

Abrams
Elementary
Parent/Student
Handbook
2023-2024



**Respectful ♦ On Task ♦ Always Safe ♦
Responsible**

Welcome to the 2023-2024 School Year!

The Abrams Elementary School Parent/Student Handbook has been developed in accordance with the Fountain-Fort Carson District 8 policies and procedures. It also provides a unified approach in our service to students, parents, the Fort Carson Community and to Fountain-Fort Carson School District 8. It is important that parents read that Abrams Elementary Parent/Student Handbook and review the contents with their child(ren).

Lois Skaggs
Principal

Savannah Smith
Assistant Principal

Fountain-Fort Carson School District Mission

To develop students through rigorous educational and co-curricular programs into critical, reflective thinkers with the knowledge and skills to communicate effectively, to integrate technology for learning, and to contribute to an ever-changing, diverse community.

We are Abrams Elementary because...

We care about and affirm one another, students, teachers and our community.

We believe in and do what is best for kids.

Every child will make at least a year's growth in a year's time.

Abrams Colors

Red and Black

Abrams Mascot

Panther

Abrams PBIS Characteristics

Respectful, On-Task, Always Safe, Responsible

Panther Pride Pledge

At Abrams we are Respectful, On-task, Always Safe and Responsible.

Abrams Panthers ROAR

Building our School Community

Abrams Elementary School is a school focused on building student and school community. We believe that in order for students to learn, we must first have strong relationships with them. At Abrams you will see that we greet every child, every day with a greeting, eye contact and a kind word. Students soon learn how to greet others in a socially appropriate manner, and how to help other students feel comfortable.

All classrooms begin the day with a Morning Meeting and end the day with a Closing Circle. During this time, students will learn and practice the Colorado Essential Skills (CES) which are skills associated with learning, but not specifically tied to academics. These Skills include, for example, Making an Apology, Accepting No for an answer, and Persevering when the work is difficult.

As part of building relationships, we also give affirmations to students and teach them how to affirm one another. Students have opportunities to share good things and to learn about their classmates. Students learn to self-manage their behaviors and their learning.

JEB- Age of Entrance

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

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.

Arrival

The first bell will ring at 7:25 a.m. and school begins each morning at 7:30 a.m. (Monday through Friday). Any student arriving after 7:30 a.m. will be considered tardy and will need to report to the front office for a tardy slip. Students are to hand the tardy slips to their teacher once they enter their classroom.

Third and fourth grades: Aug. 7, 2023 – May 24, 2024

Kindergarten and second grades: Aug. 8, 2023 – May 24, 2024

First and fifth grades: Aug. 9, 2023 – May 24, 2024

Early Dismissal Days - all students dismissed @ 11:30 a.m. - December 20, 2023 and May 24, 2023.

First Bell 7:25 a.m. School Begins 7:30 a.m. School dismissed 2:25 p.m.

Parents may begin dropping students off at 7:10 a.m. Students should not arrive prior to this time as supervision will not be provided before 7:10 a.m.

When students arrive at school, they will proceed to either the cafeteria for breakfast or to the back playground for 1st – 5th grades or kindergarten playground for kindergarten. School staff will be located outside of the building to guide students to the appropriate entry door.

In the case of inclement weather, students will proceed directly into the building. Kindergarten and first grade students will proceed either to the cafeteria for breakfast or their classroom. Second - fifth grade students will proceed either to the cafeteria or to the gymnasium.

Students who arrive at the school via parent cars will be dropped off at the front of the building. Bus students will arrive at the rear of the building. Students who walk should cross Chiles only at the crosswalk on Chiles which is staffed by Ft. Carson soldiers. Parents may also park in the lot directly behind the school and students may enter school grounds from the back gate. Parents may not park in the front parking lot before school begins.

Breakfast and Lunch Program

New for the 2023-2024 school year, all students will be able to eat breakfast and lunch for free under the Healthy School Meals for All legislation. The only cost to students will be for additional milk, price listed below. Adults may choose to eat school breakfast and lunch with their student at the below prices:

Adult Breakfast:	\$2.25
Adult Lunch:	\$4.05
Additional Milk:	\$0.50

Pay Online – pay at <https://www.ffc8.org/Page/97>

You can now pay for your child's additional milk online at www.mymealtime.com 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 benefit of the MealTime pay online service is the ability to check the balance of the account at any time that is convenient to you by simply logging on. For more Nutrition Services information and current pricing, please log onto the District 8 website at www.ffc8.org and click on "Nutrition Services."

