



2025 - 2026 Parent/Student Handbook

Abrams Elementary
600 Chiles Ave, Colorado Springs, CO 80902
(719) 382-1490
Respectful, Offer Kindness, Always Safe, and Responsible

Table of Contents

1. Welcome to Abrams
2. Arrival and Dismissal
3. Inclement Weather
4. Breakfast/Lunch
5. Attendance/Make-up Work
6. Communication
7. Student Code of Conduct/ Discipline
8. Bullying
9. Dress Code
10. PBIS- Schoolwide Behavior
11. Counseling and Mental Health Services
12. Safe to Tell
13. General Information
14. Student Health and Illness
15. Enrollment/Disenrollment/Change of Information
16. Events/Celebrations
17. Field Trips
18. School District Policies
19. Technology (Student Devices and Cell Phones)
20. Title IX
21. Visitors/Raptor
22. Volunteers

Welcome to the 2025-2026 School Year

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

Benjamin Baldner- Principal
Savannah Smith- Assistant Principal
Michael Enright- Dean of Students

Arrival and Dismissal Information

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

August 5, 2025: First day of School for Grades K-5

May 22, 2026: Last day of School for all Students

Early Dismissal Days: all students dismissed @ 11:30 a.m. on December 19, 2025 and May 22, 2026.

First Bell 7:25 a.m.

School Begins 7:30 a.m.

School dismissed at 2:25 p.m.

Parking

There is no parking provided in the parking lot at the front of the school. Parents who intend to walk students to outside doors must park in the lot behind the school off Wetzel Ave. and cross the street at the crosswalk. Burris Street is not for parking, but is the line for parents to access the drop off at the front of the school. Our school parking lot is closed to all except authorized persons beginning at 6:45 a.m. Please do not park in designated staff parking spots.

Student Arrival/Dismissal

Parents may begin dropping students off at 7:10 a.m. using the car loop or walking up to either playground gate. Students can be walked to the cafeteria doors for breakfast as early as 7:05 a.m. **Students should not arrive prior to this time as supervision will not be provided before 7:05 a.m. inside or outside of the cafeteria.**

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

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

Arrival Options

- Drop off (Car Rider)
 - Front driveway of Abrams Elementary School
 - Cars will be allowed in beginning at 7:10 am
 - Teachers will be on duty and can open car doors, but will not take students or supplies out of the car
 - Do not park and get out of your vehicle in the car drop off line.
 - Students proceed around the south side of the building, across kindergarten blacktop to back playground or kindergarten playground OR go straight to the cafeteria if eating breakfast.
- Bus Students:
 - Arrive at back of school
 - Students will enter the building at their designated entry spot to go to breakfast if not staying outside for morning recess
- Walkers
 - Will follow same procedure as Drop off
- Day Care:
 - Will follow the same procedures as Drop off and Walkers. Daycare staff will walk students to the kindergarten blacktop and dismiss them to their designated locations from there (students eating in the cafeteria will be dropped off at the external cafeteria doors on the way to the kinder playground).
- Parents are not permitted on the playground with students, even if signed in through the front office. This is for safety reasons.

Dismissal

Every student will have a laminated dismissal card that they will hand to the teacher on duty at their dismissal location. Dismissal occurs at 2:25 pm.

- Kindergarten

- Kindergarten students who ride the bus will be escorted to the bus by teachers
- Parent Pick Up and Car Rider: Parents will pick up students from the kindergarten blacktop area.
- Each classroom teacher will collect student dismissal cards as they parents pick up the student.
- 1st - 5th Grade:
 - Bus: Students will be escorted by a teacher to the bus
 - Daycare: Teachers will take daycare students to daycare location
 - Walkers: Students will be dismissed from the cafeteria.
 - Parent pickup (car riders): Students will be brought to the basketball court on the south side of the building by teachers. Parents will pick up students from the sidewalk between the kindergarten playground and the basketball court.

Bikes

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

Bus

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

Change of Dismissal

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

Early Pick Up

For safety reasons, parents will not be permitted to pick up their child after 2:10 pm. If a parent arrives to the front office after 2:10 pm, they will be directed to the child's normal pick up location to get their child at 2:25 pm.

Inclement Weather

In the case of inclement weather in the morning, students will proceed directly into the building. Students will proceed to the cafeteria if eating breakfast; all other students will report directly to their classroom.

For inclement weather during dismissal, dismissal will occur as normal except for car riders. Parents will enter through the side gym doors to meet their child inside the gym.

