



Family Handbook 2025-2026

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Welcome Letter from NRCCS Head of School

Dear North Routt Community Charter School Families,

We are so pleased that you are a member of the NRCCS family. We are committed to providing an educational experience that will ensure that your child is safe and well cared for. We believe that each student has their own unique learning style and our educators will get to know your child so that they can provide a learning experience that will allow all students to meet their literacy, mathematics, and content specific academic goals. We believe in outdoor learning that goes "Beyond 4 Walls" and helps students connect the environment with their education. The physical and emotional well being of our students is consistently monitored to ensure a healthy and happy place of learning. The arts are instructed across all grade levels and are incorporated into all units of instruction. At NRCCS it is important that we give back to the community that we serve, therefore, stewardship projects are woven into classroom lessons and outdoor adventures. Overall, our hope is that students leave NRCCS as conscientious individuals that are ready to contribute to their community in a positive way.

We Are Crew!
Daniel Kohler
Head of School

SECTION 1 - Guiding Principles of North Routt Community Charter School

Mission and Vision

Our Vision

To educate the whole child through inculcating character traits, habits of learning, service projects, and outdoor education and wellness (OEW)--and using projects that bring together the investigation of important science and humanities topics with the world that surrounds our students.

Our Mission

We challenge students to thrive beyond 4 walls through personalized academic learning, stewardship, the arts, and outdoor discovery.

Design Principles of the NRCCS Curriculum

North Routt Community Charter School uses the Design Principles from EL Education:

- The Primacy of Self-Discovery
- The Having of Wonderful Ideas
- The Responsibility for Learning
- Empathy and Caring
- Success and Failure
- Collaboration and Competition
- Diversity and Inclusion
- The Natural World

- Solitude and Reflection
- Service and Compassion

These Design Principles permeate every aspect of school life: the small size of the school; the personalization; the emphasis on integrated learning and student exhibitions; the requirement that all students complete community projects; and the provision of ample planning time for teacher-teams during the work day.

School Culture: Character Traits and Habits of a Learner

North Routt Community Charter School believes that our culture has two facets - relational character and performance character. Relational character skills are essential for positive collaboration, ethical interaction, appropriate participation, and personal responsibility for actions (e.g., respect, integrity). Performance character skills (habits of a learner) are needed to obtain a standard of excellence in academic or real-world endeavors (e.g., grit, responsibility). Both types of character are essential for success in school and in life. Fostering character is not an add-on at North Routt Community Charter School - it is embedded in all aspects of our school culture and permeates academic studies. Character is a focus all day long. Academic learning is seen not as an end to itself, but rather in service of preparing students to contribute to a better world. Therefore, all learning is character-based.

Student-Teacher Interaction

NRCCS is small by design, so all of our students get the individual attention they deserve so they can be pushed to reach their potential. All students have a core Crew Teacher(s). NRCCS has a team of specialists in math, the arts, and physical education, as well as a full time school social worker.

North Routt Community Charter School Staff

Dan Kohler, Head of School
Amy Cosgrove, Academic Dean
Carlie Pedrini, Operations Manager

Kristen Barnard, Elementary Crew Teacher
Annie Owen, Elementary Crew Teacher
Deena Tarleton, Elementary Crew Teacher
Melanie Walker, Middle School Crew Teacher
Bjorn Burk, Middle School Crew Teacher

PE/OE and Health
Arts

Caroline DuBreuil, Social Worker

Paraprofessional
Stephanie Anderson, Paraprofessional
Michael Pelkey, Bus Driver
Nora McKay, After School Program

SECTION 2 - Non-Discrimination Statement

It is the policy of North Routt Community Charter School to be committed to providing a safe work environment, to recruit, hire, train, educate, promote, and administer all personnel and providing a safe learning environment and to operate the school and implement all

instructional programs and actions, without regard to race, creed, color, religion, sex, sexual orientation, transgender status, age, national origin, ancestry, disability, need for special education services, marital status, or public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The Head of School at North Routt Community Charter School serves as the Title IX coordinator. All Title IX complaints are to be emailed to the Head of School at: dkohler@northrouttcharter.org

SECTION 3 - General School Procedures

School Hours

Classes begin at 7:55 for K-8th.

Dismissal for bus students is at 3:05pm. Dismissal for pick-ups is at 3:10pm.

Students should arrive no earlier than 7:30 when staff supervision begins and the school is open and leave no later than 3:30 when staff supervision ends unless a student is attending the NRCCS After School Program or other school-sponsored events.

Attendance

Daily participation in class is critical to student learning and growth. It is the family's responsibility to have their students on time and present for all of their classes. Please understand that a lot of what we do in classes cannot be made up (exhibitions, product development, team presentations, student-led conferences, presentations of learning, field work etc.). Students must also understand the importance of their attendance in group projects. Attendance is important to achieving academic excellence. Please schedule all family vacations during the breaks that are built into our school calendar and not during scheduled school time.

A student who is absent 10 percent or more of the days enrolled during the school year is chronically absent. If your student has 10 absences or more you will receive a letter that documents these absences. The Head of School will reach out to you regarding these absences to see what supports can be put in place to lessen the number of absences moving forward.

