2023-2024 Weikel Elementary School



Parent and Student Handbook



"For the strength of the wolf is the pack, and the strength of the pack is the wolf." -Rudyard Kipling



A Message from the Principal

Greetings,

Welcome to the 2023 – 2024 school year! I am thrilled to have you as part of the Weikel Family! As principal, I am honored and proud to be your partner as we begin our 14th Year of Service to the Weikel Community.

At Weikel, we cherish the namesake of our school. Our school is named in honor of Captain Ian P. Weikel. Captain Weikel graduated from Fountain-Fort Carson High School in 1993 as the class Valedictorian. He attended the U.S. Military Academy at West Point and served as a Captain in the U.S. Army. Captain Weikel died while serving in Iraq on April 18, 2006. The Board of Education felt naming our school after such an outstanding graduate of our district was a way of telling a story and honoring an outstanding young leader of both our school and military community.

Our school mascot is the wolf and our motto is "*The strength of the wolf is the pack and the strength of the pack is the wolf.*" It is my belief that together we can maximize efforts to provide a positive culture, a standard of excellence, and a school environment where every child in every classroom will learn, grow, and reach their full potential.

At Weikel, I have high expectations for achievement and I believe that together we can accomplish more! We will work hard to ensure 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 emotional skill training, the use of data to drive excellent instruction, and parent/community collaboration.

As your principal, it is important to me 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. My door is always open and I welcome your input. Please feel free to call or email to discuss any concerns you might have throughout the school year.

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

Honored to serve,

Mrs. Misty Jaramillo Principal Weikel Elementary

TABLE OF CONTENTS

FFCD8 INFORMATION 4
WEIKEL INFORMATION
WEIKEL ELEMENTARY STAFF7 – 8
STUDENT CALENDAR
MILITARY PARENT PLEDGE
TIPS FOR A SUCCESSFUL SCHOOL YEAR
WEIKEL GUIDING PRINCIPLES 12
WEIKEL ELEMENTARY SCHOOL EFFECTIVENESS
ENROLLMENT/DISENROLLMENT
ARRIVAL/DISMISSAL
ATTENDANCE POLICIES
WEIKEL SCHOOL SAFETY
DISCIPLINE/CODE OF CONDUCT
WELLNESS/BREAKFAST/LUNCH
WEIKEL STUDENT SERVICES
STUDENT HEALTH SERVICES
COMMUNICATION
STUDENT GRADING/HANDBOOK
PARENTS AND VOLUNTEERS
GENERAL INFORMATION
FFCD8 BOARD POLICIES
SAFE 2 TELL
SAFETY RESPONSE PROTOCOL
IS IT BULLYING?
SAFETY LETTER/TRANSACTION WINDOW

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."

Fountain Fort Carson District Board of Education

Teresa Wright, Board President Don Grubbs, Board Vice President Kenneth Coffee Jr., Board Treasurer Shirley Martinez, Board Director Rose Terrell, Board Director



Fountain • Fort Carson SCHOOL DISTRICT EIGHT

Dr. Keith Owen, Superintendent Dr. Montina Romero, Deputy Superintendent Dr. Lori Cooper, Assistant Superintendent Student Achievement Joanne Vergunst, Assistant Superintendent of Business Joel Hamilton, Executive Director of Human Resources

Fountain/Fort Carson District Website:

All Board of Education policies and administrative regulation for the Fountain/Fort Carson School District are available on the district's website, which can be accessed at: http://www.ffc8.org/

Weikel Elementary School Information

Weikel Elementary School Mission:

We believe in achieving optimal student performance in both academics and behavior. Student and staff excellence will be obtained by utilizing positive, proactive systems that create and maintain a safe and effective learning community.



Weikel Elementary Colors: Weikel Mascot: Blue and Yellow Wolf

Misty Jaramillo, Principal Emily Murray, Interim Assistant Principal Randy Menegatti, Interim Dean Christie Palermo, School Psychologist Lisa Wood, School Counselor Cynthia Barnes, Secretary Stephanie Patterson-Gray, Secretary Kristy Swanson, Secretary Saul Cruz, Building Manager



Have Respect

Own Your Behavior

Work Together

Listen

Weikel Elementary School Information

Weikel Elementary 6565 Lindstrom Street Colorado Springs, CO 80902 719-358-4320 Building 6070

Weikel Office Hours: 7:00-3:30 p.m. Weikel School Hours: 7:30-2:25 p.m. Early Dismissal Days/Hours for K-5th: 7:30-11:30 a.m.

No parents or children are allowed in the classroom before 7:25 a.m. unless prior arrangements are made with their teacher.

7:25 a.m. – Students are guided, safely, to their classroom. **Students arriving after 7:30 a.m. will be tardy**.



Weikel Staff

Principal Misty Jaramillo

Assistant Principal, Interim Emily Murray

Dean, Interim Randy Menegatti

<u>School Psychologist</u> Christie Palermo

<u>School Counselor</u> Lisa Wood

<u>School Nurse</u> Stacy Rossow Genesis Lopez- Health Technician

Building Secretaries

Cynthia Barnes Stephanie Patterson-Gray Kristy Swanson

Custodians

Saul Cruz– Building Manager AJ Ewald Jorge Lopez Kevin Reinhold

Kindergarten Team

Heather Bishop Kendall Diedrich Kylie Palmer Jenna Thomas Laura Casas

<u>First Grade Team</u>

Annette Colon Sarah Oliver Lindsey Steigerwald Miranda Ullstrom

<u>Second Grade Team</u>

Annette Colon Beth DeMatto Kari Hatton Heidi Kane

Third Grade Team

Jenna Clawson Melinda Garcia Brittnee Mast Jamie Melendez

Fourth Grade Team

Danielle Ellison Marah Guzman Laurie Prowell Allison Taylor

Fifth Grade Team

Beverly Briemann Susie Kozak-Reed Cody Welborn

ELL Teacher

Emma Leistner

Student Teachers

Drew Biermeier Ajani Buckhanan Tyler Stryffeler

Encore Team

Nick Massa – Physical Education Yelena Olacsi – Art Zoie Tollison – Music Angela Vialpando – S.T.E.A.M. Lab

Literacy Interventionist

Kara Too

Special Education Team

Courtney Faith - SSN Maura Henderson **Emily Sirovy**

Speech Therapist

Christy Binkley – K – 5th

Teacher for the Deaf and Hard of Hearing Kathryn Johnson

Occupational Therapist TBD

Physical Therapy

Mackenzie Golden

MFLC Laura Heathcoat

Behavior Mental Health

Lesley Grandia

Paraprofessionals

Marie Bezares - SSN Anne Covington- SSN Nicole Hooker-SSN Amie Mason – SSN Ines Nichols – SSN Sarah Rizzo- SSN

Cafeteria Staff

Nicole Garman – Manager TBD TBD TBD

<u>Moni</u>tor

Sarah Haas



AUGUST 2023

S	Μ	Т	W	Т	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

Phased-in start by grade:

8/7 - First Day for 3, 4, 6 & 9 *

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

8/9 - First day for 1, 5, 8, 11 & 12* (all grades attend except PK)

