time period
- (5) the absence is not during standardized testing dates.
- (6) A student who is suspended or expelled. As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources. If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

**UNEXCUSED ABSENCES:** An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified by the district of the unexcused absence. In accordance with law, the district may impose academic penalties which relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 12 days during any calendar or school year.

**CHRONIC ABSENTEEISM:**

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 16 total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent." If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to providing students and parents/guardians with education regarding the importance of regular attendance, establishing and maintaining positive behavior cultures in classrooms and throughout the school setting, providing support staff who are available to assist students with school -related social/emotional concerns and encouraging parent involvement in the student's education. When practicable, the student's parent/guardian shall participate in the development of the plan.

**TRUANCY:** A "habitual truant" shall be defined as a student of compulsory attendance age (a child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years) who has four total days unexcused absences from school in any one month or 10 total days unexcused absences from school during any school year. Classification as a habitual truant may cause judicial proceedings to be initiated to enforce compulsory attendance. Absences due to suspension or expulsion shall not be counted toward a designation of "habitually truant".

**TARDINESS:** Aragon's late bell rings at 7:20 am. Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class or school day begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties may be imposed for excessive tardiness. Parents/guardians may be notified of all penalties regarding tardiness.

**MAKE-UP WORK:** Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be one day allowed for make-up work for each day of absence. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator. Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

*(See Board Policies JH, & JHB for more information.)*

**BICYCLES, SKATEBOARDS, SCOOTERS:** For the safety of everyone, students must walk their bikes, skateboards and scooters on school grounds due to the injuries that may occur.

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

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

Examples of Bullying Behavior	Non-Examples of Bullying Behavior
A student makes up several stories that another student is smoking pot after school and tells multiple students over the course of three weeks to make other students not want to be friends with the student.	A student shares a secret with a friend that another student shared with a group of students. The student wanted to find out if it was true.
A student repeatedly teases student(s) about their appearance and makes fun of the students in front of their peers.	Students call each other names when they are in a verbal argument.
A group of students corner a student in the hallway and takes the student's lunch money on a regular basis.	A group of students sitting at lunch do not invite another student to sit with them as the student walks by their table trying to find a seat.
Two students have an argument on Facebook and call each other names. Student one then gets multiple students to target student two and post derogatory statements about his beliefs on numerous occasions.	Two students have an argument on Facebook and call each other names.
Two students follow another student after school on multiple occasions punching and kicking the student when they get off of school grounds.	Two students punch each other because of a disagreement about a sporting event.

*(See Board Policy JICDE for more information.)*

**CELL PHONES & ELECTRONICS:** Although children may have cell phones at school, we require that students keep their cell phones outside of the classroom and in their backpacks during the entire school day. All cell phones and electronics should remain off at all times. Children may use their phones before and after school with staff approval. Please understand that the school and its employees cannot be responsible for missing, broken, or stolen cell phones. If you need to reach your child during the school day, please call the school at 382-1340 and we will relay the message or bring your student to the office to speak with you. Phones and game systems that are seen out of the backpack and/or in the classroom will be turned into the Principal or Assistant Principal. Parents will be notified and may pick up the items after school.

#### **STUDENT GUIDELINES FOR 1:1 LAPTOP PROGRAM**

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

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

#### **Netiquette**

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

#### **General Precautions**

- No food or drink is allowed near your laptop at any time.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.



- Students should never carry their laptops while the screen is open or without its protective case.
- Laptops should be shut down while not in use to protect the life of the device.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Fountain-Fort Carson School District. Spot checks may be done by district staff at any time.
- Laptops should never be shoved or wedged into a book bag as this may break the screen.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- Students should also bring their laptop charger to school each day.
- Do not expose your laptop to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Do not attempt to repair the laptop.
- Do not open the case or screen enclosure of the laptop at any time.
- Keep air vents unblocked when laptop is turned on.
- Under no circumstances (except in emergencies, drills) may laptops be left in unsupervised areas. These areas include the school campus, cafeteria, locker rooms, library, unlocked classrooms, hallways or any public setting.
- Students must log in under their assigned username/password and are not to share this information with others.

