



2024-2025

Student/Parent Handbook

Linda Donelson, Principal
405 Willis Drive
Colorado Springs, Colorado 80911
(719) 391-3355
www.venetucci.wsd3.org

Widefield District #3 Mission Statement:

- Work toward high standards of excellence
- Instill pride and self-esteem
- Develop responsible, productive citizens for tomorrow
- Enhance each student’s unique potential
- Foster partnerships with parents and community
- Increase academic and interpersonal skills
- Encourage self-discipline
- Learn to appreciate differences among people and cultures
- Deliver high quality instructional programs

District Superintendent, Executive Directors and Directors:

- District Superintendent Aaron Hoffman
- Assistant Superintendent Kirk Vsetecka
- Executive Director of Elementary Student Learning.....Tricia Bentley
- Executive Director of Secondary Student Learning /Math Achievement.. Stephanie Howell
- Executive Director of Special Education Rachel Lake
- Executive Director of Assessments and Information Systems Megan Houtchens
- Executive Director of Human Resources Amy Roden
- Director of Technology Services.....Carlos Lopez
- Chief Financial Officer Terry Kimber
- Chief Operations Officer David Gish
- Director of Innovation and Alternative Education.....Shane Skalla
- Director of Parks and Recreation Eric Hulen

District Board of Education:

- President: Gregory Fisher
- Vice President: Tina West
- Treasurer: Donna Walsh
- Member: David Dock
- Member: Kelly Cutcher

District Address:

Widefield School District #3
 1820 Main Street
 Colorado Springs, CO 80911
 (719) 391-3000



One TEAM - One Mission - One Venetucci

Our Vision:

Coming Together-Working Together-Growing Together- Succeeding Together

Our Mission:

We commit to . . .

- 1) Educating the Whole-Child
 - We implement AVID best-practices.
 - We utilize strategies that support Social Emotional Learning (SEL) through PBIS, Zones of Regulation, and Restorative Practices.
- 2) Collective Efficacy
 - We set high expectations and believe in each other and our students.
- 3) Providing Data-Driven Instruction
 - We use data as a roadmap to determine students' current performance and what instruction they need next in order to grow.
 - We utilize formative checks to monitor student understanding and adjust instruction.
- 4) Collaboration-TEAM approach
 - We collaborate to plan for instruction, sharing successes and mis-steps.
 - We believe in working with parents and each other as a TEAM.
- 5) Student/Staff Growth
 - We maintain an environment where making mistakes and asking questions is valued as part of the learning process.
 - We model and promote Growth Mindset.



Dear Venetucci Families,

Welcome to Venetucci Elementary—Home of the Mustangs! Please familiarize yourself with Venetucci and Widefield School District 3's Policies and Procedures. For the most up-to-date school information, visit our website at www.venetucci.wsd3.org. In an effort to maintain our communication about school events and ensure you receive the most accurate information possible, our calendar of events for the 24-25 school year will continue to be online only. You will also receive a reminder of upcoming events in our quarterly newsletters and through REMIND. Please contact us with any questions you may have.

We look forward to working with you this school year!

Your Partners in Education,

Linda Donelson & Niki Agrusa
Principal Assistant Principal

Policies & Procedures

ACCESS TO DISCIPLINARY RECORDS

Teachers or counselors may examine student disciplinary records maintained by the building administrator for students with whom they have direct contact. Parents and guardians may also examine student records as provided by board policy and applicable law. Access shall be granted to the teacher, counselor, or parent within a reasonable period of time following the request. Parents, guardians and staff members shall be given written notice at the beginning of each school year regarding their opportunity to review student disciplinary records. Teachers and counselors shall not copy or take disciplinary records or information with them from the file and shall not disclose the information to any other person.

ACCIDENT OR ILLNESS AT SCHOOL

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

ADMISSION

When entering a school in the District for the first time, students are to present a birth certificate or other documentation to verify age. In accordance with Colorado Law, CRS 25-4-900, all students enrolled in public school are required to have a certificate showing required completion of immunizations. In addition, our school requires proof of residency. If a challenge prevents you from meeting these criteria, please see an administrator.

AFTER SCHOOL DETENTION

Teachers find it necessary, periodically, to keep students after school for disciplinary reasons and assignment completion. We reserve the right to keep students 15 minutes after school for these reasons. If, for any reason, it is necessary to keep a child for a period longer than 15 minutes, the home or babysitter will be contacted. **Should it be necessary to detain a bus student or a bused daycare student, parents will be notified prior to the detention to make necessary transportation arrangements.** Administration may also reserve the right to keep students for after school detention up to 60 minutes.

AGE REQUIREMENTS

Entrance to kindergarten requires that a child be five years of age on or before October 1st following the opening of the school term. Entrance to first grade requires that a child be six years of age on or before October 1st following the opening of the school term.

ASSEMBLIES & AWARDS

Our Renaissance awards assemblies will take place once a quarter. Renaissance is a reward program that encourages students to do their best academically and make good choices. Students also have the opportunity to earn Reading, Attendance, Music, and P.E awards. Other assemblies may be scheduled throughout the year. Please refer to newsletters and the school website for dates and times.

ASSESSMENTS

Students participate in a variety of district and state assessments that provide diagnostic information and measure mastery of standards. The Colorado Measures of Academic Success (CMAS) assess students on the grade level Colorado Academic Standards for English Language Arts, Mathematics as well as in Science. The grade levels for the different assessments are determined by the Colorado Department of Education. Prior to testing, students and parents will receive testing information and schedules via the school website and newsletter. English proficiency for English Language Learners (ELL) will be determined using the WIDA-ACCESS assessment in grades K-12 during January and February. District assessments will generally be administered at the beginning, middle, and end of the school year to determine a student's "benchmark" status (mastery of grade-level standards and expectations). At this printing, elementary assessments include STAR grade 2-5, DIBELS for grades K-5. Common formative assessments (grade level, school, and/or district created) may be used at the discretion of school and district to measure the progress of students as they work toward mastery of grade level expectations.

ATTENDANCE

Regular attendance is vital to the ongoing continuity of the educational program. Make-up work never compensates for school attendance. We encourage consistent school attendance; however, please do not send your child to school if he/she is not feeling well. In determining whether or not an absence should be denoted as excused or unexcused, a school administrator may require suitable proof regarding the nature of an absence. According to WSD3 Student Attendance Policy (JH), excused absences are defined as the following:

1. a student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis.
2. a student who is absent for an extended period due to physical, mental or emotional disability.
3. a student who is pursuing a work-study program under the supervision of the school.
4. a student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the school administration.
5. extenuating circumstances as approved by the school administration for reasons not defined above. Extenuating circumstances may include, but are not limited to, matters arising out of circumstances reasonably beyond the control of the student with due consideration for the alternatives available to the student, matters arising out of circumstances relating to the welfare of the school district or community, and similar matters relating to the welfare of the school district and students.

