

Fountain Middle School

**2024-2025
Student/Parent Handbook**

**515 N. Santa Fe Avenue
Fountain, CO 80817**

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FOUNTAIN MIDDLE SCHOOL

MISSION STATEMENT

Fountain Middle School, in partnership with families and the community, delivers opportunities for students to learn in a safe, tolerant, and positive environment focused on a rigorous, in-depth, and rich curriculum.

WELCOME TO FMS

The policies and procedures contained in this handbook are to serve as guidelines for your attendance at Fountain Middle School. These policies and procedures are provided with the intention of making your education a worthwhile and meaningful experience. This student handbook is provided for your use throughout the school year. Feel free to discuss any of its contents with the administrators, the counselors, or any teacher.

This is your school! What you obtain from it will be up to you. The faculty and administration are here to provide you with the opportunity to become a successful and productive citizen. The benefits you will gain from your middle school experience will be in direct correlation to the amount of energy you put forth as a student.

We hope that your year at Fountain Middle School enhances your growth and development. We believe that given a safe, supportive, and orderly environment, all children can and will learn.

MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to Fountain Middle School, home of the Trojans. I and the staff at FMS are privileged to have the opportunity to support our students as they mature into young adolescents and prepare for high school. The outstanding faculty at FMS are dedicated to ensuring that all students receive a high quality education while developing the skills and competencies to be successful throughout their life-long endeavors.

Our Vision at Fountain Middle School is to develop well-rounded citizens, life-long learners, and future leaders. In order to obtain this vision, it is our expectation that our students accept responsibility and ownership for the culture and climate of our school. We expect that our students demonstrate responsibility and follow all rules and policies set forth to ensure their success. This handbook serves as a tool for students and parents to understand the rules and responsibilities we expect from all students.

Fountain Middle School has outstanding students and parents, exceptional faculty, an amazing facility, and rich history. Collectively, it is our goal that all students are successful at Fountain Middle School, and we dedicate ourselves to work diligently to support them in obtaining that success.

My advice to all students dreaming of success at Fountain Middle School can be summed up in these seven words:

- ❖ Know an adult – Adults are your friends and support at school. Use them, and develop educational relationships with the adults at FMS.
- ❖ Get involved – FMS has a multitude of clubs, athletic teams and other venues to become involved. Students who are involved are successful at school.
- ❖ Demonstrate PRIDE – Students who accept ownership in the culture and climate at their school demonstrate PRIDE expectations on a regular basis.

On behalf of our faculty, we look forward to an amazing school year, and are excited to see the wonderful things our students will accomplish.

Sincerely,

D. Corrie Walker

D. Corrie Walker
Principal

Table of Contents

Mission Statement/Welcome.....	2
Message from the Principal.....	3
PRIDE/School wide Expectations.....	6
Successful Student Expectations	7-12
Academic Performance.....	7
Academic Integrity.....	7-9
Student Expectations	9-10
The School Day.....	11
Access to Infinite Campus.....	12
School and District Information.....	12
Wellness.....	12
Attendance	13-15
Attendance Policy	13-15
Truancy	15
Tardy Policy	15
Discipline Policies and Procedures.....	16-28
Closed Campus Policy	16
Visitors.....	16
School Property.....	17
Food and Lunch Behaviors.....	17
Safety, Security, and the Law.....	17-19
Unauthorized Sales.....	19
Bullying Prevention and Education.....	20
Behavior Expectations for Assemblies and Programs.....	21
Removal of Students from School-Sponsored Activities.....	21
Searches.....	21
Reasonable and Appropriate Physical Intervention.....	21
Public Display of Affection.....	22
Skateboards.....	22
Electronic Devices.....	22
Camera Use	22
Cell Phones.....	22-23
Dress Code	23-24
School Bus Behavior.....	24
Recovery.....	24
In School Detention.....	25
Suspension.....	25
Student Rights Concerning Suspension.....	25
Protocol for Parent Grievances.....	25-26
School Closings.....	26
Emergency Procedures.....	26
Providing Medications.....	27
Title IX.....	27-28
Positive Behavior Interventions and Supports.....	29
Homework.....	30-31
Homework Policy.....	30
Why Assign Homework?.....	30
Guidelines for Students.....	30-31
Guidelines for Parents.....	31
After School Tutoring.....	31
Library/Media Center Policies.....	31
Student Identification.....	31

Laptop Use/Care Policy.....	32-35
Athletics and Activities.....	36
Eligibility Policy.....	36
Behavior at Athletic and School Events.....	36
Athletic Handbook.....	36
Counseling Department.....	37
Grade Level Counselors.....	37
Guidance Counselor Services.....	37
Report Cards.....	37
Registration.....	37
McKinney-Vento Act.....	37
Grading Policies and Student Recognition.....	38
Grading Scale.....	38
Semester Honor Roll Awards.....	38
Curriculum.....	39-40
Course Offerings.....	39
Schedule Changes.....	39
Gifted.....	39-40
2022-23 District 8 Board Policies for Student Handbooks.....	41-57

Settings	School-Wide Rules/Expectations				
	<u>P</u> ERSEVERE	<u>R</u> ESPECT	<u>I</u> NTEGRITY	<u>D</u> ISCIPLINE	<u>E</u> FFORT
Classroom	<ul style="list-style-type: none"> Focus on learning, ignore distractions Complete school work Arrive to class on time 	<ul style="list-style-type: none"> Use kind, supportive words with students and staff Work quietly when asked Take care of classroom materials 	<ul style="list-style-type: none"> Follow adult directions without argument Meet or exceed teacher expectations for student behavior 	<ul style="list-style-type: none"> Complete assigned work on time Treat substitute teachers well 	<ul style="list-style-type: none"> Set goals to improve and challenge selves Active participation Ask for help/clarification when needed
Hallways	<ul style="list-style-type: none"> Arrive to class on time Go directly to designated locations Engage in positive interactions that build relationships 	<ul style="list-style-type: none"> Hands, feet, and bodies to self Walk on the right side of the hall Follow directions of all adults 	<ul style="list-style-type: none"> Refrain from horseplay and engaging in physical aggression Accept consequences for actions 	<ul style="list-style-type: none"> Walk with the flow of traffic and keep moving Speak quietly and use appropriate language Conversations are held to the side of the hall 	<ul style="list-style-type: none"> Acknowledge adult requests by following through promptly Monitor your time Take care of personal needs between classes
Cafeteria	<ul style="list-style-type: none"> Be aware of your impact on others Engage in positive interactions that build relationships 	<ul style="list-style-type: none"> Students keep food in the cafeteria Use appropriate manners 	<ul style="list-style-type: none"> Students clean up after themselves Keep a positive account balance Accept consequences for actions 	<ul style="list-style-type: none"> Stay out of others' personal space Take care of the cafeteria space Stay seated while eating 	<ul style="list-style-type: none"> Raise hand for requests Act as role models for other students
Library	<ul style="list-style-type: none"> Remain on-task Expand learning opportunities Encourage on task behavior 	<ul style="list-style-type: none"> Take care of books and materials Keep voices at a low volume 	<ul style="list-style-type: none"> Take care of books and materials Check out and return materials on time 	<ul style="list-style-type: none"> Put materials back where they belong Follow all directions promptly 	<ul style="list-style-type: none"> Utilize the library as a tool for learning
Bus	<ul style="list-style-type: none"> Engage in positive interactions with all Get to the bus on time 	<ul style="list-style-type: none"> Prioritize being on time Use kind and appropriate words with all Wait your turn to enter or exit bus 	<ul style="list-style-type: none"> Encourage others to make good choices Monitor voice volume to avoid shouting and yelling 	<ul style="list-style-type: none"> Stay seated while the bus is in motion Positively solve conflicts Accept consequences for actions 	<ul style="list-style-type: none"> Act as positive role models for other students Use self-control to avoid getting into conflicts with peers
Activities (Athletics, Clubs, Tutoring)	<ul style="list-style-type: none"> Use time to improve and excel towards personal goals "Student first" mindset 	<ul style="list-style-type: none"> Use kind and supportive words with students and staff Take care of equipment and materials Arrive at activities on time 	<ul style="list-style-type: none"> Students apply all school rules at activities and games, home or away 	<ul style="list-style-type: none"> Demonstrate good sportsmanship Students remain calm in stressful situations Spectators cheer on and encourage all athletes 	<ul style="list-style-type: none"> Attend all designated activity times Active participation throughout the entire event
Restroom	<ul style="list-style-type: none"> Keep all business on task Use restroom for intended purpose 	<ul style="list-style-type: none"> Clean up after yourself Voices off or low voices while in the bathroom 	<ul style="list-style-type: none"> Report any restroom misuse or avoidance of class Only one person per stall is permitted 	<ul style="list-style-type: none"> Self-regulate in the restroom Demonstrate appropriate behaviors for a communal space 	<ul style="list-style-type: none"> Use self-control to avoid engaging in behaviors that destroy property or cause physical or emotional harm to others
Gym	<ul style="list-style-type: none"> Arrive to class on time Perform skills to the best of your ability Use time to improve and excel towards personal goals 	<ul style="list-style-type: none"> Use kind and supportive words with students and staff Take care of equipment and materials 	<ul style="list-style-type: none"> Follow adult directives without argument Meet or exceed teacher expectations throughout the entire class 	<ul style="list-style-type: none"> Demonstrate good sportsmanship Remain calm in stressful situations Treat guest teachers well 	<ul style="list-style-type: none"> Set goals to improve and challenge yourself Active participation Ask for help/clarification when needed
Locker Room	<ul style="list-style-type: none"> Ask appropriate support to get your needs met Support others in remaining on task 	<ul style="list-style-type: none"> Care for other <u>students</u> space and belonging Use appropriate voice levels 	<ul style="list-style-type: none"> Take care of your locker and keep it locked Do not touch others' belongings 	<ul style="list-style-type: none"> Practice proper hygiene Keep the locker room clean 	<ul style="list-style-type: none"> Manage your time well Remain on task