### **Screen Care**

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

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

### **Sound**

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

### **Email Communication**

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

Users:

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

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

### **Limited Expectation of Privacy**

District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all internet sites, electronic communications access, transmission/receipt of materials and other digital information. All material and information accessed/received through district technology devices shall remain the property of the school district. Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by District staff to ensure appropriate use.

### **Document and File Storage**

FFC8 students are provided with Microsoft Office 365 OneDrive and Google Drive accounts for backing up student data. Students can save important items in this online location, keeping a backup to access from anywhere an Internet

connection is available. Students are responsible for keeping their data backed up on Microsoft Office 365 OneDrive, Google Drive and/or any other external storage device.

### **Consequences for Misuse**

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

### **Examples of Unacceptable Use**

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

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

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

### **Laptop Damage & Repair Fees**

- The student’s parent(s)/guardian(s) will be charged repair/parts cost for damage resulting from intentional acts or negligence.
- Repair costs will vary depending on the device and extent of damage.
- Student’s parent(s)/guardian(s) will be responsible for costs associated with unreported losses, deliberate damage or vandalism.
- Students will pay the annual user maintenance fee on or before taking possession of the laptop.

### **Laptop Theft, Vandalism, Criminal Acts**

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

### **Annual Use & Maintenance Fee**

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

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

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

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

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

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

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

**DRESS CODE:** A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance, however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty. If the student cannot promptly obtain appropriate clothing, the student shall be given a warning and an administrator shall notify the student's parents/guardians. Parents/guardians will be asked to bring appropriate clothing for the student or the school will ask the student to change into appropriate clothing that the school may provide. The student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

**UNACCEPTABLE ITEMS:** The following items are deemed disruptive the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds or at school activities.

- 1) Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
- 2) Sunglasses and/or hats.
- 3) Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
- 4) Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches or pictures that:
  - Refer to drugs, tobacco, alcohol or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute that denotes membership in gangs which advocate drug use, violence or disruptive behavior
  - Are obscene, profane, vulgar, lewd or legally libelous
  - Threaten the safety or welfare of any person
    - Promote any activity prohibited by the student code of conduct
    - Otherwise disrupt the teaching-learning process.

*(See Board Policy JICA for more information.)*

**EMERGENCY PROCEDURES:** Fire, security and tornado drills held at regular intervals are an important safety precaution. The principal shall be responsible for providing a sufficient number of safety drills so that students and employees understand the proper evacuation routes. Emergency exit information shall be posted in each room. Safety is our first priority at Aragon Elementary. Below are the

immediate procedures teachers follow during a time of emergency. At the same time, all adults will perform the necessary procedures to ensure the safety of each child and staff member. Appropriate communication with police and District administration is in place in support of emergency procedures. We ask for your cooperation and support when students practice emergency drills.

**INCLEMENT WEATHER:** If your student is already at school and a storm should develop, there may be an early closure. This also will be announced. Please ensure the office has correct and current contact information for such an emergency. The District will only hold classes if it believes it is safe to do so. If parents believe the conditions are not safe it is always the parent's option to keep students home. The absence will be excused. If you have any questions, please contact the school.

**TWO HOUR DELAY:** A two-hour late-start will mean the following: All bus pick-up times will be moved forward two hours. Therefore, a normal bus stop pick-up time of 7:00am will become 9:00am. Aragon Elementary serves breakfast when we have a two-hour delay.

*(See Board Policy EBCE for more information.)*

**EXTRA-CURRICULAR ACTIVITIES & ENRICHMENT:** Aragon is committed to providing intervention and enrichment opportunities for students. Some extra-curricular activities include, clubs, tutoring, music and dance opportunities. These enrichment opportunities will be held after school hours. Information will be sent home as opportunities arise.

**GRADES, PROGRESS REPORTS, REPORT CARDS:** Aragon Elementary will provide a report card every nine weeks, four times a year. Other communication will be sent home on an as needed basis. During the year there will be at least two conferences between teachers and parents. Academic progress, strengths, and areas for improvement will be discussed. Scheduled conferences will take place in October and February. Parents are welcome to initiate conferences at any time by contacting the teacher via email, REMIND, or sending in a note. Occasionally teachers will request that parents come in for a conference. Home/school communication regarding your child's academic progress is very important. Our staff will work hard to be accessible through timely and meaningful communication.