8/10 - First Day for PK & Online Academy (FFCOA)

* FFCOA device distribution by grade level

NOVEMBER

S	Μ	Т	W	Т	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		
						16/71

11/10 - Veterans Day Observed - District Closed

11/20 - 11/24 - Thanksgiving Break

FEBRUARY

S	Μ	Т	W	Т	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			
						16/118	

2/19 - Presidents' Day - District Closed

2/20 - Teacher/Staff Development - No Students

2/21 - P/T Conferences - All Schools - No Students

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

2/23 - Non Work Day - No Students

MAT								
S	М	Т	W	Т	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			
						18/172		

*5/22 - Exams - Early Dismissal for FFCHS ONLY *5/23 - Exams - Early Dismissal for FFCHS ONLY *5/24 - Exams - Early Dismissal for FFCHS 5/24 - Last Day of School - Early Dismissal - ALL SCHOOLS

STUDENT CALENDAR

Start Date - August 7, 2023 End Date - May 24, 2024

OCTOBER W

4

11

18

25

т

5

12

19

26

F

6}

13

20

27

S

7

14

21

28

17/55

2023-2024 ACADEMIC CALENDAR

FOUNTAIN-FORT CARSON SCHOOL DISTRICT EIGHT

S

1

8

Μ

2

9

{16

23

30

SEPTEMBER

S	Μ	Т	W	Т	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
						19/38

15 22 29

9/1 - Teacher/Staff Development - No Students

9/4 - Labor Day - District Closed

10/6 - 1st Quarter Ends

т

3

10

17

24

31

10/9 - Indigenous Peoples' Day - District Closed

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 - Non Work Day - No Students 10/16 - 2nd Quarter Begins

JANUARY 2024

S	Μ	Т	W	Т	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			
						17/102

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

1/4 - Teacher/Staff Development - No Students

1/5 - Teacher Work Day - No Students

1/8 - 3rd Quarter Begins

1/15 - Martin Luther King, Jr. Day - District Closed

Α	P	R	L
A	г	К	┕

S	Μ	Т	W	Т	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				
						20/154

4/26 - Teacher/Staff Development - No Students 4/29 - Non Work Day - No Students

Student Instruction Days

1st Quarter 43 Days - August 7 - October 6 2nd Quarter 42 Days - October 16 - December 20 Early Dismissal - All Schools - December 20 3rd Quarter 44 Days - January 8 - March 15 4th Quarter 43 Days - March 18 - May 24 Early Dismissal - All Schools - May 24

> APPROVED 4.21.21 **REVISED 1.5.22 REVISED 2 22 23**

DECEMBER

S	Μ	Т	W	Т	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						14/85			

*12/18 - Exams - Early Dismissal for FFCHS ONLY *12/19 - Exams - Early Dismissal for FFCHS ONLY *12/20 - Exams - Early Dismissal for FFCHS 12/20 - 2nd Qtr Ends - Early Dismissal - All Schools

12/21/23 - 1/3/24 - Winter Break

MARCH

S	Μ	Т	W	Т	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						16/134

3/15 - 3rd Quarter Ends

3/18 - 4th Quarter Begins

3/25 - 3/29 - Spring Break

The Military Parent's Pledge

The Military Parent's Pledge adopted by Army Community Services serves as an excellent example for the Weikel 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 their 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 their own pace. I will ensure expectations are appropriate to my child's age and stage of development.

7. I will establish effective communication with my child. During 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 positively, 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 they are 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 them.
- Help your child learn to follow directions. Give one-and two-step direction 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 their address and telephone number.
- Guide and monitor your child's television viewing.
- Listen to your child and encourage them to talk about new experiences.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging their 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 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 occur 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 secretaries with a correct telephone number where the parent(s)/guardian(s) or a
 family friend may be reached during the schoolday, 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 if you are not at home when they arrive.



Weikel's Guiding Principles

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

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

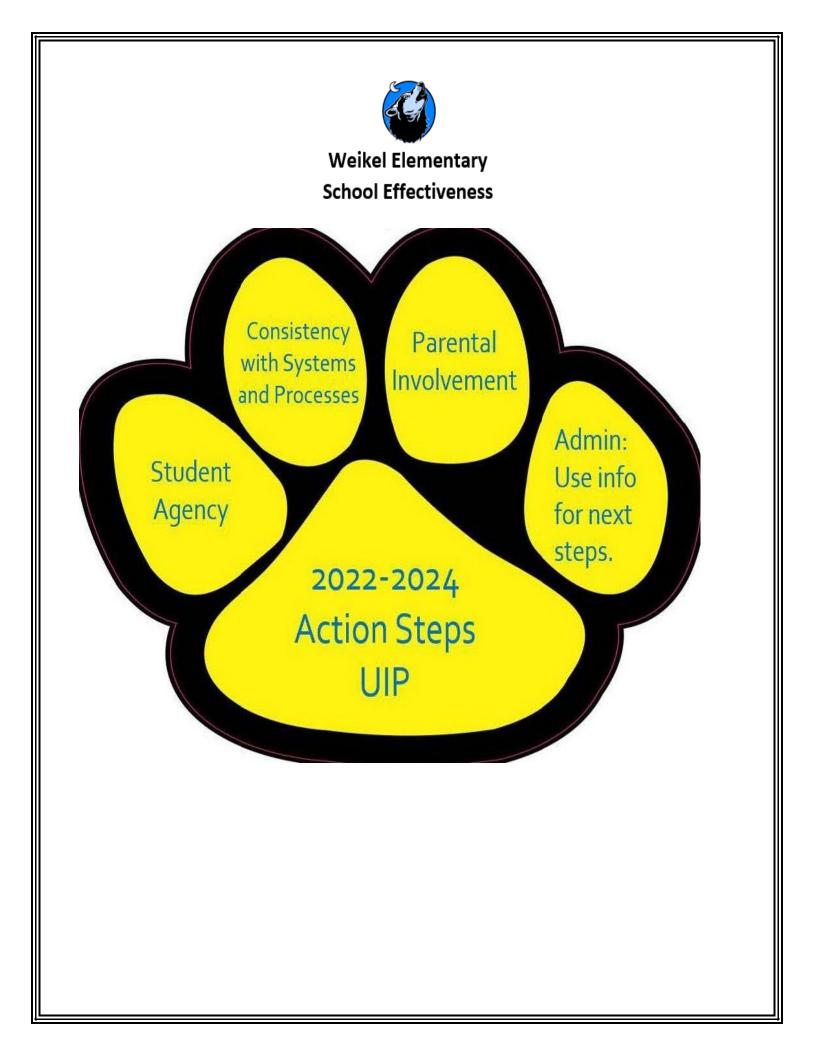
Professional Excellence demonstrated by our educators through ongoing and advanced study. Expertise, integrity, respect, and passion acknowledged and shared. As a result, our children receive the benefits of best classroom practices and a safe, caring school environment.

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. Weikel 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.

Weikel 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 themselves.
- Engage stakeholders including staff, students, parents, the FFC8 district, and the community to develop a "highly effective school".



