

2022-2023

Patriot

ELEMENTARY

STUDENT/PARENT HANDBOOK



Welcome to Patriot Elementary!

Dear Parents and Families,

Welcome to the 2022-2023 school year at Patriot Elementary. We are honored to have the opportunity to lead a school with such a rich tradition of education and support for student success!

We believe that one of the most important aspects of an administration team is to build meaningful relationships with students, families and staff as well as with the greater community. We have found that students and parents really appreciate a person who genuinely invests in them by listening and by being fair and consistent. It will be particularly important for us to make sure that you and your child feel *safe* and *respected* at our school. If you ever have a concern, please do not hesitate to email or make a phone call. We believe open communication is very important in a school and for this reason, we will always encourage you reach out to your child's teacher, to a member of the office staff or to our team with any questions you may have.

Along with the teachers and staff, we will work hard to continue success for each and every child. The school year is going to be amazing as we continue to provide academic experiences for our students that are rigorous, relevant, and help them build relationships while making real-world connections. We will focus on social skills training, the use of data to drive excellent instruction, and parent/community collaboration.

As your administration team, it is important that **everyone** who steps through our doors feels welcome! This attitude enables us to meet the challenges of academic excellence in a positive, engaging, and nurturing environment. Please feel free to call or email to discuss any concerns you might have throughout the school year.

We look forward to working with you to ensure a successful year! Please look for opportunities to participate in the Parent Teacher Organization, the Parent Advisory Group, and/or volunteer opportunities. Together, we can achieve more!

Best Regards,

Michelle Canon, Principal

Kathrin Polyefko, Assistant Principal

Linette Sheridan, Assistant Principal

Patriot Elementary Mission: For every student to become a lifelong learner and a confident, productive member of society by providing an engaging, safe, and

supportive academic community.

Patriot Elementary School Information

Patriot Elementary
7010 Harr Avenue
Colorado Springs, CO 80902
719-382-1460
Building 6205



Patriot Office Hours: 7:00-3:30

Patriot Breakfast Served: 7:10-7:25 (*In cafeteria*)

Patriot School Hours: 7:10-2:25

Students will be allowed in the building at 7:10am

Tardy bell rings at 7:30

Early Dismissal Days: 7:30-11:30

<https://www.facebook.com/PatriotElementaryFFC8>

www.ffc8.org/Patriot

Michelle Canon, Principal

Kathrin Polyefko, Assistant Principal

Linette Sheridan, Assistant Principal

Fountain Fort Carson District 8 Mission

“To develop generations of world-class learners capable of being successful members of society by providing a positive, empowering, and safe environment where academic success is the desired result for all students.”

Board of Education: Teresa Wright-President; Don Grubbs-Vice President; Kenneth Coffee, Jr.-Treasurer; Shirley Martinez-Director; Rose Terrell-Director

Dr. Keith Owen, Superintendent
Dr. Montana Romero, Deputy Superintendent
Dr. Lori Cooper, Assistant Superintendent Student Achievement
Joanne Vergunst, Assistant Superintendent Business Services
Joel Hamilton, Assistant Superintendent Human Resources
Clint Allison, Executive Director Student Achievement

Patriot Elementary Mission:

“For every student to become a lifelong learner and a confident, productive member of society by providing an engaging, safe, and supportive academic community.”

Patriot PAWS Pledge:

*“I am a Patriot Lion. I show my pride by using my PAWS – Personal Best; Act Responsibly; Work and play safely; and Show respect to all.
I am a Patriot Lion; let me show you my PAWS, ROAR!”*

Patriot Elementary Colors: Red, White, and Blue
Patriot Mascot: Lion



P.A.W.S

Personal Best Act Responsibly Work and Play Safely Show Respect to all

Schedules and School Calendar



Fountain • Fort Carson
SCHOOL DISTRICT EIGHT

FOUNTAIN-FORT CARSON SCHOOL DISTRICT EIGHT 2022-2023 ACADEMIC CALENDAR

STUDENT CALENDAR

Start Date - August 8, 2022
End Date - May 26, 2023

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						18

Phased-in start by grade:

8/8 - First Day for 3, 4, 6 & 9 *

8/9 - First Day for K, 2, 7 & 10 *

8/10 - First Day for 1, 5, 8, 11 & 12 * (all grades attend except PK)

8/11 - First Day for PK

8/11 - Online Academy (6-12) Starts

* FFCOA device distribution by grade level

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						20/38

9/2 - Teacher/Staff Development - No Students

9/5 - Labor Day - District Closed

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					16/54

10/7 - 1st Quarter Ends

10/10 - Teacher/Staff Development - No Students

10/11 - P/T Conf - All Schools - No Students

10/12 - P/T Conf - All Schools - No Students

10/13 - 10/14 - Fall Break

10/17 - 2nd Quarter Begins

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						16/70

11/11 - Veterans Day - District Closed

11/21 - 11/25 - Thanksgiving Vacation

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19*	20*	21*	22	23	24
25	26	27	28	29	30	31
						15/85

*12/19 - Exams - Early Dismissal for FFCHS ONLY

*12/20 - Exams - Early Dismissal for FFCHS ONLY

*12/21 - Exams - Early Dismissal for FFCHS

12/21 - 2nd Qtr Ends - Early Dismissal - All Schools

12/22/22 - 1/4/23 - Winter Break

JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						16/101

1/2 - New Year's Day Observed - District Closed

1/5 - Teacher/Staff Development - No Students

1/6 - Teacher Work Day - No Students

1/9 - 3rd Quarter Begins

1/16 - Martin Luther King, Jr. Day - District Closed

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
						15/116

2/20 - Presidents' Day - District Closed

2/21 - Teacher/Staff Development - No Students

2/22 - P/T Conferences - All Schools - No Students

2/23 - P/T Conferences - All Schools - No Students

2/24 - Non Work Day - No Students

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						18/134

3/17 - 3rd Quarter Ends

3/20 - 4th Quarter Begins

3/27 - 3/31 - Spring Break

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						19/153

4/28 - Teacher/Staff Development - No Students

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24*	25*	26*	27
28	29	30	31			
						19/172

5/1 - Non Work Day - No Students

*5/24 - Exams - Early Dismissal for FFCHS ONLY

*5/25 - Exams - Early Dismissal for FFCHS ONLY

*5/26 - Exams - Early Dismissal for FFCHS

5/26 - Last Day of School - Early Dismissal - ALL SCHOOLS

Student Instruction Days

1st Quarter 43 Days - August 8 - October 7

2nd Quarter 42 Days - October 17 - December 21

Early Dismissal - All Schools - December 21

3rd Quarter 44 Days - January 9 - March 17

4th Quarter 43 Days - March 20 - May 26

Early Dismissal - All Schools - May 26

APPROVED 4.21.21

REVISED 4.18.22

Daily Lunch Schedule

Kindergarten (Classrooms)	10:00-10:30
First Grade	10:30-11:00
Second Grade	11:00-11:30
Third Grade	11:30-12:00
Fourth Grade	12:00-12:30
Fifth Grade	12:30-1:00

FUN FACTS

- Patriot Elementary is located on a military installation, supporting 98% students affiliated with the military.
- Patriot Elementary was dedicated in 2003.
- Patriot's school colors are red, white, and blue.
- Patriot's mascot is Lucy the Lion.
- Patriot P.A.W.S. means each student will do their personal best, act responsibly, work and play safely, and show respect to all.
- Patriot's foyer is lined with United States of America flags to symbolize the students and staff supporting our military.