**HOMEWORK:** More information will be given to you from your teacher at back to school night.

**HEALTH:** No treatment of injuries except first aid shall be permitted in the schools. First aid is immediate help given by the best qualified person in case of accident or sudden illness. When your child is ill, please keep him/her at home. In the event your child becomes ill at school, he/she will be made as comfortable as possible until a parent/guardian arrives to take the child home. Illnesses in our school may spread quickly. When a child becomes ill at school the school secretary will call parents for two reasons, to provide for your own child's well-being and to protect the health of other children.

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

**ILLNESS GUIDELINES FOR SCHOOL:** If any of the following signs and symptoms are present at school, the parent/guardian will be contacted to pick up the child. We do not want children to miss school, but keeping sick children home will improve everyone's attendance and health in the long run.

- Children who have temperatures of 100.0 (Fahrenheit) or above should not attend school. Children should remain home until their temperature has been normal (98.6) for a full 24 hours without medication.
- Children who have cold symptoms such as a constant runny nose with abnormal color (green, yellow, or white), or thick nasal discharge, constant coughing, or lung congestion should not be in school.
- Children who have been diagnosed with an infection and have been placed on medication should not return to school until they have taken the medication for a full 24 hours after the first dose.
- Children who have had vomiting or diarrhea in the last 24 hours should not attend school.
- Children who have an undiagnosed skin rash or open skin lesions should not be in school.
- Children who have red, inflamed eyes with a thick discharge or those who have a fever and/or behavioral changes should not be in school.
- If a report or concern about lice or nits arises, the school nurse or trained personnel will inspect the child's head for nits. If no nits are discovered the process ends. If nits are discovered, the child's head will be checked for live lice. If no live, crawling lice are discovered, the child's head should be inspected within 7 days for evidence of live crawling lice. Parents/Guardians will be instructed to comb hair with a nit comb or hand pick out nits. If live crawling lice are discovered

we will notify the family. Parents/guardians will be provided information on the biology of head lice and methods to eliminate infestations. Student may return to school after being properly treated. The school nurse or trained personnel will recheck hair in one week.

**NONDISCRIMINATION/EQUAL OPPORTUNITY:** The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age and genetic information is also prohibited in accordance with state and federal law. This policy shall be used to address all concerns regarding unlawful discrimination and harassment, except those regarding sexual harassment which are addressed in policies GBAA and JBB.

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he or she lives.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy to the greatest extent possible.
6. To investigate and resolve promptly any complaints of unlawful discrimination and harassment.
7. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of district policy.

*(See Board Policy AC for more information.)*

#### **LUNCH WITH YOUR STUDENT**

Aragon is pleased that things are returning back to normal and are happy to welcome parents in to eat with their student on a limited basis. Aragon recognizes this time as an important time for students to practice appropriate social skills with their friends. There will be a separate table in which parents and their child may eat together.

**NUTRITION:** School lunches are available to all students in kindergarten through fifth grade.

**PAY FOR MEALS ONLINE:** For a small service fee you can now pay for your child's meals online at [www.mymealtime.com](http://www.mymealtime.com) with your MasterCard or Visa. When using the pay online feature, the minimum amount that can be deposited into your student's account is \$25.00, and the service fee is 4.9% of the total amount you charge. Any money left in a student's account at the end of the school year will stay in the account ready for use in the next school year. Since accounts are set up using the Student ID#, account balances follow students as they change schools within the district. A new benefit of the Meal Time pay on line service is the ability to check the balance of the account at any time that is convenient to you by simply logging on. For more Nutrition Services information and current pricing, please log onto the District 8 website at [www.ffc8.org](http://www.ffc8.org) and click on "Nutrition Services."

**MEAL PRICES:** All students at Aragon Elementary are offered a free breakfast with milk or juice up to 9:30 am with the exception of a two-hour delay. Breakfast is not serviced during a late start.