ENROLLMENT AND DISENROLLMENT AT WEIKEL

AGE OF ENTRANCE

<u>JEB</u>

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. *Students who are enrolled in a kindergarten program in another state, and then enroll at Weikel, are allowed to continue enrollment in kindergarten.

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

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

Server States St

Families of Weikel 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 are required to attend the school within their attendance zone area in which they reside, unless attendance at a different building is specified under the student's IEP or is approved by the Principal.

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.

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).**



ARRIVAL AND DISMISSAL

* ARRIVAL – KISS AND GO LANE (See addendum)

- Students will be allowed to enter the school for breakfast at 7:05 am. *Please do not drop students off prior to 7:05 am.*
- All other students, including Kindergartners having breakfast, are to be dropped off in "The Kiss and Go Lane".
- Breakfast students are to remain in the cafeteria during breakfast as they will be escorted to their class.
- All students not having breakfast are to report to their classroom.
- Kindergarten students not eating breakfast will enter through double doors north of the main entrance.

CISMISSAL PROCEDURES

- School will be dismissed at 2:25 p.m., Monday through Friday except on early release days.
- When the bell rings at 2:25 p.m., staff will ensure safe dismissal of all students by escorting students. Walkers and student being picked up will dismiss through the front doors of the school building. Students who ride the bus are escorted out the doors on the backside of the school building.
- Students will be taken to the office if they have not been picked up by 2:45 pm. In the event a student has not been picked up within 15 minutes of the end of the school day and parent(s)/guardian(s) cannot be contacted, the MP's may be called.

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. If families would like to stay on school premises to enjoy the playground, students MUST BE supervised by the parent/guardian.

PETS ON SCHOOL PREMISES BEFORE AND AFTER SCHOOL

For students who are walked to and from school by a parent or guardian, we ask that pets of any kind are not brought onto school grounds. This is for the safety of all students and other adults on school grounds.

BIKES

If you or your child ride a bike to school, please walk your bike when on school premises.

ATTENDANCE REGULATIONS

ATTENDANCE

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

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 if when not in their seats by 7:30am. A dialer will go out notifying parents of an absence at 8:30 a.m. 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:

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.

The following are excused absences:

- Personal illness- a doctor's note is required after 3 days of absences
- Death of a relative (provide documentation)
- 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

JH

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.

Attendance Codes:

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

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:

🛣 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.

<u>JHB</u>

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.

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.
- Weikel 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 the attendance secretary 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. The forms are located in the front office.

School Activities:

- Students sometimes represent our school in a variety of academic activities. When a student serves as an authorized representative of our school, the student is not considered absent.
- Students who choose to participate in extra-curricular activities are to make-up all assignments missed when classes are missed.
- Students must attend school on the day of an extracurricular activity in order to be eligible for participation.
- Students issued a suspension are not allowed to participate in any school functions for the duration of the suspension.

WEIKEL SCHOOL SAFETY

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.

🛣 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: <u>http://safe2tell.org/</u>. All reporting is anonymous. (See APPENDIX 1)

📽 School Resource Officer

Weikel Elementary will have an SRO on school grounds while the 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.

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, and shelter drills will be held at least once a month throughout the school year. Please note: No one is 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.

Lockout is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building.

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.

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.

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.

**Please be aware that announcements for closures will list Fountain-Fort Carson School District 8 as: "DISTRICT 8."

Sinclement WEATHER; Indoor Recess

The weather in Colorado allows us to experience all four seasons and it sometimes changes drastically; therefore a few procedures have been established to address the various weather conditions as well as the condition of the playground. An indoor recess day will be declared if the conditions are not favorable for students to weather the elements or if the playground is deemed unsafe (ie. Ice). The temperature of (feels like) 25° and below will be used as a guideline in determining whether it will be indoor or outdoor recess.

RAIN STORM OR LIGHTING for DISMISSAL (CONTROLLED RELEASE)

- Students will not be released in the event there is a severe rain storm at the end of the day.
- Students will remain in their classrooms until it is deemed safe to be released at the end of the day.
- Parent(s)/guardian(s) will be allowed to enter the office and have their student released to them. Day care students will be sent to the gym and daycare staff will escort students to the day care. We will respond as necessary to keep students, parents, and staff safe.

STAFF PERSONAL SECURITY AND SAFETY

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.

<u>EBCE</u>

GBGB

STUDENT DISCIPLINE AND CODE OF CONDUCT

SOVERVIEW OF DISCIPLINE AT WEIKEL

Weikel Elementary uses the PBIS approach to manage student conduct. The goals of this approach are to ensure that children:

- Feel physically and emotionally safe in school so that they can learn at their best.
- Learn the skills for working and learning cooperatively with others.

Our school wide rules are based on the acronym H.O.W.L.:

- 1. Have respect
- 2. Own your behavior
- 3. Work together
- 4. Listen

The adults at Weikel Elementary take time to model and teach children how to translate these rules into action in different situations. At the beginning of the year, we introduce rules and behavior expectations and guide students in practicing them. Using respectful words and tones of voice, we remind children of these expectations. When children behave positively, we let them know that we noticed. These actions let children know what the expectations are and help them stay motivated to meet those expectations.

When children misbehave, the adults at the school handle the misbehavior firmly while preserving the child's dignity. Our first step is to stop the misbehavior quickly and simply (for example, with a brief word or gesture). If needed, we take further steps to help the child regain self-control, fix any problems caused by his or her mistake, and get back to productive learning.

In deciding how to handle students' misbehavior, we take into account how severe the misbehavior is and how likely it is to happen again. We may:

- Simply give a reminder or tell the child to do something different.
- Have the child sit closer to the teacher or other adult (often being closer to an adult helps children remember what they're supposed to do).
- Use "take-a-break" (the child goes to a distraction-free space in the room for a little while to regain self-control).
- Limit the child's choice of activities for a while (for example, blacktop games only at today's recess, try field games again tomorrow).
- Guide the child in fixing problems caused by his or her mistake (for example, helping the custodian clean up if she or he made a mess in the bathroom).

When students need additional support, we may:

- Use a buddy teacher take-a break (the child goes to a distraction-free space in another teacher's room for a while to regain self-control).
- Use private take-a-break (the child goes to a supervised nonclassroom place, such as the counselor's office, for a while to regain self-control).
- Have the child stay for a longer period of time in a supervised place (in-school suspension).
- Have the child spend a period of time at home (at-home suspension).
- Meet with the child and/or parents to find other solutions.

When a child is asked to stay home from school, a parent must accompany the child to school the next day for a re-entry meeting with the teacher and an administrator. This meeting is typically held within the first hour of the day.

We at Weikel Elementary strongly believe that children want to and can meet expectations. We value partnering with parents to help students do well in school and feel good about going to school.

CODE OF CONDUCT

<u>JICDA</u>

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.

22

26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of district staff.

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

DRUG AND ALCOHOL INVOLVEMENT BY STUDENTS

<u>JICH</u>

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

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

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

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.