Emergency Closure

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

Breakfast/Lunch/Meals Information

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

Adult Breakfast: \$2.50

Additional Milk: \$0.50

Adult Lunch: \$4.75

Additional Lunch: \$2.50

Eating with Your Child

Parents are welcome to eat breakfast with their child on any day. Parents must sign into the office in advance and receive a visitor badge. After eating, the parent must check out in the office. A parent cannot go back to the child's classroom after eating without prior teacher consent. Lunch times are as follows for the 25-26 school year:

Kindergarten: 10:35-11:00 am

1st Grade: 11:30-11:50 am

2nd Grade: 11:10-11:30 am

3rd Grade: 12:00-12:20 pm

4th Grade: 12:30-12:50 pm

5th Grade: 12:30-12:50 pm

Attendance

Attendance

Attendance is one of the greatest predictors of student success. When a student is absent from Abrams for any part of the day, it is classified as an excused or an unexcused absence.

- 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 is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the Abrams office of the unexcused absence.
- Tardiness is defined as the appearance of a student without a proper excuse after the scheduled time that a class or school day begins.

Attendance is recorded for the morning (AM) session and the afternoon (PM) session. Each session is considered one-half day of attendance/absence. Two one-half days of absence equal one full day of absence. **In addition, hours and minutes that students are tardy add up to full day absences**

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

Attendance Process

Since the COVID-19 pandemic, public schools across the United States have faced significant challenges in student attendance. Chronic absenteeism—defined as missing 10% or more of the school year—has surged dramatically. According to the U.S. Department of Education, over one in four students were chronically absent during the 2021–2022 school year, nearly double the rate seen before the pandemic. Factors contributing to this trend include increased mental health issues, lack of transportation, family instability, and lingering concerns about health and safety.

Students from historically underserved communities, including low-income families and students of color, have been disproportionately affected. In many cases, pandemic-related disruptions weakened the routines and support systems that help keep students consistently engaged in school.

Why Attendance Matters

- Academic Achievement: Students who attend school regularly are more likely to perform well academically. Missing even a few days can set students back, especially in foundational skills like reading and math.
- Social Growth: Regular attendance supports the development of friendships, a sense of belonging, and the social skills that are essential for success in school and life.
- School Funding: In many states, school funding is tied to Average Daily Attendance (ADA). Chronic absenteeism can result in less funding, which in turn affects resources, staffing, and programming.
- Graduation Rates: Chronically absent Students are at much higher risk of dropping out. Ensuring consistent attendance is a key predictor of whether a student will graduate on time.

In response, districts are investing in attendance teams, home visits, and early intervention strategies to rebuild attendance habits and re-engage students in learning. High attendance is not just a metric—it's a foundational element of student success and school improvement. Fountain-Fort Carson School District is systematically redefining our approach to supporting high rates of attendance through intentionally partnering with families and providing supports for students. This includes a philosophical review of our approach to resource allocation and home-partnerships. Beginning in the 2025-2026 school year, any absent student reported by a parent/guardian will be considered an "Excused Absence" for the first ten days of absence in a school year. This timeframe is referred to as the "No Documentation Required" timeframe of our process. Our goal is to increase the percentage of students missing less than ten days a year. Families will be notified if a student reaches five days of absence in a year, and they will also be informed that all future absences will require documentation for approval after ten days of absence. At any point during the process, a support plan could be implemented to assist a student in maintaining high attendance rates; however, once a student has either demonstrated an absence rate of 10% which is a total of 17 days of absences, 4 days of unexcused absences in a month, or 10 days of unexcused absences in a year. In the event a student's attendance does not improve despite interventions outlined in the student support plan, school leadership can pursue truancy court as a means to support improved student attendance.

Attendance Excusal Guide

While inside the "No Documentation Required Period," all absences are excused once a parent/guardian notifies the school of the student's absence. Students who have exceeded ten absences in a school year will then enter the "Documentation Required Period," which will require documentation for an absence to be excused. The chart below outlines what absences will be excused with proper documentation.