JH - Student Absences and Excuses

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

Recording of Attendance/Absences

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

Elementary:

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

For students attending Abrams who reside either out of Abrams attendance zone or out of district, attendance will be examined prior to approval for continued enrollment at Abrams Elementary School. Students with excessive tardies and/or absences may not be approved for continued enrollment.

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

Military connected students whose parents are experiencing a deployment or re-deployment may be granted up to five days of excused absences. The conditions under which the schools may approve excused absences are: (1) the absence is pre-approved; (2) the student is in good standing; (3) the student has a prior record of good attendance; (4) missed work is completed and turned in within the school's allotted time period; and (5) the absence is not during standardized testing dates.

Suitable proof regarding the above exceptions, including written statements from medical sources, may be required.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the Abrams office of the unexcused absence.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 15 days during any calendar year.

Attendance records

Students will be considered tardy if they arrive after 7:30 a.m. Students arriving late to school must report to the office for a tardy slip. Upon returning to the classroom, they should have a tardy slip. Any student that is marked absent will receive an automated call from Infinite Campus that begins at 8:30a.m. When students are absent they should have a note from home or parents should report the absence by phone. All notes should be sent to the office and will be filed in the office by our attendance secretary.

Students who must leave school during the school hours must be signed out through the office.

The following schedule will assist you in determining when your child or children will be counted as tardy:

- o Tardy – Student arrives between 7:30 – 9:00 a.m.
- o Part Day A.M. Absence – Student arrives between 9:00 – 11:00 a.m. OR student leaves before 11:00 a.m. and returns to school.
- o Part Day P.M. Absence – Student leaves after 11:00 am and returns to school.
- o Half Day A.M. Absence – Student arrives between 11:01 – 1:00 p.m.
- o Half Day P.M. Absence – Student leaves between 11:00 – 1:00 pm with no return.
- o Reverse Tardy – Student leaves between 1:00 – 2:25 p.m.

JHB - Truancy

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

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

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

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

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. The plan shall also include strategies to address the reasons for the truancy. When practicable, the student's parent, guardian or legal custodian shall participate with District personnel during the development of the plan. Appropriate school

personnel shall make reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the child's truancy. In accordance with law, the District may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention or in-school suspension.

COMMUNICATION

Keeping In Touch with Your Child's Teacher – Download Remind App

As a parent of an elementary level student, keeping in touch with your child's school and teacher is important to the academic success of your child's education. Parents are always encouraged to communicate with teachers about their child's progress by email, phone and via Remind. During the school day, messages can be left for teachers by calling the school directly at 719-382-1490. Teacher and school contact information can also be found on our district web page. The best way to contact your child's teacher is through Remind.

Change in Pick-up Plans

When there is a change in pick-up plans for students, parents are asked to give the staff prior notification by a note or a phone call. Pick up changes can be made until 2:00 PM by calling the office at 719-382-1490. No changes will be made after that time. This will ensure that teachers will receive the message in ample time to change their regular dismissal arrangements. Abrams Elementary School personnel are unable to allow a child to deviate from their normal route home unless these procedures are followed.

Change of Address or Phone Number

Parents are asked to inform the school office of any change in address or phone numbers immediately by checking in with the front office so that we have accurate, up-to-date information for all students. All parents must give a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency. All parents should have alternate contacts listed in the event that the school is unable to reach parents

Conferences

Classroom teachers will schedule conferences with you. There will be two formal parent/teacher conference sections held. Should you wish to conference with your child's teacher at another time, please email or call your child's teacher to schedule a mutually agreeable virtual or telephone conference time. It is very important that you keep the scheduled conference time and that you are prompt. Any changes or delays may affect other families.

EMERGENCY SCHOOL CLOSINGS

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.

Emergency Closure

When it becomes necessary to close the Fountain-Ft. Carson School District because of severe weather conditions, the announcement will be made through email, social media and on district and school webpages. A two hour late start means that all bus pick-up times will be moved back two hours. A normal pick-up of 6:30 am would become 8:30 a.m. No breakfast will be served if a two-hour delay is announced. **Please be aware that announcements for closures will list Fountain-Fort Carson School District 8 as: "DISTRICT 8."** This description is used to differentiate the school district from the closures or delays that may occur on Fort Carson.

The District will only hold classes if it believes it is safe to do so. If parents believe the conditions are not safe, it is always the parent's option to keep students home. The absence will be excused. If you have any questions, please call the school.