Student Lunch: \$2.60      Adult Lunch: \$4.05      Individual Milk: .50¢      Individual Juice: .50¢

There are several ways to pay for meals:

You may give payment to the front office. A lock box is available in the front office and is checked daily for lunch money. Students can pay when they exit the lunch line. You can also visit <http://www.mymealtime.com/> and pay online.

**HOME BAKED GOODS:** Food items that are homemade will not be served to students during the school day or at after-school activities. Parents are encouraged to provide sealed, store-bought baked goods or other trans-fat free items for classroom celebrations and snack time.

**NON-COMPETITION:** Only our contracted food service provider, Aramark, may sell food and beverages to students before, during and up to 30 minutes after the school day ends. All other groups and organizations, such as PTO's, school stores and school event concessions will not be allowed to sell food to student until at least 30 minutes after the end of the regular school day.

**SODA/POP:** Soda pop or diet pop may not be served to students under any circumstances, other than through concession stand sales or other school events where parents are a significant portion of the audience.

**TRANS-FAT:** State law prohibits schools from "making available" to students any food or beverages that contain any amount of industrially produced trans-fat. This applies to all food and beverages available on school grounds during the school day and extended school day, including classroom parties and before and after-school clubs. Schools are encouraged to offer nutritious choices along with other snack foods at classroom parties and before or after-school activities.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance of the United States is an expression of allegiance to the flag of the United States and the republic of the United States of America. Each school day begins with the Pledge of Allegiance as a salute to our country. Any student whose beliefs prevent them from participating in this activity should speak to their teacher so the student may be excused from this part of the school day.

**POSITIVE BEHAVIOR SUPPORT:** Aragon operates under a school-wide Positive Behavior Interventions and Support (PBIS) approach, along with Responsive Classroom, and the Boys Town Social Skills Curriculum. We reinforce positive and desirable behavior to students. As a part of these approaches, students are taught the positive behavior expected of them, and how these approaches positively affect the entire school's climate. Specific expectations for various school settings will be posted on our website, and daily lessons are taught every day during class.

#### **STUDENT SAFETY and SUPERVISION**

Aragon prioritizes the safety of all students by providing active and continuous student supervision throughout the school day. **Supervision of students begins at 7:10 am.** We encourage families to drop off their students between 7:10-7:20 am. Please make arrangements for your student(s) to be picked up at 2:25. Only adults identified in Infinite Campus will be allowed to check out students from the school, unless otherwise arranged with the front office.

**VERBAL EXPRESSION:** The rights and privileges of all students shall be guaranteed without regard to race, religion, gender, sexual orientation, handicap, creed or national origin. Students shall have the right to advocate change of any law, policy or rule. Students may exercise their right to freedom of expression through speech, petition and other lawful and orderly means. Exercising of these rights may not interfere with the rights of others. Freedom of expression may not be used to present material or actions which tend to be obscene, slanderous, and/or defamatory or to advocate violation of federal, state or local laws or official school policies and regulations. The following guidelines shall be followed in the realm of verbal expression:

- Freedom of speech in the classroom shall be governed by the teacher in relation to the mission of the class in terms of educational and social goals. The classroom shall not be considered an open forum. Other avenues for verbal expression shall be used to afford students and faculty the opportunity to be heard.
- The language of students shall be free of prejudice, insulting or slanderous statements. All students, parents and staff members shall be responsible for promoting orderly conduct and behavior, freedom from fear of insult or injury and maximum opportunities for learning.

**VISITORS - RAPTOR REGISTRATION SYSTEM:** RAPTOR is a visitor registration system that enhances school security by reading visitors' driver's licenses or identification cards and comparing the information to a sex offender database that consists of registered sex offenders from all 50 states. When a match is found, school administrators and law enforcement personnel are notified immediately and will take appropriate steps to keep the school safe. Upon entering Aragon Elementary School, you will be asked to present a valid government-issued ID which will be scanned into the RAPTOR system. Once the ID has been scanned and entry is approved, the system will create a unique badge that identifies the visitor, date, and purpose of the visit. Visitors will be required to wear this badge to be allowed entrance to the school and to proceed to their destination. It should be noted that, for privacy purposes, a copy of your ID is not maintained in the scanner, nor is it kept by the school.