Attendance will be taken within the first 10 minutes of the school day. It is our policy to notify parents of any students about whom we have had no report. Students will receive an excused tardy due to a doctor's appointment or other scheduled appointment only. **THIS POLICY IS FOR THE PROTECTION OF YOUR CHILD. IN ORDER TO MAKE IT MANAGEABLE, PARENTS MUST NOTIFY THE OFFICE IN ADVANCE OF ALL ABSENCES OR TARDIES.**

BICYCLES/SKATEBOARD/SCOOTERS

It is recommended that only students in **first** grade and above ride bicycles to school. Bicycles must be walked once the student is on school property. Bikes need to be parked and locked in the racks, which are provided. Once bikes are in the racks, they are not to be removed until the pupil is ready to go home. **Each student is responsible for locking his/her bike.** It is strongly encouraged that students wear a bicycle helmet (properly buckled) when riding a bike, scooter, or skateboard. If these rules are not followed, students may lose the privilege of having these items at school.

BOARD POLICY

Board policies can be fully accessed by stakeholders by visiting us online at wsd3.org and clicking on the "Board Policies" link under the Board of Education tab.

Boundary Waivers/Choice Enrollment

Policy JFAB & JFBA | The Board of Education has established general guidelines for parents/guardians who want their students to attend a school other than the school in their attendance area. Parents/Guardians requesting a permit must complete and submit the Boundary Waiver Enrollment form and provide supporting documentation to the school you wish your child to attend. Completed Boundary Waiver forms should be submitted to the Principal's Secretary at Venetucci Elementary School.

[School of Choice Permit](#)

BREAKFAST & LUNCH

All students in WSD3 will have access to free healthy, nutritious school meals again in the 2024-2025 school year thanks to the Healthy School Meals for All program approved by Colorado voters. Our District is very excited to have access to this program. Here is some additional information and a few important reminders about what this means for our schools and families. Menus can be accessed by visiting the WSD3 Nutrition Services Website at www.wsd3ns.com. For special diets and allergen needs contact your school's nurse. Please fill out the Family Economic Data Survey. At the beginning of the school year, we ask all WSD3 families to complete the Family Economic Data Survey for the 2024-25 school year. By providing this information, you will help our district access all available federal funding provided to school and help cover the cost of meals. Thank you for your support in helping maximize federal funding for our district and schools. All household income information provided through this form is strictly confidential and protected by law. Only one form is required for all children in the household. Immigration, migrant, citizenship or refugee status is not required when completing the form. Nutrition Services looks forward to taking care of your student(s). If you have any questions or need help please call the Nutrition Services office at 719.391.3560.

BUILDING ACCOUNTABILITY ADVISORY COMMITTEE

The Building Accountability and Advisory Committee (BAAC) is a part of our TEAM Parents group and provides parents, staff, students and interested citizens an opportunity to participate in the planning and accountability process. The committee is asked to act in an advisory role to the principal, serving primarily as a representative group for the community between and within the school, the school community, and the district. **Persons interested in serving on the committee are asked to contact the principal.**

BULLYING

Bullying is a written or verbal expression, or physical or electronic act or gesture, or a pattern thereof that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student in the school building, on school grounds, in school vehicles, at school bus stops, and at school activities or sanctioned events.

A student who engages in bullying is subject to appropriate disciplinary action including (but not limited to) detention, loss of privilege, in-school detention, change in placement, out-of-school suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

BUSES

SCHOOL BUS RULES AND REGULATIONS

School transportation is provided free of charge as a courtesy to all eligible students. The District is not required by law to provide transportation services to all students. Only those students assigned to a bus may ride. To provide safe transportation, all students riding in district vehicles must appropriately conduct themselves. The following guidelines have been established to assist students in fully using available services as well as provide a safe atmosphere for all.

Safety Rules - Waiting for/Departing the Bus

1. Be on time at your designated bus stop – Students shall be at their assigned bus stops FIVE (5) minutes before the bus is scheduled to depart. The bus cannot wait for those who are tardy.
2. Do not play in the street or on private property – Wait for your bus in a safe place, well off the roadway. Respect others property: Do not play in yards near the bus stop.
3. Wait until the bus comes to a complete stop before walking up to the bus to board. Once the bus has come to a complete stop and the door is opened, enter in an orderly manner, give the driver your name for attendance, and take your assigned seat immediately.
4. When loading the bus at school, all students must be on their bus by departure time. For safety reasons, once the driver has closed the door and the buses have started to move, students will not be allowed to get on their bus. Do not run after the bus.
5. Be alert to traffic when leaving the bus – Students will need to remain seated until the bus has stopped and the parking brake is set. Exiting from the bus will be from the front door unless directed by the driver to do otherwise. Cross ten (10) feet in front of the bus. Follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location. With motorists' increased distractions while driving, the need to pay attention to the bus driver and follow their instructions is critical for student safety. Pick up after yourself and close your window. Do not cross behind the bus at any time.

While on the bus:

6. Follow the instructions of your school bus driver – Treat everyone with courtesy and respect. Inappropriate conduct, use of objectionable language, or abuse of others will not be tolerated.
7. Do not extend objects, hands, or head out of the bus window. Serious injury could result.
8. Eating or Drinking. Due to allergies, health, and safety concerns, there will be no eating allowed on the bus. Water is ok to drink as long as it is in a non spillable sealed container. No glass is permitted.
9. Remain quiet and orderly. Students will be assigned to a specific seat. Stay seated; seat to seat, back to back. Do not distract the driver. Keep the aisle clear. Talk quietly while on the bus. Be completely silent at all railroad crossings.
10. Electronic equipment with a video display may be operated while on the bus – Cell phone usage is limited to texting, video games, or listening to music (with earbuds) and the device does not become a distraction on the bus or other riders. The students need to hear driver instructions at all times.
11. Keep belongings in your backpack. Items Not allowed on the bus – Glass, balloons, pets, knives, firearms or explosive items, any tobacco products, matches, lighters, or any item that is a safety risk, hazard, or disruption. No items exceeding 2 feet x 2 feet in size, including musical instruments, are permitted unless previously authorized by the School bus driver. Sharp objects should not be transported in a manner that could potentially damage the bus or cause harm to others. The bus driver holds the authority to request the removal of items from the bus.
12. Additional Information: Violations of school bus rules will be handled on an individual basis in accordance with the school discipline code. If a problem continues, parents will be contacted and progressive action will be taken by the School officials. (See below for consequences.) Immediate loss of transportation may occur depending on the severity of the violation. Remember, school bus transportation is a privilege, not a right; school bus transportation can be suspended for willful misconduct or endangering the overall safety of the school bus, its occupants, or others.

First Incident. The driver will address the student at the earliest opportunity. The driver will contact the parent and request assistance in correcting the student's misconduct. A copy of the "Bus Conduct Report" will be sent to the school transportation point of contact (Principal/Assistant Principal/Dean).

Second Incident. The driver will address the student at the earliest opportunity. The driver will contact the parent and request assistance in correcting the student's misconduct. A copy of the "Bus Conduct Report" will be sent to the school transportation point of contact (Principal/Assistant Principal/Dean). The student may receive an in-school consequence.

Third Incident. The driver will address the student at the earliest opportunity. A Principal/Assistant Principal/Dean of Students or representative from the School will contact the parent and request assistance in correcting the student's misconduct. On this, third reported incident, the student will receive an in-school consequence and/or may lose all district-provided transportation privileges for a period to be determined by a School Representative. Parents are responsible for their child's transportation to and from school during this time.