24

<u>JICI</u>

<u> JKA</u>

JIH

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. 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

JK

2. When the student is openly displaying a deadly weapon as defined in C.R.S. 18-1-901 (3) (e).

STUDENT DISCIPLINE

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.

CONTINUE BEHAVIOR INTERVENTION SYSTEM (PBIS)

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. Weikel Elementary is proud to be a part of this exciting initiative.

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 Weikel are the student's responsibility.
- Weikel is not responsible for textbooks or resources which are either lost or stolen from a student.

WELLNESS, BREAKFAST AND LUNCH

- Breakfast for students (K-5) is served from 7:00 a.m. 7:20 a.m. in the cafeteria.
- **BREAKFAST/LUNCH PROGRAM FREE**

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

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 Weikel 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 https://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.
- LUNCHROOM PROCEDURES: The eating area is generally limited to the cafeteria. Eating in the cafeteria is a privilege and students may be assigned an alternate location for lunch in the event they are unable to follow the lunchroom expectations. Lunch may be purchased or brought from home. Weikel welcomes families to have lunch with their student. Parents planning to eat lunch with their child are to sign in via the Raptor system.

2023-2024 Lunch Recess/Cafeteria						
Grade	Recess	Cafeteria				
Kindergarten	11:25 – 11:45	11:45 – 12:10				
1st Grade	12:05 - 12:25	12:25 – 12:50				
2nd Grade	11:45 - 12:05	12:05 – 12:30				
3rd Grade	11:05 – 11:25	11:25 – 11:50				
4th Grade	10:45 - 11:05	11:05 – 11:30				
5th Grade	10:20 - 10:40	10:40 - 11:05				

Weikel Lunch Schedule:

SCHOOL WELLNESS

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.

ADF

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.

WEIKEL STUDENT SERVICES

COUNSELING SERVICES – Lisa Wood, Counselor

Weikel'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) – Noah Pogar, Assistant Principal

Weikel Elementary is committed to providing support to students so they can be empowered to reach their individual potential. If a student is transferring to Weikel 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 to online: https://www.ffc8.org/Page/2054.

GIFTED AND TALENTED (GT) – Lisa Wood, Counselor

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 <u>Parents as Partners</u> handbook providing additional GT programing information.

ENGLISH LANGUAGE LEARNERS (ELL) – Emma Leistner, ELD Teacher

Students whose primary language is not English may require specialized instruction. Weikel 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 Weikel 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

<u>EEA</u>

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

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.

- HEALTH CONDITION INFORMATION: The following guidelines should be followed concerning any student with special health conditions/concerns:
 - The Emergency Contact and Confidential Health Information form should be completed by the parent(s)/guardian(s) at the time of enrollment and updated when there is a change.
 - Parent(s)/guardian(s)/guardians should notify the school nurse, secretary, teacher, or building administration team of any health concern that could require emergency services, interfere with the student's education process or require interventions throughout the school day.
 - Students requiring medical accommodations throughout the school day (including, but not limited to physical education, dietary conditions, physical limitations, and/or medical interventions) must submit a statement from their licensed medical provider stating the need for such accommodations each school year.
 - It is strongly encouraged that parent(s)/guardian(s)/guardians follow a pattern of having regular medical and dental screenings for their child.

PERSONAL CARE ITEMS

The following care 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 your school nurse if you DO NOT want these items applied to your child and they will provide you with an opt out form.

ILLNESS AND INJURY

Illness Guidelines for School:

Students excluded from school for health reasons may return once the reason for the exclusion is no longer present. Any questions regarding when to return to school should be discussed with the school nurse. Students returning to school after injury or surgery, and who are thereby temporarily incapacitated (e.g. crutches, casts, or slings), should present a physician release to return to school along with a statement of any modifications or accommodations that need to be made.

- Children who have temperatures of 100.0 (Fahrenheit) or above should not attend school. Children should remain home until their temperature has been normal (98.6 degrees) for a full 24 hours.
- Children who have cold symptoms such as: a constant runny nose, with abnormal color (green, yellow, or white) or thick nasal discharge, constant coughing, or lung congestion should not be in school.
- Children who have been diagnosed with an infection and have been placed on medication should not return to school until they have taken the medication for a full 24 hours after the first dose.
- Children who have had vomiting or diarrhea in the last 24 hours should not attend school.
- Children who have an undiagnosed skin rash or open skin lesion should not be in school.
- Children who have red, inflamed eyes with a thick discharge and have a fever and/or behavioral changes should not be in school.

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

If your child is hospitalized or treated for an infectious disease, please provide your child's school a written statement from the health care provider that your child is no longer contagious and is cleared to return to school.

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.

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

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

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.

JLCE

JLCB

IMMUNIZATION OF STUDENTS

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.

COMMUNICATION

Weikel 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 Weikel Administration Team values feedback and parent partnership in order to ensure success for all stakeholders.

CLASSROOM WEBSITE

All teachers will develop and maintain a classroom website. The website will include information about the classroom, curriculum, special events, and other pertinent information. All homework will be posted on the website and/or the student planners.

🕉 FACEBOOK

Please find our Facebook. We will be using our Facebook page as another communication tool for our parents.

PARENT MESSAGES

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.

PARENT NEWSLETTER

At the beginning of each month, an electronic newsletter will be posted on Weikel's website in order to keep parent(s)/guardian(s) current and informed of school events. Individual teachers will send home notes and classroom newsletters to keep parent(s)/guardian(s) informed about classroom activities.

🙁 PARENT PORTAL

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. Should a parent wish to conference with their child's teacher at another time, please email or call your child's teacher to schedule a mutually agreeable conference time. It is very important that you keep the scheduled conference time and are prompt. Any changes or delays may affect other families.

October 11 – 12, 2023 and February 22 – 23, 2024

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.

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.

Changes to Grading Practices:

Grading practices have been a priority at Weikel Elementary for the last several years. Last year, several grade levels participated in an action research project to "remove" essential skills (effort/behavior grades) from the academic grades to truly separate academic and behavior criteria in grading. Through this auction research, we determined it was best to have students and teachers separately evaluate students on mastery of essential skills as well as their academic grades. Therefore, schoolwide, during the 22-23 School Year, essential skills were separated from academic performance.

Essential Skills include:

-**Entrepreneurial Skills** - A student demonstrates entrepreneurial skills though critical thinking and problem-solving, creativity and innovation, inquiry and analysis, and risk-taking. A student with these skills can think critically, use inquiry, and demonstrates risk-taking.

-**Personal Skills**- A student demonstrates personal skills through self-awareness, initiative and selfdirection, personal responsibility and self-management, adaptability and flexibility, and perseverance and resilience. A student with these skills can initiate and be self-directive, take personal responsibility, adapt, and show resilience and perseverance.

-Interpersonal Skills- A student demonstrates civic/interpersonal skills through collaboration and teamwork, strong communication skills, global and cultural awareness, civic engagement, and strong character. A student with these skills can collaborate with a team, build cultural awareness, and demonstrate good character.