SUCCESSFUL STUDENT EXPECTATIONS

ACADEMIC PERFORMANCE

The goal of Fountain Middle School is to have students perform at the highest academic level possible. An environment has been established to ensure that this can take place. Our students will compete in a global society, and we strive for the highest academic honors. By working hard at Fountain Middle School, students will be prepared to compete. Fountain Middle School is a community of individuals who demand more of themselves and who strive to achieve excellence in all their endeavors by being open to growth, intellectually competent, and committed to doing justice.

Open to Growth

Fountain Middle School students are learning to take responsibility for their own actions and growth. Learning is a life-long process of intellectual and personal development. Students understand that having experiences outside of their worldview is important to their development. For example, our students are provided with opportunities that help them:

- Grow in self-awareness by understanding their intellectual and personal talents and limitations.
- Seek to comprehend their experiences of others, self, and creation through self-reflection and action.

Intellectually Competent

Fountain Middle School students master academic requirements necessary for advancing their formal education using the fundamental tools of learning. Moreover, our students realize the need to practice intellectual integrity. For example, our students:

- Master the essential knowledge presented in curricular and extracurricular experiences which reflect a diverse and broad worldview.
- Clearly articulate and effectively utilize the knowledge gained in classes with sensitivity and insight into the challenges facing the individual, the students' immediate community, and the world community.

Our Belief:

We believe that the school's success is founded in a partnership between parents, students, and the school staff. Parents can participate through various volunteer opportunities, attending parent/teacher conferences and supporting school events. We also want parents to know they are welcome in our school and classrooms. Please feel free to arrange with teachers or the administration to visit classes or to volunteer your services.

ACADEMIC INTEGRITY

Fountain Middle School encourages each of its students to actively participate in the learning process. It is the school's requirement that students will be increasingly able to learn on their own and produce work that shows their integrity and their efforts. This development requires that students maintain an attitude of academic honesty throughout their years at Fountain Middle School. The academically honest student:

- Prepares thoroughly for all academic assignments
- Tries his/her best at all assigned tasks
- Takes ownership of his/her talents and abilities

- Seeks appropriate help when he/she fails to understand
- Makes proper use of the efforts and thoughts of others
- Takes pride in each assignment as an example of his/her own skill and effort

To recognize the talents and efforts of each student and to promote the fundamental principles of mutual trust and respect, Fountain Middle School encourages student effort and insists on academic honesty. Types of academic dishonesty include the following:

Cheating: Using or attempting to use unauthorized materials in any academic situation or having someone else complete work for which you are responsible. Examples of cheating or violation of testing protocol include, but are not limited to:

- Using open notebooks, texts, or other course materials without permission
- Exchanging answers with another student
- Copying another's test answers with or without his/her permission
- Using —cheat notes/taking photos of tests/quizzes

Students must comply with the testing procedures specified by the teacher, for example, silence while test materials are being distributed, etc.

Fabrication: Inventing or falsifying information. Examples include, but are not limited to:

- Citing sources not used

Copying: Examples include, but are not limited to:

- Copying homework or papers from another person
- Acquiring answers from the internet or other electronic sources without citations
- Using teacher edition texts or teacher answer keys or test copies

Deception or Misrepresentation: Lying about your work or academic records. Examples include, but are not limited to:

- Forging a teacher's signature on any document.
- Taking credit for group work to which you did not contribute significantly
- Forging an adult's signature on a note or other communication, altering that note or communication, or impersonating an adult in phone calls, etc.

Electronic Dishonesty: Using network access inappropriately, examples include, but are not limited to:

- Using another's computer account / computer files
- Invading another's files
- Damaging or deleting others' computer files

Plagiarism: Plagiarism is the use, intentional or not, of the writing or ideas of others and representing them as one's own. Paraphrasing the ideas of someone else is plagiarism. Credit must be given to all outside sources, including, but not limited to: research materials, online databases, internet sources, encyclopedias, charts, graphs, pictures, quotations, and paraphrasing and summaries of another's written or spoken words. Plagiarism, regardless of intent or degree or amount, is theft and violates academic integrity. Students uncertain about what material to cite should consult teachers for guidance and advice.

In accordance with discipline policies, any student whom a teacher finds cheating on school work will receive a zero for that work. **Other consequences may be applied.**

Process:

When a teacher has reason to believe that academic dishonesty has occurred, the following steps will be taken:

Teacher/Administrator Action:

- The teacher will investigate the matter with the student(s) involved.
- The teacher will communicate the outcome of his/her investigation to an Administrator. The teacher, in consultation with the Administrator, may decide to issue an additional consequence, and will communicate this decision to the student and his/her parents.

STUDENT EXPECTATIONS

SELF-DISCIPLINE

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is this training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

WORK HABITS/TIME MANAGEMENT

Students, staff, parents, and community will develop and use productive work habits.

- Complete work to the best of their ability.
- Strive for excellence in all their work.
- Honor time commitments.
- Arrive at school/class prepared to work.
- Work independently and cooperatively with others when appropriate.
- Persevere even when tasks are difficult.

SCHOOL CLIMATE

Students, staff, parents, and community will behave in a manner which fosters a positive school environment.

- Participate actively in the learning process.
- Encourage parent and community involvement.
- State expectations clearly.
- Show sensitivity toward others.
- Use courteous and polite language and behavior.
- Exercise self-discipline.
- Follow school and district rules.

PHYSICAL AND EMOTIONAL SAFETY

Students, staff, parents, and community will promote, create, and maintain an environment free from physical and emotional harm.

- Control anger and resolve conflict through nonviolent means.
- Ensure that schools are free from weapons.
- Ensure that schools are free from harmful substances.

- Ensure that schools are free from intimidations, discriminations, and harassment.

RESPECT FOR GROUNDS AND PROPERTY

Students, staff, parents, and community will be thoughtful caretakers of the school and district property and the property of others.

- Use property and materials for their intended purpose.
- Take responsibility for maintaining school and district property.
- Show respect for the personal property of others.

INTEGRITY AND RESPONSIBILITY

Students, staff, parents, and community will accept personal responsibility and accountability for their actions or inactions.

- Honor commitments.
- Promote excellence by setting challenging and attainable goals.
- Serve self and others through community involvement.
- Take the initiative to help others.
- Determine the right thing to do and do it.

DIVERSITY

Students, staff, parents, and community will respect the unique attributes and qualities of every individual.

- Treat others with fairness and compassion.
- View diversity as enhancing the school environment and community.
- Promote and encourage increased knowledge and understanding of diversity in curriculum and school-related activities.

COMMUNICATION

Students, staff, parents, and community will communicate effectively to build a more positive school environment.

- Communicate with positive intent.
- Communicate in an open, trusting and truthful manner.
- Express ideas clearly.
- Listen actively and encourage feedback.
- Communicate in a timely and on-going manner.
- Clarify communication directly with the source.

THE SCHOOL DAY

School begins at 8:30 a.m. and ends at 3:55 p.m. Students will be under the supervision of School District 8 employees from 8:10 a.m. to 4:05 p.m. Students should not arrive at school before 8:10 a.m. unless they are eating breakfast or attending Open Gym. Breakfast begins at 8:10 a.m. Students are expected to leave school grounds at 3:55 p.m. unless they are in a supervised activity with a staff member.