Fourth Incident. The driver will address the student at the earliest opportunity. A Principal/Assistant Principal/Dean of Students or representative from the School will contact the parent and request assistance in correcting the student's misconduct. On this, fourth reported incident, the student will receive an in-school consequence and may lose all district-provided transportation privileges for a period to be determined by a School Representative. Parents are responsible for their child's transportation to and from school during this time. A copy of the "Bus Conduct Report" will be sent to the school transportation point of contact (Principal/Assistant Principal/Dean). A conference will be conducted by the School and Transportation Operations Manager to determine continued eligibility, before reinstatement of the bus riding privileges. The following individuals shall be in attendance: the parent/guardian, the student, and the bus driver.

Additional Incidents. Additional incidents may result in removal from the bus for the remainder of the semester or school year. End-of-year violations/disciplinary actions may carry over to the beginning of the following school year. Parents are then responsible for their child's transportation to and from school.

NOTE: Immediate loss of transportation privileges may occur depending on the severity of the violation. (Violations may include, but are not limited to: weapons on the bus, drugs, smoking, physical violence, vandalism, actions that may adversely impact the safety of others, etc.) Violations may be subject to additional school/district administrative and/or disciplinary action. Willful damage to the bus or equipment may have the cost of repair assessed to the offender. Please contact the Transportation Office at (719) 391-3540 as needed.

Field/Activity Trips

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

BUS SERVICE

Bus service will be provided for students who reside within the school's boundaries and live more than 1 ½ miles from Venetucci.

CELL PHONE USE

Cellular phones: Although we understand that cell phones are useful tools for parent/student communication, we must maintain an academic environment within the building. Cell phones are not to be seen or heard in the building and should be turned off indoors and put away (not on the student's body). Students using cell phones are only permitted to use them before or after school while they are outside of the building. Students causing a disruption within the classroom with a cell phone will

be given consequences applicable to a disruptive student. The school will not be responsible for lost or stolen personal property. Repeated cell phone infractions will result in the phone being confiscated and appropriate consequences will apply.

CHANGE OF ADDRESS/TELEPHONE #

The current addresses and telephone numbers of all students are necessary for proper accounting procedures. If a student's telephone number, place of residence, mailing address, babysitter, parent's place of employment or work number changes during the school year, the student or parent must report the changes and/or new telephone number to the school office or update it on line.

Character Education (Refer to Policy IHAK)

The Board of Education believes that while parents are the primary and most important moral educators of their children, the school and community should reinforce parental efforts. The District's character education program is designed to help students cultivate skills, habits, and qualities of character that will provide an upright, moral, and desirable citizenry and better prepare students to become positive contributors to society.

CHILD ABUSE AND/OR NEGLECT

A Colorado Statute (19-10-102 to 115) requires the reporting of these cases to the appropriate county department or local law enforcement agency. In the child abuse bill enacted in the 1976 session, the "school official or school employee" is listed as one of the persons required to report abuse or neglect. The bill goes further to state that any person who is listed to report, who willfully fails to report a case of child abuse or circumstances, or conditions which would reasonably result in child abuse "commits a class two petty offense and upon conviction thereof, shall be punished by a fine not to exceed \$200.00 and shall be liable for damages proximately caused thereby." **No person who reports a case of suspected child abuse can be sued for making a good faith report.**

COMMUNICATION

1. **Our quarterly newsletter will be sent via Remind and posted to the Venetucci Website: www.venetucci.wsd3.org.** Please contact the school if you prefer a hard copy. Ask your child to be responsible for bringing it and other information home to you.
2. Meet the Teacher/Open House is held before school starts and conferences will be held at the end of the first quarter, third quarter (as needed), and at any other times during the year when necessary. Progress reports are given out at first quarter conferences and are sent home at the end of the second, third, and fourth quarters. Mid-term reports are sent home during each quarter (grades 1-5).
3. You are welcome to visit the classroom. Specific procedures have been established to facilitate a positive experience for visiting members of the community and the staff and students of our school. Please request a copy of the Visitors to Widefield School District 3 Schools and Facilities guidelines at the school office. **Please note it is required for you to sign in at the office before going to any classroom.**
4. Anytime you have a question about your child's progress at school, please come in and talk with us or give us a call.
5. We encourage you to call the school and check out facts when you hear a rumor.
6. We want you to be a part of Venetucci Elementary. Please feel free to call on us or any of the staff and let us know if we can be of any help to you.
7. Parents must register for the parent portal in Infinite Campus. Attendance can be checked in grades K-5. Grades can be checked in grades 3-5. Additional information is available in the front office.
8. We communicate through Facebook, Remind, and post information to the school website.

COMMUNITY USE OF THE BUILDING

Any citizen, club, or organization within Widefield School District #3 boundaries may request use of the building/grounds, subject to the regulations for such use as approved by the Board of Education. Information on use of facilities may be obtained by contacting our office at 391-3355 or 391-3356.

COUNSELING

The Guidance and Counseling Services will further help reach the needs of each individual student. The counselor is a catalyst for the teacher/student/parent relationship. The three major functions of the counselor are:

1. Coordination of the counseling and guidance program
2. Counseling with students
3. Consultation with faculty and parents

The goals and concerns of the elementary guidance program are committed to the development of all children. Professional counselors realize these goals through the combination of counseling, consulting, and coordinating the guidance activities in the counselor's program--a program that should provide dynamic and worthwhile learning experiences for all children. Professional counselors do not supersede the home, but rather complement and implement in terms of the objectives and goals of American education. The counselors are concerned with the developmental needs of children; the counselors provide opportunities for the child to deal with tasks of learning which are consistent with his/her needs and abilities. Dana Woods provides the counseling services at Venetucci Elementary School. We would encourage parents and children to contact our counselor any time at 391-3364.

DANGEROUS WEAPONS IN THE SCHOOL

The Board of Education determines that possession and/or use of dangerous weapons as defined in this policy is detrimental to the welfare and safety of students and school personnel within the District.

Carrying, bringing, using, or possessing any dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited unless permission has been granted by the school administration. For purposes of this policy a dangerous weapon shall include a weapon or device capable of producing death or serious bodily injury or which, in the discretion of the school administration, poses a threat to school personnel or students. Examples of dangerous weapons include, but are not limited to revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, incendiary device, any knife or noxious substance. Violations of this policy shall be cause for a parental/guardian conference and/or for contact with an outside agency. The student will be suspended from school and may be recommended for expulsion. The expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon in a school building or on school property as provided by state law.

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis, and in accordance with state and federal laws.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms. This policy shall also apply to any replica of a gun or firearm, or any other object, which may be or is intended to be used to represent a gun or firearm, to convince an individual or group individuals that such replica or other object is a gun or firearm or to frighten or intimidate an individual or group of individuals. (BOARD POLICY JICI)

DAYCARE

Leading Edge daycare has partnered with the district to provide parents with before and after school daycare at Venetucci. For more information on enrollment and pricing, please contact Leading Edge: 1-800-341-5791

DISCIPLINE

Venetucci Elementary is a Positive Behavior Intervention and Support (PBIS) school. We utilize Restorative Practices to teach students appropriate ways to resolve conflict and repair harm. We use the acronym TEAM to symbolize our school-wide focus on Trustworthy, Effort, Attitude, Manners. See our Code of Conduct section for more complete information.