-**Professional Skills**- A student demonstrates professional skills through task and time management, career awareness, information literacy, perseverance and resilience, productivity and accountability, self-advocacy, and leadership. A student with these skills can self-advocate, manage his/her time, be accountable, and lead others.

So now, we are ready to tackle academic grading with a 0-4 grading scale. Therefore, beginning the 23-24 School Year, Weikel will move to evidenced-based grading practices.

VISION:

We believe academic and essential skills grading should allow students to continue learning the standards through review, practice, and mastery. Feedback is a priority in student performance to ensure all students know the 'next steps for learning."

PRODUCT CRITERIA: (Scale 0-4)

Product criteria reflect how well students have achieved specific academic learning goals, standards, or competencies. These might be determined by students' performance on major examinations, projects, reports, or other culminating demonstrations of learning. Product criteria describe students' academic achievements, and what they have learned and can do as a result of their experiences in school.

Evidence-Based Grade Book:

Evidence of learning will be input in IC on a 0-4 scale.

Scale: Rubric Rating:

4 Advanced/Highly Proficient-I can teach it to someone else.

3 Proficient-I can do it by myself.

2 Partially Proficient- I need some help, but I can do it.

Not yet Proficient- I cannot yet do it.

0 NE- No Evidence of work.

Weikel will continue to solicit feedback from staff and parents as we work to refine and implement our grading practices, grading practices that will benefit all students.

HOMEWORK (District 8 Information):

Education is a lifelong process which extends beyond the school. It is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside the school. A broad definition of homework includes not only written work but also related activities such as viewing specific television programs, news reporting, recreational reading and other activities which are related to classroom work but which are assigned to be done at home.

Guidelines for Students

- Students should be aware of all homework assignments. It is the responsibility of the student to have the materials necessary to complete the assignment. Students should strive to deepen their learning by completing their homework when assigned.
- Be sure you understand the assignment and ask your teacher if you need help.
- Set aside a regular time to do homework.
- Study in a quiet place.
- Complete your work and hand it in when it is due.
- Do your best on each homework assignment.
- Be prepared to ask specific questions about your homework.
- Monitor your progress on assignments.
- Monitor your grades using Infinite Campus or by communicating with your teacher.
- Seek assistance and clarification from teachers before or after school when needed.

Guidelines for Teachers

- Teachers are expected to follow building guidelines regarding the type and length of homework assigned.
- Communication with both parents and students regarding homework expectations is the responsibility of the teacher.
- Homework should be independent practice assigned with a clearly understood purpose.
- Homework should be differentiated.
- Homework assignments should be planned to include a wide variety of relevant activities.
- Homework should not be given as busy work or for disciplinary reasons.
- Grades for homework should be given based upon the defined building procedures.
- Utilize homework as a way to reinforce instruction.
- The grading of homework, expectations for make-up, and where homework is posted should be consistent with building defined practices.

Guidelines for Parents

- Parents can support their students' learning by encouraging good study habits, providing a home environment conducive to learning, and expecting their student to complete homework assignments.
- Dedicate an area of the home free of distractions for your child to do their homework.
- Parents are encouraged to access Infinite Campus in order to monitor student progress and grades on homework. Please contact your child's school for assistance with Infinite Campus username and passwords.
- Take an active interest in your child's learning and what your child is doing in school.
- Compliment good work or when improvement is shown.
- Seek clarification from teachers regarding homework expectations.
- Encourage your child to seek additional help when needed.
- Express support for homework to your child.

CONTENT SPECIALIAZATION

Bring on the Experts!!

We are excited to announce that Weikel will move to a content specialization teaching model for the 2023-2024 School Year. Content specialization is a teaching model where teachers teach one to two contents a day. For example, on a team of four, say we have Teacher A, Teacher B, Teacher C, and Teacher D, Teachers A and B will teach math and science, and Teachers C and D will teach reading and social studies.

Teachers A and B will teach math and science to their classes while Teachers B and C teach reading and social studies to their classes. Then after a block of time, Teachers A and B will teach math and science to Teachers C and D's classes, while Teachers C and D teach reading and social studies to Teachers A and B's classes.

We've moved to this model because elementary teachers are expected to be generalists; they are required to teach all subject areas to their students in a self-contained classroom setting. Expert instruction, as in the content specialization model, requires deep content and pedagogical content knowledge and in-depth planning, and keeping current with research. Expert instruction in all content areas—all day every day—is a tall order for elementary generalists, who are responsible for a minimum of five different content areas. With teachers focusing on specific content, they can have additional time to develop cohesive lesson plans around a subject. Professional development can be targeted to specific content and instructional practices that will enhance instruction. In addition, teachers can teach subjects that they are enthusiastic about and feel competent to teach. The potential advantages for students include increased access to expert instruction, the ability to benefit from multiple teachers' teaching styles, and preparation for the departmentalization that occurs in middle schools.

WEIKEL PARENTS AND VOLUNTEERS

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

- Parent(s)/guardian(s)/guardians are welcome to visit, but please 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 visitor's pass must be worn so it is visible and must be returned once the visit is complete. Please bring a Government Issued Identification to the office where it will be scanned using the RAPTOR system. Please refer to Board Policy KI for more information.
- We also want to provide the best possible learning environment for our students, please remember that a "quiet voice" policy will be enforced. Since our classrooms do not have doors, our hallways must be silent so that we can ensure an environment that fosters learning.
- 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.

- When planning to visit an administrator, please contact the office in advance so an appointment is
 made. The principal has the discretion to set reasonable parameters on school visits (length of
 stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they
 have indicated upon check-in with the office. Unauthorized persons shall not loiter on school
 property at any time. Law enforcement authorities may be called.
- Due to allergies, asthma and other health related concerns, animals of any kind are not permitted on school property, except for approved service animals.
- 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.

Schule VOLUNTEERS

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

PARENT TEACHER ORGANIZATION (PTO)

Weikel Elementary encourages parent(s)/guardian(s) to join our Parent/Teacher Organization (PTO). If interested, please contact us at Weikel Elementary.

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. Jaramillo, if interested in participating on this committee 719-358-4320

🛣 P.I.E. – Parents in Education

The P.I.E. committee is made up of administrators, parents and citizens within the Weikel 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. Monthly meetings will be offered to allow parents to meet with Mrs. Jaramillo to discuss current events.

GENERAL 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.

After School and Evening Events (See addendum)

Students and siblings must be accompanied by a parent or guardian at after school/evening events (i.e., music programs, family nights, STEM nights, Weikel Wonderland, etc.). A student may not attend an after-school activity/evening event unless the student was in attendance for the full school day on the day of the event. Exceptions may be made to this practice on a case-by-case basis with the approval of the building administration. Any student on suspension status, is not allowed to participate in after school and/or evening events.

📽 Assemblies (See addendum)

Assemblies may be scheduled throughout the school year, with the primary aim to provide educational experiences that cannot normally be provided in a classroom. Since assemblies represent a part of the educational program, attendance is required of all students. Students will be supervised by teachers at assemblies. Students are expected to conduct themselves in keeping with school wide PBIS expectations.