Excused/Unexcused Absences

Excused Absences: Excused absences are those resulting from: illness, injury, extracurricular games, family emergency, or long term absences excused by the administration through prior written requests of parents/guardians to the administration; absences which occur when a student is in custody of a court, or of a law enforcement authority, and any other absence approved by the administration. The school may require suitable proof of an excused absence including written statements from medical sources. Parents or guardians are required to call the office for all excused absences for attendance record keeping when a student is out for one day for sickness or injury. Multi-day absences must be planned and discussed with the grade level team of teachers prior to the absence to ensure proper communication about the academic experiences and State standards that will be missed or could impact the student's academic grades. Multi-day absences are 2 or more consecutive days, which require a discussion with the grade level team to be considered for approval by the school administration.

Unexcused Absences: Absences not properly reported by the parent/guardian are

unexcused. Unexcused absences are those absences deemed unacceptable by the grade level team and administration because the parents have not communicated with the teachers, office, or administration.

Notification of Absences to Parents by the School: When a student is absent from school or from assigned classes, the school office will make a reasonable effort to notify parents, guardians, or legal custodians by email as quickly as possible. If a student is absent from school for a total of 10, 15 or 20 days or more the family will receive a letter from the school administration. If there are continued absences after this second letter the family can expect to meet with the principal regarding the causes of these absences.

Attendance during School-Wide Assessments

To assess the effectiveness of the rigorous, integrated and personalized academic curriculum, students are expected to be present and participate in various scheduled school-wide assessments such as exhibitions, student-led conferences, iReady, NWEA MAPS, and CMAS. Attendance is expected and promptness is appreciated. Failure of the student to attend without appropriate advance documentation can result in disciplinary action. Parents may choose to opt out of the state assessment, CMAS. Please connect with the Head of School for the opt out form.

Tardies

Being prompt to all school commitments is an important expectation of each student. Students are required to be at school on time. If a student will be late for school, an email, call or note from a parent/guardian with a stated reason is required for the tardy to be excused. Unexcused tardies will go on record. Students who arrive late to school or who are returning from a midday appointment must check in with the school's front desk upon return before they go to class. Students that are habitually tardy can expect to receive a phone call home from their grade level teacher leader to notify parents. Multiple tardies may require a meeting with the student, the grade level teacher leader and the parents to help solve the problem.

Closed Campus

In order to ensure a safe and secure school, North Routt Community Charter School has a closed campus. School hours are between 7:55 AM and 3:10 PM, during which students remain on campus or travel on authorized fieldwork trips, supervised by a staff member.

All parents, guardians and visitors must sign in and sign out at the front desk when they enter or leave the building.

Communication Guidelines for Parent/Guardian and Students

Please call or email the front office to relay important messages to your child during the school day as students' use of cell phones or other personal electronic communication devices inside the school building is strictly prohibited. For related policies regarding use of personal electronic devices, see Electronic Device Usage Policy contained in the Technology Policy section below. The school's values and resulting behavioral expectations are in effect at school or on school grounds, at school sanctioned activities or events, while being transported by school approved vehicles, or at school functions/activities occurring off school property. Any violation of school rules, including cyberbullying, during these times will subject a student and/or conspirator to disciplinary measures and/or notification of law enforcement authorities, as needed.

Parent/Guardian or Student to School Communication

If a student or parent/guardian of a student has a concern regarding their student's education that they wish to address this with the staff directly, they are required to follow the communication policy outlined below. The staff is not required to correspond to emails during the weekend.

Communication Expectations and Grievance Policy

Grievance Policy

North Routt Community Charter believes, as adults, that we must model healthy and respectful communication for our students. North Routt Community Charter School is committed to promoting healthy communication among students, parents, teachers, administrators and Board members and encourages NRCCS community members to express any concerns directly with the individual involved so that the school's focus and energy remains on student learning. In the interest of promoting the efficient resolution of grievances, the procedures below set forth the process for resolving conflicts and settling differences. This process strives to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level. This Communication Expectation and Grievance Policy outlines the expectations for all members of the North Routt Community Charter School community to discuss conflicts in a healthy, productive, and respectful manner, honoring due process for all.

Step 1 - Address Issue with Those Directly Involved. The grievant must first bring the concern to the attention of the individual(s) directly involved by filling out a Grievance and Conflict Resolution Form located on the school's website (NRCCS Personnel Policies NNP-16 Communication Expectations and Grievance Policy and Resolution form). This form should be delivered to the school's Human Resource representative, who will share it with the person about whom the grievance is made, and it is expected that both parties will be included as full partners in the conflict resolution process. A private meeting will be scheduled between both parties where the concerns outlined on the form can be expressed in an environment conducive to resolution. If the grievant brings the concern directly to the attention of the Head of School or Board without first attempting to address the issue at the lowest level, the grievant will be redirected to the appropriate level in the process.

For grievances related to alleged harassment or discrimination on the part of a member of staff, please see below the instructions on allowable skipping of earlier steps in the process.

Step 2 - Address Issue with the Head of School. If a satisfactory resolution is not reached at the lowest possible level, or where the complaint directly involves the Head of School, the concern will then be brought to the attention of the Head of School. The Head of School will schedule a phone call or an in-person meeting within 48 hours of receiving the complaint (where possible) in order to address the situation, facilitate ongoing communication, and develop goals for conflict resolution. Either party at their discretion may invite the school's Human Resource Manager to participate in the process to help resolve the issue. The Head of School will continue to monitor the issue until either a resolution or an impasse is reached.

For grievances related to alleged harassment or discrimination on the part of the Head of School, please see below the instructions on allowable skipping of earlier steps in the process.