DISMISSAL

Children are to go directly home after dismissal from school or special activity. No one will be allowed to remain on the school grounds unless supervised. Please remind your children not to go to anyone's house after school without making prior arrangements with you. **IF STUDENTS ARE DETAINED AFTER SCHOOL FOR LONGER THAN 15 MINUTES, PARENTS WILL BE NOTIFIED and TRANSPORTATION IS THE RESPONSIBILITY OF THE PARENT.**

LATE PICKING UP A CHILD: All classes are dismissed at 3:20pm and all parents/authorized adults MUST be there to pick-up their children. If you fail to pick up your child(ren) on time, your emergency contact will be notified and asked to assume care of your child(ren). **If we cannot reach or contact anyone listed on the child's registration form 1.5 hours after dismissal, the next step is to contact the local police department to arrange for your child's return home.**

DISMISSAL DURING SCHOOL HOURS

1. Please send a note with your child if it is necessary for him/her to be excused early.
2. Students **MUST** be signed out by a parent or guardian in the office before leaving school.
3. Under no circumstances are students to be excused directly from their classroom or playground.
4. Emergency contacts are allowed to pick students up if they are listed on the student's information sheet. However, parents must contact the office to arrange for others to pick up their child.
5. No student will be called out of the classroom to wait in the office for a parent's arrival. Students will only be called from the classroom once the parent/guardian is in the building, so as to minimize interruption of instructional time and ensure the safety of our students.
6. We request that parents do not check-out students between 3:00 pm-3:20 pm due to school-wide dismissal.

DRESS CODE

Attire, styles, and modes of appearance for Venetucci Elementary students are those which are not detrimental to the learning environment in the school and the safety and general welfare of all students and faculty. The school policy is as follows:

“Student dress and grooming shall conform to responsible standards of neatness, cleanliness, and modesty.”

All clothing shall be worn in the manner in which it is designed to be worn. Additionally, no headwear will be worn in the school building. Any attire that is sexually suggestive, advertises a pro-drug/alcohol message, or suggests any gang promotion or involvement is inappropriate and will not be allowed on school grounds. If you

question whether or not your appearance or dress is acceptable, it is probably not in harmony with the intent of the rules. Anything that disrupts the learning process will be considered inappropriate. Willful disregard for school rules may result in suspension from school. (Board Policy JICA)

DUE PROCESS

The determination of valid and rational rules and regulations for the operation of a school district rests primarily with the Board of Education. The guidelines, procedures, and policies for balancing individual interests when constitutional rights are involved are available to all persons in the public school community, regardless of status. Students and parents are encouraged to consult with their school principal if there are any questions regarding due process in: 1. Special Education; 2. Suspension, Expulsion, Denial of Admission; 3. Student Records; 4. Non-discrimination/Equal Educational Opportunity, or 5. Section 504.

ELECTRONIC EQUIPMENT AND TOYS

Electronic equipment (electronic organizers, pagers, radios, games, stunner devices, laser pointers, iPods, mp3 players etc.) and toys (including trading cards) are not to be brought to school. If these items are brought to school, they may be confiscated and may not be given back until either the end of a school term or until a parent comes in to retrieve them. The school will not be responsible for lost or stolen personal property. This policy extends to field trips, and riding the bus to and from school. Please note, personal technology used for academic purposes may be allowed pending approval by administration and individual classroom teacher(s). Please read "Cell Phones" for additional information regarding mobile telephones.

EMERGENCY SCHOOL CLOSING

The primary method to notify all district employees, parents, and students of school closing is by Remind, district website, radio, and television. Listen to local stations for information.

WSD3 WILL:

- ❖ Make inclement weather decision(s) based on students' safety.
- ❖ Make the decision as to whether school will be closed and announce that decision no later than 6:30 a.m. on radio stations and TV stations.
- ❖ Not penalize students if parents keep them home or pick them up from school on questionable days.

In the event the decision made earlier is to open schools and the storm worsens unexpectedly, WSD3 will:

- ❖ Inform the same media, as stated above, that schools will dismiss students early.
- ❖ Keep buildings open as long as necessary to evacuate all students safely.

Parents are expected to.....

- ❖ Be responsible for custody of children
- ❖ Decide whether or not to send children to school on threatening, stormy days.
- ❖ Listen for an early dismissal announcement.
- ❖ Make sure children know what to do and where to go if dismissed early.
- ❖ Know that students may be dismissed earlier than normal.
- ❖ Not rely on telephones to make last minute arrangements for their children. (*Lines tend to malfunction during storms.*)

Two-Hour Late Starts

If an emergency closing is declared by the superintendent for part of the day only, a two-hour late start may be used. Whenever feasible, a two-hour late start will be announced by 5:30 a.m. through the same channels as a school closure. These channels include Remind, television, radio, social media and the district's website. When district officials announce a two-hour late start, all start times, bus pickup times and other standard schedules will be moved back by two hours. No breakfast will be served on two-hour late start days.

FIELD TRIPS

The Board of Education of Widefield School District #3 encourages the planning and implementation of field trips, out of building educational activities, and extracurricular activity trips, and will, within available funds, support these activities. The Board also emphasizes that the field trip must be closely related to the purpose of the approved course of instruction and that when a field trip is taken, it is done under the assumption that it is the most appropriate method or technique available for accomplishing the instructional goals of the course or the activity. Determinations regarding the appropriateness of a field trip, necessary modifications and/or accommodations, and other matters concerning students with disabilities shall be made by the students' IEP or Section 504 team. (Policy IJOA)

Schools require permission slips for student attendance at field trips. Permission slips may vary depending on the nature and physical terrain of the field trip.

EQUAL OPPORTUNITY/NON DISCRIMINATION

WSD3 complies with all state and federal regulations prohibiting discrimination on the basis of race, color, national origin, creed, religion, age, sex, and disability. WSD3 is an equal opportunity employer. Inquiries concerning the application of Title IX, Section 504, or Title VI may be referred to the WSD3 administrative office at 1820 Main Street, Colorado Springs, CO 80911; or to the Regional Director of Education, Office of Civil Rights, 1961 Stout Street, Denver, CO 80294.

FIRE DRILLS/TORNADO DRILLS/EMERGENCY DRILLS

We have fire drills, tornado drills, and emergency drills periodically throughout the school year. Our aim is to evacuate the building or move students to a safe location within the building in an orderly fashion, and to have all students in their proper place as quickly as possible.

FOOD AND DRINK RESTRICTIONS

Parents/guardians who wish to provide treats/snacks for students' birthdays or for any other holiday must make arrangements with their child's teacher at least 24 hours prior to bringing the treats/snacks to school. If the provision of treats/snacks is not pre-arranged, treats/snacks may not be allowed in the classroom. Treats and snacks provided by parents/guardians must have a nutrition label showing that they do not include trans-fats as defined by Federal and State law. Industrially produced trans-fats are foods with "vegetable shortening, margarine, or any type of partially hydrogenated vegetable oil that contains more than zero grams of trans-fat per serving as labeled," and include but are not limited to soda water, water ices, chewing gum, jellied candy, hard candy, marshmallow candies, fondant, licorice, cotton candy, candy coated popcorn.