Emergency Contacts

The name and phone numbers of relatives, neighbors, or friends who can be contacted, in case of an emergency, when you cannot be reached need to be current and updated periodically. If changes occur during the year, please notify the front office and your child's classroom teacher. We will be requiring a picture ID of contacts that are listed on Infinite Campus. Please let these individuals know that they will be required to show a picture ID.

Parent Messages

Parent messages from teachers will be sent via Remind. School and District-level communication will come via email through Blackboard. The district auto-dialer will start calling parents of children who are marked absent beginning at 9:00 a.m. on the day the child is marked absent. Many events and announcements will be posted on our Abrams Website. Please check it periodically.

Classroom teachers will send out regular communication to families at least monthly. Additional school information can be found on the Abrams website at <http://www.ffc8.org/Abrams/> or on the Abrams Facebook page: <https://www.facebook.com/AbramsElementary/>

Parents may track student attendance online through the Parent Portal. Parents who do not have a portal account should call the Abrams office to register for an account. Parents are encouraged contact their child's teacher with any issues or questions that may arise.

Report Cards

Students are to meet local and state standards for promotion in grades K-5 that include demonstrated proficiency on local assessments, standardized tests, and final progress reports/report cards. The purpose for report cards to inform students and parents about a student's performance on the grade level standards. Information related to growth and overall strengths and needs will be discussed at conferences.

Grades will be provided each quarter. The report card increases a teacher's ability to communicate with the student and the parent about the student's success in progressing toward grade level standards for that grade, as well as reporting on the student's classroom behavior.

Student Birthday Celebrations

We recognize that student birthday celebrations are extremely important to students and families. Please follow the guidelines below for celebrating student birthdays.

- All food items provided for classroom celebrations must be trans-fat free and commercially prepared.
- Invitations for birthday parties will not be handed out by classroom teachers.
- Please do not send balloons, flowers or gifts to your children at school. If items are delivered to the school, they will be held in the office until the end of the day.

Visitors

All visitors to the school must provide a government-issued photo ID in order to access the building. Visitor ID badges will be processed using the RAPTOR system, which screens state and national databases for criminal behavior. Once the visit is approved, visitors will receive a printed visitor's badge which must be worn in the building at all times. The badge must be returned to the front office as visitors leave the building. All staff members are asked to look for the visitor's badge so that unwelcome and unwanted strangers are not able to go unnoticed throughout the school. This procedure is to ensure the safety of the children. We enjoy and encourage parents to visit and be volunteers at our school. We appreciate your understanding and support of this policy. The safety of our students is our number one priority at Abrams.

We also want to provide the best possible learning environment for our students. In order to be able to do so, we need your help. When you visit Abrams, please remember that we have a "voices off" policy. You are welcome to visit classrooms by making prior arrangements with the classroom teacher.

If you would like to speak to your child's teacher, please send in a note or email the teacher to arrange a time to meet. The front office can also set up an appointment time outside of regular school hours for you to meet with your child's teacher.

Volunteers

Parents are encouraged to volunteer at Abrams Elementary. All volunteers will be screened using the RAPTOR system. Regular volunteers may be asked to complete a more thorough background check. All volunteers will be expected to sign abide by the Abrams Elementary School Volunteer agreement. The volunteer agreement can be found in the appendix to this handbook.

STUDENT HEALTH AND ILLNESS

Abrams Elementary School has a full time registered nurse who will be assessing students, communicating with parents and assisting the school in making decisions in regard to student health. District guidelines are developed in conjunction with the El Paso County Department of Health.

Student Health Care Plans

If your child has a specific medical condition, asthma, diabetes, seizures, allergies or any other health conditions that may impact their functioning or safety at school, please contact our nurse at 719-239-1698. She will work with families to determine how best to meet student needs.

Medications can be administered at school, but do require a doctor's prescription. Those health care forms can be found on the ffc8 website www.ffc8.org.

PBIS – SCHOOLWIDE BEHAVIOR

PBIS is a program supported by the Colorado Department of Education and El Paso County School District 8 to promote and maximize academic achievement and behavioral competence. This is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. Abrams Elementary is proud to be a part of this exciting initiative.