Patriot Elementary Staff

Principal	Michelle Canon	SPED Secretary	Jan Patterson
Assist. Principal	Linette Sheridan	Registrar Secretary	Amanda Illert
Assist. Principal	Kathrin Polyefko	Budget Secretary	Kari Leach
School Psychologist	Heather Yates	Building Supervisor	Dee Dee Richardson
Counselor/Guidance	Alicia Klinker	Custodian	Ernesto Gonzales
Instructional Coach	Domenique Roush	Custodian	Doug Las Leiply
Kindergarten	Amanda Abeyta	Custodian .5	Lucy Cruz-Ramirez and Rosa Fontanes
Kindergarten	Olivia Lee	ELL Teacher	Kayla Ainsworth
Kindergarten	Lacey DiFrancia	Interventionist	Anne Hamilton
Kindergarten	Angela Montuori	Interventionist	Jaime Brown
First Grade	Tracy Borst	Interventionist	Mary Leigh Wilson
First Grade	Molly Stanton	Interventionist .5	Jenn Severski
First Grade	Kathleen Cunico	Nurse	Abbie Collins
First Grade	Emily Manion	SPED Mild/Moderate	Elizabeth Bartold
First Grade	Shane Wood	SPED Mild/Moderate	Kelli Freeman
Second Grade	Blanca Blake	SPED Mild/Moderate	TBD
Second Grade	Lydia Rogers	Autism Teacher	Zoveyda Sanchez
Second Grade	Jordyn Brinkhaus	Autism Teacher	Karyn Stiefbold
Second Grade	Jennifer Sweet	SLPA	Julie Johnson
Second Grade	Sarah McGuckin	SLP	Ben Gaines
Third Grade	Kendryk Rankin	SLP	Tammy Chase
Third Grade	Dinora Banda	PT	Dr. McKenzie Golden
Third Grade	Amanda Livingston	OT	Arisa Begano
Third Grade	Marissa Hampel	COTA	Andrea Colbert
Fourth Grade	Brenna Connelly	Paraprofessional	Heather Sherman
Fourth Grade	Kiersten Price	Paraprofessional	Shunnita Jackson Schneider
Fourth Grade	Emily Murray	Paraprofessional	Rina Langefield
Fourth Grade	Jenna Baron	Paraprofessional	Melanie Thrun
Fourth Grade	Jacob Godino	Paraprofessional	Monica Colin
Fifth Grade	Amanda McGowin	Paraprofessional	Sarah Raker
Fifth Grade	Bobby Garcia	Paraprofessional	Kaitlyn Jones
Fifth Grade	Dillon Leistner	Paraprofessional	Mattie Williams
Fifth Grade	Mrs. Aplan/Kiani Stutz	Paraprofessional	Sabine Robertson
Specials-Music	Cody Saunders	School Behav. Health	Anne Marsh
Specials-PE	Michael Enright	Kitchen Manager	Lori Siemen
Specials-ART	Brogan Lasley	UCCS TIR	Lindsey Woolsey
Specials-Media	Christine Smith	UCCS TIR	Jessica Jones
Teacher-TBD	TBD	UCCS TIR	Brooke Babcock

Patriot Guiding Principles

These four cornerstones promote mutual understanding and shared responsibility for the vision of excellence at Patriot Elementary School.

Academic Excellence focused on the individual needs of each student, accomplished through clear, high expectations supported with excellent instruction and learning opportunities. Students will become responsible learners and held accountable for their academic accomplishments. Pride in achievement and the joy of learning are evident.

Professional Excellence demonstrated by our educators through ongoing and advanced study. Expertise, integrity, respect, and passion acknowledged and shared. As a result, our children receive the benefits of best classroom practices and a safe, caring school environment.

Social/Emotional Climate is positive and caring with the expectation of behavior that demonstrates respect, responsibility, fair treatment, and safety for all. This results in strong self-esteem for our children and a welcoming environment for our community. Patriot will develop a culture of trust and collaboration by enhancing social emotional skills in order to develop an academic mindset for success and a highly effective school.

Community Partnership driven by open communication between staff members, students, parents, and the community. There are varieties of opportunities for parent and community involvement, which serve to further enrich our children. The spirit of volunteerism and community support are constants in the life of our school.

Patriot Elementary staff will:

- Believe in *every* student and his or her ability to achieve success.
- Provide a safe, engaging, and collaborative learning environment.
- Demonstrate high levels of academic and social/emotional achievement and growth for students.
- Cultivate a trusting, collaborative environment, always placing student needs first.
- Develop a culture of respect, honor, trust, fellowship, and wellness, reminding each other to have balance and take care of oneself.
- Engage stakeholders to include staff, students, parents, FFC8 district, and the community in order to develop a “highly effective school”.

The Military Parent's Pledge



The Military Parent's Pledge adopted by Army Community Services serves as a great example for the Patriot Elementary School community. We are honored to partner with you and offer this pledge to all parents as we build a partnership for success.

1. I will be a good role model for my child, setting an example of appropriate behavior.
2. I will help my child feel loved and valued through what I say and do.
3. I will show my child the same respect that I expect to be shown by my child.
4. I will praise my child for his/her successes and efforts toward success.
5. I will create opportunities for my child to feel successful, encouraging my child to meet new challenges and learn from mistakes.
6. I will recognize that each child is unique, developing at his/her own pace. I will make sure my expectations are appropriate to my child's age and stage of development.
7. I will establish effective communication with my child. During periods of separation, I will stay in touch through letters, calls, and emails.
8. I will spend time with my child in activities we both enjoy. Even though my military job may sometimes require me to be away from home, I will be sure to make time for my child when I am home.
9. I will correct my child in positive ways, focusing on the misbehavior, not my child's self-worth.
10. I will love my child unconditionally. Through words and gestures, I will let my child know he/she is a lovable, capable and worthwhile human being.





Tips for a Successful School Year

- Talk to your child's teacher. Together you are a team for your child's academic success.
- Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing it for him/her.
- Help your child learn to follow directions. Give one-and two-step directions and see that the task is completed.
- Teach your child to show respect for others by using polite phrases such as "please," "thank you" and "excuse me."
- Model and reinforce appropriate behavior.
- Help your child learn his/her address and telephone number.
- Guide and monitor your child's television viewing.
- Listen to your child and encourage him/her to talk about new experiences.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging his/her best work.
- Involve your child with reading and writing activities.
- See that your child gets a good night's sleep.
- Write your child's name on all allowable personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, permitted electronic devices etc.
- Refrain from sending to school a sick child or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children.
- Please telephone the school when your child will be absent. Your child will need a written excuse upon returning to the classroom.
- Dress your child according to the weather; outside activities will take place when the weather permits. A note from you will be required if your child should remain inside because of a physical condition.
- Provide the teacher and or secretary (Ms. Barnes, Ms. Leach, or Ms. Patterson) with a correct telephone number where parent(s)/guardian(s) or a family friend may be reached during the school day, in case of an emergency.
- If your child walks home and has siblings, have them determine a meeting spot so they may walk home together.
- Discuss with your child what to do and where to go in the event you are not at home when he/she arrives.

School Effectiveness Improvement Planning – Preparing Patriot for Success!

Patriot is a Title I school and provides opportunities to improve student outcomes for all students. Title I supports equity for all Patriot Students and is designed to provide additional academic support and learning opportunities and parent involvement. Title I funds are aligned with school-wide goals and are allocated to schools with the highest percentage of students qualifying for free and reduced lunch. As a Title I school, Patriot develops programs to support effective instruction, monitors students' social and emotional learning, reports progress to families, ensures all staff are licensed to provide research-based strategies, and we include families in decision making.