HABITUALLY DISRUPTIVE STUDENTS

Students who have been suspended three times during the school year for causing a material or substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events may be declared habitually disruptive students. The student and parent/guardian will be notified in writing of each suspension that counts toward declaring a student habitually disruptive.

No student shall be declared habitually disruptive prior to the development of a remedial discipline plan. This plan shall be developed in accordance with state law. The remedial discipline plan may be developed after the first suspension for a material and substantial disruption and may be reviewed and modified after the second suspension. (District Code: JK)

Note: Complete policies are available online or can be requested at the school office

HEALTH HISTORY

An updated health history form is required yearly. This form is part of registration for new students. Returning students will receive forms at the beginning of each school year. Physical examinations by doctor/physician are recommended of: 1) All kindergarten and first grade students entering school in WSD#3 for the first time, and 2) Any student who in the opinion of the school nurse or administrator should be examined for the well-being of that individual or his/her classmates.

HOMEWORK

Your child should develop the habit of personal responsibility for his/her schoolwork. It is wise to spend some time each day forming good study habits at home. Homework can be work not finished in school, special assignments, and long term projects. We want homework to be meaningful, not busy work. If at any time you have questions regarding your child's homework, please do not hesitate to contact his or her classroom teacher.

ILLEGAL SUBSTANCES/ITEMS

No student shall have in his possession (possession shall mean having on the student's person, or retaining in the student's desk or backpack) while on school district property or while attending school district activities substances or items such as the following:

1. Alcoholic beverages
2. Any controlled substance as defined in Colorado Revised statutes 12-22-309.
3. Any substance which is accepted or represented to be a narcotic drug or which is a simulated narcotic drug.
4. Material which is illegal to possess under any local, state or federal law or ordinance.
5. Property which is stolen or improperly retained.
6. Any material or thing which might reasonably present a threat to the health, safety, or welfare of the school, staff or students. This listing shall be considered illustrative and not exclusive. (District Code: JICH & JICI)

ILLNESS

Students will be monitored each day for symptoms of illness. For the protection of all students, those who are sick or have symptoms of a contagious disease will be sent home. Parents will be contacted first. When winter weather is here, it seems advisable to remind you that if your child is not feeling well in the morning, he/she will be much more comfortable staying at home for the day rather than risking the chance of exposing other children to the illness. It is our feeling that if a child is ill enough to be kept in during a morning, lunch or afternoon recess, he/she is really ill enough to be kept at home for the day.

IMMUNIZATION REQUIREMENTS (SEE ATTACHED ACIP SCHEDULE)

Colorado law requires that children going to school be immunized against vaccine-preventable disease. Please check with your student's school to make sure that all of the shots your student has had are on file at the school. Doctors' offices do not send updates – we must rely on parents for updates. If your student is not up to date, an immunization plan will be written and you will be given a short period of time to have your student brought up to date. Students out of compliance may not

be allowed to attend school as required by the Colorado Department of Health. Please contact the school office and request to talk to the school nurse or his/her designee if you have any questions regarding immunization.

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

K through 5th grade requirements:

DTaP	5 doses unless 4th dose is administered on/after 4th birthday
Polio	4 doses unless 3rd dose is administered on/after 4th birthday
MMR	2 doses; The 1st dose cannot be administered more that 4 days before the 1st birthday.
Varicella	2 doses; The 1st dose cannot be administered more that 4 days before the 1st birthday.
Hepatitis B	3 doses; All doses must follow correct spacing between vaccines as well as correct ages.

*Please note that your child may require a 4th Hep B vaccine if proper spacing was not met. ACIP guidelines require the 2nd dose be given at least 4 weeks after the 1st. The 3rd dose must be given at least 16 weeks after the 1st dose and 8 weeks after the 2nd, AND after 6 months of age.

INSURANCE

WSD3 will not assume responsibility for payment of doctor, hospital, or ambulance costs resulting from injuries incurred on school property or at school functions. The Board of Education authorizes an insurance company to sell life, accident, and dental insurance to provide for student coverage. Information about this coverage is available in the health office at each school. The purchase of insurance under this program is at the option of parents/guardians and becomes effective upon completing the application and payment of the premium. WSD3 strongly encourages parents/guardians to provide some type of insurance coverage for their child(ren).

LIBRARY

All classes will be scheduled a time for library. The librarian will teach the children how to check out books, the proper use of reference materials, and the proper care of all library books and materials. If the children lose or damage a book, they are asked to pay for it. The amount to be paid depends on the age and condition of the book. Let us impress upon the children the importance of returning books on time and of treating books with respect and care. If a book is lost or damaged, the child who checked it out will not be allowed to check out books again until the book is returned or the fine is paid.

LOST AND FOUND

Please mark items that children might lose such as coats, gloves, boots, etc. If your child does lose something, please notify the school, and we will assist them in finding the article(s). Unclaimed items will be given to charities at the end of each quarter. Please do not send your child to school with items of value. Our school cannot be responsible for lost or stolen items.

LUNCHES – PARENTS EATING LUNCH AT SCHOOL

Parents are always welcome to eat lunch with their children. Please check with your child or contact our Front Office at 719-391-3355 for specific lunch times. All parents will be asked to show proper identification, sign in at the office, and wear a visitor's badge. If you plan to eat a school-provided lunch, please call the school by 10:00 a.m. the day you wish to eat. This enables us to have enough food prepared for children and adults.

LUNCH ROOM BEHAVIOR

Venetucci Elementary is a Positive Behavior Intervention and Support (PBIS) school. We use the acronym TEAM to symbolize our school-wide focus on Trustworthy, Effort, Attitude, Manners. See our Code of Conduct section for more complete information.

MAKE-UP WORK

If your child is absent from school for any period of time, make-up work should be picked up from the front office **after school**. Please make prior arrangements for obtaining make-up assignments. If your child will be absent from school for an extended period of time due to family emergency, vacation, lengthy illness etc., the homeroom teacher will compile the work your child has missed and the assignments will be given to your child the day he/she returns to school. Your child will be given one school day for every day missed to complete the assignments.

MEDICATIONS

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

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication.

Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

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

OFFICE TELEPHONE

Students are asked to use the office telephone only in cases of emergency. Arrangements for visits with friends after school are not considered to be emergencies. All after school activities should be taken care of prior to coming to school.

OPEN BOUNDARIES

See Boundary Waivers/ Choice Enrollment

A parent or guardian who would like his/her son or daughter to attend an elementary or secondary school other than the one to which he/she is assigned may complete an open boundaries request. The request (and accompanying paperwork) must be initiated at the sending school. Each request will be processed by the sending and receiving building principals, and factors such as space availability, staffing, and instructional programs will be considered. The students residing in the attendance area for a designated school will be given preference when enrolling in that school. Note: WSD3 will not provide transportation for those students who attend a school which is different from their designated attendance area school.