Step 3 - Prepare a Written Grievance for the Board of Directors. In cases only when a concern has not been resolved at Steps 1 or 2, or when a mutual impasse has been reached in Step 2, the grievant may file a formal written grievance with the Board by emailing it directly to the Board President. The written grievance must be submitted on the Conflict Resolution Form, and must detail (i) the date of the incident (if applicable); (ii) the School staff member(s) involved; (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the grievant's requested resolution.

Current contact information for the school Board can be found on the School website, under the 'Board of Directors' page. Within 10 days of receipt, the Board President, or his/her designee, will inform the entire Board of receipt of the complaint, work with the Directors to review the written grievance and then will on behalf of the Directors provide a written response to the grievant either determining that the grievance has merit and warrants full review by the entire Board or declining to review the written grievance for lack of merit. If it is determined that the grievance warrants full review by the Board (determined via a two thirds majority vote), the Board shall review the grievance at its next regularly-scheduled Board Meeting and issue a written decision to the grievant within 10 days of that meeting. If declining review (determined via a two thirds majority vote), the Board's written response to the grievant will explain the reasons for the determination and will conclude the Board's action in response to the complaint. The Board's decision will be final.

While any member of the public is always welcome to speak in an open Board meeting as outlined in policy GP-9, no grievance issue will be addressed by the Board without the grievant having first followed the procedures outlined in this policy. Issues of employee or student privacy may only be addressed in Executive Session, as is legally proper. The Board will not take any action with regard to anonymous complaints, with the exception of due diligence where an anonymous complaint asserts a safety or security concern.

Grievances on the basis of alleged harassment or discrimination.

A grievant is not required to address the issue with the person directly involved if the grievant is alleging harassment or discrimination. In case of grievances relating to allegations of harassment or discrimination, please see the school's Workplace Harassment/Discrimination Guidelines available in the Student and/or Staff Handbook. In these cases, the grievant may skip step 1 or 2 of the process (addressing the grievance with persons directly related to the complaint) and proceed directly to the Head of School (for alleged harassment and discrimination complaints relating to staff) or the Board (for alleged harassment and discrimination complaints relating to the Head of School). When the grievance alleging harassment or discrimination is brought directly to the Board, the grievance must be in writing and must follow the process outlined in Step 3 above.

Title IX Coordinator is: Head of School, Dan Kohler, 26990 Eagle Lane, Clark, CO 80428; (970) 871-6062; dkohler@northrouttcharter.org

Confidentiality and appropriate use of school and personal email addresses.

Members of the North Routt Community Charter School community, including students, parents staff, administrators and the Board, are required to comply with the governing documents for the school, including Bylaws, Board Policy Manual, Student/Parent and Employee Handbooks, Colorado Open Meetings Law, and the Colorado Sunshine Act. No member of the community may be subject to any retaliatory action as a result of filing a grievance or complaint, nor for reporting conduct that is considered to be illegal, harassing or discriminatory. All grievances and complaints filed at every step of the above process will be thoroughly investigated and all parties to a complaint will be given due process to participate in the discussions and actions that lead to resolution. Reporting false information considered defamatory and intended to malign any other member of the community will not be tolerated and could lead to a potential defamation of character lawsuit.

Communication Expectations

We ask that both families and staff members respect our Communication Agreements.

- Demonstrate respect in both what is said and how it is said.
- Demonstrate public support for one another and recognize that families and teachers are on the same team.
- Assume positive intentions and keep an open mind.
- Ask questions first.
- Raise concerns with the appropriate person.
- Use good judgment about the amount of contact that is appropriate.
- Be mindful of the amount of time an individual concern may take and of staff "working hours" (7:45-3:30) when communicating or anticipating responses. Staff members will make reasonable efforts to respond to inquiries within two business days.
- Schedule appointments if a discussion is needed instead of raising concerns in public settings, especially before school, after school or when faculty and staff are outside doing supervision.
- Keep in mind that voicemail and email are public documents and that confidentiality cannot always be protected. Know that emails sent to and from NRCCS staff are considered 'findable evidence' in a court of law. A great rule of thumb is that we should not say or write anything that we wouldn't want to be published.
- Adhere to "email is for information and not for conversation". We understand our lives are very busy but we would like to spend more time creating partnerships and mutual understanding, than responding to emails/messages. Please schedule an appointment to meet with your teacher, either by phone or by Zoom if your request or questions would require more than a few sentence response.
- Verbal, physical or sexual harassment towards staff will not be tolerated.

Distribution of Unauthorized Materials Guidelines

The distribution of unauthorized material on school property or the distribution of material in violation of school distribution rules is prohibited. Consequences for violating this procedure will be determined by the administration and based upon the severity of the infraction.

Student Dress Code Guidelines

A safe and disciplined learning environment is essential to a quality educational program. While the school recognizes that students have a right to express themselves through dress and personal appearance, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

The dress code at NRCCS is relaxed but is intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. Any student inappropriately dressed will be required to change.

The following items are considered unsuitable to the classroom environment:

- Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
- Sunglasses or hats worn inside the building
- Sheer, tight, or low-cut clothing that bare or expose traditionally private parts of the body
- Shirts, tank tops, sweaters or similar clothing that do not graze the top of pants, shorts, skirts, etc.
- Pants, shorts, skirts, etc. that are worn lower than hip level
- Any clothing paraphernalia, grooming, jewelry, hair coloring, accessories or body adornments that are or contain an advertisement, symbols, words, slogans, patches, or pictures that; refer to drugs, tobacco, alcohol, or weapons, are of a sexual nature; are obscene, profane, vulgar, lewd, or legally libelous.