Fountain Middle School 2024-2025 Master Schedule			
Final-6/4/2024			
6 Grade	7 Grade	8 Grade	Electives
Elective 6.1* 8:30 – 9:20 (50 Min)	CORE 1 8:30 – 9:23 (53 Min)	CORE 1 8:30 – 9:22 (52 Min)	Elective 6.1* 8:30 – 9:20 (50 Min)
CORE 1 9:24 – 10:16 (52 Min)	Elective 7.1* 9:27 – 10:18 (51 Min)	CORE 2 9:25 – 10:18 (52 Min)	Elective 7.1* 9:27 – 10:18 (51 Min)
Core 2 10:19 – 11:11 (52 Min)	CORE 2 10:22 – 11:14 (52 Min)	Elective 8.1* 10:21 – 11:12 (51 Min)	Elective 8.1* 10:21 – 11:12 (51 Min)
FOCUS 11:14 – 12:06 (52 Min)	CORE 3 11:17 – 12:09 (52 Min)	Lunch 11:12 – 11:42 (30 Min)	Lunch 11:12 – 11:42 (30 Min)
Lunch 12:06 – 12:36 (30 Min)	CORE 4 12:12 – 1:04 (52 Min)	CORE 3 11:46 – 12:38 (52 Min)	Plan 11:42 – 12:36 (54 Minutes)
Elective 6.2 12:40 – 1:31 (51 Min)	Lunch 1:04 – 1:34 (30 Min)	CORE 4 12:41 – 1:34 (53 Min)	Elective 6.2 12:40 – 1:31 (51 Min)
CORE 3 1:35 – 2:27 (52 Min)	Elective 7.2 1:38 – 2:29 (51 Min)	FOCUS 1:38 – 2:29 (51 Min)	Elective 7.2 1:38 – 2:29 (51 Min)
CORE 4 2:30 – 3:22 (52 Min)	FOCUS 2:32 – 3:24 (52 Min)	Elective 8.2 2:32 – 3:24 (52 Min)	Elective 8.2 2:32 – 3:24 (52 Min)
PWR - M/T ACCESS - T/Th Advisory - W/F 3:25 – 3:55 (30 Min)	PWR - M/T ACCESS - T/Th Advisory - W/F 3:27 – 3:55 (28 Min)	PWR - M/T ACCESS - T/Th Advisory - W/F 3:27 – 3:55 (28 Min)	Plan 3:27 – 3:55 (28 Min)

MORNING CONDITIONING

Time: 7:10 a.m. – 8:10 a.m.

AFTER SCHOOL TUTORING AND CLUBS

Time: 4:00 p.m. – 5:00 p.m.

Students are not allowed in the main building prior to 8:20.

ACCESS TO INFINITE CAMPUS

The school utilizes Infinite Campus (IC) as our student information system. This system allows students and parents to access grades, attendance, and other academic information. In order to access the IC portal, enter the following address into your web-browser:

<https://ffc-ic.ffc8.org/campus/portal/ffc.jsp>

Training sessions will be periodically conducted for parents who need help. Parents must show identification to the office secretaries to receive their account information or reset password. No information will be given over the phone.

SCHOOL AND DISTRICT INFORMATION

Please visit our District website at www.ffc8.org or our school website at <https://www.ffc8.org/FMS> for information to help create smooth transitions between schools and find valuable information on important events, daily announcements, newsletters, open house, athletics, clubs, and more!

WELLNESS

The Board of Education 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 a 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 during 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.

CAFETERIA/ACCOUNT INFORMATION (Prices for 2nd lunch/breakfast and A la Carte)

Fountain Middle School uses a computerized meal accounting system for our breakfast and lunch program that is set up by the district. During the 2023-24 school year, breakfast and lunch are free of charge. However, students wanting to get a second helping will be charged an additional fee.

2023-24 Meal Prices:

Breakfast: \$0.00

Lunch: \$0.00

2nd Breakfast: \$2.50

2nd Lunch: \$4.75

ATTENDANCE

ATTENDANCE POLICY

In accordance with Colorado State Compulsory Attendance Law 22-33 104:

“The general assembly hereby declares that two of the most important factors in ensuring a child’s educational development are parental involvement and parental responsibility. The general assembly further declares that it is the obligation of every parent to ensure that every child under such parent’s care and supervision receives adequate education and training. Therefore, every parent of a child who has attained the age of seven years and is under the age of seventeen years shall ensure that such child attends public school in which such child is enrolled in compliance with this section.”

Absences: An absence is classified as non-attendance in one or more periods during the school day. Additionally, students arriving to class 5+ minutes late will also be considered absent.

Cutting Class: Students found avoiding their classroom, or are more than 5 minutes late to class without a pass will be marked as Cutting Class. Students cutting class are subject to disciplinary consequences.

ATTENDANCE PHILOSOPHY - PARENT/SCHOOL PARTNERSHIP

The ultimate responsibility for school attendance rests with parents and students with the school assisting them to fulfill that responsibility. The school expects parents/guardians to call the attendance office each day a student is absent. The school, through phone calls or mail, will make reasonable attempts to inform parents/guardians of student absenteeism.

A key criteria of a student’s success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Students’ participation in class discussion, listening to lectures, clarifications, and explanations, viewing or listening to audio-visual materials and attending school assembly programs are considered integral parts of the educational program. It is impossible to gain the full significance of any class presentation through make-up work; therefore, students, parents, teachers and administrators must make every effort possible to ensure regular school attendance.

- **STUDENTS ACCEPT THEIR RESPONSIBILITY FOR REGULAR SCHOOL ATTENDANCE** by attending and participating in each class regularly and at the assigned time.
- **PARENTS ACCEPT THEIR RESPONSIBILITY FOR THEIR CHILD’S REGULAR SCHOOL ATTENDANCE** by stressing the significance of the school day and year. Parents must notify the school by phone when their child is absent.
- **TEACHERS ACCEPT THEIR RESPONSIBILITY FOR REGULAR SCHOOL ATTENDANCE** by providing interesting, stimulating and meaningful educational experiences for each student.
- **ADMINISTRATORS ACCEPT THEIR RESPONSIBILITY FOR REGULAR SCHOOL ATTENDANCE** by developing a positive approach to clearly stated attendance regulations and their application.

ABSENCE CODES IN INFINITE CAMPUS

Code	Description	Status	Excuse
ABE	Absent Excused	Absent	Excused
ABU	Absent Unexcused	Absent	Unexcused
ACAX	Activity	Absent	Exempt
ADAX	Administrator's Office Absent	Absent	Exempt
ADTX	Administrator's Office Tardy	Tardy	Exempt
BLKE	Mil Block Leave Excused	Absent	Excused
BLKU	Mil Block Leave Unexcused	Absent	Unexcused
CRTE	Court Excused	Absent	Unexcused
CSAX	Counselor's Office Absent	Absent	Exempt
CSTX	Counselor's Office Tardy	Tardy	Exempt
HBPX	Homebound	Absent	Exempt
ILAE	Illness	Absent	Excused
ISPE	In School Suspension	Present	Excused
SUAE	Suspended	Absent	Excused
TDE	Tardy Excused	Tardy	Excused
TDU	Tardy Unexcused	Tardy	Unexcused
TRU	Truant Unexcused	Absent	Unexcused
TRUP	Truant on Plan Unexcused	Absent	Unexcused
UVAN	Unverified Absent	Absent	Unknown
YEWD	Year End Withdrawal (within CDE guidelines)	Present	Exempt
CUTU	Cutting Class	Absent	Unexcused

NOTIFYING THE SCHOOL

Parents must contact the attendance office within 2 business days in order to excuse an absence. The attendance line number is: **719-382-1584**. Absences that have not been excused will be converted to unexcused after 2 business days.

Documentation must be provided to excuse a student due to a family emergency or parent/guardian deployment. A doctor's note must be provided to the attendance secretary to excuse absences if the student is required to stay home for more than 2 consecutive days due to illness. If an error has been made with your student's attendance, please contact your student's teacher via email or call the attendance office at 719-382-1584 to be transferred to the teacher's voicemail box.

NOTIFICATION OF PARENTS

Parents will be notified daily by our computer phone system to inform them of their student's Unverified Absence (UNV). If an error has been made with your student's attendance, please contact your student's teacher via email or call the attendance office at 719-382-1584 to be transferred to the teacher's voicemail box.

If you are an out of district student, continued unverified, or unexcused absences, may result in possible withdrawal from school for the remainder of the semester.