🛣 Backpacks and Book Bags

Students are allowed to use backpacks to carry supplies, books, and materials to and from school. However, once school begins, students are to leave their backpacks and/or book bags in their cubbies.

📽 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 (358-4320) 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. (Weikel will not be responsible for lost or stolen personal items.) 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

Weikel 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 Weikel, students may bring pre-packaged 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.

Consequence for items not allowed:

- First offense teacher discusses infraction with the student, takes item away until the end of the day/returns at the end of the day
- Second offense same as first offense with a phone call made to parent by the teacher
- Third offense same as first but item given to an administrator, phone call home to parent made by the administrator involved and parent will be asked to pick up the item from the administrator involved

Students should not carry extra money to school. Students are not allowed to sell items of any kind at school, with the exception of school-sponsored activities. Weikel Elementary is not responsible for valuables students bring to school.

🟖 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. Weikel will provide communication to parents regarding any donations being made so parent is able to review items prior to the donation.

🟖 Media Center

The media center is an essential part of the school's instructional program. It helps students learn to become proficient readers and independent users of information. The media center will be open for student check out Monday through Friday. We want our Weikel students to become life-long readers and book lovers. We hope parent(s)/guardian(s) will enjoy reading with their children and encourage a love for reading.

🙁 Birthdays

We recognize that students' birthdays are extremely important, both to them and to parent(s)/guardian(s). We ask for support by following the guidelines listed below:

- Celebrations involving food items cannot be homemade, they must be store bought.
- If you would like to bring in treats, please make arrangements with your classroom teacher.
- Party invitations are only to be brought to school if they are distributed to the entire class.

Classroom Parties

Classroom party information will be distributed by the classroom teacher and/or PTO Room Parent. Class parties are held for Halloween, Christmas, Valentines, and End of the Year Celebrations. Additional class parties may be held by the teacher for classroom incentives and all communication will be sent by the classroom teacher.

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.

📽 Recess

Students are expected to go out for lunch recess each day. Appropriate clothing and shoes should be worn for outside activities. On days when the temperature and/or wind chill is generally above 25 degrees Fahrenheit (feels like) and as the playground is cleared of snow and ice, there will be outdoor recess. If a student is to be excused from recess, a note of explanation is required and should be submitted to the classroom teacher. To be excused for more than three days, a written doctor's recommendation is required. 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.

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.

Electronic Devices

The possession of laser pointers and other unsafe electronic items is prohibited at Weikel. All other electronic devices, such as, but not limited to, cell phones, tablets, e-readers, head phones, iPods/MP3 player may be in the student's possession before or after school but not during the school day so it does not cause a disruption to the educational process. Permission to carry an electronic device during the day will be granted for special circumstances. **Weikel is not responsible for lost or stolen items**. All electronic devices should be labeled.

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.

📽 🛛 Field Trips

All field trips will be taken as extensions of classroom learning activities. Supervision is the responsibility of certified staff member(s) sponsoring the activity. Weikel only endorses field trips that are directly related to the instructional program and designated as a segment of the division or grade level's ongoing curriculum program. Disciplinary rules pertaining to students on school campus also pertain to students during school field trips. Students who engage in inappropriate behavior on field trips may be required to be escorted by parent/guardian for future field trips or may be subject to loss of field trip privileges. Parents are not allowed on busses.

Fundraising Activities

All fundraising activities will be held in conjunction with PTO. All fundraising must have a designated purpose prior to the beginning of sales. The projects must be planned out in cooperation with building administration and follow district guidelines.

Image and Contact Information Opt-Out Designation

Throughout the school year, Weikel 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.
- Weikel 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.

Personal Property

Weikel 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 southwest 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. Weikel 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.

Sale of Personal Property

Students are not allowed to sell non-district fundraising items of clothing, candy, personal property or other goods while at school. Students who violate this rule will be subject to disciplinary action, including possible suspension from school.

School Sponsored Clubs and Tutoring

Weikel Elementary sponsors a variety of after school clubs, classes, and tutoring opportunities for students. Some of those clubs include but not limited to Homework Club, Art Club, STEM Club, Math Club, and Battle of the Books. Look for information throughout the year regarding afterschool opportunities.



2023-2024 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 (<u>www.ffc8.org</u> under the Board of Education page). 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.

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, marital status, national origin, religion, ancestry, need for special education services, or any other category as covered under federal or state statute. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public may 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 disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion ancestry, need for special education services, or any other category as covered under federal or state statute. Discrimination against employees and applicants for employment based on age and genetic information is also prohibited in accordance with state and federal law.

For the purposes of this policy and other policies including a nondiscrimination statement, these terms have the following meanings:

- "Race" includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race.
- "Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and headwraps.
- Other categories as covered in statutes C.R.S 2-4-401 (3.4, 3.5, 13.5) and C.R.S. 24-34-301 (3.3, 3.5).

This policy and supporting regulation(s) will be used to address all concerns regarding unlawful discrimination and harassment. Alleged conduct regarding sexual harassment will follow the complaint and investigation procedures specific to this conduct

In keeping with these statements, the following are objectives of this school district:

- 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 they live.
- 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 will 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 disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, need for special education services, or any other category as covered under federal or state statute. With respect to employment practices, the District will 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(s) designated to coordinate Title IX, Section 504 and ADA compliance activities.

Non-Discrimination

<u>Component</u>	Compliance Officer	Contact Information
Discrimination	Joel Hamilton	Administration Office 382-1300
Title IX	Montina Romero (Students) Joel Hamilton (Staff)	Administration Office 382-1300
Section 504	Joel Hamilton/Montina Romero	Administration Office 382-1300

Reporting unlawful discrimination and harassment

Any student who believes they have been a target of unlawful discrimination or harassment, as defined in Board policy and supporting regulation(s), or who has witnessed such unlawful discrimination or harassment, is encouraged to immediately report it to an administrator, counselor, teacher of the district's compliance officer and file a complaint as set forth in regulation AC-R-1.

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.
- 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.

ADF - SCHOOL WELLNESS

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.

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.

EBCE - 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 must be provided to parents, students and staff members at the beginning of each school year.

EEA - STUDENT TRANSPORTATION

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.

GBGB - STAFF PERSONAL SECURITY AND SAFETY

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 shall, after receipt of the complaint and proof deemed appropriate by the principal, 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 be requested, upon receiving the report, to investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

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 is 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.

Sexual harassment defined

Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

- 1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
- 2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- 3. Sexual assault, dating violence, domestic violence, or stalking.

Pursuant to state law, "harassment" means creating a hostile work environment based on an individual's sex.

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 process (AC-R-1). All reports and indications from students, district employees and third parties shall be forwarded to the compliance officer (AC-E-1).

The district will initiate, and conduct, an investigation in accordance with the appropriate procedures addressing sexbased discrimination and sexual harassment.

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

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

The district will take appropriate corrective action to: make the harassed student whole by restoring lost educational opportunities; prevent harassment from recurring; or prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy and complaint procedures to all district schools and departments. The policy and complaint procedures must be referenced in student and employee handbooks and otherwise made available to all students, staff, and members of the public through electronic or hard copy distribution.