Footwear must be worn at all times.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty. If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and the Head of School shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action.

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the Head of School.

Drugs, Alcohol and Tobacco

The school 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/guardians, community and its agencies.

It shall be a violation of school policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess drug paraphernalia and to possess, use, sell, distribute, exchange or procure or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, the following definitions shall apply:

- 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 in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the school policy and regulations on administering medications to students.
- Possession shall mean bringing, possessing or having in one's control a controlled substance or drug paraphernalia.
- Sale shall mean exchanging money or any other item of value in a transaction where a controlled substance is exchanged.
- Distribution shall mean providing a controlled substance to another regardless of the exchange of money or item of value.
- Drug paraphernalia shall mean any equipment, product or material, which is used or intended to be used or designed for use in introducing a controlled substance into the body.
- Under the influence shall mean when a student has ingested, inhaled or applied a controlled substance or when a student's behavior, condition, speech, appearance, odor, well being or the wellbeing of others is affected by the use of a controlled substance.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student:

- On their way to or from school,
- On school property,
- Being transported in vehicles dispatched by the district or one of its schools,
- During a school-sponsored or school-sponsored activity or event,
- Off school property when the conduct has a reasonable connection to school or any school curricular or non-curricular event,
- Or whose conduct at any time or place interferes with the operations of the school 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. Disciplinary sanctions and interventions for violations of this policy shall be in accordance with School policy concerning student suspensions, expulsions and other disciplinary interventions.

Active Shooter/School Security/Threat Assessment

In the event of an emergency at NRCCS, we have adopted the ["I Love U Guys" Foundation's Standard Response Protocol \(SRP\)](#). This protocol is used by the Steamboat Springs School District, which allows us all to be on the same page and our law enforcement agencies to be in sync. We encourage families to visit the website to familiarize yourselves with the method.

Adverse Weather Procedures and School Closings

The Head of School will determine school closures or dismissals in the event of hazardous weather or other emergencies that threaten the safety, health or welfare of students or staff members.

Parents, students, and staff members shall be informed through the email that is on record at the school in event of emergency closings or early dismissals by 7am..

School will be canceled in the event the temperature drops to 40 degrees below zero Fahrenheit or as determined by the Head of School..

Fire Alarms and Building Emergencies

Should an emergency require evacuation of the School, fire alarms will sound. All students, staff, and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Students will proceed to designated areas with their teachers. Individuals will remain in the area until a member of the administrative staff gives the all-clear signal. All fire alarms are treated as real and must lead to an immediate evacuation of the building.

Students must follow these evacuation procedures:

1. Silently follow staff directions and proceed out the nearest exit.
2. Do not grab backpacks or any belongings before exiting.
3. Meet in the designated evacuation location with the teachers.

Financial Procedures (Student and Parent/Guardian)

Students may not sell any articles on school property without the permission of the administration. They may not make a collection of money or materials for their own purposes or for an organization to which they belong outside of school without prior permission from the administration.

School Fees

Parents/Guardians shall be responsible for paying school assessed fees provided by the school.

Start of School Year Fees- for K-8 students

OEW Fee- \$75

Fieldwork Fee - \$75

Classroom/ Book and Technology Fee - \$75

Yearbook Fee (optional)- \$25

Any trips that are overnight or have an extensive cost will be assessed on an individual basis and fees will be populated accordingly based on the actual cost of the trip. This includes the Middle School annual fieldwork week and the 8th Grade raft trip.

Clark Store Lunch and School Provided Snacks and Food

Optional Student Lunch Program: Offered Monday-Thursdays that school is in session, the daily cost for a student lunch is \$5.50. All students must bring a packed lunch every Friday. Clark Store lunch fees will be billed from NRCCS monthly for the previous month of service.

Bus Fees:

\$2.00: single ride (one way/ per student)

Bus fees will be billed monthly for the previous month of service.

After School Fees

\$5.00 per student for pick up between 3:30-4:00

\$12.00 per student for pick up between 4:01-5:00

After School fees will be billed monthly for the previous month of service.

Medical

Injury

In the case of a substantial injury, the Head of School and/or staff will fill out an incident/accident report. Parents will be notified. In the event of injury, First-aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). Each classroom is equipped with a first aid kit. In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Medical Emergencies

Staff will attempt to notify parents as soon as possible if their student is seriously injured or needs medical care above and beyond what staff is qualified to provide. When a child is sick or has a major injury, we will contact the parent by phone immediately. If neither parent is available, the emergency contact numbers listed on the child's admission form are tried. Repeated efforts are made to reach the parents and the child is cared for to the best of our abilities until a parent is notified. Staff will take whatever steps necessary to obtain emergency care, which include but are not limited to calling paramedics, calling another physician, having a student taken to the hospital of choice, having a student taken to the closest emergency room or clinic with appropriate equipment. **Any expenses incurred will be borne by the student's family or insurance.**

Illness/When to Miss School

There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities, or when overtired, fussy or won't stop crying.
2. The child needs more care than teachers and staff can give while still caring for the other children.
3. The illness is on the [CDPHE How Sick is Too Sick list](#) linked here.

Illness is a part of the child's life. We will do everything we can to maintain a healthy environment. Some symptoms/illnesses that would require children and staff to be kept home (excluded) from school are listed in the chart below. For a more complete list please refer to the [How Sick is Too Sick](#) list. For illnesses not listed on the How Sick is Too Sick, we will follow the [CDPHE Infections Diseases in Child Care and School Settings](#) guidelines.