LATE WORK

Students are responsible for completion of make-up work/missed assessments following an absence. Make-up work can be requested by emailing his/her teachers or requesting work upon returning to

school. Students have one day for each day missed, plus one additional day to make up the work. **Work will not be given to students that have an upcoming long-term absence.** These students and parents will work with the counseling office to develop a catch-up plan that involves accessing teachers after school or during lunch.

WITHDRAWALS

Parents who are withdrawing their students from school must give the office a five day notice. The parent/guardian will need to complete a "Withdrawal Notice" in the counseling office which informs them of the checkout date. Students must complete a classroom/sports/library/food service check-out form prior to withdrawing. Students must be enrolled for 20 days in that quarter to receive grades.

TRUANCY

If a student is absent without a signed parental excuse, or if the student leaves school or a class without permission of the teacher/ administrator in charge, the student shall be considered truant.

A "habitual truant student" shall be defined as a student of compulsory attendance age who has four unexcused absences from school in any one month or ten unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences. At that time, a letter will be sent home encouraging attendance and outlining district policy and state law. Documentation must be provided for any additional absences to be excused after an Attendance Plan has been enacted.

TARDY POLICY

PARENTAL CONTACT

An automated phone call will be made each morning at 9:00 a.m. and/or each evening at 4:30 p.m. to all homes of students who have been marked tardy during the day.

UNEXCUSED TARDY (TDU is the code in Infinite Campus)

- Students are expected to be in class on time and prepared for the day's activities.
- Consequences for up to four unexcused tardies will be handled by the teacher.
- Unexcused Tardy (TDU) five or more (total amount) will result in a referral and additional consequences deemed necessary by FMS administration.
- If a student is more than 5 minutes late he/she will be marked as skipping class.

BUILDING AND DISCIPLINE PROCEDURES

The staff at Fountain Middle School believes that students learn best in an orderly and safe environment where the classroom is free from unnecessary disruptions. Students are encouraged to promote safety. Students involved in any activity deemed unsafe on school grounds will result in disciplinary action.

Students must have a pass to be in the hallway at any time other than passing periods. Appropriate hallway behavior is required. This includes use of quiet voices, walking, and respect for others (no inappropriate language and/or putdowns). Hallway violations will result in disciplinary action.

Safe school behavior is essential for a proper learning environment. Fighting, harassment, and intimidation will not be tolerated. Any type of direct or implied verbal or physical threat, sexual harassment, acts of theft, or intimidating others are not acceptable by the school, nor should the students tolerate them. The entire school staff will assist students in resisting these acts.

Student's engaging in unsafe behaviors at FMS will receive disciplinary action. If safety is threatened, a student could lose the privilege of using a backpack/bag at FMS. This will be reassessed each quarter. **Depending on the severity of the infraction, students may be subject to being ticketed by the Fountain Police Department.**

CLOSED CAMPUS POLICY

Fountain Middle School is a closed campus. Students are expected to remain on campus from 8:30 a.m. to 3:55 p.m. Parents please support our closed campus policy by not excusing students to leave campus.

Students are allowed to enter and exit through the main office and their assigned Grade Level entrances. All outside school grounds are considered off limits during the school day unless properly supervised or an administrator grants permission. However, students may be in the outside courtyard area during designated lunch times. Students who violate the closed campus policy are subject to disciplinary action. Leaving campus without administrative approval may result in disciplinary action.

VISITORS

All visitors to the building are required to check in with the main office. No student visitors are allowed in the school building or school grounds during the school day. Also, due to safety and liability issues, children visitors are not allowed in the building during school hours.

PARENTS OBSERVING CLASSES

Fountain Middle School welcomes the opportunity for parents to observe classes. However, to make this process conducive to the learning environment, we ask that parents contact an assistant principal at least 24 hours in advance to arrange a visit. Conferences with teachers should be prearranged with the individual teacher or team. Parents need to check in with the main office and receive a visitor's pass before attending the classroom.

SCHOOL PROPERTY

At Fountain Middle School, the staff and students work together to keep the building, grounds, and grade-level areas clean and free from damage. Students defacing any school property (ex: desks, chairs, laptops, bathrooms, hallway walls, elevators, etc.) shall repair or pay full replacement cost for the damaged property and are subject to suspension or expulsion.

FOOD/LUNCHTIME BEHAVIOR

The Fountain Middle School cafeteria offers ample space for all students to eat lunch. Students are expected to clean up after themselves and behave responsibly in the cafeteria. **Students are not permitted to have any type of food or beverages outside of the cafeteria (except water).** Students bringing food or drinks other than water outside of the cafeteria will be asked to dispose of the items immediately. *Additionally, students are not permitted to sell their personal food or beverages items to other students.* Students not following these expectations will be subject to disciplinary action.

Parents may bring food for their son/daughter only. Parents may not bring large quantities of food for other students. The food must be picked up by their student during the student's lunch period.

To avoid miscommunication and potential food waste, we ask that parents refrain from using any type of delivery service. The school is not responsible for any items not picked up by their student(s).

Due to security purposes parents and visitors wishing to eat lunch with their student(s) are required to sign in at the main office and obtain a visitor's badge. Photo ID is required.

SAFETY, SECURITY, and THE LAW

Fountain-Fort Carson School District is dedicated to the safety and security of all schools, students, and staff. One of the most important aspects of school safety is the partnership with **School Resource Officers (SROs)**. SRO's have a variety of roles and responsibilities around the school including, but not limited to:

- Building Security
- Safety Drills
- High Alert Behaviors
- Traffic
- Safe2Tell
- Education
- Community

One of the assigned duties of the SRO (School Resource Officer) is to issue tickets for criminal behavior on school ground and at school functions. The tickets are official police tickets and may require a court appearance. Tickets may include but not limited to:

- Weapon violations
- Possession and/or consumption of alcohol
- Drug paraphernalia

- Illegal narcotics
- Theft
- Harassment
- Criminal mischief
- Destruction of Property
- Fighting

Any unlawful act taking place on or off school property not only makes the student subject to penalties which the courts may prescribe, **but can also result in a habitually disruptive contract, deferred expulsion, or expulsion from the school.** This includes acts which occur during school or outside of the school day (evenings, weekends, holidays, etc.)

ACCORDING TO STATE LAW: THE FOLLOWING ARE GROUNDS FOR SUSPENSION, EXPULSION, AND DENIAL OF ADMISSION

- Fighting/Physical Altercations: on or off school grounds
 - o Legal Reference: C.R.S. 22-33-106 (c)
 - o School District 8 Board Policy: JK and JICDA
- Smoking, possession or the use of Tobacco products/inhalants
 - o Fountain Middle School is a tobacco free campus, meaning that it is illegal for anyone regardless of age to possess or use any form of tobacco product and/or inhalant on school grounds. This includes all forms of chewing tobacco, cigarettes, vapor pens and electronic cigarettes (e-cigarettes).
 - o School District 8 Board Policy: JK and JICDA
- Habitually disruptive
 - o “Habitually disruptive” means a child who has been suspended three times during the course of a school year for causing a material and substantial disruption in the classroom, on school grounds, on a school vehicle, or at school activities or events.”
 - o Legal Reference: C.R.S. 22-33-106 II,
 - o School District 8 Board Policy: JK and JICDA
- Theft
 - o Legal Reference: C.R.S. 18-3-202
 - o School District 8 Board Policy: JK and JICDA
- Willful destruction, or defacing of property
 - o Legal Reference: C.R.S. 22-33-106 (b)
 - o School District 8 Board Policy: JK and JICDA
- Drugs or Alcohol: possession, distribution, consumption, selling of any drugs, alcohol or controlled substances
 - o Legal Reference: C.R.S. 12-22-303 and 22-33-106 (I), (d) (recommendation for expulsion is mandatory for the possession and sale of drug or controlled substance.) 18-18-407 (II) (crime to sell, distribute or possess controlled substance on or near school grounds or bus).
 - o School District 8 Board Policy: JICH
- Gang related activities, memberships, or involvement with anti-social behaviors including: apparel, jewelry, or accessory, notebook, computers, pictures, or manner of grooming by virtue of its color, arrangement, trademark, or any other attribute that denotes membership in gangs which advocate drug use, violence, or disruptive behavior.
 - o Legal Reference: C.R. S. 12-33-106 (c)

- o School District 8 Board Policy: JK and JICDA
- Carrying, bringing, using or possession of a weapon or a facsimile thereof
 - o Legal Reference: C.R.S. 22-33-106 III paragraph (A), (B), (C), and (D)
 - o School District 8 Board Policy: JICI
- Blatant disobedience, defiance or disrespect to school personnel or school rules of conduct or repeatedly interfering with the school's ability to provide safe, educational environment for others.
 - o Legal Reference: C.R.S. 22-33-106 II
 - o School District 8 Board Policy: JK and JICDA
- Behavior on school property that is detrimental to the welfare or safety of other students or of school personnel, including profanity and behavior that creates a threat of physical harm to the student or to other students.
 - o School District 8 Board Policy: JK and JICDA
- Chronic discipline problems at school: multiple discipline referrals in a given semester
 - o Legal Reference: C.R.S. 22-33-106 (a)
 - o School District 8 Board Policy: JK and JICDA
- Conduct, including a student's use of social networking sites, which is a violation of civil, or criminal law or the reasonable rights of others.
 - o Legal Reference: C.R.S. 18-9-111 (harassment)
 - o School District 8 Board Policy: JK and JICDA
- Threats of violence, harassment or bullying
 - o Legal Reference: C.R.S. 18-9-111 (harassment)
 - o School District 8 Board Policy: JK and JICDA
- False accusations toward student and staff members
 - o Legal Reference: C.R.S. 22-12-105 paragraph (III)
 - o School District 8 Board Policy: JK and JICDA
- Video-taping of any disturbance and/or without participants consent.