Patriot cultivates a trusting, collaborative environment, always advancing to do what is best for students each day. Patriot Staff will engage stakeholders to include staff, students, parents, FFC8 district, and the community in order to develop a “highly effective school.” Community partnership driven by open communication between staff members, students, parents, and the community is a priority. There are varieties of opportunities for parent and community involvement, which serve to further enrich our children. The spirit of volunteerism and community support are constants in the life of our school.



Where do we want to go?

How do we help every student become a lifelong learner and a confident, productive member of society by providing an engaging, safe, and supportive academic community?

School Effectiveness Improvement Priority #1:

Highly Effective and Rigorous Instruction Aligned to Academic Standards

All staff will provide high-quality, research-based instructional practices, differentiated to meet students' needs, aligning with Colorado Academic Standards in order to improve academic growth and achievement. Patriot will create, implement, and evaluate systemic and strategic intervention systems to address the needs of all students. Equitable grading practices will reflect accuracy, include bias-resistant practices, and provide students with a sense of hope and motivation.

School Effectiveness Improvement Priority #2:

Social Emotional Learning Environment

Patriot staff and students will work together to support a growth mindset that focuses on the well being of students. Staff will explicitly teach school wide expectations, SE skills, and consistent response patterns essential for academic, social, and emotional development. In the classroom, instructional staff apply a variety of instructional methods that allow opportunities for students to foster and practice social emotional skills and mindsets.

School Effectiveness Improvement Priority #3:

Home and Community Partnerships

To support family involvement and engagement, Patriot will provide a welcoming environment for families and invite them to participate as equal partners in the education of their children. Patriot will provide parents opportunities to acquire necessary information, knowledge, and skills to support their children's education at home and at school. Patriot will engage parents in the school's volunteer program so they can participate in supporting school-wide, classroom, and parent involvement activities.

Patriot Elementary Safety and Security

Fountain Fort Carson District 8 Safety Mission:

- To practice consistent procedures and expectations by all staff, students, and the community in relation to safety and security;
- To establish emergency response and management procedures and protocols;
- To understand the needs in the educational environment in Fountain-Fort Carson School District and how safety and security impact those needs;
- To align district security personnel to include: SROs, armed non-sworn officers, and unarmed district security staff to meet the safety and security needs of each school.

Patriot will provide a continuum of evidence-based prevention and intervention efforts to create a healthy social emotional learning environment, including:

- Responsive Classroom, Essential Skills (executive functioning and social skills), and Positive Behavioral Interventions and Supports
- Bullying Prevention Education
- School Resource Officer Safety Education
- Personal Safety
- Building Safety/Evacuations

School Resource Officer

Patriot Elementary will have an SRO on school grounds while school is in session. If you have any safety concerns, please report them to the principal and a meeting may be scheduled with the SRO and administration. The SRO's role is to ensure the campus is safe, develop positive relationships with students and to support the school in all efforts. The SRO is not in the school setting to implement "punitive" actions, but to create a positive learning environment.

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.

*****Please be aware that announcements for closures will list Fountain-Fort Carson School District 8 as: "DISTRICT 8, closures for Fort Carson are not the same as the school district.***



Fountain-Fort Carson School District 8 is committed to Bullying Prevention and Education.

Bullying Prevention and Education

Bullying and other behaviors as defined below are prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

Prohibited behavior

- Bullying
- Retaliation against those reporting bullying and/or the behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

Definition

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. 22-32-109 (1)(II)(I).

Reporting

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher.

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy is subject to appropriate disciplinary actions including but not limited to suspension, expulsion, and/or referral to law enforcement authorities.



Fountain-Fort Carson School District 8 operates according to policies established by the Board of Education. For additional information, please refer to Policy [JICDE](#).

SRP - Standard Response Protocols

Patriot Drills

STANDARD RESPONSE PROTOCOL (SRP) –

In an effort to expand our safety program, we have adopted a Standard Response Protocol process. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration; therefore, lockout, lockdown, evacuate, hold and shelter drills will be held at least once a month throughout the school year. Please note: No one allowed in or out of the building during a lockout or lockdown drill.

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given situation. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

Secure is followed by the directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building. Business will continue as usual.

Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.

Evacuate is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building. Be prepared to show your "red" or "green" card to account for students.

Shelter is always followed by a type and a method and is the protocol for group and self-protection.

Hold is used when there is a need to keep students in their classrooms for a short bit (usually due to a medical response.)

Controlled Release is called when there is a need to release students to their parents during the school day. Teachers will remain in the classroom with students until further instructions provided by the principal.

Reunification takes place in the event of an emergency evacuation. During reunification, families will be notified of the reunification site and a check- in/check-out process will be enacted.

REPORTING CONCERNS REGARDING SAFETY

Students and parents are highly encouraged to report all dangerous and potentially dangerous situations and or events directly to an administrator. Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity, or the possession of weapons on school property.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

© Copyright 2020-2021. All Rights Reserved. The "Turn of Gear" Foundation, Center for the Standard Response Protocol and Logo are Trademarks of The "Turn of Gear" Foundation and may be registered in certain jurisdictions. This content may be updated for distribution via "SRP Series of User" (SRP412) (2021) (Final) - Series 01/19 and is licensed to: www.turnofgear.org