**VOLUNTEERS:** Volunteers are required to complete and sign a Volunteer Application and Agreement. For volunteer opportunities contact the front office. The Board of Education recognizes the need to develop a volunteer program to support district instructional programs and extracurricular activities. The purpose of the volunteer program shall be to:

- Assist employees in providing more individualization and enrichment of instruction.
- Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total education process.
- Strengthen school/community relations through positive participation.

A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. An adult volunteer worker shall serve in that capacity without employee benefits of any type except for liability protection as provided by state law. Use of volunteers within the district is not to conflict with or replace any regularly authorized personnel allotment. Volunteers will work with students under the immediate supervision and direction of a certificated/licensed person. Volunteers are expected to comply with all policies and regulations set forth by the district. Volunteers are insured under the district liability insurance program.

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

#### **Dangerous Weapons**

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

As used in this policy, "dangerous weapon" means:

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

**MANDATORY EXPULSION IN ACCORDANCE WITH STATE AND FEDERAL LAW:** 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 without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms. If a student discovers that he or she has carried, brought or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory and such action shall be considered when determined appropriate disciplinary action, if any.

*(See board policy JICI for more information.)*



**2022-2023**

## **DISTRICT SCHOOL BOARD POLICIES**

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### **MISSION STATEMENT**

**FOUNTAIN FORT CARSON SCHOOL DISTRICT #8:** *Our vision is to empower every student to thrive as a responsible, productive, and engaged citizen by inspiring life-long learning and civic engagement, by challenging and supporting every student to achieve his/her fullest potential, and by embracing the diversity of both the local and global community.*

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

### **NONDISCRIMINATION/EQUAL OPPORTUNITY**

**AC**

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age and genetic information is also prohibited in accordance with state and federal law. This policy shall be used to address all concerns regarding unlawful discrimination and harassment, except those regarding sexual harassment which are addressed in policies GBAA and JBB. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.

1. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
2. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
3. To utilize educational experiences to build each individual's pride in the community in which he or she lives.
4. To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy to the greatest extent possible.
5. To investigate and resolve promptly any complaints of unlawful discrimination and harassment.
6. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of district policy.

The district shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the district are offered without regard to race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, disability or need for special education services. With respect to employment practices, the District shall also issue written notice that it does not discriminate on the basis of age or genetic information. The announcement shall also include the name/title, address, email address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.



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

## **Non-Discrimination**

<u>Component</u>	<u>Compliance Officer</u>	<u>Contact Information</u>
Discrimination	Joel Hamilton	Administration Office 382-1300
Title IX	Melissa Patterson	Administration Office 382-1300
Section 504	Jason Crow	Administration Office 382-1300

## **SUPPORT OF TRANSGENDER STUDENTS**

## **AC-E-3**

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

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

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

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

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

"Gender expression" describes the manner in which people represent or express their gender to others, commonly through behavior, clothing, hairstyles, activities, voice, or mannerisms. "Transgender" describes people whose gender identity or expression is different from the biological sex assigned to them at birth. Other terms that can have similar meaning are "transsexual" and "trans."

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

### **Areas of Support:**

1. All Students have a right to privacy, including the right to keep one's transgender status private at school. School personnel should not disclose medical or other information that may reveal a student's transgender status unless legally required to do so or unless the student has authorized such disclosure.
2. When a student undergoes a gender transition during the school year, issues of privacy become much more difficult to manage. In all cases, staff must meet with the transitioning student and consider the health, well-being, and safety of all students when supporting the transitioning student.
  - a. School administrators are directed to work with parents of elementary age students to identify the appropriate steps to support their student.
  - b. School administrators will work directly with secondary students to assess the degree, if any, that the parent(s) will be involved in the process.

In addition, the school will include educators who interact directly with the student when developing the transition plan.