OUT OF SCHOOL SUSPENSION (DISTRICT CODE: JICDA)

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

PARENT ENGAGEMENT IN EDUCATION

The Board of Education believes that the education of each student is a responsibility shared by the school as well as parents. The Board recognizes the need for a constructive partnership between the district and parents that provides for two-way communication and fosters educational support for students and parents. In this policy, the word “parent” also includes guardians and other members of a student’s family involved in the student’s education. In keeping with these beliefs, it is the intention of the district to cultivate and support active parental engagement and to set and realize goals for parent-supported students' learning. (Policy KB)

Schools will encourage parents to participate in the following activities: consult with and encourage parents to share in school and district planning and the setting of objectives, helping parents understand the educational process and their role in supporting student achievement, informing parents of school choices and learning opportunities, providing opportunities for parents to be informed about their student’s progress, providing appropriate avenues for parents to find support in their role, and encouraging formal organizations for parents at each school building as well as at the district level.

PARENT TEACHER CONFERENCES

Parent-teacher conferences will be held at the end of the first quarter for all students. Third quarter conferences will be held for students as needed.

TEAM Parents

We invite all Venetucci parents and staff members to join our TEAM Parent group! Any parent or guardian of a student is welcome! It is through parent involvement that we have been able to fundraise for more technology in classrooms, the outdoor classroom, playground equipment, among other beneficial resources. Our TEAM Parent-sponsored events are subject to cancellation if we do not have enough parent participation. TEAM Parent meetings will be held monthly and prior to school

events to ensure effective planning of and sufficient participation at school events. Parents are NOT required to attend all meetings to continue to be a part of TEAM Parents. Information regarding TEAM Parent events will be posted on the school website and in the quarterly newsletter. Call the school office for more info!

PARENT VOLUNTEERS

Many teachers will be using parent volunteers in the classroom throughout the school year. In order to maintain the instructional focus and integrity of our school, parents/guardians may generally volunteer in classrooms for up to one hour per week. If you are interested in volunteering some of your time with our students, please complete our school's volunteer sign-up form available at the school office. Attendance at a volunteer orientation and/or meeting with an administrator may be required before beginning volunteer functions. Our students' safety is our number one priority! Please sign in at the front office each time you enter the building.

PARKING

- ❖ Please use either of our "Kiss and Go" lanes in the back and front parking lots or the adjacent streets for student drop off/pick up. When using the Kiss and Go, pull forward as far as possible. This alleviates congestion at the entrance. This area is a No Parking Zone, therefore, you will not be allowed to park and leave your car. If you need to park and leave your vehicle during arrival or dismissal, please park along the streets or in the marked parking lot spaces.
- ❖ The access gate on Otowi along the south side of the school is also a great pick up/drop off place, and it is not congested!

PARTIES (CLASSROOM)

See Food/Snacks section.

PETS

Pets are not allowed on the school grounds. We urge you to keep your pets at home. Runaway pets can be potentially damaging to the welfare of the students. If a runaway pet arrives at school, parents may be called and asked to assist the school in keeping pets off of the playground.

PHYSICAL EDUCATION (P.E.)

Organized physical education will be provided for children in kindergarten through fifth grade. If for any reason your child cannot participate in P.E., please send a physician's note stating the reason he/she cannot participate.

PLAYGROUND RULES

Venetucci Elementary is a Positive Behavior Intervention and Support (PBIS) school. We use the acronym TEAM to represent our school-wide focus on Trustworthy, Effort, Attitude, Manners. See our Code of Conduct section for more complete information.

POSITIVE BEHAVIORAL INTERVENTION and SUPPORT (PBIS)

At Venetucci, we attempt to create the best climate possible for students to learn and achieve. As a result, our behavioral expectations for students are high. We follow a multi-tiered system of support, called Positive Behavioral Intervention and Supports (PBIS), to identify processes and practices that support children's positive behavior. This language comes directly from the 1997 reauthorization of the Individuals with Disabilities Education Act (IDEA). PBIS is based on principles of applied behavior analysis and the prevention approach and values of positive behavior support. Schools that implement PBIS have a leadership team that meets

regularly to discuss and implement the use of school-wide strategies and programs to positively impact learning environment structure, discipline, and character education. Venetucci Elementary's school-wide Behavior Expectations Matrix can be found at the end of the handbook.

This includes the following:

1. A common school-wide purpose and approach to expectations for behavior
2. A small number of positively stated expectations for all (T = Trustworthy, E = Effort, A = Attitude, M = Manners)
3. Procedures for teaching and re-teaching expectations
4. A continuum of procedures for encouraging expected behavior (model and practice)
5. Recognition and positive reinforcement for students who follow the school-wide expectations (TEAM Tickets & Renaissance awards)
6. Ongoing evaluation of program effectiveness

Consequences will be given if behavioral expectations are not followed. Based on each individual child, their discipline referral history and the severity of the offense, we make every attempt to go through a discipline progression to remediate student behavior. Below are listed the most common consequences used at Venetucci to address student behavior:

- Conference with student/ Verbal Reprimand: Draw the student's attention to minor misbehavior
- Revoke Privileges: Student may miss recess privileges or another form of structured or unstructured activity.
- Lunch and Recess Detention: Students will eat their lunch in a designated location and will remain there until the end of the lunch/recess period.
- In-School Detention/Suspension (ISS/ISD): ISD/ISS is a program designed to deal with substantial or repeated misbehavior by a student. Students placed in ISD/ISS receive their normal daily assignments to work on so they don't fall behind academically. Students have no social privileges and are expected to only do school work. Misbehavior in ISD/ISS may result in out-of-school suspension. Students are not allowed to participate in any extra-curricular activities for the duration of their ISD/ISS assignment.
- Out-of-School Detention/Suspension (OSD/OSS): OSD/OSS is for significant and/or repeated misbehavior. Homework is required of students who receive an OSS.
- Confiscation of Personal Items: Parents are encouraged to pick up confiscated items providing the items are not in violation of Colorado Law and/or School Board Policy. Please see an administrator if you have questions regarding confiscated items.

This is not a comprehensive list of consequences; however, they are the most commonly used. Parents will be called whenever students are sent to the office for disciplinary reasons.

PROGRESS REPORTS AND MIDTERMS

To inform you of the progress your child is making in school we have mid-term reports that are sent home after the first four weeks of each quarter. This makes it possible to target problem areas and provides time for students to remedy problems/concerns. Parent-Teacher Conferences to discuss your child's progress with the teacher will be held at the end of the first quarter, and if needed at the end of the third quarter. Progress reports are sent home at the end of each quarter. Any time you have questions about your child's progress, please call or come in to talk with us as we value your input.

PROMOTION AND RETENTION

Promotion and retention of any student shall be based on factors that contribute to the benefit of the student. Some factors to be considered prior to making a recommendation for promotion or retention are: academic performance, previous recommendations, previous promotion/ retention, student social emotional development, parental conferences, attendance, and other specified reasons. (District Policy IKE-RA) A conference will be held between the parents and school personnel to discuss the possibility of promotion or retention.