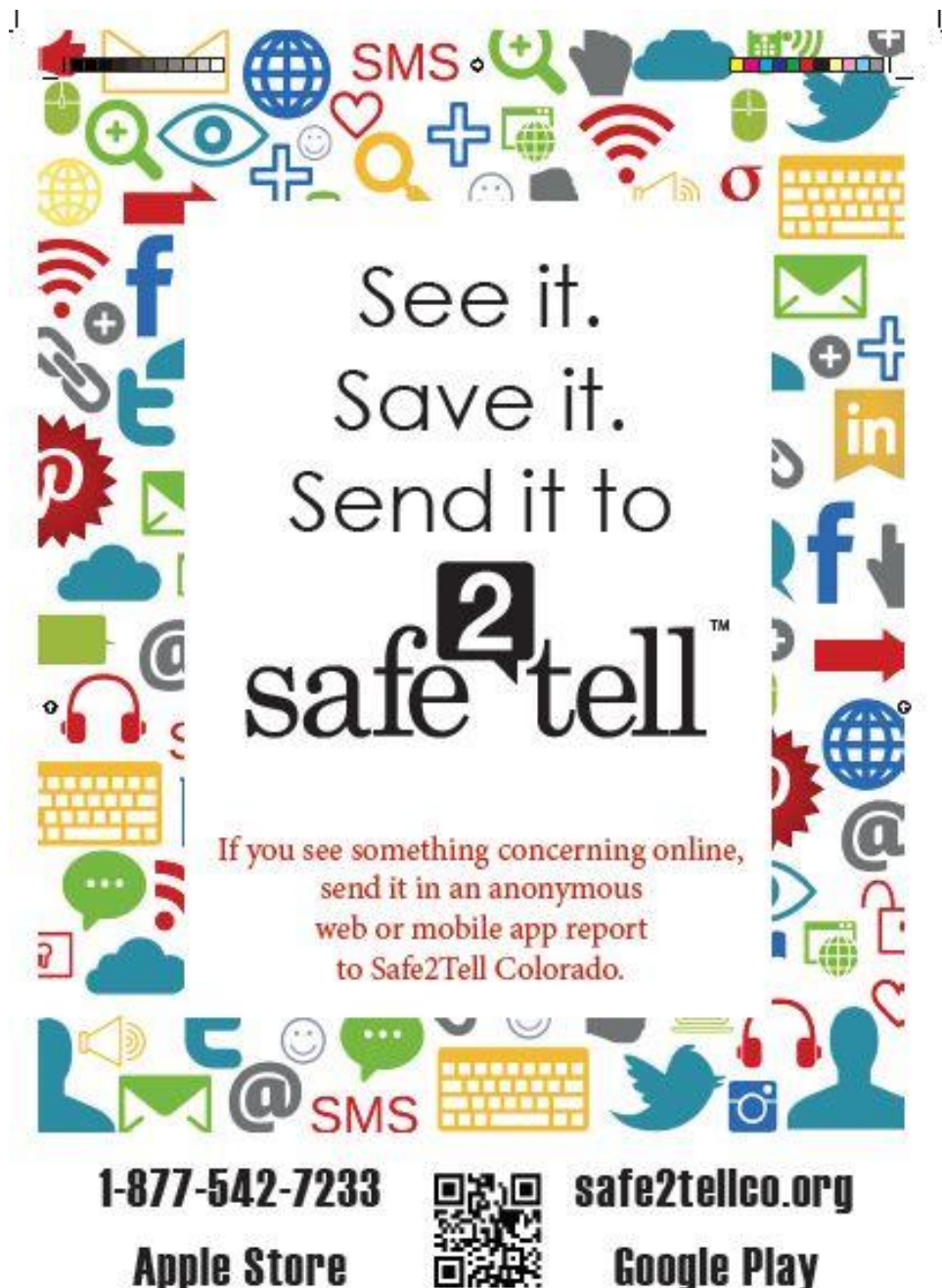


safety - safe 2 Tell

Safe 2 Tell is taught explicitly to all second – fifth grade students by our school counselor. Administration is alerted if a report has been made to the system.

Safe2tell


Safe2tell allows students, teachers, parent(s)/guardian(s), or anyone else to call 1-877-542-SAFE or 1-877-542-7233 a toll free hotline within the state of Colorado, to report information about a crime or harmful event that has already happened, or one they fear may happen. Web: <http://safe2tell.org/>. All reporting is anonymous. (See APPENDIX 1)



See it.
Save it.
Send it to
safe²tell™

If you see something concerning online,
send it in an anonymous
web or mobile app report
to Safe2Tell Colorado.

1-877-542-7233
Apple Store



safe2telco.org
Google Play

is it
BULLYING?

When someone says or does something
unintentionally hurtful
and they do it once, that's
RUDE.

When someone says or does something
intentionally hurtful
and they do it once, that's
MEAN.

When someone says or does something
intentionally hurtful and they *keep doing it*—
even when you tell them to stop or show
them that you're upset—that's
BULLYING.

Patriot's Learning Environment - Responsive Classroom

Responsive Classroom is an evidence-based approach to teaching that focuses on engaging academics, positive community, effective management, and developmental awareness. Patriot Elementary educators strive to create safe and joyful learning communities where students develop strong social and academic skills and every student can thrive.

Independent [research](#) has found that the *Responsive Classroom* approach is associated with higher academic achievement in math and reading, improved school climate, and higher-quality instruction. It has been described by the [Collaborative for Academic, Social, and Emotional Learning \(CASEL\)](#) as one of the most “well-designed evidence-based social and emotional learning (SEL) programs”.
<https://www.responsiveclassroom.org/about/>

Four Key Domains of Responsive Classroom

- ✿ **Engaging Academics:** Effective teaching requires that teachers know how to offer academic lessons, assignments, and activities that are active and interactive, appropriately challenging, purposeful, and connected to students' interests.
- ✿ **Effective Management:** Effective teaching is possible only in well-managed classrooms and schools. In such classrooms, teachers establish and teach behavior expectations, manage the schedule, and organize physical spaces in ways that enable students to work with autonomy and focus.
- ✿ **Positive Community:** Effective teaching requires a classroom and school where every child feels safe, valued, and fully included in the learning community; where teacher and students share a common purpose along with regular routines and traditions that form a comforting underpinning for their days; and where a sense of joy envelops hard work.
- ✿ **Developmental Awareness:** Effective teaching results when teachers have knowledge of child development and use that knowledge, along with regular observations of students, to create a developmentally appropriate environment for learning.



Essential Skills Education

Professional Workforce Readiness - Quarterly Traits and Skill Training

Patriot Elementary School uses the Essential Skills as a means to address and reinforce student behavior and discipline issues, as well as essential skills to prepare students for workforce readiness. This Model uses a teaching approach for dealing with behavior, therefore teachers and other staff members will proactively teach skills on a weekly basis and clearly communicate expectations throughout the school day. Patriot staff reinforce students when they make appropriate academic and behavioral choices and correct their inappropriate actions by teaching replacement behaviors and use natural and logical consequences.

Each quarter teachers will have their students assess “Essential Skills” in their data notebooks and set goals.

Targeted Skills
I can greet others.
I can have a conversation.
I can make an apology.
I can share something.
I can work and play safely with others.
I can listen to adults and my peers.
I can disagree appropriately.
I can use appropriate voice tone.
I can accept “NO” for an answer.
I can complete assignments.
I can be prepared and on time.
I can stay on task.
I can do my personal best.

I can act responsibly.
I can follow instructions.
I can ask for help.
I can ask permission.
I can keep my backpack organized.
I can work and with others.
I can get the teacher's attention.
I can listen to adults and to my peers.
I can accept criticism.
I can achieve my goals.
I can act responsibly.
I can make an apology.
I can greet others.
I can act responsibly.
I can use appropriate voice tone.
I can accept "NO" for an answer.
I can complete assignments.
I can be prepared and on time.
I can follow instructions.
I can achieve my goals.

- Each quarter teachers will have their students assess “Learning and Social Skills and Work Habits” in their data notebooks and set goals.
- Staff and students will spend time during Morning Meetings exploring what each skills sounds like, looks like and the steps for success.

Arrival and Dismissal

ARRIVAL

- For safety reasons, please do not drop off any students prior to 7:10am. We begin active supervision starting at 7:10am.
- Parents are asked to not exit their vehicle in order to keep the line moving as quickly as possible.
- Please observe speed limit and be cautious of students in the cross walks.
- Kindergarten/1st Graders/ Students riding a bus will be dropped off in the front of the building by the kindergarten wing, small drive thru; Students will be assisted out of their cars, directed to the kindergarten side door, and will be supervised as they proceed to their classrooms and down the hallway. *Siblings of kindergarten and first grade students will be allowed to enter with them at this location.
- Daycare students will be escorted to school by the daycare and will enter the side kindergarten door.
- 2nd and 3rd grade – Drop off in back parking lot; enter in door by the gym and proceed to classroom (or cafeteria if having breakfast).
- 4th and 5th grades – Drop off in back; enter 4/5 back door and proceed to classroom (or side door to proceed to cafeteria if having breakfast).
- Students arriving after the tardy bell (7:30), must enter through the front door to get a tardy slip prior to going to class.
- All walkers will enter the door assigned to their grade level. Siblings of kindergarten students may enter the K/1 entrance with their sibling and proceed through the building to his/her classroom.
- Students do have the option of having breakfast when they arrive to school. If a student plans to have breakfast each morning, he/she must arrive between 7:10-7:15am and go directly to the cafeteria. They will enter in the areas described above.