As part of the PBIS program, we have several clear rules for the behavior we expect in all areas of our school. We explicitly teach those expectations to the students and reward them frequently with positive notes and prizes for their great behavior. The expectations for all student behavior will be clear throughout our building and playground areas, cafeteria, gymnasium, and classrooms. You will be able to ask your student, "What are the rules in your school?" "How do you follow those rules?" "What happens when a teacher sees you following the rules?"

Our school rules specifically address bullying behaviors, provide for a safer school environment and give more time for instruction. We will apply consistent consequences and positive reinforcement for all kids. By detailing expected behavior and teaching to students in a positive way, we will provide a common language for everyone in our building, including students, teachers, front office staff and our paraprofessionals.

We believe that by helping students learn and practice good behavior, we will build a school community where all students have an environment where they can succeed and grow.

Show Me Your Paws:

When a staff member raises both hands, all students will also raise their hands, be silent, and listen to the staff member.

Students are asked to follow the Panther pledge:

At Abrams we are; Respectful, on Task, Always Safe, and Responsible. Abrams Panthers ROAR!

Parking

There is minimal parking provided in the parking lot at the front of the school. Parents who intend to walk students to outside doors must park in the lot behind the school and cross the street at the crosswalk. Burris Street is not for parking, but is the line for parents to access the drop off at the front of the school. Our parking lot is closed to all except authorized persons beginning at 6:45 a.m. Please do not park in designated staff parking spots.

STUDENT ARRIVAL AND DISMISSAL PROCEDURES

Arrival: (All arrival procedures should be implemented using social distancing practices as well as all people wearing masks.)

- Drop off (Car Rider)
 - Front driveway of Abrams Elementary School
 - Cars will be allowed in beginning at 7:10
 - Teachers will be on duty and can open car doors, but will not take students or supplies out of the car
 - Do not park and get out of your vehicle in the car drop off line.
 - students proceed around south side of building, across kindergarten blacktop to back playground or kindergarten playground
- Bus Students:
 - Arrive at back of school
 - Students will enter the building at their designated entry spot.
- Walkers
 - Will follow some procedure as Drop off
- Day Care:
 - Will follow same procedures as Drop off and Walkers. Daycare staff will walk students to kindergarten blacktop and dismiss them to their designated locations from there.

Dismissal: - Every student will have a laminated dismissal card that they will hand to the teacher on duty at their dismissal location.

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- Kindergarten
Bus:
 - Kindergarten students who ride the bus will be escorted to the bus by teachers
 - Parent Pick Up and Car Rider: Parents will pick up students from the kindergarten blacktop area.
 - Each classroom teacher will check off students on the attendance sheet once parents interact with classroom teacher
- 1st - 5th Grade:
 - Bus: Students will be dismissed to the bus by announcement.
 - Daycare: Teachers will take daycare students to daycare location
 - Walkers: Students will be dismissed from the cafeteria.

- o Car Riders: Students will be brought to the basketball court on the south side of the building by teachers. Parents will pick up students from the sidewalk between the kindergarten playground and the basketball court

Bikes

- A bike rack is located in the front side of the building and is available for students who ride bikes to school.
- Students should ride bikes to school only if they are able to lock the bikes securely on the rack. Abrams Elementary School is not responsible for lost or stolen items.
- Students should always wear a helmet when riding their bike to school
- Bicycles are not to be ridden on the playground to avoid running into other students.
- When students arrive on the school grounds, they are to walk their bicycles to the racks and secure them

Bus

Students who will be riding the bus must be registered every year. You can do this online by visiting www.ffc8.org and clicking on Transportation under Departments. Students riding the bus arrive around 7:10 am. This allows plenty of time for students to have breakfast. You can find bus routes and schedules on the transportation link. Contact the transportation office at (719) 382-1335 if you have any questions regarding transportation.

Child Custody

In most cases, when parents are divorced, both parents 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, court certified, and specifically states denial requests, we must provide equal rights to both parents.**

Cell Phones and Smart Watches

Cell phones and smart watches may not be used in the school at all or during the school day. Students will be required to turn off their phones and smart watches while in the school building, and put them in their backpacks in the classroom. Phones, smart watches, electronic devices, and toys that are seen out of the students backpack will be turned into the Principal or Assistant Principal and held in the office for parent pick-up. Parents will be notified. Please note that any item brought to school that is disruptive will be taken away. The school and its employees are not responsible for missing, broken or stolen technology equipment.

If you need to reach your child during the school day, please call the school(382-1490) 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 students backpack will be turned into the Principal or Assistant Principal. Parents 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.