Guidance for Symptoms Due to a Specific Disease Following a Negative COVID-19 Test	Child or staff must stay home?
COVID-19 (clinical diagnosis symptoms without testing a positive diagnostic test)	YES– children and staff who have suspected COVID-19 or who have been diagnosed with COVID-19 must be excluded and follow CDPHE's isolation guidance. Guidance for schools and child care settings can be found here: https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools.
Diarrhea- frequent, loose to watery stools compared to child's normal ones that are not caused by food or medicine	YES– Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline. The child or staff member may return to school or child care 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If the diarrhea is explained by a specific illness, then the child or staff can return to school or child care following exclusion guidelines for that illness.
Fever Fever is a temperature of 100.4°F or greater. Babies 4 months or younger need to see a doctor right away for a fever of 100°F or higher.	YES – The child or staff member may return to school or child care if the fever has been resolved for 24 hours without fever reducing medications unless the fever is caused by an illness that requires them to stay home longer. If the fever is explained by a specific illness COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.
Flu-like Symptoms Fever Sore throat Runny nose or congestion	Yes - Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness.

	In consultation with a healthcare provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate including evaluation for strep throat.
Vomiting/Throwing Up	Yes – Unless the vomiting is related to an existing chronic condition or is explained by a diagnosed condition not requiring the person to stay home, the vomiting is unexplained and inconsistent with the person's baseline state of health, the child or staff member may return 24 hours after their last episode of vomiting. If the vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness. If a child with a recent head injury vomits, seek medical attention.
Cough	Yes- Exclusion is recommended if the child is experiencing severe, uncontrolled coughing or wheezing, having difficulty breathing, becoming or blue in the face, making high-pitched whooping sounds after coughing, vomiting after coughing.
Chicken Pox	Yes - until the blisters have dried and crusted (usually 6 days), or in immunocompromised people without crusting, until no lesions within 24 hour period.
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No – children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment. *Preschoolers may require a consultation with the school nurse, Head of School or a note from a healthcare provider in order to attend school with eye symptoms.
Hand Foot and Mouth Disease (Coxsackie virus)	No - unless the child has mouth sores, is drooling and isn't able to take part in usual activities *Preschoolers may require a consultation with the school nurse, Head of School or a note from a healthcare provider in order to attend school with eye symptoms.
Head Lice or Scabies	Yes - until after first treatment.
Hepatitis A, Salmonella, Shigella, or Shiga-toxin Producing E. coli	Yes – children and staff may return to school or child care when cleared by health department.

Impetigo	Yes – children and adults need to stay home until 24 hours after antibiotic treatment has started.
Influenza	Yes - children and staff should remain out of school or child care until they fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Norovirus	Yes – exclude children and staff for at least 48 hours after their last episode vomiting and/or diarrhea.
Ringworm	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in activities with person to person contact.
Croup, RSV (Respiratory Syncytial Virus)	Yes - Children and staff should remain out of school or child care until they fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Strep Throat	Yes - for 12 hours after starting antibiotics unless the doctor says that it is ok to return to school sooner.
Other Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes – Children and staff can return to school once they are no longer contagious (see Infectious Disease Guidelines). Public health consultation may be necessary.

Source: CDPHE HOW SICK IS TOO SICK

The Head of School or authorized staff may request that a child be picked up because he/she does not conform to our health standards (listed above) or is not well enough to participate in the normal routines and activities planned. Parents are expected to pick up their child within one hour or less.

Following this illness policy is per Health and Safety Regulations and appreciated for the health and safety of our staff, children, and their families.

Allergies

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies must provide us with a letter detailing the child's symptoms, reactions, treatments and care. Staff will be made aware of student allergies. We are trained to familiarize ourselves and consult the list to avoid the potential of

exposing children to substances to which they have known allergies. We will make every reasonable effort to keep allergens that may lead to anaphylactic shock out of the classroom but cannot guarantee they will not be present. If you suspect your child may have an allergy please seek the advice of a health professional. Children should be aware of self-care precautions.

Medication

A doctor's signature is required, by law, for staff members to give your student oral medication or to apply skin or eye treatments. Please obtain a doctor's signature, information on dosage and description of medicine or treatment before your student has an emergency. Keep these in the original container. The school's staff will not be able to administer non-prescription medication unless a permission form allows for the desired medication to be dispensed and that it is provided by the parents.

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will store the medication in an unrefrigerated or refrigerated lockbox as specified on the medication. Office staff will also ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

Personal Property Guidelines

All property brought to school is brought at the owner's risk. NRCCS cannot assume responsibility for any property belonging to students. Distracting or inappropriate objects will be taken from a student and returned at the end of the day. Repeated violations will require a parent/guardian conference. Students should not bring large sums of money to school. If it is necessary to bring a large sum of money, that money should be taken to the office for safekeeping. Students have no expectation of privacy with respect to personal belongings.

School Lunch

Students will be required to eat their own food both brought from home and/or purchased from the Clark Store prior to receiving food provided by NRCCS.

Please do not send uncooked noodles, pasta, and/or ramen type products. These items take a long time to cook and students are then rushed to finish eating. Please precook these products.

School Supplies

It is the responsibility of students to come with appropriate materials to school. The supply list will be distributed to parents prior to the start of the school year. NRCCS will do its best to notify students and families in a reasonable amount of time when items are needed for projects.