DISMISSAL

- Dismissal is a quick process in order to ensure safety for all. If you have questions you need to ask your teacher, please do so via email.
- Parents are asked to not leave their vehicle and to wait patiently in the car pick-up line. Cars will line up in the front of the school. Please do not block any crosswalks.
- Kindergarten students will be released in the front kindergarten drive thru.
- If a kindergartner has an older sibling, they will meet in a specified classroom (with supervision) and the oldest sibling will pick him/her up and they will proceed to the OLDEST sibling's color flag.
- Parents will not be allowed on the back asphalt, we ask all adults/family members picking up students to wait outside our gate/fence.
- If students are walkers, they need to immediately start walking home. They will meet all siblings on the back asphalt prior to walking home.

- If parents would like to walk up to the school and pick-up their children, please park in the front parking lot and walk down the sidewalk to the back fence.



North End:

Blue Borst, Manion
 Orange Cunico, Wood
 Yellow Stanton, Blake
 Green Brinkhaus, Rogers
 Purple McGuckin, Sweet

South End:

Blue Hampel, Livingston
 Orange Rankin, Banda, Connelly
 Yellow Godino, Murray, Baron
 Green Price, Garcia, Leistner
 Purple McGowin, Apland/Stutz

Technology at Patriot Elementary

🐾 STUDENT USE OF TECHNOLOGY RESOURCES

Students will have access to web-based tools, digital resources, and applications that support curricular objectives, and these online services may collect, use and disclose personal information (such as student names and school email addresses), but only for the use and benefit of the school for the purpose of student learning. Students are strongly discouraged from providing any other personal information.

🐾 INAPPROPRIATE USE OF SOCIAL NETWORKING TOOLS

Social networking tools provide students easy access to share news and events with each other. However, using these communication tools in an inappropriate manner can have negative consequences—especially if unkind words or threats are used with the intent to hurt others. Any authorized or unauthorized use in school or out of school of computer software, computer networks, telecommunications devices, information technology and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in suspension. As a reminder, most social networking tools do not permit children under 13 years of age to access their sites.

🐾 Annual Use and Maintenance Fees

Patriot is a 1:1 technology school and each student kindergarten – fifth grade will be checked out a Chromebook. Only students in fourth and fifth (and other grades with special permission) are allowed to take home the Chromebook and families will be assessed a yearly fee.

If items are lost, the following are the costs for replacements:

- Chromebook \$219 (this replaces the Chromebook and AC adapter; if they lost the device but not the AC adapter, they still pay \$219 because we cannot purchase a new device without an AC adapter)
- AC Adapter \$37
- Hard Case \$26.75

Annual Use & Maintenance Fee

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

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

Per federal guidelines, the eligibility status of your child you gave on your Free and Reduced Price School Meals application form may be shared with other school programs for which your children may qualify.

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

If you do **NOT** want your child's free and reduced price meal eligibility shared for this purpose, please notify 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.

Partnering with Parents and Volunteers

🐾 VISITORS TO THE BUILDING - The safety of our students is our number one priority at Patriot.

- Parent(s)/guardian(s)/guardians are welcome to visit, but need to ensure instructional time is not interrupted.
- Visitors must enter the building using the front doors and report to the office for a visitor's badge. We will be utilizing *RAPTOR* to check in visitors (friends of students may not be brought to school as visitors). The visitors pass must be worn so it is visible and must be returned once the visit is complete. If a staff member sees an adult without a badge, please stop him/her and have them report to the office.
- Visitors are welcome to visit classrooms by making arrangements with the classroom teacher.
- All parents asked to drop off any forgotten items at the transaction window and arrangements will be made so that the students receive their items.
- Visitors are allowed to have lunch with their child, but due to security and safety reasons, visitors are not allowed on the playground for recess. If a visitor would like to stay after lunch, prearrangements must be made with the school teacher or front office.

🐾 VOLUNTEERS

Patriot staff understand that volunteers make valuable contributions to our school and parents are encouraged to volunteer at Patriot Elementary. In order to keep students safe, we screen all volunteers using the *RAPTOR* system.

🐾 PARENT TEACHER ORGANIZATION (PTO)

Patriot Elementary encourages parent(s)/guardian(s) to join our Parent/Teacher Organization (PTO). If a parent is interested, please refer to Michelle Canon.

🐾 PSEAC – PATRIOT SPECIAL EDUCATION ADVISORY COMMITTEE

If you are interested in participating in the Patriot Special Education Advisory Committee, please contact Kathrin Polyefko. The mission of PSEAC is to develop a collaborative forum for influencing decision-making and enhancement of quality educational services for students with educational disabilities in the Fountain-Fort Carson School District.

🐾 DAAC – DISTRICT ACCREDITATION AND ACCOUNTABILITY COMMITTEE

Parent and community volunteers have long been and will continue to be vital contributors to the success of the Fountain Fort Carson School District. While most volunteer groups and opportunities are based at the school level, one of the largest District-wide committees is the District Accountability and Accreditation Committee (DAAC). Please contact the school principal, Mrs. Canon, if interested in participating on this committee 719-382-1460.

🐾 SAAC – SCHOOL ACCREDITATION AND ACCOUNTABILITY COMMITTEE- (PARENT ADVISORY GROUP)

The SAAC is made up of administrators, parents and citizens within the Patriot Elementary community. The Committee is established by state law and evaluates the quality and value/cost relationship of the school's academic, safety, and wellness programs, and makes monetary and programmatic recommendations to the school principal on such matters.

🐾 TITLE I PARENT AND FAMILY ENGAGEMENT AND PATRIOT PARENT ACADEMY EDUCATION

Patriot Elementary is a Title I school and we have developed several family nights to promote and strengthen parent and family engagement within our Title I, Part A program. Family Nights have been developed with clear objectives and goals and will be held quarterly. Watch for notes home and dates on the website for additional information. Teachers should join staff in promoting these events through classroom communication means

ENROLLMENT AND DISENROLLMENT AT PATRIOT

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 may be accepted if transferring from another kindergarten program, if the principal or designee determines that placement of the student in kindergarten is appropriate.

A child who is four years old on or before the district's start date for kindergarten, and has been identified as a gifted student in accordance with applicable state law, and has successfully completed the district's early access process, may enroll in kindergarten if the principal or designee determines that placement of the student in kindergarten is appropriate.

A child may enroll in the first grade if they are six 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 the first grade may be accepted if transferring from the first grade in another school, or if they are determined by the district to meet the necessary gifted criteria.

A legal birth certificate or other acceptable record is 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.

ENROLLMENT

Families of Patriot Elementary who wish to enroll their children must provide the following items:

- Immunization records
- Birth certificate
- Proof of residency*
- Any specialized instruction information including IEP or Section 504 documentation

**Proof of residency includes a lease agreement, mortgage or mortgage statement and an original current home utility bill (gas, water, or electric) on which the name and address are provided.*

Students may also expect to take placement exams if needed to determine correct level of placement. Students are required to attend the school within their attendance area in which they reside, unless attendance at a different building is specified under the student's IEP or is approved by the principal.

WITHDRAWAL FROM SCHOOL

Parent(s)/guardian(s) of students who are leaving the district or are moving to another school attendance area within District 8 should notify the school office a few days prior to the last day of attendance. Library materials and other school property must be returned before transfer is complete. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. He or she will also be required to pay for books or other equipment that is lost or damaged.

CHILD CUSTODY

In most cases, when parent(s)/guardian(s) are divorced, both parent(s)/guardian(s) continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as a 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 parent(s)/guardian(s).**

ATTENDANCE REGULATIONS

ATTENDANCE

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.

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.