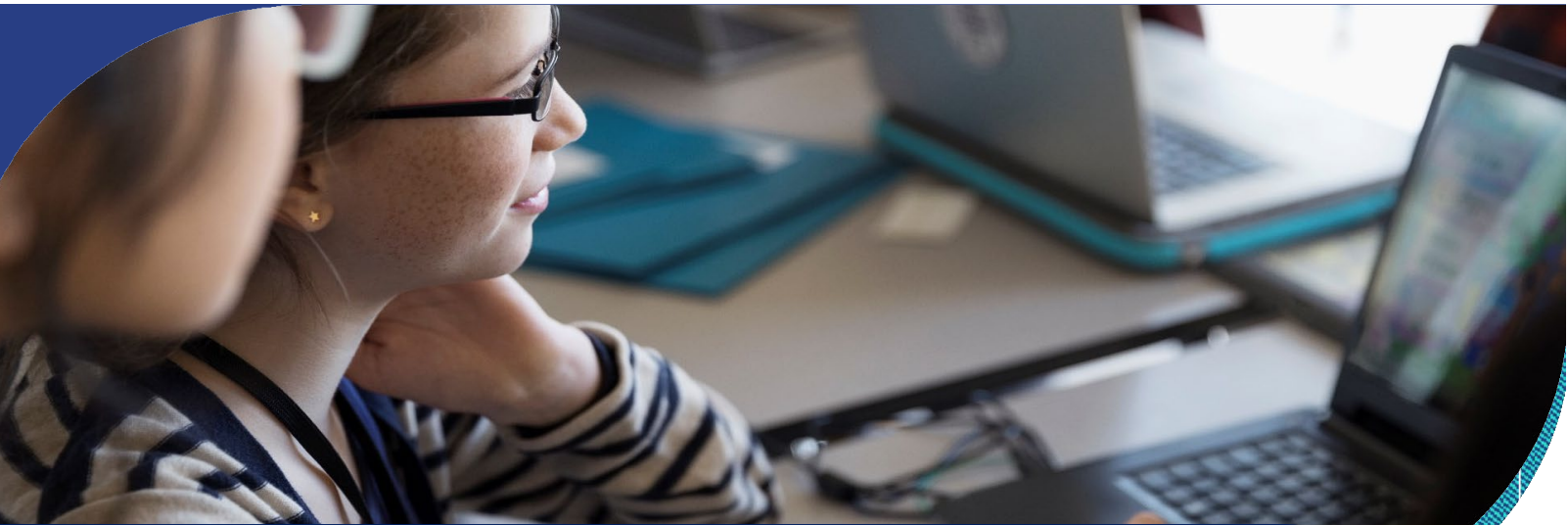
UNAUTHORIZED SALES

Students are not permitted to engage in the sale of any items or services on campus without prior written authorization from the school administration. This includes, but is not limited to, food, beverages, clothing, electronics, and tickets to events.

Unauthorized sales activities can disrupt the educational environment and violate school policies.

Any student found to be selling items without permission may be subject to disciplinary action. If you have an item or service you wish to sell, please contact the school office to discuss potential authorization and appropriate procedures.

BULLYING PREVENTION AND EDUCATION



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

BEHAVIOR EXPECTATIONS FOR ASSEMBLIES & PROGRAMS

Throughout the year, the student body is brought together at assemblies for various programs. Appropriate behavior during assemblies is required. Booing, whistling, or distracting the people on stage, in any way, may merit the loss of assembly privileges or result in other disciplinary action.

REMOVAL OF STUDENTS FROM SCHOOL – SPONSORED ACTIVITIES

Administration of the school may remove a student from a school-sponsored activity if the administrative team determines that the student has violated a provision of the student discipline policies, rules, and/or regulations, or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

The Administrative Team also may remove a student from a specific position, such as officer, editor, or captain of an activity, without removing the student from the entire activity.

Attendance and participation in extracurricular activities is a privilege not a right. This privilege may be removed as a disciplinary consequence of behavior.

SEARCHES

School administration has the right to search and seize property, including school property temporarily assigned to students, when there is “reasonable suspicion” to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists.

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. However, students have no reasonable expectation of privacy. Lockers, desks, storage areas, backpacks, laptop cases, etc. may be inspected by school personnel at any time with, or without reason, or with or without notice, and without permission of the student or the student's parent/guardian.

REASONABLE AND APPROPRIATE PHYSICAL INTERVENTION

Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student that does constitute restraint in order to protect the student and the safety of other students:

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's;
3. For the purpose of self-defense; or
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.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is not acceptable behavior. Maintaining appropriate boundaries and professional behavior at school helps create a positive learning environment. This policy is not intended to inhibit friendships or discourage positive interactions, but to ensure that all students feel comfortable and respected.

SKATEBOARDS

Due to insurance and liability issues, skateboards, roller blades, scooters, or shoes with wheels are not allowed on campus at any time. Such items may be confiscated.

ELECTRONIC DEVICES

ELECTRONIC DEVICES ARE NOT TO BE SEEN OR HEARD DURING CLASSTIME. Electronic devices will be allowed in halls, the cafeteria, and other common areas during passing period and lunch only. Use of these items in the classroom is based upon teacher expectations. If students do not meet staff expectations, the staff member will ask for the device and students will comply. Staff members will secure the device in the main office. Based on the situation, the student or parent may be required to pick up the device after school hours. If the student refuses to turn in the device, they are subject to disciplinary action including, but not limited to suspension.

Students bring these items at their own risk. The school and/or school personnel are not responsible for damaged, lost or stolen personal electronic devices.

CAMERA USE

The use of cameras at school are not permitted as it could create a distraction to the educational environment. Taking photographs of other students or school personnel without permission is not permitted. Camera use in restrooms and locker rooms could result in significant consequences including expulsion.

Students bring these items at their own risk. The school and/or school personnel are not responsible for damaged, lost or stolen personal cameras.

CELL PHONES

Cell Phone use in the classroom is prohibited. Cell phones will be allowed in hallways, the cafeteria, and other common areas during passing period and lunch. Taking photographs or recordings of other students or school personnel without permission is not permitted. Camera use in restrooms and locker rooms could result in significant consequences including expulsion. **A staff member can request the device for any reason and the student must comply by turning over the device.** Staff members will secure the device. Based on the situation, the student or parent may be required to pick up the device after school hours. If the student refuses to turn in their phone, they are subject to disciplinary action. If you need to contact your student during school hours, please contact the main office **719-382-1580.**

Students bring these items at their own risk. The school and/or school personnel are not responsible for damaged, lost or stolen personal cell phones.

DRESS CODE AND GROOMING

With its dress code, Fountain Middle School attempts to create a learning environment that helps students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. It is the responsibility of students, parents, and staff to implement this code. Students are expected to maintain adequate hygiene. This is the strongest outer sign of self-respect and respect for others. Since fashions and styles change so rapidly, the school reserves the right to determine whether a student's dress and appearance satisfy the school's policy. If any item of apparel is of a questionable nature, it would be prudent to check the item with an administrator/counselor to avoid the possibility of being sent home or needing the change. The dress code is to be followed each day including after school, field trip, half days, athletic and extracurricular activities, school dances, etc.

Students who violate the dress code shall be required to change into appropriate clothing or make arrangement for appropriate clothing to be brought to the school immediately. Repeated failure to comply with the dress code shall result in disciplinary consequences and be considered in violation of school policy.