School Property

NRCCS expects students to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment, books and all

electronic equipment. Intentional actions to damage or harm school property will lead to a suspension and may lead to expulsion. Should the damage be deemed as an unintentional act, students may be given the option of reimbursing the school and/or completing community service as determined by the school.

Transportation Guidelines

The NRCCS bus route runs between the Stockbridge Transit Center (1505 Lincoln Ave, SS) and NRCCS, every Monday-Friday when school is in session. Please keep in mind weather, traffic and staffing can affect the bus route unexpectedly and NRCCS will reach out to all parents with any changes in the bus schedule as quickly as possible. **Attendance will be taken by the driver on every AM and PM route for student tracking and office billing purposes.**

Bus Fees

\$2.00: single ride (one way/ per student)

Bus fees will be billed monthly for the previous month of service.

Bus Schedule

As per school policy, we offer PM drop-offs at any SSSD RE-2 location (B/G Club, SCE, SSMS etc) but a request must be submitted to the NRCCS office.) Route is subject to change.

AM Route Stops:

7:15am: Bus Departs Transit Center
7:24am: CR 129 - 43436 County Road 129
7:32am: 47080 CR 129 - Brodman Driveway
7:50am: Bus Arrives at NRCCS

PM Route Stops:

3:10-3:15pm: Bus Departs NRCCS
3:20pm: CR 56/CR 129
3:25pm: Moon Hill
3:35pm: 47080 CR 129 - Brodman Driveway
3:40pm: CR 129 at Cullins Corner
3:45pm: YVEA (PM ONLY)
3:50pm~3:55pm: Bus Arrives at Transit Center
4:05pm: Boys & Girls Club
4:10pm: Soda Creek Elementary

NRCCS Bus Protocols

Within the first week of school, bus riders will meet with the school principal and daily route driver to review proper and expected conduct from all bus riders.

The bus is a wonderful resource for the North Routt Community Charter School and our families. Maintaining order and safety is the top priority for the bus at all times. Please review the protocols and policies below that pertain to all bus riders.

Some important notes:

- If necessary seats can be assigned to ensure safety and to encourage appropriate

- behavior..
- Proper noise levels are important for safety, the driver will monitor this and will discuss with the students.
- School Policies will be followed when inappropriate behavior happens on the bus. The driver will do a formal office referral for when these situations arise.

Steps for a safe bus ride:

Getting on the Bus:

1. Arrive at the bus stop at least 10 minutes before the bus is scheduled to arrive.
2. When the bus approaches, stand at least three giant steps (6 feet) away from the edge of the road and line up away from the street.
3. Wait until the bus stops, the door opens, and the driver says that it is okay to enter before stepping towards the bus.
4. If you drop something near or under the bus, be sure to alert the bus driver. Never try to pick it up!
5. Move quickly to your bus seat.
6. Once you're seated, talk to your friends in a classroom volume voice and get ready for an awesome day at school!!!

Getting off the Bus:

1. Make sure you have all of your stuff!
2. Wait for the bus driver to stop the bus before standing up.
3. When the bus is stopped, walk quickly to the front of the bus.
4. Use the handrail to exit.
5. If you have to cross the street take five giant steps (10 feet) in front of the bus
6. Look at the bus driver, he or she will wave when it is safe to cross.

NRCCS Transportation School Policies

S-5 Student Conduct on Buses:

Riding a school bus to/from school or to/from a school activity is a privilege and not a right. Students who choose not to abide by bus rules shall be disciplined as necessary in order to protect the welfare and safety of all bus occupants.

The bus driver shall ensure the daily safety and operation of the bus and his/her passenger students. When a student fails to respond to the driver's safety directions and/or becomes a discipline problem, the driver shall report such problems to the Head of School.

At the discretion of the Head of School, parents shall be notified of the student's infraction and the student shall not be allowed to ride the bus for a period of time as set forth by the Head of School. Use of on-board video may be allowed when determining culpability and corrective action.

F-13 Vandalism:

Every citizen of the school, students and members of the police department are urged by the school to cooperate in reporting any incidents of vandalism to property belonging to the school and the name of the person or persons believed to be responsible.

Students who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of other people on school property may be referred to law enforcement authorities. Students who are caught vandalizing school property may be suspended and/or expelled.

It is the intent of the school to seek damages as permitted by law from students who

vandalize school property and/or their parents or guardians.

S-26 Bullying:

Examples of acts that may constitute bullying include but are not limited to:

- Derogatory written or pictorial communications in any media (e.g., letters, notes, voicemail, text messages, pager messages, newspaper articles, invitations, posters, photos, cartoons).
- Derogatory verbal comments (e.g., name-calling, taunting, hostile teasing, spreading rumors, epithets, jokes, or slurs).
- Threats of force or violence against a person's body, possessions or residence (e.g., obtaining food or money by threats of force).
- Physical conduct (e.g., provocative gestures, overly rough horseplay, restricting freedom of action or movement, violence, defacing or destruction of property).

The complete policy for Bullying Prevention and Education is included with the start of school letter. Please review this with your student and complete the attached acknowledgement form specific to the NRCCS Bullying Prevention Policy.

S-24 Code of Conduct:

The Head of School may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school property, when being transported in vehicles dispatched by the school, during a school-sponsored activity or event and off-school property when the conduct has a reasonable connection to a school curricular or non-curricular event: Please review this policy for specifics.