Counselor Services

Counselor services are available to every student in the school. The student determines directions and goals in counseling. With the counselor, a student may discuss and explore freely and in confidence any problem or feelings that are personally important. During counseling, 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. Parents are encouraged to talk to a counselor about any area of concern related to their children and the school. Should you have concern about any of your students, check with the counselor. Together, you can form a plan to best serve the needs of the student.

Social Contracts

"If you have a child's heart, you have his head." ~Flip Flippen

Teachers will work together with students in creating a social contract in the student's classroom as well as greeting the students at their doorway every morning.

Crosswalk Safety

Abrams has orange vested crossing guards keeping our children and families safe. Please cross only where there are crossing guards and please remember to always use the crosswalks. Do not cross between cars.

Field Trips

The purpose of field trips are to enhance what is being taught in the classroom. Field trips are educational experiences. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form. If parents elect to not allow their student to go on the field trip, then parents must keep students at home. Parents who are providing supervision on field trips may not ride the school bus or bring additional children.

General Safety

Weapons or any facsimile of a weapon (i.e. play guns or knives, slingshots, bow and arrows) or any other dangerous toys should not be brought to school. Doing so may result in immediate suspension from school.

Health - Personal Care Items

The following items in the health office may be applied to your child if needed: Vaseline (for chapped lips) and lotion (hypoallergenic, free of active ingredients and common allergens). Please inform the school nurse if you do not want these items applied to your child and they will provide you with an opt out form.

Lost and Found

Articles of clothing and other items that are found will be taken to the lost and found coat rack/container in the foyer by the office. If items are not claimed during a one-month period, they will be donated to charity.

Pets at School

Pets may not be brought on school grounds at any time, with the exception of service animals.

Physical Education Dress Code

Student safety in physical education classes is an Abrams priority. To ensure your student's safety, the follow dress code is enforced;

- Provide a belt for loose fitting pants
- Provide shorts underneath dresses
- Provide athletic shoes that tie or strap on
- Please be aware of the day that your student goes to P.E. and dress them appropriately

Pledge

Each school day begins with the Pledge of Allegiance. Any student whose 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.

Recess

Students will participate in a scheduled recess throughout the day with their cohort group. Students from different classes will not interact with one another during recess. Students will have recess unless we are experiencing inclement weather. Our guideline for determining indoor recess is a temperature or wind chill that is below 25 degrees Fahrenheit.

Records & Withdrawals

The school office keeps an up-to-date enrollment card on file for each child. If you move or change your residence or telephone number, please report the new information immediately. **It is very important that we have telephone numbers where you can be reached in case of an emergency. We also request the name and phone number of a responsible person in case you cannot be reached.**

Student Allergies

In an effort to reduce the risk of exposure to food allergens we are asking all staff members and parents to follow the recommendations made by the Centers for Disease Control and Prevention on the following website:

<http://www.foodallergy.org/document.doc?id=285>

Security

The safety of the students and staff is very important. All outside doors will be locked. Parents and visitors will be admitted into the school building by office staff. Parents may only enter the building through our front office.

Student Supervision

The safety and well-being of your child are our priorities. From recess to academics, adults are on duty to supervise the actions and activities of your children. Remember to contact the office if plans change for the end of day release for your children.

Suspensions

Students may be suspended from school. This can be an In-School Suspension, or an Out of School Suspension. In both cases, students will be allowed to complete all assignments for a grade within a reasonable time frame, usually one for each day missed.

SAFETY AND SECURITY

Emergency Procedures

Safety at Abrams is our first priority. In order to be prepared for an emergency, we practice drills monthly. Your student may come home and talk to you about one of the practice drills. These drills have been put into place to help keep our children safe in dangerous situations that may arise. Police and District administration also support each drill in their own specialized way. Other things we do to ensure your child's safety are: keep all exterior doors locked except one front entry door, screen all visitors through the RAPTOR system, work closely with the school resource officer, and meet regularly as a school crisis team to address any safety concerns.

**Please note: No one is allowed in or out of the building during a crisis drill.

Standard Response Protocol

All schools in Fountain-Ft. Carson School District utilizes the Standard Response Protocol (SRP) for drills and emergencies. The SRP can be found in the appendix of this handbook. If parents are in the building during a safety drill or emergency, they are expected to follow the SRP protocols that are in place.

Safe2tell Colorado

Safe2Tell Colorado provides the only anonymous way for students, parents and community members to report unsafe and risky behaviors before they grow out of control. Each concern reported to Safe2Tell Colorado allows for caring, concerned adults to effectively intervene in the life a child or youth who is struggling.