An extension to the time allotted for a tardy may be determined by individual building administrators in the cases of inclement weather, local traffic/construction issues, bussing issues, etc. Parents/guardians shall be notified of all penalties regarding tardiness. Students are tardy when not in their seats by 7:30am. A dialer will go out notifying parents of an absence at 8:30 am each day

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:

The following are excused absences: (These absences still count towards chronic absenteeism)

- Personal illness- a doctor's note is required after 3 days of absences
- Death of a relative
- Observance of religious holiday
- Military block leave- up to 5 school days with a copy of military orders
- Doctor, dental and therapy appointments with proper documentation (If possible, please schedule such appointments after school hours)
- Emergency situations- such cases will be approved by administration on an individualized basis

****If a student is on an attendance plan, documentation is required for absences**

The following are unexcused absences:

- Military block leave without orders
- Family events- vacations, birthdays, family visits, other family members' appointments, etc.

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.

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.

ATTENDANCE REPORTING AND LEAVING EARLY

Daily Absence Reporting:

- Parent(s)/guardian(s)/guardians should notify the office by telephone each day a student is absent. If the parent(s)/guardian(s) fails to notify the school, an automated call from Infinite Campus will be made that begins at 8:30 a.m.
- Students who are absent without a parent's or guardian's excuse may be considered truant.
- All absences, including those approved in advance by parent(s)/guardian(s) or guardians or school officials, except those for school-sponsored activities, will count against a student's attendance.
- Patriot Elementary encourages parent(s)/guardian(s) to schedule doctor and dental appointments after school hours.
- Excessive absences may affect a student's academic achievement.
- Parents may be required to submit supporting documentation in order to excuse the absence of their student if student absenteeism is excessive.
- All attendance notes should be given to a secretary in the office.

Request to Leave School:

Parent(s) must notify the attendance office should their child need to leave for an appointment. Students must check out through the attendance office for their absence to be considered excused. Students who leave school without prior parental consent and without checking through the office will be considered truant.

If a family will be absent for an extended amount of time (more than three days), an attendance approval form must be completed prior to the absence. The forms are located in the front office.

🐾 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.

STUDENT DISCIPLINE AND CODE OF CONDUCT

CODE OF CONDUCT

JICDA

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

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

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).

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.

CARE OF SCHOOL PROPERTY

- Students will be held responsible for the proper care of all books, supplies, devices, accessories, or equipment furnished them by the school. Students who deface, damage, or lose school property shall be required to pay for the damaged or loss.
- All textbooks and instructional resources (including student planners) furnished by Patriot are the student's responsibility.
- Patriot is not responsible for textbooks or resources which are either lost or stolen from a student.

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.

STUDENTS ON PREMISES AFTER SCHOOL

All students must vacate the premises at the end of the school day unless participating in an approved extra-curricular activity, receiving after school tutoring, or participating in other activities properly scheduled in advance. All students must be under the direct supervision of a staff member. Students should have transportation available within 15 minutes after all student activities and are to wait in the designated area.

PATRIOT STUDENT SERVICES

COUNSELING SERVICES

Patriot's counselor follows the guidelines that have been established by the American Counseling Association, Colorado School Counseling Association, National Board for Certified Counselors, and by Fountain Fort Carson District 8. Counselor services are available to every student in the school. With the counselor, a student may discuss and explore freely and in confidence any problem or feelings that are personally important. These concerns may be talked through and examined, alternatives explored, and decisions made about future courses of

action. Should the student find that special and/or additional assistance of some sort is needed, the counselor will assist in finding such help as may be needed. Parent(s)/guardian(s) are encouraged to talk to a counselor about any area of concern related to their children and the school. Together, a plan can be formed to best serve the needs of the student.

🐾 SPECIAL EDUCATION - Individual Education Plans (IEP's)

Patriot Elementary is committed to providing support to students so they can be empowered to reach their individual potential. If a student is transferring to Patriot Elementary and has a current IEP, please contact the school office and ask to speak to the assistant principal over special education. For additional information related to students on an IEP, please go online: <https://www.ffc8.org/Page/2054>.

🐾 GIFTED AND TALENTED (GT)

The mission of FFC8 is to ensure that each child has equal access to receive an optimum educational experience. Our district recognizes the need to identify students from all backgrounds who demonstrate a potential for exceptional performance. Therefore, we are committed to providing relevant and challenging learning experiences to support the intellectual, behavioral, social, emotional, artistic and creative development of our gifted students. Upon request, we have a Parents as Partners handbook providing additional GT programming information.

🐾 ENGLISH LANGUAGE LEARNERS (ELL)

Students whose primary language is not English may require specialized instruction. Patriot offers a program to teach English that includes listening, reading, writing, and speaking. For additional information, please see the school office.

1. Parent(s)/guardian(s) of all new students enrolling at Patriot Elementary must complete a home language survey.
2. If a language other than English is indicated on the form, the student(s) will be administered an assessment to determine possible placement into the program.
3. Every effort will be made to provide an interpreter to assist with communication between school personnel and family.

🐾 MULTI-TIERED SYSTEM OF SUPPORT (MTSS)/RESPONSE TO INTERVENTION (RTI)

In Colorado, a Multi-Tiered System of Supports (MTSS) is defined as: a prevention-based framework of team-driven data-based problem solving for improving the outcomes of every student through family, school, and community partnering and a layered continuum of evidence-based practices applied at the classroom, school, district, region, and state level.

MTSS is a process that provides early intervention and educational support to all students that demonstrate a need. The MTSS/RtI framework uses assessment data to monitor student progress frequently in order to make decisions about how and what to teach children to ensure the highest level of academic progress is being made. It is important for the parent and teacher to collaborate on all intervention plans in order to ensure academic success and effective communication.

🐾 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.

STUDENT HEALTH SERVICES

🐾 STUDENT ALLERGIES

In an effort to reduce the risk of exposure to food allergens we are asking all staff members and parent(s)/guardian(s) to follow the recommendations made by the Centers for Disease Control and Prevention at the following website: <http://www.foodallergy.org/document.doc?id=285>

🐾 HEALTH SERVICES

The school nurse's purpose is to help each student attend school in optimum health and benefit from our school experience. The school nurse will serve under the direction of the Director of Student Services and the building administration team. All parent(s)/guardian(s) contacts regarding student health will be made by the nurse, secretary and/or the building administration team.

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:

- 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.
- The school shall have received written permission from the doctor or dentist to administer the medication.
- 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.
- 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 and 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.

🐾 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.

🐾 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.

COMMUNICATION

Patriot Elementary *highly values* parent communication and encourages parents to please call with any concerns. If there is a classroom concern, please first contact your teacher. The Patriot administration team values feedback and parent partnership in order to ensure success for all stakeholders.

🐾 SCHOOL WEBSITE

The website will include information about Patriot: <https://www.ffc8.org/Patriot>

FACEBOOK

Please find our Facebook page at <https://www.facebook.com/PatriotElementaryFFC8>. We will be using our Facebook page as another communication tool for our parents.

PARENT MESSAGES

FFC8 will begin using Remind as our mass notifications tool in Fountain-Fort Carson School District 8. If you're not already familiar with [Remind](#), it's a classroom communication tool that makes it easy to stay involved with your child's learning. Remind is free to use, and you'll be able to get and send messages on any device—even a simple text message from your phone! This means the current Blackboard (also known as Blackboard Parentlink) notification system will no longer be in use. [Here is a video demo](#) to see how Remind works.

Besides email and text message, parents also have the option of downloading the Remind app from either the Google Play or Apple App stores. The great thing about Remind is that parents choose the way you wish to receive messages. Moving forward, this also means that the District will not be using its mobile app to communicate. If parents enjoy and prefer apps to engage with your child's education, we recommend the Remind app for communications/notifications, the Infinite Campus app for grades and academic information, and the Activity Scheduler (for schedules) and Max Preps (for scores) apps for athletics. The District website (at www.ffc8.org) is also mobile friendly and should be bookmarked for all other resources.