3. Every student has the right to be addressed by the name and pronoun that corresponds to the student's gender identity.
4. The student's preferred name and/or gender may be used on school records and documents which do not require use of the student's legal name and gender.
5. A student's official record shall be changed to reflect a change in name and/or gender upon receipt of documentation that such change was made pursuant to a court order, or through amendment of state or federally-issued identification.

6. Transgender students shall have access to the restroom, and other facilities, that corresponds to their gender identity consistently asserted at school. Students who desire more privacy may use a restroom stall or a gender neutral restroom that is accessible to students of all genders, regardless of the underlying reason.
7. Students who are transgender have the right to dress in a manner consistent with their gender identity consistently asserted at school and in compliance with the district and school dress code. The dress code may not be enforced more strictly against transgender students than other students.

This policy exhibit will supersede any provisions of prior or existing policies which conflict with this new policy. To ensure a respectful school environment, Policy AC, Nondiscrimination/Equal Opportunity, and this exhibit AC-E-3, will be provided to all district departments and schools and will be available on the District website. The policy, exhibits, and complaint process shall be referenced in student handbooks.

## **SCHOOL WELLNESS**

**ADF**

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

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

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

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

## **ADVISORY COMMITTEES**

**BDF**

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

## **BOARD OF EDUCATION MEETINGS**

**BE**

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

## **EMERGENCY SCHOOL CLOSINGS**

**EBCE**

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

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

## **STUDENT TRANSPORTATION**

**EEA**

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

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

## **STAFF PERSONAL SECURITY AND SAFETY**

**GBGB**

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

1. The teacher or employee shall file a written complaint with the building Principal and the Superintendent's office.
2. The Principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The Superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The Superintendent or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

## **ATTENDANCE REGULATIONS**

**JC**

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

## **AGE OF ENTRANCE**

**JEB**

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

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

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

## **STUDENT ABSENCES AND EXCUSES**

**JH**

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

### **Recording of Attendance/Absences**

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

#### **Elementary:**

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

#### **Secondary:**

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

## **TRUANCY**

**JHB**

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

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

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

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

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

## **PUBLIC CODE OF CONDUCT ON DISTRICT PROPERTY**

**File: KFA**

Persons using or upon school district property, including all district buildings, parking lots, and any district vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the superintendent or designee to be in violation of this policy shall be instructed to leave district property and law enforcement may be contacted. Any person who has engaged, or district officials reasonably believe will engage, in conduct prohibited by this policy may be excluded from district property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of the school grounds.

7. Entry into district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language
11. Violation of any federal, state or municipal law or Board adopted policy. Adopted: November 1, 1995

### **CODE OF CONDUCT -Students**

### **JICDA**

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulation, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies on prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the District's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of district staff.

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

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

**JICH**

### **Knowingly Possess, Use, Buy or be Under the Influence, Giving, Selling or Supplying**

Fountain-Fort Carson School District Eight shall promote a healthy environment for students by providing education, support and decision-making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents, community and its agencies.

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

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

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

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

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

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents/guardians and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available.

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

## **WEAPONS IN SCHOOL**

**JICI**

The Board of Education determines that student possession, use and/or threatened use of a weapon is detrimental to the welfare and safety of the students and school personnel within the district.

### **Dangerous Weapons**

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

As used in this policy, "dangerous weapon" means:

- a. A firearm.
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that exceeds three inches in length or a spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.

- d. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

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

**JIH**

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

### **Searches Conducted by School Personnel**

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

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

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

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

**JKA**

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

### **Physical intervention**

Corporal punishment shall not be administered to any student by any district employee.

Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student that does not constitute restraint as defined by this policy, to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

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

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

### **Exceptions**

The prohibition of the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111 (3); and
2. When the student is openly displaying a deadly weapon as defined in C.R.S. 18-1-901 (3)(e).