Students at Abrams in 3rd – 5th grades are provided with information about Safe2Tell by school staff. For more information, please go to <https://safe2tell.org>

TECHNOLOGY

- All students at Abrams will have individual access to a Chromebook. Students in 4th and 5th grades may be expected to take their Chromebooks home to complete their homework. Students in Kindergarten - 3rd grade will each have a designated Chromebook in their classroom for student use.
- Students in 4th and 5th grades will have a technology fee that needs to be paid for computer use. Families who qualify for free and reduced lunch will have decreased fees.
- In the event that the class, school or district moves to remote learning, every student will be expected to take their device home for the duration of remote learning.

● PLEASE REFERENCE THE ADDITIONAL INFORMATION THAT IS LOCATED AT THE END OF THIS HANDBOOK.

Student Guidelines for 1:1 Laptop Program

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

- Access to the District's computer services is a privilege and not a right. Students will be expected to adhere to the Acceptable Use Guidelines and required to sign the

student/parent laptop use agreement in order to be granted access to District computer services. All policies and restrictions of the District's computer services will be followed.

- District 8 has a content filter to block potentially dangerous Internet sites from students. No filter system is 100% effective, but best efforts are made to block dangerous and inappropriate content. Efforts to circumvent the filter in any way are strictly prohibited. Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable. Student devices are filtered regardless of where they connect to the Internet. For more information about Internet safety go to www.isafe.org. Students will have access to all available forms of electronic media and communication that are in support of the educational goals and objectives of the District.
- The District does not allow the use of personal devices (BYOD or BYOT) on the District network.

Netiquette

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

General Precautions

- No food or drink is allowed near your laptop at any time.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open or without its protective case.
- Laptops should be shut down while not in use to protect the life of the device.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Fountain-Fort Carson School District. Spot checks may be done by district staff at any time.
- Laptops should never be shoved or wedged into a book bag as this may break the screen.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- Students should also bring their laptop charger to school each day.
- Do not expose your laptop to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Do not attempt to repair the laptop.
- Do not open the case or screen enclosure of the laptop at any time.
- Keep air vents unblocked when the laptop is turned on.

Under no circumstances (except in emergencies, drills) may laptops be left in unsupervised areas. These areas include the school campus, cafeteria, locker rooms, library, unlocked classrooms, hallways or any public setting.

Students must log in under their assigned username/password and are not to share this information with others.

Screen Care

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

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

Sound

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

Email Communication

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

Users:

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

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

Limited Expectation of Privacy

District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without

prior notice) all usage of district technology devices, including all internet sites, electronic communications access, transmission/receipt of materials and other digital information. All material and information accessed/received through district technology devices shall remain the property of the school district. Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by District staff to ensure appropriate use.

Document and File Storage

FFC8 students are provided with Microsoft Office 365 OneDrive and Google Drive accounts for backing up student data. Students can save important items in this online location, keeping a backup to access from anywhere an Internet connection is available. Students are responsible for keeping their data backed up on Microsoft Office 365 OneDrive, Google Drive and/or any other external storage device.

Consequences for Misuse

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

Examples of Unacceptable Use

All examples below are a violation of the District Acceptable Use Policy.

Students shall not:

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

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

Laptop Damage & Repair Fees

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

Laptop Theft, Vandalism, Criminal Acts

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

Annual Use & Maintenance Fee

In kindergarten through third grades, devices will be kept on site at school for students to use. For fourth and fifth grades, those students may be bringing devices home to extend learning from the classroom and complete work. This protocol is connected to laptop fees, which will be charged this year for all students in grades 4 – 12 (due to those levels being able to take laptops home). The laptop fee covers insurance and repairs that may be needed on devices. Laptop fees were approved by the School Board in April and are as follows:

- \$40 for full-price meal pay students
- \$25 for students who qualify for reduced-price meals
- \$15 for students who qualify for free meals

For families with multiple students, the first student pays the full price of the category they are in above, and siblings pay 50% of that.

Families may not opt out of receiving a district device. The district devices will be configured to provide students with a specific experience relevant to their education that cannot be duplicated on a personal device, and the district will only provide technical support on district-owned devices. If the fee is a hardship for families, please reach out to your child's school.

School board policies were provided as part of the online registration process but can be found on the District's website (www.ffc8.org under the board of Education page.)