Parent messages will be sent by either text or email to keep parent(s)/guardian(s) informed and to deliver special announcements. Also, to keep parent(s)/guardian(s) informed of their child's attendance by delivering daily messages to the homes of those students who are marked absent from school. Please ensure to call the school prior to 8:30 a.m. otherwise, an automated message of your child's absence will be made.

THURSDAY FOLDERS

Patriot would like to build a community where parents “expect” communication each and every Thursday. All communication, flyers, papers needing signed, and completed classroom work will go home on Thursdays. Please return the folder the next day.

PARENT PORTAL-IC

Any parent(s)/guardian(s) interested in tracking students grades and attendance online, must register in the office to access the Parent Portal. Assignments, grades, and attendance will be posted regularly. Parent(s)/guardian(s), please contact your child's teacher with any issues or questions that you may have about the education of your children. Please remember we are advocates for your children.

PARENT – TEACHER CONFERENCES

Classroom teachers will schedule conferences with parent(s)/guardian(s) twice a year. Invitations will be sent to parent(s)/guardian(s) from classroom teachers.

STUDENT PLANNERS

All 3rd – 5th grade students will receive a planner for their use. It is designed as an organizational tool for students and parent(s)/guardian(s). Each student should write assignments and classroom information in the planner each day. The planner may also be used as a communication tool between teacher and parent. Please become familiar with your teacher's system on student planners. Parent(s)/guardian(s) are asked to make a routine of talking with their child about his/her day, involvement in classroom activities, and completed assignments.

🐾 CHANGE OF ADDRESS/TELEPHONE NUMBER/KEEPING IN TOUCH WITH YOUR CHILD’S TEACHER

Parent(s)/guardian(s) need to inform the school office of any change in address or phone numbers by checking in with the front office so that all information is accurate and up-to-date for all students. All parent(s)/guardian(s) must give a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency. **Contact and other information can also be found on our school web page at: <http://www.ffc8.org/Domain/15>**

STUDENT GRADING AND HOMEWORK

🐾 PROGRESS REPORTS

Progress reports will be sent home with the student at the half way point of each quarter with the teacher’s evaluation of the students’ academic and behavior progress. Both parent(s)/guardian(s) and teachers should emphasize the importance of daily school attendance, consistent effort and individual goal-setting with regard to learning.

🐾 REPORT CARDS

The purpose for Kindergarten – 5th grade Proficiency Report Card is to inform students and parent(s)/guardian(s) about a student’s performance on the grade level standards. It measures progress against a uniform standard rather than subjective assessment. Information related to growth and overall strengths and needs will be discussed at conferences.

The report card provides a consistent grading scale indicating whether students have met the expectations set by the state and indicates whether the students have the necessary skills and concepts to be successful at the next grade level.

Grades are provided each quarter. In reporting conduct, the teacher can indicate whether the student meets expectations in respects rights, diversity, feelings and property, follows school and classroom rules. Grades are based on Colorado Academic Standards and classroom learning targets.

GENERAL INFORMATION

Parents are required to fill out the Free and Reduced Lunch application form for documentation purposes.

🐾 BREAKFAST/LUNCH PROGRAM –

Elementary:	Breakfast	\$1.35	Lunch	\$2.60
Adult:	Breakfast	\$2.25	Lunch	\$4.05
Milk: \$0.50				

A state and federally approved breakfast and lunch program is offered at Patriot Elementary. Menus can be found on our district website at: <http://fountain.schoolwires.net/Page/121>

Food service maintains an account for each student and can provide a printout of all items purchased on the student’s account. Students are encouraged to purchase meals in advance in lieu of carrying cash daily. We recommend all breakfast/lunch payments be made with a personal check payable to Patriot Elementary. Students may also bring lunch. Please label lunch boxes with your child’s name. Soda and fast food lunches are discouraged. Payments may also be made online for a small service fee at <https://www.mymealtime.com/signin.aspx> with your MasterCard or Visa. When using the pay online feature,

the minimum amount that can be deposited into a 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 MealTime 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 at <http://fountain.schoolwires.net/Page/121>

- **Inadequate funds:** When a student's account balance is low, a notification will be sent home advising the parent. Meals may be charged on an emergency basis at the discretion of the Food Services Manager. Students accumulating three or more charges, or if students do not have adequate funds to pay for their lunch a sack lunch meal will be offered in lieu of the regular lunch menu. Extra a la carte items may not be charged. No charges are allowed the last month of school.
- **Free and Reduced Lunch:** Students may be eligible for free or reduced price breakfast and lunch based on federal income guidelines. Paper applications are available. Please call the Food Service Office at (719) 382-1334 for more information.

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 US Department of Justice, Civil Rights Division, service animals are working animals, not pets.

Backpacks and Book Bags

Students are allowed to use backpacks to carry supplies, books, and materials to and from school. Students will keep their backpacks in areas designated by their teacher.

Cell Phones

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.** Children may use their phones before and after school. 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 (382-1460) and we will relay the message or bring your student to the office to speak with you. If your child needs to call you during the day, they may use the school phone. Phones, electronic devices, and toys that are seen out of the backpack will be turned into the Principal or Assistant Principal. Parent(s)/guardian(s) will be notified and may pick up those items at any time. Please note that any item brought to school that is disruptive will be taken away. Students are not allowed to call parents to excuse them or take them out early from school.

Class Placement

Patriot Elementary assigns students to their next year class through collaborative efforts of their current classroom teacher, counselor, school psychologist, assistant principal and principal. When applicable, special education teachers and/or intervention specialists also provide input. Many factors are considered in the process of creating balanced classroom groups including learning styles, gender equity, academic achievement level, behavior, study work habits and peer relations. Parent/guardian requests for specific classroom teachers are not accepted. However, some parent/guardian may offer input as to their children's learning needs.

Classroom Treats

To protect the health and safety of all students at Patriot, students may bring pre-packaged/individually wrapped treats to school to share with classmates in recognition of birthdays and other celebrations. In order to address any known allergy concerns, a label listing ingredients should be affixed to the package. Homemade treats will not be allowed to be distributed. Due to allergies and other food intolerances, please consult with your classroom teacher before the pre-

packaged treats are brought to school. Healthy alternatives are encouraged. Party invitations are only to be brought to school if they are distributed to the entire class.

Items from Home

Students are not to bring toys, games, Pokémon cards, fidget toys (spinners) sports equipment or electronic devices to school unless special permission has been granted. Students will only be allowed to bring basketballs, footballs, and soccer balls from home and will need to ensure their name is written on them. If a student violates this rule, the student is subject to disciplinary action and the item will be held in the office until the parent(s)/guardian(s) can pick up.

Lost and Found

Articles of clothing and other items that are found should be taken to the lost and found coat rack/container. If items are not claimed during a period of time, they will be donated to charity. Please label all coats/jackets to ensure the item is returned if misplaced. Patriot will provide communication to parents regarding any donations being made so parent is able to review items prior to the donation.

Pledge of Allegiance

Each school day begins with the Pledge of Allegiance. Any student whose religious beliefs prevent them from participating in this activity should speak to the teacher in order to be excused from this part of the school day. PAWS pledge will also be recited every morning.

Tobacco-Free

Students, staff members and visitors are prohibited from possessing or using tobacco, tobacco products, and smoking-related products (including but not limited to e-cigarettes) in accordance with Board policy.

Excused Participation from Physical Education Classes

If your child is to be excused from participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and observation.