Legal Reference: C.R.S. 22-33-106 (a)

Please adhere the below requirements:

1. Shorts, skirts, dresses, or similar clothing must reach the middle of the thigh when **sitting** and standing. Administration has final say on appropriate length and coverage of clothing.
2. Rips/holes in jeans must not reveal any underwear.
3. Hair garments such as hats and/or hoodies on a student's head, along with anything that may disguise identity, are not permitted inside the building. Upon entering the building or academic activity, students should remove any hat or hood that is on their head. Failure of any student to comply will result in an office disciplinary referral for disobedience. Any attire that is used to represent gang-affiliation is not permitted.
4. Transparent garments, low cut dresses or blouses that fail to modestly cover an individual's chest, tube tops, backless shirts, and any other revealing or inappropriate attire are not permissible. Visible underwear including, but not limited to, boxer shorts, undergarments and bras (excluding bra straps) are not permitted to be shown. All shirt attire must come no higher than the bottom of an individual's rib cage.
5. Any clothing, paraphernalia, grooming, jewelry, chains, accessories, or body adornment that are, or contain any advertisement, symbols, words, slogans, or pictures of the following are not permitted:
 - a. Reference to drugs, tobacco, alcohol, or weapons
 - b. Are sexual in nature
 - c. Represent gang membership advocating, violence or anti-social behavior
 - d. Are obscene, profane, vulgar, or lewd
 - e. Threaten the safety or welfare of any person
6. Sunglasses are not permitted indoors.
7. Shoes must be worn at school for safety and health purposes.
8. Costume Masks and/or Face paint is not permitted at any time without prior approval from

administration.

9. Blankets, pillows, and stuffed animals are not allowed under the parameters of the dress code.

Exceptions

Please contact an administrator if you have any questions regarding exceptions to the FMS head covering policy.

The administration has the final word on whether or not a student's appearance is school appropriate.

This policy will be consistent regardless of gender.

SCHOOL BUS BEHAVIOR

Riding a school bus is a privilege, not a right, and should be treated as such. Students riding buses are expected to follow the guidelines for bus riders.

ANY STUDENT WHO DOES NOT BEHAVE APPROPRIATELY ON THE BUS/AT BUS STOP OR DOES NOT COOPERATE WITH THE BUS DRIVER CAN LOSE BUS RIDING PRIVILEGES FOR A PERIOD OF TIME OR FOR THE ENTIRE SCHOOL YEAR. REFUSAL TO OBEY ANY BUS DRIVER WHEN HE/SHE IS ENFORCING THE BUS RULES IS A SERIOUS OFFENSE.

We ask parents to emphasize the absolute necessity of following the bus rules. Remember our drivers are entrusted with the lives of our young people and they must have support from all of us.

RECOVERY

Recovery is an intervention that allows the student time to reflect and refocus on their behaviors. Recovery can be assigned by individual teachers for inappropriate or unacceptable behaviors that do not follow PRIDE expectations. The student will remain in the Recovery Room for the remainder of the class period. During that time, the student will be responsible for filling out a Refocus Sheet to reflect and process through the choices that were made. Cell phones, iPods, friends, etc. may NOT be accessed during the recovery.

Defiance in Recovery may lead to additional consequences.

Students who receive excessive monthly visits to Recovery may receive additional consequences.

IN SCHOOL DETENTIONS

In School Detention (ISD) is a consequence that may be assigned by building administrators for unacceptable behaviors that do not follow PRIDE expectations. The duration of In School Detention may vary based on the seriousness and/or frequency of the infraction. During ISD, a student will remain in the assigned room. The student will have work to do and will utilize the ISD teacher for additional help/support with their work. No cell phones, iPods, friends, etc. may be accessed during the detention.

ISD is an intermediary step prior to an out of school suspension; however, some behaviors will result in an immediate out of school suspension.

Defiance in In School Detention may lead to additional consequences.

Students who receive excessive In School Detentions are subject to additional consequences.

IN SCHOOL SUSPENSIONS

In School Suspension (ISS) is a consequence that may be assigned by building administrators for unacceptable behaviors that do not follow PRIDE expectations. The duration of In School Suspension may vary based on the seriousness and/or frequency of the infraction. During ISS, a student will remain in the assigned room. The student will have work to do and will utilize the ISS teacher for additional help/support with their work. No cell phones, iPods, friends, etc. may be accessed during the suspension. Additionally, any student assigned ISS will not be eligible for any after school activities. This includes, but is not limited to clubs, performances, and athletic events.

ISS is an intermediary step prior to an out of school suspension; however, some behaviors will result in an immediate out of school suspension.

Defiance in In School Suspension may lead to additional consequences.

Students who receive excessive In School Suspensions are subject to additional consequences.

SUSPENSION

Students may be suspended by school administrators for behaviors on or off school grounds which are detrimental to the welfare, safety of students or of school personnel. Including that which creates a threat of physical harm to the child or children.

Parents whose student receives an out-of-school suspension will have a mandatory meeting with a school administrator before the student can return to school.

STUDENT RIGHTS CONCERNING SUSPENSIONS

Refer to the “Code of Conduct” materials available on the District web site (www.ffc8.org)

PROTOCOL FOR PARENT GRIEVANCES

Fountain Middle School encourages open communication and dialogue between administrators, staff, parents, and students. There may be times when dissatisfaction and/or grievances arise that require resolution beyond the immediate parties involved. In these situations, a specific course of action is necessary so as to achieve immediate resolution of any conflict and deter counterproductive words and actions.

Students will utilize the following order of communication:

1. Self-advocacy for students: the norm for communication will be that the student will

- communicate directly with a teacher regarding questions of grades, academic expectations, policies, and discipline.
2. If the issue remains unresolved, the student and teacher may involve other parties to help reach a common solution.
 - a. Involve parents and the teacher
 - b. Parents and the student's counselor
 - c. Parents and the appropriate administrator
 3. Issues that are not resolved, only after utilizing this order of communication, might be referred to the Principal.

SCHOOL CLOSING

In the event of inclement weather, or mechanical breakdown, school may be closed or have the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over the TV, radio stations, the district website (www.ffc8.org), and through **REMIND**. If you do not have the Remind App or need assistance please contact Fountain Middle School.

Reports in the morning will be around 6:00 a.m. If no report is given, understand that school will be on its regular schedule. Please do not call the school or school officials. Telephone lines must be kept open for emergencies.

Parents have the right to keep their children home on days with inclement weather if they feel that sending/taking the child to school is unsafe. These absences will count toward the cumulative absences.

EMERGENCY PROCEDURES

Practice Emergency Procedures (Standard Response Protocol) at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give students instructions. Pulling a fire alarm when there is no fire is a felony offense. Charges can be filed with the police.

In case an emergency arises in school, all students and staff will have been briefed on the appropriate procedures to be followed according to the school crisis plan. These procedures will be posted in each classroom.

Students are expected to promptly follow directions given by their teachers. These directions include, but are not limited to: not talking, walking (not running), staying in a single file line, etc.

Students not meeting expectations for emergency procedures will be subject to disciplinary action.

For District 8 school board policy and procedures please reference district web page at www.ffc8.org.

PROVIDING MEDICATIONS

The health room in the office is for student use. If a student is suffering from a minor illness or accident, the student will be sent to the health room for rest and/or first aid. If the illness/accident is more severe the parent will be contacted. No student will be sent home without parent approval. Medication may be distributed only by school personnel whom a registered nurse has trained and delegated the task of giving such medication. No prescription or nonprescription medication shall be administered at school by the school nurse or other school designee without the following requirements being met:

1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of the drug, dosage, time or administering, name of physician and current date shall be printed on the container.
2. The school shall have received written permission from the doctor or dentist to administer the medication.
3. The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to side effects or other medical consequences of such medications also must be presented.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

Personal Care Item:

The following items in the health office, may be applied to your child if needed:

- Vaseline (for chapped lips)
- Lotion (hypoallergenic, free of active ingredients and common allergens).

Please inform the school nurse if you **DO NOT** want these items applied to your child and they will provide you with an opt out form.

TITLE IX

Fountain-Fort Carson School District is committed to maintaining a learning environment that is free from sex-based discrimination, including 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 who reports sexual harassment or participates in a harassment investigation.

Under Title IX of the Education Amendments of 1972 ("Title IX"), sexual harassment is conduct on the basis of sex that meets one of more of the following descriptions:

- Quid Pro Quo Sexual Harassment: Any District employee who conditions the provision of educational benefits to a student's participation in sexual conduct.
 - For example, a teacher offers for a student to go on a date with them in exchange for a good grade. This constitutes sexual harassment regardless of whether the student agrees to the request and irrespective of whether a good grade is promised or a bad grade is threatened.
- Severe and Pervasive Sexual Harassment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively

denies a person access to the District's education programs or activities.