S-22 Student Conduct and Discipline:

The school expects that every student will follow accepted rules of conduct and to show respect for and to obey persons in authority. The code shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

The school has adopted specific Character Traits and Habits of a Learner; they, in addition to all student-related policies, are considered as constituting the conduct and discipline sections of the legally-required code. The "Code of Conduct" rules shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, and shall be printed and made available to students and parents/guardians.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority of all school employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All employees of the school shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or sanctioned events. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

BUS CONTRABAND LIST

NRCCS students ride school buses in crowded conditions and it is therefore necessary to prohibit certain types of items from being carried on the school bus. Listed below are items that are specifically and categorically prohibited from being transported on the school bus. Other items may be excluded at driver discretion. Please note: If you have an unusual item

you want to bring to school for a legitimate purpose, please check with your NRCCS bus driver ahead of time.

- No animals or pets (dead or alive) or animal parts such as antlers.
- No weapons, including squirt guns.
- No skis, ski poles, snowboards, hockey sticks.
- No glass containers.
- No large items that can't be held on lap.
- No explosives, including firecrackers, sparklers, etc.
- No ice skates, unless carried within a case held on lap.
- No sleds.
- No controlled substances. No drugs or alcohol. RX that travels with a student must be properly documented with NRCCS.
- No flammable liquids.
- No selling items on the bus.
- No items that the driver feels are dangerous.
- School projects are not always safe on the bus. If the driver deems unsafe or oversized the items will not be transported.
- All basketballs, baseballs, softballs etc and sports equipment needs to be in a bag.
- No laser pens.

Any student(s) interested in riding the NRCCS Bus Route for the 2025-2026 school year are required to agree to the “2025-2026 NRCCS Bus Transportation Agreement” that is attached to this document and agreed to with the annual ALMA registration update.

Vandalism

All Students and Staff are urged to treat the building with care and respect. No one is to injure, destroy, deface or trespass on school property, and violation of this policy may result in criminal charges. Parents/guardians may be legally responsible for paying for any damage done to the building or school property by their child. People with any information about the damage done to the building, its contents or any school facilities or equipment should report it to the administration. Vandalism or defacement/damage to another member of the NRCCS community's personal possessions is also a violation of this policy.

Weapons

Guns, knives, explosives, or weapons of any type are not permitted in the school, on the campus, anywhere on the premises, and at any off-campus school related activities or events. Violations may lead to expulsion and will be subject to mandatory referral to the criminal justice or juvenile delinquency system. Items that appear to be weapons are banned as well.

SECTION 4 - Academic Procedures

Academic Focus

Student engagement in academics drives student success. Students are motivated to learn if they believe that what they do in school is relevant to their future and interesting to them today. NRCCS will empower teachers to create an emotionally and intellectually safe, collaborative atmosphere, where students grapple with challenging tasks and the big ideas of life, where students feel that everyone has something to contribute to a final product that is beautiful, powerful, and meaningful.

Research supports the notion that we learn by doing and we learn from our mistakes. Learning is optimal when we grasp abstract concepts by comparing, grappling, taking apart,

reconstructing and applying; we master skills through practice, expert feedback, and practical application; and we retain information that is investigated and used in the context of real-world events that matter to the learner. It is the goal to teach our students to think critically, evaluate, analyze, make relevant and valid judgments, discriminate among values and communicate ideas with others. This can be achieved by providing the opportunity for our students to take risks, make mistakes, receive feedback, and refine their work; thus making learning an iterative process.

Academic Effort

We believe that homework should be an opportunity to build responsibility. Homework will be given on a regular basis and will be meaningful and relevant. The approximate time for homework varies by grade level. Your child may be completing unfinished work, working on a long-term project, reading, practicing spelling or math facts, or practicing skills learned during the school day.

We know that our students have exciting lives outside of school and feel that homework should not interfere with these activities. If you feel that your child has too much or too little homework to meet your families' needs, contact your child's teacher and appropriate adjustments will be made. Homework will not be assigned during breaks.

If you choose to take your child out of school, homework will not be provided. We suggest that your child read, maintain a journal and practice math facts. When your child returns, any missed assignments, which can be made up, will be provided. Your child should complete this work within a prearranged amount of time to receive a grade.

Crew Program

Every student has a dedicated time in the morning where social and emotional lessons are instructed. These lessons are planned by the Social and Emotional Leadership team which is made up of staff members and led by the school social worker. In these lessons teachers explicitly instruct lessons around the "Character Traits" and the "Habits of a Learner" that NRCCS believes are integral in creating well rounded students. During this time teachers also check in with their students and ensure that their academic needs are being met.

Grading Procedures

Grading procedures are determined by the Crew Teacher and designated special teachers e.g. art, P.E. and math. Please consult with the individual teachers to determine their policies around grading.

Grades for elementary age students in the grades K-5 are based on subject area standards and/or a grade level benchmark continuum. Their grade will reflect the progress that is made on a specific subject area.. For example if a student is proficient on a certain subject area they will receive a M for "Meets". If the student is still working towards proficiency they will receive an I for "In Progress". If they exceed proficiency they will receive an E for "Exceeds Expectations". If a student's performance on a certain subject area is below expectations they will receive an L for "Below Expectations/Beginning". If the student is not showing evidence of understanding the subject area they will receive an N for "No

Understanding or Evidence".