Image and Contact Information Opt-Out Designation

Throughout the school year, Patriot might take pictures or video and release personal information about student for promotion. Examples might include but are not limited to:

- A special event or program at school might be covered by a newspaper or television station, resulting in student interviews and pictures.
- Award-winning students might have their names and photos published in a local newspaper or a school newsletter.
- Patriot might post pictures of school activities on our Webpage. ***Any parent(s)/guardian(s) not wanting your child's image or information used, please see the front office.***

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.

Parent Right to Know

Patriot Elementary is a Title I school and under the provision for Title I, all teachers serving students must meet the qualifications for “Highly Qualified” as an elementary educator. As a parent, you have the right to inquire about the qualifications of your child’s teacher. In order to do so, you should contact Joel Hamilton (719-382-1300) in Human Resources.

Personal Property

Patriot is not responsible for recovery, reimbursement, or replacement of lost, stolen, or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left unattended.

Riding Bikes, Skateboards, and Walking

1. A rack is located inside the back playground and is available for students who ride bikes to and from school.
2. Students should ride bikes to school only if they are able to lock the bikes securely on the rack.
3. Students should dismount and walk their bikes once they are on the school sidewalk and/or playground.
4. When students arrive on the school grounds, they are to walk their bicycles to the racks and secure them.
5. Patriot is not responsible for the theft of or damage to a bike parked on school property.
6. Due to safety concerns, skateboards, skates (including shoes with rolling wheels such as “wheelies”) and scooters are not allowed on school property before, during or after school.
7. Students who walk to and from school, are to walk on the sidewalks and use clearly marked crosswalks.



SCHOOL BOARD POLICIES FOR STUDENT HANDBOOKS

The following pages contain some of District Eight’s Board policies that directly affect the operations of individual schools. A complete listing of all Board policies can be found on the District’s website (www.ffc8.org 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.

EF-E-1 School Meal Payments

The district is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable federal guidance from the United States Department of Agriculture (USDA), this policy is intended to serve the purposes of meeting student needs, minimizing the identification of students with insufficient funds to pay for school meals and maintaining the fiscal integrity of the district’s school food service account.

Student meal accounts and meal charges

Student meal accounts shall be established by the district.

Parents will be encouraged to pre-pay for students paying full or reduced price for meals. The district shall ensure that parents have access to at least one no-cost method of paying for meal services, such as the ability to pay in person. Students will be permitted to pay for meals and/or add funds to student accounts on the day of service.

If a student has money to purchase a full or reduced price meal at the time of the meal service, the student must be provided a meal. The student’s money may not be used to repay previously unpaid charges if the student intended to use the money to purchase that day’s meal.

Students paying full or reduced price for meals and who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal. However, these students will be denied permission to charge à la carte or “extra” items, such as a second milk or additional entrée.

Students may charge up to 5 full lunches per school year before the student will no longer be permitted to charge meals. Students at the meal charge maximum will be provided a complimentary replacement meal.

Notification of low balances

Notification of a low balance on a student account will be provided privately by “low” balance and payment reminders, such as payment notices sent directly to the parent’s email address, telephone calls, and/or automated text messages or emails sent from an online system.

When notified of a low balance on a student account, parents will be reminded of this policy and the process for submitting applications for free or reduced price meal benefits. Parents will also be notified that any school meal debt accrued prior to the district’s determination that the student is eligible for free or reduced lunch remains the parent’s responsibility.

Notification and collection of meal charge debt

Notification of a negative balance on a student account will be provided by notices sent directly to the parents’ email address, including expected payment dates and collection efforts.

In collecting debt, the district shall ensure that collection efforts do not have a negative impact on the students involved and instead focus on the adult(s) in the household responsible for providing funds for student meal purchases. The district will work with parents to establish repayment plans with payment levels and due dates appropriate to the household’s particular circumstances.

For students with delinquent meal charges, the following process will be used to collect debt. Kitchen managers will initiate the collection process with a phone call to the parent/guardian at least weekly. If no payment is received, the nutrition services staff will email statements of the negative account balance to the parent/guardian and/or mail a paper copy of the statement to the family’s address. If no payment is made on the account, school administration will assist with the debt collection process by meeting with the parent/guardian and/or mailing a letter to the family. Collection efforts from one school year may continue into the following school year.

Uncollectible delinquent debt – Fountain Fort Carson School District 8 considers student accounts uncollectible when collection efforts have been unsuccessful for six (6) months after a student leaves the district. Repayment of uncollectible debt is an unallowable expense for the district; therefore, payment for uncollectible bad debt must come from others sources such as the district’s general fund or donations.

Refunds and Donations Households may request a refund of their student(s) meal account(s) at any time or may transfer/donate unused meal balances to another student’s account, as specified. Per federal regulations prepayments for students eligible for free or reduced meal pricing must be refunded to the household.

Donations made to benefit nutrition services which do not specify a particular student will be deposited to the general fund and will be used to offset uncollectible debt.

Annual notice

The district shall notify students and their parents about this policy at the beginning of each school year. Notification shall also be provided to those students who transfer into the district during the school year. Information about this policy may also be included in student handbooks, student enrollment or registration packets and/or back-to-school packets and posted on district and school websites.

This policy will also be communicated to school and district-level staff responsible for this policy's enforcement, such as school food service staff responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of this policy.

Adopted: June 14, 2017 Revised: January 30, 2019

AC - 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.

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

Component	Compliance Officer	Contact Information
Discrimination	Joel Hamilton	Administration Office 382-1300
Title IX	Joel Hamilton	Administration Office 382-1300
Section 504	Joel Hamilton/Montina Romero	Administration Office 382-1300

AC-E-3 - SUPPORT OF TRANSGENDER STUDENTS

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.

JBB – SEXUAL HARASSMENT

The Board recognizes that sexual harassment can interfere with a student’s academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in Board policy AC.

District’s commitment

The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Sexual harassment prohibited Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student’s ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a onetime incident to rise to the level of harassment, it must be severe.

Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment. Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal “kidding,” abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against the body of another.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades or similar personal concerns.
6. Sexual violence.

Reporting, investigation and sanctions

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor, building administrator, or principal in their school building. Students may choose to report incidences of sexual harassment directly to the Human Resources Director or to the district's compliance officer, the Executive Director of Human Resources, and file a complaint, through the District's complaint and compliance process (AC-R). All reports and indications from students, district employees and third parties shall be forwarded to the compliance officer (AC-E-1).

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the superintendent who shall designate an alternate compliance officer to investigate the matter.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

Notice and training

Notice of the policy shall be circulated to all district schools and departments and incorporated in student handbooks.

All students and district employees shall receive periodic training related to recognizing and preventing sexual harassment. District employees shall receive additional periodic training related to handling reports of sexual harassment.

JRA/JRC - STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS

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

Content and custody of student education records

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

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

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

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

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

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

Access to student education records by parents and eligible students

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

Request to amend student education records

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

Disclosure with written consent

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

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

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

Disclosure without written consent

The District may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
 - a. For purposes of this policy, a "school official" is a person employed by the District as an administrator, supervisor teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.

b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official District business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.

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

Disclosure of directory information

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

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

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

Disclosure of disciplinary information to school personnel

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

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

Disclosure to military recruiting officers

Names, addresses and home telephone numbers, as well as directory information, of secondary school students shall be released to military recruiting officers within 90 days of the request, unless a parent or 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.

KE - PUBLIC CONCERNS

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.

BDF - ADVISORY COMMITTEES

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.

BE - BOARD OF EDUCATION MEETINGS

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.