- For example, a student repeatedly sends graphic, sexually oriented jokes and pictures to hundreds of other students on social media. Many don't find it funny and ask the student to stop, but they do not. Because of these jokes and images, one student avoids the sender in school, eventually asking to be moved from a class they had together.
- Clery Act Sexual Harassment: Sexual assault, dating violence, domestic violence, and stalking, as these terms are defined under the Clery Act and the Violence Against Women Act.
 - For example, a student convinces another student to send a photo of their private body part and then threatens to share the photo with the whole school unless the student who sent the photo agrees to let the first student touch their private body part. The student who sent the photo agrees to do it, feeling they had no choice; this constitutes sexual assault.

Students are encouraged to report all incidences of sex-based discrimination or sexual harassment and may do so by contacting the District's Title IX Coordinator for students in person, by mail, phone, or email:

Montina Romero, Title IX Coordinator (students)
10665 Jimmy Camp Road
Fountain, CO 80817
(719) 382-1575
mromero@ffc8.org

Students may request supportive measures during the course of an investigation, including but not limited to: safety escorts, class re-assignment, locker re-assignment, counseling, mediation, assigned entrances and exits, assigned parking spots, assigned lunch tables, staff check-ins, no-contact contracts, modified passing periods, etc.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

The positive behavior interventions and supports program is designed to encourage students to strive to be better students and citizens.

At Fountain Middle School, we believe that being proactive is the best approach to providing a positive learning environment, free from discipline issues and classroom distractions.

We encourage students to display appropriate behavior with special recognition incentives. Research has proven that a total school wide consistent approach to discipline is very important in middle years.

Such a system teaches students there are consequences for both positive and negative actions and empowers teachers to more effectively manage student behavior. We want students to respect the rights of others and to learn to become responsible for their own behavior. We also want to recognize students who display PRIDE behaviors throughout the school.

A PBIS behavior matrix is available on Page 6.

HOMEWORK

The Board of Education believes that 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. Homework is the students' responsibility. We encourage parents to get involved with their child's homework by providing uninterrupted study time and by checking the completed work.

HOMEWORK POLICY SECONDARY LEVEL

The Fountain-Fort Carson School District believes that homework should be assigned to deepen understanding and provide meaningful feedback to enhance learning. Homework extends learning beyond the classroom. Homework assignments should be given based upon student needs, and differentiated when appropriate. Assignments meant to provide practice in skills should be assigned when students have had guided practice and are capable of completing them independently. Relevant homework supports the curriculum, has a clear purpose, reinforces classroom learning and is focused on 21st century skills.

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 informal assessment teachers can use to enhance instruction.

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.
- Complete study time 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.
- Utilize school technology tools
 - Outlook Email (contact teacher through school email)

- Schoology
- Google Classroom
- Infinite campus

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 FMS 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.
- Monitor use of school laptop (this can be a distraction if utilized inappropriately)
- Express support for homework to your child.

AFTER SCHOOL FMS TUTORING

Math, Language Arts, Science, Social Studies, and Electives tutoring will be available after school from 4:00 – 5:00 on select days. Students may request, or be recommended for after school tutoring. Students attending after school tutoring may ride the After-school Activity Bus.

LIBRARY/MEDIA CENTER POLICIES

Fountain Middle School’s Media Center is a student-centered facility. Students are encouraged to come in to study, do research, and check out books.

Students must have a valid school ID card in order to check out library materials. The Media Center will be open and staffed from 8:30 a.m. until 4:00 p.m. Monday through Friday. Students may check out up to two items for a two-week period with one renewal.

Students are responsible for returning all materials to the LMC in good condition and/or replacing damaged or lost materials. Students are financially responsible for items that are lost or damaged. Under Colorado law, schools may retain diplomas, transcripts, graduation rights, or grades of students who fail to return or replace library resources.

STUDENT IDENTIFICATION

Students are required to have in their possession their Student I.D. on campus. If a staff member asks you for it, then you must present it without incident.

A student’s first ID card is issued at no cost. Students can receive up to one replacement ID for no cost; there may be a charge for a second replacement.

LAPTOP USE AND CARE POLICY

STUDENT GUIDELINES FOR 1:1 LAPTOP PROGRAM

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

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

Netiquette

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

General Precautions

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

information with others.

Screen Care

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

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

Sound

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

Email Communication

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

Users:

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

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

Limited Expectation of Privacy

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

Document and File Storage

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

Consequences for Misuse

The student in whose name a system account and/or technology device is issued will be responsible at all times for its appropriate use. Noncompliance with the guidelines published here, in the Student Code of Conduct, and Board Policy JS may result in disciplinary actions which may include suspension and/or

termination of technology privileges. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Examples of Unacceptable Use

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

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

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

Laptop Damage & Repair Fees

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

Laptop Theft, Vandalism, Criminal Acts

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

Annual Use & Maintenance Fee

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

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

	2024-25
Regular Lunch	\$20
Reduced Lunch	\$15
Free Lunch	\$8

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

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

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

ATHLETICS/ACTIVITIES

ELIGIBILITY POLICY

At Fountain Middle School, students will be held to a weekly eligibility policy. Fountain Middle School has a “No 0 or 1 Policy.” All students must have passing grades in all classes to participate in athletics and before/after school activities. Eligibility for middle school students is weekly; quarter grades and semester grades have no bearing on eligibility. Students, who have a 0 or 1 any class, will be ineligible for the following week. The eligibility report will be generated every Thursday. The ineligible period runs from Sunday through the following Saturday. Ineligible students do not “dress out” for home events or travel to away events

The eligibility practice applies to athletics and activities that involve competing with students from other schools, including academic competitions. Students may lose the privilege to attend after school enrichment activities due to failing grades.

Students may not be allowed to participate in after-school activities if they have had any Student Code of Conduct violations. Students that receive an out-of-school suspension will not be allowed to participate in activities and practices during the suspension. Students that are involved in activities that receive an out-of-school suspension will not be allowed to participate in the first competition following the suspension. Students must have ID to attend.

For student-athletes to participate in their day/evening activity (games, meets, etc.) the student must be in attendance for the entire school day unless the absence is excused via formal documentation.

Student Attendance at Home Events

Students attending home events, must have an “Athletic Event Pass” for the evenings events. To obtain an Athletic Event Pass, students must have less than 2 tardies throughout the week prior to the event and ask for a pass from their CORE 1 teacher.

Field Trip Eligibility

Grade level teams may develop eligibility criteria for attending field trips. Ongoing academic, attendance, and behavior concerns may impact field trip attendance. School administrators will make the final decision.

BEHAVIORS AT ATHLETIC AND SCHOOL EVENTS

Participants, parents, and spectators at Fountain Middle School are expected to conduct themselves with the utmost integrity and demonstrate good behavior and sportsmanship at all times. The expectation is that all participants will be courteous, honest, and maintain respect at all times. Failure to comply with these guidelines may result in disciplinary action including, but not limited to, removal from the event and future events as determined by FMS administration.

ATHLETIC HANDBOOK

The District Athletic Handbook can be found on the Fountain Middle School Athletics Webpage:

[FMS ATHLETICS](#)

COUNSELING DEPARTMENT

GRADE LEVEL COUNSELORS

6th Grade:	Ms. Lori Angell
7th Grade:	Ms. Angela Grier
8th Grade:	Mrs. Lori Kadzikowski

GUIDANCE/COUNSELING SERVICES

The purpose of the counseling center is to help each student in his/her social, education, vocational, and personal development. The counseling office is open during school hours. Conferences with students are a priority and are scheduled whenever necessary. Students come to the counseling center for a variety of reasons. Counselors will provide assistance in many areas which include but are not limited to:

- Support for personal and family issues, relationships, and other issues
- Help with study skills or time management to improve academic performance
- Academic Planning
- Mediation between conflicting parties

REPORT CARDS

Grades will be posted on Infinite Campus at the end of each grading period to notify parents of performance.

REGISTRATION

All students, new and returning, must participate in fall registration. Registration forms must be filled out and submitted to FMS. Parents have two submittal options: electronically (preferred option-see below) or in person during registration.

MCKINNEY – VENTO HOMELESS EDUCATION ASSISTANCE ACT

If, due to lack of alternative adequate accommodations, you must live in a shelter, motel, vehicle, or campground, on the street, in abandoned buildings or trailers, or doubled with relatives or friends, then in accordance with the McKinney-Vento Act, you are considered homeless. You, as a student, have the right to go to school, remain in your school of origin, and receive services and assistance. For information or assistance, please contact our District Social Worker for the Homeless at (719) 492-8810 or your school counselor.

*All students are required to enroll in a full year of math, language arts, science, and social studies each of their four years in high school.