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

JC - ATTENDANCE REGULATIONS

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.

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.

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.

In an unavoidable situation, a student detained by another teacher or administrator will not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers will honor passes presented in accordance with this policy. The provisions of this policy are applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

Recording of Attendance/Absences

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

Elementary:

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

Secondary:

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

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.

JICDA - CODE OF CONDUCT

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.

- 27. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
- 28. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.

- 29. Willful destruction or defacing of District property.
- 30. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
- 31. 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.
- 32. 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.
- 33. 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.
- 34. Violation of the Board's policy on bullying prevention and education.
- 35. Violation of criminal law which has an effect on the District or on the general safety or welfare of students or staff.
- 36. Violation of any Board policy or regulation, or established school rules.
- 37. 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.
- 38. Violation of the Boards policy on student conduct involving drugs and alcohol.
- 39. Violation of the Board's violent and aggressive behavior policy.
- 40. Violation of the Board's tobacco-free schools policy.
- 41. Violation of the Board's policies on prohibiting sexual or other harassment.
- 42. Violation of the Board's policy on nondiscrimination.
- 43. Violation of the Board's dress code policy.
- 44. Violation of the Board's policy on gangs and gang-like activity.
- 45. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
- 46. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
- 47. Lying or giving false information, either verbally or in writing, to a District employee.
- 48. 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.
- 49. Making a false accusation of criminal activity against a District employee to law enforcement or to the District.
- 50. 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.
- 51. Repeated interference with the District's ability to provide educational opportunities to other students.
- 52. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of District staff.

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

JICH - DRUG AND ALCOHOL INVOLVEMENT BY STUDENTS

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.

JICI - WEAPONS IN SCHOOL

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

Dangerous Weapons

Using, possessing or threatening to use a dangerous weapon on District property, when being transported in vehicles

dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any District curricular or noncurricular 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.

JIH - STUDENT INTERVIEWS, INTERROGATIONS, SEARCHES AND ARRESTS

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.

JKA - USE OF PHYSICAL INTERVENTION AND RESTRAINT

Under no circumstances shall a student be physically held for more than one minute unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

Restraint

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. If property damage may be involved, restraint may only be used when the destruction of property could possibly result in bodily harm to the individual or another person. Restraint shall not include the holding of a student for less than one minute by a district employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

If a student is physically restrained for a period of time longer than one minute, but less than five minutes, the student's parent(s)/guardian(s) is/are required to be notified. The notice must be given in writing on the same day the restraint occurs, and must include the date of restraint, student's name, and the number of times that day that the student was restrained.

If a student is physically restrained for a period of time longer than five minutes, the school administration shall verbally notify the parent or guardian as soon as possible, but not later than the end of the school day that the restraint was used. Additionally, the school administration shall mail, fax, or email a written report of the incident, including all information required by law, to the parent or legal guardian of the student not more than five calendar days after the use of the restraint on the student.

District employees shall not use restraint as a form of discipline or as a threat to control or gain compliance of a student. District employees are also prohibited from restraining a student by use of a prone restraint, supine restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

If a student is placed in a seclusion room, the student must be continually monitored. The seclusion room must have at least one window to monitor students when the door is closed. If it is not feasible to utilize a room with a window,

monitoring by video camera must be possible. The seclusion room must be a safe space, free from injurious items, and must not be a space used by school staff for offices, storage, or custodial purposes.

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:

- 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), however no law enforcement officer or armed security official shall use handcuffs on any student unless the student poses an immediate danger to themselves or others or if handcuffs are solely used during a custodial arrest requiring transport; and
- 2. When the student is openly displaying a deadly weapon as defined in C.R.S. 18-1-901 (3)(e).

JLCD - ADMINISTERING MEDICATIONS TO STUDENTS

Medication may be given legally only by school personnel whom a registered nurse has trained and delegated the task of giving such medication. For the purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication. The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, cough drops, vitamins and nutritional supplements. Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

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

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition, or who is prescribed medication by a licensed healthcare practitioner, 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 will 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.

JLCE - FIRST AID

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

HOMEWORK

Education is a lifelong process which extends beyond the school. It is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning

outside the school. A broad definition of homework includes not only written work but also related activities such as viewing specific television programs, news reporting, recreational reading and other activities which are r elated to classroom work but which are assigned to be done at home.

Why assign homework?

- To provide practice using rigorous application of newly taught skills and concepts.
- To provide opportunities for applying skills and concepts into real world application.
- To allow for deeper understanding and learning.
- To improve life skills such as time management and responsibility.
- To provide the teacher with feedback that identifies students' strengths and weaknesses in understanding.
- To provide additional practice in skills and concepts that were re-taught because students had difficulty understanding them the first time they were taught.
- To provide an informal assessment that teachers can use to enhance instruction.

When is homework assigned?

- Homework is generally assigned Monday through Thursday and occasionally on weekends and over breaks.
- Homework time and complexity should increase with the age of the students. (K/1st grade 15 minutes, 2nd/3rd grade 30 minutes, 4th grade 45 minutes, 5th grade 60 minutes.)
- Homework for middle school and high school students will vary depending on the course load. However, students should expect 1-2 hours of homework each night.
- Homework should be graded and account for 10-15% of the total grade.
- Homework is commonly posted on classroom whiteboards and students copy it into their planners.
 Homework may also be posted electronically as defined by each school.

Homework should not be assigned during standardized testing time periods or semester exams.

Guidelines for Students

- Students should be aware of all homework assignments. It is the responsibility of the student to have the materials necessary to complete the assignment. Students should strive to deepen their learning by completing their homework.
- Be sure you understand the assignment and ask your teacher if you need help.
- Set aside a regular time to do homework.
- Study in a quiet place.
- Complete your work and hand it in when it is due.
- Do your best on each homework assignment.
- Be prepared to ask specific questions about your homework.
- Monitor your progress on assignments.
- Monitor your grades using Infinite Campus or by communicating with your teacher.
- Seek assistance and clarification from teachers before or after school when needed.

Guidelines for Teachers

• Teachers are expected to follow building guidelines regarding the type and length of homework assigned.

- Communication with both parents and students regarding homework expectations is the responsibility of the teacher.
- Homework should be independent practice assigned with a clearly understood purpose.
- Homework should be differentiated.
- Homework assignments should be planned to include a wide variety of relevant activities.
- Homework should not be given as busy work or for disciplinary reasons.
- Grades for homework should be given based upon the defined building procedures.
- Utilize homework as a way to reinforce instruction.
- The grading of homework, expectations for make-up, and where homework is posted should be consistent with building defined practices.

Guidelines for Parents

- Parents can support their students' learning by encouraging good study habits, providing a home environment conducive to learning, and expecting their student to complete homework assignments.
- Dedicate an area of the home free of distractions for your child to do their homework.
- Parents are encouraged to access Infinite Campus in order to monitor student progress and grades on homework. Please contact your child's school for assistance with Infinite Campus username and passwords.
- Take an active interest in your child's learning and what your child is doing in school.
- Compliment good work or when improvement is shown.
- Seek clarification from teachers regarding homework expectations.
- Encourage your child to seek additional help when needed.
- Express support for homework to your child.