RECESS

Recess is one of the school's regularly scheduled activities. All children are expected to go outside for recess unless the weather does not permit an outdoor recess. Fresh air and physical activity allow the child to perform better during the regular school day. If your child is too ill to participate in the regular school activities, we encourage you to keep him/her home until he/she has recovered from illness. Students will only be permitted to stay in for recess if a note from parents is sent to the classroom teacher each day as necessary.

RED FLAG DAYS

The term Red Flag Day signifies school days where the temperature during morning arrival (including windchill) is 25 degrees or lower. When the red flag is flown, students will be allowed to come inside early. To maintain consistency, each building shall use the KOAA Weatherbug - Widefield High School site to make the determination. If you drive your student(s) to school on cold days, we encourage you to drop them off as close to the morning bell as possible.

RENAISSANCE

Renaissance is an academic/behavioral incentive program that encourages students to do their best and make good choices. There are four Renaissance assemblies during the year and parents are invited to attend. Requirements are reviewed annually to ensure the equity and fairness of selection criteria and procedures.

SAFETY TIPS FOR THE VENETUCCI COMMUNITY

1. Figure out the safest route to school and have your child follow it.
2. **Teach your child to WALK across the street and in the safety crossing area. The biggest hazard for children in the streets is the one they create by running. Parents, we ask you to do the same.**
3. Encourage your child to come home from school immediately. Loitering children often get into unsafe situations.
4. **TEACH YOUR CHILD NEVER TO CONVERSE WITH A STRANGER, NEVER TO ACCEPT A GIFT FROM A STRANGER, AND NEVER TO GET INTO A CAR WITH A STRANGER.**
5. Always be sure your small children carry identification in the form of the parents' names, address, and telephone numbers.
6. Vehicles need to stop for stopped school buses with stop sign or flashing lights.

SECTION 504

Section 504 is an act that prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The act defines a person with a disability as anyone whom:

- Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working;
- Has a record of such impairment; or
- Is regarded as having such an impairment.

In order to fulfill obligations under Section 504, Widefield District 3 has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

SECURITY CAMERAS

Widefield School District is committed to the safety of all students and staff. Entry doors for visitors are established and monitored by security cameras at every building. Doors will remain locked at each site during instructional hours. Visitors should have a photo ID ready before pushing buttons for service at entry doors. After gaining admission, visitors must check-in directly at the office.

SEX OFFENDER INFORMATION FOR PARENTS

Parents may obtain information collected by law enforcement agencies related to registered sex offenders by contacting the El Paso County Sheriff's Office at 520-7333. Legal Ref.: CRS 22-1-124

SKATES AND SKATE SHOES

Skates and/or skate shoes (i.e., Heelys, etc.,) are not permitted to be worn at school with functioning wheels. Wheels must remain hidden and unused during school hours. If these items are brought to school and used, they may be confiscated and may not be given back until either the end of a school term or until a parent comes in to retrieve them. This policy extends to field trip and riding the bus to and from school.

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS

The Family Educational Rights & Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's educational record as follows: 1) the right to inspect and review the student's records; 2) the right to request to amend the student's educational records; and 3) the right to consent to disclosure of personally identifiable information contained in the student's educational records, except as authorized without consent; 4) the right to file a complaint with the U.S. Department of Education; 5) the right to refuse to permit the designation of any or all of the categories of directory information; 6) the right to request that information not be provided to military recruiters.

The district is permitted by law to disclose information regarding students. Directory information may include the student's name, date and place of birth, major/minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, the most recent and previous schools or institutions attended, and other similar information. The parent or eligible student, however, has the right to refuse to permit the disclosure of any or all directory information and may submit an objection in writing to the superintendent or designee within twenty (20) calendar days of publication of this notice.

Disclosure of personally identifiable information can be made without consent to the following: 1) school officials working in the school at which the student is enrolled who have a specific and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly learning environment; 2) officials of another school, school system or post secondary institution in which the student seeks to enroll; 3) authorities named in FERPA including comptroller general of the United States, secretary of education, and state educational authorities; 4) institutions connected with a student's application for or receipt of financial aid; 5) a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district; 6) educational testing and research organizations; 7) accrediting agencies for the purpose of accreditation only; 8) parents of students over 18 years of age who are dependent for financial income tax purposes; 9) emergency situations; 10) anyone if required by a court order or subpoena; and 11) parties to litigation or if the district initiates legal action against a parent or student. (See board policy JRA/JRC for further information.)

STUDENT SEXUAL HARASSMENT

Students have a right to a school environment free of sexual harassment. Widefield District 3 policy states, "Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. It shall be a violation of policy for any student to harass other students or staff through conduct or communications of a sexual nature. The school district refuses to tolerate offensive or inappropriate sexual behavior in the school, including:

1. unwelcome sexual advances and/or sexual acts or favors
2. verbal or nonverbal behavior, including "kidding," which is demeaning or abusive;
3. the use of vulgarity by anyone when addressing another either verbally or in writing;
4. hazing of any form;
5. other verbal or physical contact of a harassing nature.

Any student who has a complaint of sexual harassment at school shall report the incident immediately to his/her counselor or building administrator.

STUDENT USE OF INTERNET ELECTRONIC COMMUNICATION

The Widefield School District desires for your student to have an information rich education. We believe this requires all students to have access to the Internet at school. Our board policy regarding the Internet has changed to reflect this philosophy. Under the new Board Policy JS-Student Use of Internet Electronic Communication, we no longer require parent permission before we will let your student access the Internet at school on a school owned device. Instead, we expect that students will use the Internet unless you as the parent/guardian explicitly and annually submit the Annual Internet Opt-Out Form (See Board Policy JS-E) and return it to your student's school. Questions regarding this policy may be directed to the Department of Technology and Information Services at 719-391-3023.

TEXTBOOKS

The textbooks used by the students are supplied by the Board of Education and are the property of the school. Each student should take very good care of the books issued to him/her. Students are responsible for all textbooks and other school materials at all times and must pay for lost or damaged items.

TOBACCO-FREE POLICY

In order to promote general health, welfare, and well-being of staff and students, smoking, chewing or other use of any tobacco products by staff, students, and members of the public shall be banned from all buildings, grounds and district vehicles in Widefield School District #3.

VIOLENCE-FREE WORKPLACE

It is the goal of Widefield School District #3 to maintain a work environment free from acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the district or which occur on district property. (District Code: GBEE)

VISITORS

Widefield School District encourages parents/guardians and other citizens to visit district classrooms, activities and functions to observe the work of the school district. Specific procedures have been established to facilitate a positive experience for visiting members of the community and the staff and students of our school. All visitors to any Widefield School District School or facility must report to the principal/supervisor before visitation

VOLUNTEERS

Widefield School District recognizes and appreciates the volunteer services provided by the members of the community and student service program providers. To facilitate the ongoing relationship between volunteers and to promote the safety and welfare of students, staff and the general public, guidelines have been established and shall be adhered to by all volunteers in Widefield School District schools and facilities. Volunteers may be required to submit to background checks. Please see your school's office personnel regarding any building-specific procedures and practices.