During and After the Documentation Period	
Excused Absence Examples	Non-Excused Absence Examples

<ul style="list-style-type: none"> ● Severe Weather: (Making travel unsafe or school facilities inaccessible) ● Student Illness: (With a doctor's note or other appropriate medical documentation) ● Medical Appointments/Therapy Sessions (Student): Doctor's appointments (with documentation) ● Therapy sessions (with documentation) ● Hospitalization: Student hospitalization (with documentation) ● Immediate family member hospitalization (with documentation) (mother, father, sibling, grandparent) ● Death in Immediate Family: (mother, father, sibling, grandparent) ● Work-Based Learning Events: (As part of an approved educational program) ● Military Leave (Parent Deployment): (With official military documentation) ● School-Sanctioned Activities: (e.g., field trips, sports competitions, performances) ● Student Suspension: (As mandated by school disciplinary procedures) 	<ul style="list-style-type: none"> ● Vacations ● Medical Appointments (Family Members): Doctor appointments for family members ● Hospitalizations (Extended Family): (e.g., cousins, aunts, uncles) ● Transportation Issues ● Family Visits/Social Events ● Personal Errands ● Veterinary appointments ● Car repair appointments ● Home repair appointments
--	--

Make-Up Work

Students are allowed at least one day for each day absent plus one additional day to make up classwork and tests missed during excused absences. (School Board Policy JH)

Communication

Calendar

The FFC8 Student Academic Calendar is posted on the [district's website](#). There you'll find not only the current year calendar, but any future years that have been adopted by the Board. That is also where the district will post calendar information regarding assessments.

Newsletter

Abrams administration will send out an electronic newsletter every other week throughout the school year. Grade levels will send out a weekly newsletter to parents.

Parent Square

FFC8 will utilize the Parent Square app districtwide as the communication platform between the school and parents. Parents can elect to receive messages through the app, email, and/or text.

Communication or Parent Concerns

If a parent needs to communicate with their child during the school day, they may call the front office and the message will be relayed to the child at the appropriate time. Parents cannot expect to call or show up and speak to their child directly during the school day, as this is disruptive to the learning environment (exceptions to this will be made by school administration on a case-by-case basis).

If a parent has a concern, it is typically most appropriate to address it with the teacher first. If unresolved, parents are welcome to contact school administration.

Parent-Teacher Conferences

There will be two rounds of formal parent/teacher conferences held for the 25-26 school year, one in October and one in February. Families will schedule these conferences through a sign-up link that will be sent out. It is very important that you keep the scheduled conference time and that you are prompt. Any changes or delays may affect other families. Should you wish to conference with your child's teacher at another time, please email or call your child's teacher to schedule a mutually agreeable virtual or telephone conference time.

Report Cards

FFC8 uses a standards based report card rather than the traditional A-F grading scale. Students are to meet local and state standards for promotion in grades K-5 that include demonstrated proficiency on local assessments, standardized tests, and final progress reports/report cards. The purpose for report cards to inform students and parents about a student's performance on the grade level standards. Information related to growth and overall strengths and needs will be discussed at conferences. Grades will be provided each semester and progress reports will be provided mid-semester. The report card is intended to communicate with the student and the parent about the student's success in progressing toward grade level standards for that grade.

Student Conduct

Code of Conduct

At Abrams Elementary, students are expected to show respect for the rights and well-being of others through their behavior. Students must act in ways that support the educational goals of the school, while displaying safe and responsible behavior. At Abrams, expectations for student conduct are shaped collaboratively by students, parents or guardians, staff, and the wider community, fostering an environment that promotes self-discipline and character growth.

Students at Abrams are expected to:

- Adhere to all policies and procedures of Fountain Fort Carson School District 8
- Know and exercise positive modes of behavior and good manners.
- Accept the responsibility for their actions and the consequences of inappropriate behavior as outlined in the code of conduct.
- Respect the rights and well-being of others
- Treat others the way in which we would like and expect to be treated

Parents/Guardians at Abrams are expected to:

- Adhere to all policies and procedures of Fountain Fort Carson School District 8
- Model positive behavior and good manners.
- Work cooperatively with the school staff to ensure the well-being of all children.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff and students
- Explain, discuss and reinforce the code of conduct with his/her child

In order to help ensure a safe, respectful, and responsible learning environment, it is expected that a student shall:

- Be on time and attend every class every day
- Try their best on classroom work, assignments and daily tasks
- Assume personal responsibility for acting with respect
- Abide by school and district safety rules
- Take responsibility for your learning and behavior
- Comply with Board Policies governing appropriate dress and the proper use of electronic devices.
- Respect school property and help to keep it free from damage

Discipline

If students are not meeting the expectations established by the district, school building, or individual classrooms, Abrams Elementary will take appropriate steps to address the

behavior. A range of consequences may be utilized to support a positive and productive learning environment. These consequences include, but are not limited to:

- parent phone calls
- student think sheet
- student conferences
- loss of privileges
- in-school detention
- in-school suspension
- out-of-school suspension
- expulsion

Bullying

Bullying is any written or oral expression, physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental or emotional harm to another. Bullying is student-on-student behavior. Abrams Elementary will follow School Board Policy in bullying cases.