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:

- 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, video surveillance, 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.

JK - STUDENT DISCIPLINE

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.

JLCB - IMMUNIZATION OF STUDENTS

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 presented the following, as provided by law:

- a written authorization signed by a parent/guardian requesting local public health officials administer the immunizations;
- a certificate of medical exemption;
- a certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment; or
- a certificate of nonmedical exemption.

Students who do not submit an up-to-date certificate of immunization, a written authorization signed by one parent/guardian requesting local public health officials to administer the immunizations, or a valid certificate of medical or nonmedical exemption may be suspended and/or expelled from school.

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

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.



IN AN EMERGENCY TAKE ACTION



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

Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual Close and lock the door Account for students and adults Do business as usual



SECURE! Get inside. Lock outside doors. STUDENTS Beturn to inside of building Bring everyone ind

Return to inside of building Do business as usual

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 Becover students from hallway if poss

Move away from sight Maintain silence Do not open the door 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 Loave stuff behind if required to

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

Use appropriate safety strategy for the hazard

Hazard Tornado Hazmat Earthquake Tsunami

Safety Strategy

Evacuate to shelter area Seal the room ke Drop, cover and hold Get to high ground Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults



© Copyright 2009-2020, All Rights Reserved. The "I Love U Guys" Foundation. Conifer, CO. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SRP Terms of Use". SRP TxSSC 2021 Poster_EN



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 iteven when you tell them to stop or show them that you're upset—that's BULLYING.



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 <u>JICDE</u>.

Peer Conflict, mean Behavior, and Bullying WHAT IS THE DIFFERENCE?

Fountain-Fort Carson School District Eight (FFC8) is committed to providing students with a safe school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior.

When a student is having a problem with her or his peers, it can at times be hard for parents and staff members to know what is happening – is it bullying? Or is it something else?

Each type of behavior must be handled differently, to keep students safe and help them learn how to get along with others.

Peer Conflict

Conflict between and among peers is a natural part of growing up. Students will have times when they disagree and can't solve their own problems. They may even become so frustrated that they say mean things or act out physically by hitting, kicking or trying to inflict harm.

If it's peer conflict you will observe that the students involved:

- usually choose to play or hang out together;
- have equal power (similar age, size, social status, etc.);
- are equally upset, angry, frustrated;
- are both interested in the outcome; and
- are able to work things out with adult help (after calming down).

Adults can respond by helping the students talk it out, and see each other's perspective. This is often referred to as "conflict resolution".

Mean Behavior

Students may try out behaviors to assert themselves in social situations – sometimes saying or doing mean things – such as making fun of others, using a hurtful name, taking something without permission, leaving a student out, or "cutting" in line. If it is mean behavior, usually:

- it is not planned and seems to happen spontaneously or by chance;
- it may be aimed at any student nearby;
- the student being mean may feel badly when an adult points out the harm he/she has caused.

When adults see or are made aware of mean behavior they should not ignore it. Adults should respond quickly, firmly and respectfully to stop the behavior, to let kids know that their actions are hurtful and to redirect or (re)teach students to more positive behavior. This quick response stops students from developing a pattern of mean behavior as their way of interacting with peers, and prevents mean behavior from escalating. It is a lot easier to correct a student for one mean comment or action than to change a pattern of behavior that grows over time.

Bullying behavior

In FFC8, bullying is defined as, 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 take many forms and occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture.

Bullying is serious behavior that includes three key features -

- Power imbalance -- One student clearly has power over the other(s), which may be due to age, size, social status, etc...
- Intention to harm -- The purpose of the bullying behavior is to harm or hurt other(s) it's planned, intended to be mean and is clearly not accidental.
- May be repeated over time typically bullying behavior continues over time, and gets worse
 with repetition. There is a real or implied threat that the behavior will not stop, and in fact may
 become even more serious over time. If the behavior is not repeated over time then the
 conditions of power imbalance and the intention to harm must be significant to constitute
 bullying.

FFC8 staff will address all bullying behavior and ensure the safety of any student who has been targeted. Staff also will reassure the students who may have witnessed the behavior that adults are taking care of it. Additionally, when FFC8 schools respond to bullying, staff will also help the student who has been bullying others to take responsibility for their actions, and learn/practice alternative skills. They will monitor the situation to ensure the bullying stops, and will support the student who has been bullied to regain confidence and a sense of safety. Staff may follow-up with the students who observed the behavior to help them learn what to do when they see bullying.

Bullying prevention in FFC8 schools

FFC8 is committed to supporting students in developing the appropriate pro-social skills. These efforts include providing prosocial skills lessons and anti-bullying education through the school counseling team in each school. Our staff utilize several resources including universal Positive Behavior Intervention and Supports, Boys Town, Responsive Classroom, Trauma Informed Care Practices, and Capturing Kids Hearts. The overall goal of directly teaching prosocial skills to students is to help them develop:

- Empathy and compassion for others
- Strong self-esteem
- Skills to solve problems without aggression
- Skills to take action when they witness mistreatment of others

The following links provide additional information on peer conflict, mean behavior, and bullying.

StopBullying.gov:

https://www.stopbullying.gov/prevention/at-school/index.html

https://www.stopbullying.gov/sites/default/files/2017-10/misdirections-in-prevention.pdf

National Bullying Prevention Center:

http://www.pacer.org/bullying/resources/questions-answered/conflict-vs-bullying.asp

66

WEIKEL ELEMENTARY SCHOOL

6565 Lindstrom Street, Colorado Springs, Colorado 80902

Phone: (719)358-4320

Misty Jaramillo – Principal Noah Pogar – Assistant Principal

Dear Weikel Families,

Fountain-Fort Carson School District is dedicated to the safety and security of all schools, students, and staff. District and school staff must have a comprehensive understanding of the systems that improve safety and security and allow for an immediate response to potential threats to the school environment, crisis situations, and other student or staff needs that may impact the typical school day. One of the most important security aspects is a secure school building. To that end, Weikel Elementary will have an identified secure entry point. *All other external doors must remain locked at all times. Doors should not be propped open at any time.* In no circumstance will an entry point be unlocked and remain unlocked without monitoring.

Although the district's expectation is that schools are safe and secure with limited visitor access, the district continues to value welcoming environments that collaborate with families and the community. Please collaborate with us to ensure safety of students by following these guidelines:

- At Weikel Elementary, the front office door will remain locked and initial communication will take place through a transaction window.
- Visitors will be expected to remain in the foyer until permitted access to the building. For most visitors, purpose of the visit can be accomplished through the transaction window, such as dropping off an item or picking up a student. In these cases, a visitor will not be permitted into the office area.
- For visitors with a planned activity within the school building, the visitor will receive a raptor badge including picture and location of visit.
- Individuals accessing locations outside of the front office are expected to check out when exiting the building.

Partnering with families is a priority at Weikel Elementary. Thank you for your support as we work to create a *safe and secure learning environment*. If you have any questions, please do not hesitate to ask.