WITHDRAWAL FROM SCHOOL

If you are planning to move during the school year, please notify the office at least one week in advance so that your child's records can be processed. School personnel will request that you complete an Official Notification of Withdrawal form to aid us in processing your student's withdrawal as quickly as possible.

SUMMARY STUDENT CONDUCT AND DISCIPLINE CODE FROM COLORADO SCHOOL LAW AND DISTRICT POLICY

I. Philosophy

In accordance with state law, the General Assembly finds and declares that every student in a public school in this state has the right to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption...and that every student is expected to follow accepted rules of conduct and to show respect for and to obey the persons in authority in the school...and that certain behavior, especially behavior that disrupts the classroom, is unacceptable from a student and may result in disciplinary action being taken against the student. (**Colorado Revised Statutes, C.R.S., 22-32-109.1**)

II. Student Conduct and Discipline Code

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
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, or derogatory statements addressed publicly to others that precipitate disruption of the 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 district'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 district policy or building regulations.
11. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
12. Violation of the district's alcohol use/drug abuse policy.
13. Violation of the district's violent and aggressive behavior policy.
14. Violation of the district's tobacco-free schools policy.
15. Violation of the district's policy on sexual harassment or other harassment.
16. Violation of the district's policy on nondiscrimination.
17. Violation of the district'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 cause bodily injury or damage property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
21. Lying or giving false information, either verbally or in writing, to a school employee.
22. 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 which is detrimental to the welfare or safety of other students or school personnel.
25. Repeated interference with the school's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

III. Student Discipline Procedures

A. Disciplinary Action

Disciplinary action may result in but may not be limited to the following: 1) warning; 2) loss of privilege; 3) in-house suspension/detention; 4) detention; 5) suspension; 6) transfer to another school in district; 7) transfer to another class; 8) home instruction; 9) assistance from outside agency; 10) expulsion; 11) Remedial Discipline Plan; or 12) Alternative Education Program. The choice among the above disciplinary, preventive, and/or corrective measures in each case is discretionary with the school district and will be made by the appropriate school official based on the circumstances of a given situation. **(Board Procedure JK-R)**

B. Remedial Discipline Plan

The principal may develop a plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. To develop the plan, the principal will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the principal believes should attend. A written plan will be prepared which addresses the student's disruptive behavior, educational needs and what steps are necessary to keep the child in school. The plan may include incentives and consequences, and may be written in the form of a contract which the student and the parent/guardian will sign and date. **(Board Procedure JK-R)**

C. Habitually Disruptive Students

A student will be declared "habitually disruptive" if suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds or at school activities or events. After appropriate notification of the student and the parent/guardian, district procedures for expulsion will be initiated when the student is suspended for the third time. **(Board Procedure JK-R)**

D. Disciplinary Removal from the Classroom

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities. Students shall be expected to abide by the code of conduct and any other classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or other disciplinary action. **(Board Policy JKBA)**

E. Student Dress Code

District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. Any student deemed in violation of the dress code shall be required to change into appropriate clothing and may also be subject to other disciplinary action as outlined in the school discipline code. Building principals may develop and adopt school-specific dress codes that are consistent with this policy. **(Board Policy JICA)**

IV. Specific Policies on Gangs, Weapons, Alcohol, Drugs, and Tobacco

A. Gang Activity Policy

It is the intention of the Board of Education to maintain a safe and productive school atmosphere that is free from the harmful influence of gang or gang-related activity. The Board specifically finds that any gang or gang-related activity, or the presence of any gang, in the schools disrupts and interferes with school programs and obstructs the lawful missions, processes, procedures or functions of the schools.

A gang is defined as any group of two or more persons which advocates or regularly engages in drug use, violence, illegal acts, disruptive behavior, or other similar acts and behaviors. Students will not engage in any actions that are intended to encourage or facilitate, or that have the effect of encouraging or facilitating, gang or gang-related activities or purposes.

Students or non-students may not: 1) recruit or aid in the recruitment of gang members; 2) wear or display any clothing, accessories, symbols or signs which indicate membership in or affiliation with any gang; 3) threaten or intimidate students, school personnel, or others lawfully on school premises or attending school functions, or engage in behavior intended to threaten or intimidate those individuals; or 4) engage in any actions that aid or further gang or gang-related activities or purposes. **(Board Policy JICF)**

B. Dangerous Weapons

The Board determines that possession and/or use of a dangerous weapon as defined in this policy is detrimental to the welfare and safety of students and school personnel. Carrying, bringing, using, or possessing any dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited unless permission has been granted by the school administration. The student will be suspended from school and may be recommended for expulsion. **(Board Policy JICI)**

C. Alcohol/Drug Abuse

The Board is concerned about the problem of substance abuse and further recognizes that inappropriate possession and/or use of alcohol, narcotic drugs, depressants or other controlled substances constitutes a hazard to the positive development of students. Therefore, students are prohibited from using, possessing or distributing alcohol, substances which are represented to be illegal drugs, or illegal drugs on school property or in connection with any school activity. The student will be suspended from school and may be recommended for expulsion. Expulsion is mandatory for the sale of drugs or other controlled substances. **(Board Policy JICH).**

D. Tobacco-Free Policy

In order to promote general health, welfare, and well-being of staff and students, smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all buildings, grounds and district vehicles. Students who violate this policy shall be subject to disciplinary action. **(Board Policy JICG)**

V. Student Search and Seizure

The district has a duty to maintain an orderly educational environment free of all acts, things, or substances which are dangerous to student welfare. Therefore, school district personnel shall have the authority to conduct lawful searches of students and their possessions, and to seize any materials not legally or rightfully possessed by the student, when school officials have a reasonable suspicion that a search is necessary.

The district will make lockers available to secondary students. However, the district shall have access to and may conduct a search and inspection of any student locker at any time. A student may not store any substances, thing, or material in his/her locker which is unsanitary or otherwise harmful to the health and welfare of others. **(Board Policies JIH and JIH-R)**

VI. Use of Physical Intervention and Staff Immunity

A. **Use of Physical Intervention**

In dealing with disruptive students, any person employed by the school district may, within the scope of his/her employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes: 1) to prevent a student from an act of wrong-doing; 2) to quell a disturbance threatening physical injury to others; 3) to obtain possession of weapons or other dangerous objects upon a student or within the control of a student; 4) for the purpose of self-defense; 5) for the protection of persons or property; and 6) to maintain discipline. Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy. Corporal punishment shall not be administered to students by anyone in any district school. **(Board Policy JKA)**

B. **Immunity for Enforcement of Discipline Code**

An act of a teacher or other employee of the district shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures. Such person shall be immune from civil liability unless the person acted willfully or wantonly.

NOTE: Complete policies are available on the district website.

Widefield School District #3 complies with all state and federal regulations prohibiting discrimination on the basis of race, color, national origin, creed, religion, age, sex and handicap.

Inquiries concerning the application of Title IX, section 504 or Title VI may be referred to Widefield School District's Affirmative Action Officer, 1820 Main Street, Colorado Springs, Colorado 80911, or to the Regional Director, Department of Education, Office of Civil Rights, 1961 Stout, Denver, Colorado 80294.

WIDEFIELD SCHOOL DISTRICT #3 is an Equal Opportunity Employer