Dress Code

At Abrams Elementary, we are committed to maintaining a safe, respectful, and distraction-free learning environment for all students. Our dress code is designed to support student individuality while ensuring attire is appropriate for a school setting. Clothing must be modest, clean, worn as intended, and must not disrupt the educational process.

In the event of a dress code violation, families may be contacted to provide a change of clothing. Repeated or intentional violations may result in progressive disciplinary action. Please review and follow the guidelines below:

Tops – Permitted

- T-shirts, tops, sweaters, and sweatshirts that are school-appropriate and worn as intended.
- Tops must cover private areas of the body and undergarments at all times, including when arms are raised.

Tops – Not Permitted

- Clothing that exposes undergarments or private areas of the body.
- Oversized or baggy tops worn without proper layers underneath.
- Clothing with graphics or text that promotes alcohol, tobacco, drugs, profanity, violence, obscenities, or hate speech.

- Hats, hoods, or head coverings worn indoors (except for special events or with administrative approval).

Bottoms – Permitted

- Jeans, pants, walking shorts, athletic shorts, skirts, and dresses that are clean, worn as designed, and cover undergarments and private areas whether standing, sitting, or on the floor.
- Ripped jeans are allowed only if rips do not reveal inappropriate areas. Staff will apply discretion fairly and respectfully, recognizing that fit may vary across body types.

Bottoms – Not Permitted

- Pants or shorts with excessive or gaping holes in inappropriate areas.
- Sagging, oversized, or ill-fitting pants that expose undergarments.
- Skirts, dresses, or shorts that do not adequately cover the body when worn as intended.

Footwear

- Footwear must be safe and appropriate for school activities.
- Students should wear athletic shoes on PE days.
- Shoes with wheels (e.g., Heelys) are not permitted due to safety concerns.

Hair, Jewelry, Hats, and Accessories

- Makeup or accessories must not distract from the learning environment.
- Headbands may be worn only to keep hair in place.
- Hats may only be worn during outdoor recess or outdoor PE, unless part of a designated Spirit Day or with administrative approval.
- No bandanas or head coverings indoors unless pre-approved for religious or medical reasons.

Note: Exceptions to the dress code may be made during school-approved Spirit Days and special events. Communication will be provided in advance.

PBIS – SCHOOLWIDE BEHAVIOR

PBIS (Positive Behavioral Interventions and Supports) is a framework supported by the Colorado Department of Education and El Paso County School District 8 to promote and maximize academic achievement and behavioral competence. This is a school-wide strategy for helping all students achieve important social and learning goals. We know that

when good behavior and good teaching come together, our students will excel in their learning. Abrams Elementary is proud to be a part of this exciting initiative.

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

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

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

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

Positive reinforcement: Abram staff will use a variety of positive reinforcement systems to reinforce our ROAR expectations.

- Use of Paw Cash to support positive behaviors throughout the school & school day (given by all Abrams staff members)
- ROAR Store: monthly ordering for students to spend their PAW Cash to purchase items
- Positive Office Referrals: located in the office, used to acknowledge positive contributions by students, shared during morning announcements
- Whole class incentive: teachers will have at least one whole class incentive to reinforce ROAR expectations as a class.
- Student of the Month (SOM) Assemblies: classroom teachers will nominate a student each month that demonstrates ROAR behavior. Monthly SOM Assemblies will take place during the school year on Friday mornings at 7:50 am.

Counseling/Mental Health Services

Counselor Services

Counselor services are available to every student in the school. The student determines directions and goals in counseling. With the counselor, a student may discuss and explore freely and in confidence any problem or feelings that are personally important. During counseling, these concerns may be talked through and examined, alternatives explored, and decisions made about future courses of action. Should the student find that special and/or additional assistance of some sort is needed, the counselor will assist in finding

such help as may be needed. Parents are encouraged to talk to a counselor about any area of concern related to their children and the school. Should you have concerns about any of your students, check with the counselor. Together, you can form a plan to best serve the needs of the student.

Safe2Tell

Safe2Tell is a Colorado safety reporting program that allows students, parents, and community members to anonymously report concerns about safety—such as bullying, threats, or someone who may be at risk. Reports can be made 24/7 by calling 1-877-542-7233, through the mobile app, or online on the [Safe2Tell website](#). For more information about the program, visit the Safe2Tell website.