## **ADMINISTERING MEDICATIONS TO STUDENTS**

**JLCD**

Medication may be given legally only by school personnel whom a registered nurse has trained and delegated the task of giving such medication. For the purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication. The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and

herbal medications, cough drops, vitamins and nutritional supplements. Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of the medication, dosage, how often it is to be administered, and name of prescribing health care practitioner shall be printed on the container. Non-prescription medications shall be provided in a new, unopened, sealed container.
2. The school shall have received written permission from the doctor or dentist to administer the medication.
3. The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to side effects or other medical consequences of such medications also must be presented.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

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

#### **Self-administration of medication for asthma or anaphylaxis**

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

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

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

#### **FIRST AID**

**JLCE**

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

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

**JRA/JRC**

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy. The Superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

#### **Content and custody of student education records**

The Principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any individualized education program (IEP).

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

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

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



record.

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

#### **Access to student education records by parents and eligible students**

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

#### **Request to amend student education records**

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

#### **Disclosure with written consent**

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student shall contain the following:

- a. The specific records to be disclosed
- b. The specific reasons for such disclosure
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information
- d. The method or manner by which the records will be disclosed and
- e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's consent shall only be valid for a specific instance for which it was given. Consent for a student to participate in any course, school activity special education program, or in any other school program, shall not constitute the specific written consent required by this policy.

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

#### **Disclosure without written consent**

The district may disclose student education records or personally identifiable information contained therein with written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
  - a. For purposes of this policy, a "school official" is a person employed by the district as an administrator, supervisor teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
  - b. A school official has a "legitimate educational interest" if disclosure to the school official is (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official district business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
4. The disclosure is in connection with a student's application for or receipt of, financial aid.

5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
7. The disclosure is to accrediting organizations for accrediting functions.
8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
10. The disclosure is to comply with a judicial order or lawful subpoena. Unless specified in the order or subpoena, the district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:
  - a. The court order or subpoena prohibits such notification; or
  - b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.
11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.
12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.
13. The disclosure is of "directory information" as defined by this policy.

#### **Disclosure of directory information**

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

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

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the Principal of the school where the student is in attendance no later than 30 days beyond the student's first day of school.

#### **Disclosure of disciplinary information to school personnel**

In accordance with state law, the Principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person.

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

#### **Disclosure to military recruiting officers**

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

### **Disclosure to Medicaid**

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this the district shall:

- include a consent form with the "start of school" information in the fall.
- include a consent form with IEP packet materials.
- include a consent provision on the Medical Emergency form.

### **Disclosure to the Colorado Commission on Higher Education (CCHE)**

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

### **Annual notification of rights**

The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

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

### **Governing law**

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

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

### **STUDENT DISCIPLINE**

**JK**

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

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

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

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

### **IMMUNIZATION OF STUDENTS**

**JLCB**

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

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

## **PUBLIC CONCERNS**

**KE**

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

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any complaint about school personnel shall always be referred back through proper administrative channels before it is presented to the Board for consideration and action. When a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Principal or Superintendent.
2. If the person will not personally present his complaint to the Principal or Superintendent, the Board member shall then ask that the complaint be written and signed. The Board member may then refer the complaint to the Principal or Superintendent for investigation.
3. If at any time the person making a complaint feels a satisfactory reply has not been received from a Principal, that person should be advised to consult with the Superintendent and, if still not satisfied, to request that the complaint be heard by the Board of Education.



**PARENT ACKNOWLEDGEMENT AND RECEIPT**  
**STUDENT-PARENT HANDBOOK**  
**2022-2023**  
**PLEASE READ AND SIGN BELOW:**

I acknowledge that I have received a copy of the Aragon Elementary School Student-Parent Handbook and Board Policies. I understand that it contains important information on policies and procedures. I realize this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to.

It is my responsibility to familiarize myself, my family members and children with the information and that I agree to adhere to the policies and regulations of Aragon Elementary School.

I further understand that Fountain Fort Carson School District #8 and/or Aragon Elementary School may change, add or delete any policies or provisions in this handbook as it sees fit in its sole judgement and discretion.

I realize that this Student-Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

STUDENT'S NAME:	
TEACHER'S NAME:	
PARENT/GUARDIAN'S PRINTED NAME:	
PARENT/GUARDIAN'S SIGNATURE:	DATE:

RETURN THIS FORM TO YOUR TEACHER OR THE FRONT OFFICE.