GRADING POLICIES AND STUDENT RECOGNITION

GRADE SCALE

Fountain Middle School uses a 4.0 Scale to provide a higher degree of equity for students and better understanding of a student's journey toward mastery of the Colorado State Standards.

A student's grade will be represented by their demonstration of skills and knowledge related to the standards. Very few, if any extra credit assignments are allowed. Students will have multiple opportunities to increase their grade in all classes by demonstrating mastery. Students may request to re-take assessments, but must consult with their teacher and meet pre-determined criteria to do so.

SEMESTER HONOR ROLL AWARDS

Assemblies are held throughout the year to honor students whose achievements have merited recognition in a public forum. Students are encouraged to work for recognition in all areas: Trojan Pride, academic excellence, attendance, athletics, electives, etc. Parents are invited and encouraged to attend these assemblies in support of their child's accomplishments at school.

AWARDS INCLUDE:

Presidential Award for Educational Excellence - Students who have earned a 4.0 overall G.P.A. for the entire year.

Presidential Award for Educational Achievement - Students who have demonstrated substantial growth.

Principal's Honor Roll - Students who have earned between a 3.5 and 3.7 overall G.P.A. for the entire year.

Perfect Attendance – Students who have no excused or unexcused absences throughout the school year.

CURRICULUM

Students are required to take language arts, science, mathematics, social studies, and physical education. Students are also strongly encouraged to take a semester of computers. The curriculum in academic classes is based upon Fountain-Fort Carson School District 8 Public Policy Statements as well as Colorado Academic Standards. We have high expectations for the academic success of our students and will continually assess their progress towards meeting district standards and benchmarks

COURSE OFFERINGS

Please visit the FMS Homepage for more information regarding course offerings.

SCHEDULE CHANGES

A student's schedule is designed to help each student succeed and was created based on each student's individual needs. If a schedule change is desired, students must first meet with their grade level school counselor. This meeting may be followed by a meeting with parents, teachers, and/or grade level administrators. Approval must then be granted by the student's grade level administrator. These decisions are then subject to approval by the building principal.

GIFTED AND TALENTED

Gifted children are those students between the ages of four and twenty-one whose aptitude or competence in abilities, talents, and potential for accomplishment in one or more domains are so exceptional or developmentally advanced that they require special provisions to meet their educational programming needs. Gifted students include those with disabilities (i.e. twice exceptional) and students with exceptional abilities or potentials from all socio-economic, ethnic, and cultural populations. Gifted students are capable of high performance, exceptional production, or exceptional learning behavior by virtue of any or a combination of these areas of giftedness: general or specific intellectual ability, specific academic aptitude, creative or productive thinking, leadership abilities, visual arts, performing arts, musical, dance or psychomotor abilities.

Identification Procedure

A four step process is used to identify highly-capable and gifted students in FFC8. A student may be referred for consideration by a parent, teacher, previous district identification, or assessment data. A student new to FFC8 who was previously identified GT in another district/state will automatically be referred for the screening process. A body of evidence is collected for an identification process. Based on the student's learning profile, an educational team trained in gifted identification will convene to analyze the data and determine the level of appropriate identification. If a parent, student or teacher does not agree with the identification decision, he/she has the right to an appeal.

Screening Process

Step 1—Referral

A student may be referred for the identification process by:

- Parent
- Teacher

- Assessment Results
- Previous GT Identification
- Self
- Peers

Step II—Collection of Body of Evidence

An educational team consisting of the classroom teacher, gifted coordinator, building administrator, and possible additional staff will collect and review a body of evidence for the referred student. This includes assessment results, class work, parental input, teacher observations, performance evaluation, and portfolio review. The identification committee will make a recommendation for identification.

Step III—Identification

The screening committee will recommend one of the following levels of identification:

Grade Level Learner: Body of evidence suggests the student is performing successfully on current grade level standards.

Highly-capable Learner: Evidence suggests the student demonstrates potential and/or ability above grade level standards. The student may require differentiated teaching strategies or curriculum to ensure academic growth.

Gifted Learner: Evidence strongly suggests the student demonstrates exceptional potential and/or ability. The student is identified as a gifted learner and an Advanced Learning Plan (ALP) will be developed to ensure academic growth and achievement.

Step IV—Appeal Process

A parent, student or teacher has the right to appeal the identification decision. To initiate an appeal process the appellant should contact the building principal and complete the necessary documentation.

2024-2025
SCHOOL BOARD POLICIES

The following pages contain some of District Eight’s Board policies that directly affect the operations of individual schools. A complete listing of all Board policies can be found on the District’s website (www.ffc8.org under the Board of Education 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>	<u>Compliance Officer</u>	<u>Contact Information</u>
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.
2. When a student undergoes a gender transition during the school year, issues of privacy become much more difficult to manage. In all cases, staff must meet with the transitioning student and consider the health, well-being, and safety of all students when supporting the transitioning student.

- a. School administrators are directed to work with parents of elementary age students to identify the appropriate steps to support their student.
- b. School administrators will work directly with secondary students to assess the degree, if any, that the parent(s) will be involved in the process.

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

3. Every student has the right to be addressed by the name and pronoun that corresponds to the student's gender identity.
4. The student's preferred name and/or gender may be used on school records and documents which do not require use of the student's legal name and gender.
5. A student's official record shall be changed to reflect a change in name and/or gender upon receipt of documentation that such change was made pursuant to a court order, or through amendment of state or federally-issued identification.
6. Transgender students shall have access to the restroom, and other facilities, that corresponds to their gender identity consistently asserted at school. Students who desire more privacy may use a restroom stall or a gender neutral restroom that is accessible to students of all genders, regardless of the underlying reason.
7. Students who are transgender have the right to dress in a manner consistent with their gender identity consistently asserted at school and in compliance with the District and school dress code. The dress code may not be enforced more strictly against transgender students than other students.

This policy exhibit will supersede any provisions of prior or existing policies which conflict with this new policy.

To ensure a respectful school environment, Policy AC, Nondiscrimination/Equal Opportunity, and this exhibit AC-E-3, will be provided to all District departments and schools and will be available on the District website. The policy, exhibits, and complaint process shall be referenced in student handbooks.

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 any unwelcome physical or verbal conduct or communication directed at a person or group because of their membership in a protected class, which conduct or communication is subjectively offensive to the

individual alleging harassment and objectively offensive to a reasonable individual who is a member of the same protected class. The conduct or communication must satisfy one or more of the following, under the preponderance of evidence:

Revised 5/2/2024

4

1. A school employee conditioning educational benefits or terms of employment on participation in unwelcome sexual conduct or communication (i.e., quid pro quo)
2. The conduct or communication unreasonably interferes with the individual's work performance or creates and intimidating, hostile, or offensive working environment.

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

The district will initiate, and conduct, an investigation in accordance with the appropriate procedures addressing sex-based 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 must 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 will 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. A formal report or finding of harassment will not be required before a district takes corrective action.

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. All communications regarding this policy must be written in simple and age-appropriate language. The policy and complaint procedures must be referenced in student and employee handbooks, described in hard-copy notices posted at schools, 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.

Revised 5/2/2024

5

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.

Revised 5/2/2024

6

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.

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

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

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.

Revised 5/2/2024

7

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 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.

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.

Revised 5/2/2024

8

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

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 accompanying regulation.

Physical intervention

Corporal punishment shall not be administered to any student by any district employee or volunteer in accordance with state law.

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.

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

Revised 5/2/2024

9

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:

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), 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

School personnel may not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering 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 only when the following requirements are met:

1. Medication must be in the original properly labeled pharmacy container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the 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 student's parent/guardian to administer the medication to the student and written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.
3. The parent/guardian is responsible for providing all medication to be administered to the student.
4. Students in 9th-12th grades may carry and self-administer certain nonprescription medication; acetaminophen or ibuprofen. When self-carry of medication is permitted, a student shall carry only 1-2 doses of nonprescription medication and the medication shall be kept in the original container.

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 must 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 Use by Students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with policy JICH.

JLCE - FIRST AID

Revised 5/2/2024

10

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 related 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.

Revised 5/2/2024

11

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.

Revised 5/2/2024

12

Disclosure with written consent

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

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

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

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

Disclosure without written consent

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

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
 - a. For purposes of this policy, a "school official" is a person employed by the District as an administrator, supervisor teacher or support staff member (including health or medical staff and law

- enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
- b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official District business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.
 3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
 4. The disclosure is in connection with a student's application for or receipt of, financial aid.
 5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
 6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
 7. The disclosure is to accrediting organizations for accrediting functions.
 8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
 9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.

Revised 5/2/2024

13

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 may 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.