General Information

Enrollment/Disenrollment/Change of Information

The school office keeps an up-to-date enrollment card on file for each child. Parents are asked to inform the school office of any change in address or phone numbers immediately by checking in with the front office so that we have accurate, up-to-date information for all students. All parents must give a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency. All parents should have alternate contacts listed in the event that the school is unable to reach parents. If a student will be disenrolling from Abrams, we ask the parent to let the front office know right away.

Student Health and Illness

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

Student Health Care Plans

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

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

Student Birthday Celebrations

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

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

Field Trips

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

Lost and Found

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

School District Policies

Pets at School

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

Technology

Cell Phones and Smart Watches

Cell phones and smart watches may not be used in the school at all or during the school day. Students will be required to turn off their phones and smart watches as soon as they enter school grounds, and put them in their backpacks in the classroom. Phones, smart watches, electronic devices, and toys that are seen out of the students backpack will be turned into the Principal, Assistant Principal, or Dean and held in the office for parent pick-up at the end of the day. Repeated offenses will result in appropriate school discipline.

Please note that any item brought to school that is disruptive will be taken away. The school and its employees are not responsible for missing, broken or stolen technology equipment.

If you need to reach your child during the school day, please call the school and we will relay the message. If your child needs to call you during the day, they may use the school phone with adult permission.

Chromebooks

All students at Abrams will have individual access to a Chromebook. Students in 4th and 5th grades may be expected to take their Chromebooks home to complete their homework. Students in Kindergarten - 3rd grade will each have a designated Chromebook in their classroom for student use.

- Students in 4th and 5th grades will have a technology fee that needs to be paid for computer use. Families who qualify for free and reduced lunch will have decreased fees.

Student Guidelines for 1:1 Laptop Program

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

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

Netiquette

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

General Precautions

- No food or drink is allowed near your laptop at any time.

- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open or without its protective case.
- Laptops should be shut down while not in use to protect the life of the device.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Fountain-Fort Carson School District. Spot checks may be done by district staff at any time.
- Laptops should never be shoved or wedged into a book bag as this may break the screen.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- Students should also bring their laptop charger to school each day.
- Do not expose your laptop to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Do not attempt to repair the laptop.
- Do not open the case or screen enclosure of the laptop at any time.
- Keep air vents unblocked when the laptop is turned on.

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

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

Screen Care

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

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

Sound

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

Email Communication

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

Users:

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

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

Limited Expectation of Privacy

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

Document and File Storage

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

Consequences for Misuse

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

Examples of Unacceptable Use

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

Students shall not:

- View movies, social media, install or play games that are not assigned by staff.
- Install or use a VPN (virtual private network) for any reason.
- Create a personal mobile "hot-spot", use a "proxy site", or other method to circumvent the school's network safety measures and filtering tools.

- Delete any system folders or files that you did not create or recognize as this may negatively impact your use of the computer.
- Attempt to find, view, or share inappropriate content.
- Engage in cyberbullying, harassment, or disrespectful conduct towards others.
- Use school technologies to send spam or chainmail or for on-line gambling activities.
- Post or otherwise disclose personally-identifying information about yourself or others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content.
- Install programs or games for which FFC8 does not own a valid license.
- Use the network for financial or commercial gain.
- Loan laptop to other students or family members.
- Borrow a laptop from another student.
- Share passwords or usernames.

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

Laptop Damage & Repair Fees

- The student's parent(s)/guardian(s) will be a 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.

Title IX Information

Fountain-Fort Carson School District is committed to maintaining a learning environment that is free from 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 or 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.
- Hostile Environment Harassment: Unwelcome sexual conduct that is subjectively and objectively offensive and is so severe, pervasive and objectively offensive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity.
 - 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.
- Specific Offenses: 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 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 reassignment, counseling, mediation, assigned entrances and exits, assigned parking spots, assigned lunch tables, staff check-ins, no-contact contracts, modified passing periods, etc.

Visitors/Raptor

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

We also want to provide the best possible learning environment for our students. In order to be able to do so, we need your help. When you visit Abrams, please remember that we have a "voices off" policy. You are welcome to visit classrooms for non-disciplinary reasons by making prior arrangements with the classroom teacher. Any behavior-related visits need to be pre-approved by school administration and will require administration to accompany the parent to the classroom.

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

Volunteers/PTO

Volunteers

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