E=Exceeds Expectations

M= Meets Expectations

I=In Progress / Developing

L = Below Expectations / Beginning

N=No Understanding or Evidence

Grades for middle school students in grades 6th-8th are determined by a cumulative score. Assignments and assessments are given a point value and students receive points based on proficiency. This score is then used to determine a percentage score for that task. For example a student might receive a 41/50 on a math test. That student would receive an 82% on that assessment. Percentages are then turned into letter grades.

90%-100%=A

80%-89%=B

70%-79%=C

60%-69%=D

50%-59%=F

A student in middle school is considered proficient if they score between 70%-100% on a certain assignment or assessment.

Report Cards and Progress Reports

Report cards will be sent home at the end of each semester.

Student-Led Conferences and Parent-Teacher Conferences

Parent-Teacher Conferences will be held annually in October.

Student Led Conferences will be held annually in March.

Refer to the school calendar for specific dates.

SECTION 5- School Culture and Discipline Procedures

NRCCS is an inclusive school that welcomes all students. We believe that students should have the opportunity to learn from their mistakes. We will hold students accountable for their actions and guide them to become productive members of our community. This culture starts in the classroom. Teachers will support and care for students and use clear and consistent classroom expectations. Students will be challenged on a daily basis and will be exposed to learning opportunities that will keep them engaged. Research based instructional strategies and protocols will be implemented so that students can participate with the learning environment in an equitable manner. When behavior situations arise the following behavior matrix will be used as a guide. [NRCCS Discipline Matrix](#)

At NRCCS we take a team approach to discipline concerns. This Discipline/Behavior Administration team is made up of the Principal, Academic Dean, and School Social Worker. We believe that decisions related to discipline should not be made in isolation and should be a collaborative effort so that biases can be confronted and the student is treated with respect and due process is followed. All discipline situations will be addressed in a manner that is fair and consistent.

At NRCCS we value restorative practices. We believe that students must be held

accountable for their behavior decisions. This means that students are directly responsible for repairing the harm that is caused by their actions. Students will be supported to make amends to the people that were harmed and will determine appropriate restitution that will be made to the affected party. Students will be supported through this process by a member of the Discipline/Behavior Administration Team.

SECTION 6 - Technology Guidelines

In order to ensure that our technology use is effective and safe, please discuss the following guidelines with your family. Failure to follow this agreement may result in the loss of the privilege to use technology in the classroom or other natural consequences. Natural consequences may include the need for the school to charge replacement or repair costs. The care and safety of technology is the responsibility of the student to whom it is assigned.

- I will use technology according to the instruction I am given by my teacher or staff member, for educational purposes. I understand it is not for entertainment (including online games or social media).
- I will use my device in appropriate ways for educational purposes and will demonstrate integrity by only accessing school-appropriate websites.
- I will treat my device with respect.
- I will follow our school guidelines for behavior with my device.
- I will care for the headphones/earbuds that are issued to me. I will not intentionally break or damage them, or anyone else's.
- **If I damage my device or headphones/earbuds, or anyone else's, due to negligence and/or misuse I understand that my family will be charged for replacement/repair costs at the current district rates.**

SECTION 7 - Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records and gives parents/guardians rights to review student education records.

FERPA gives parents and guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

North Routt Community Charter School shall provide all student records, including discipline records to a school to which a student transfers, and no parental permission shall be required. Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

Student Records

The school maintains important information files on each student. You and your parent(s)/guardian(s) may review those records with reasonable advance notice given to the school. School officials may obtain access to your records for educational purposes only.

Withdrawal Process

Please remember to properly withdraw your student by contacting the NRCCS office manager at 970-871-6062 or emailing office@northrouttcharter.org.

Media Release

NRCCS will periodically create publications to highlight student achievement, school life and school events. These publications will be developed for the purposes of admissions, public relations, fundraising, and other uses that promote the school. We will honor the Student Photo/ Media Release form completed by families during the registration process.

Distribution of Published Materials or Documents

School Materials: Publications prepared by and for the school by students may be posted or distributed to the greater community, with prior approval by the administration. Such items may include school posters, brochures, murals, etc. All school publications are under the supervision of a teacher, sponsor, and the administration.

Non-School Materials: Unless a student or parent/guardian obtains specific prior approval from the Head of School, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed at school. Materials displayed without this approval will be removed. Parents or guardians may not use the student's email account to obtain other student's email accounts, or send emails to any student or group of students without the permission of the administration.

Please sign and return the attached acknowledgements to the main office if you did not complete them with the NRCCS ALMA registration.

North Routt Community Charter School

Family Handbook Contract

**Only to be completed if not completed with
NRCCS ALMA registration.**

Student and Family Acknowledgement of Understanding and Compliance

We are familiar with and will abide by all the contents, responsibilities and policies contained in the Student and Parent/Guardian Handbook. We understand that these policies govern student and family conduct in the school and will be enforced at school or on school grounds, at school sanctioned activities or events, or while being transported by school approved vehicles, or occurring off school property. The school reserves the right to adapt and change procedures and guidelines during the year to serve the greater good of the school.

Student (please initial)

_____ I have read, understand, and agree to uphold and abide by NRCCS' guidelines in this handbook.

Parent/guardian (please initial):

_____ I have read, understand, and agree to uphold and abide by NRCCS' guidelines in this handbook.

Parent/Guardian Name

Parent/Guardian Signature

Date_____

2025-2026 NRCCS OEW AND FIELDWORK TRIPS PERMISSION FORM
Only to be completed if not completed with NRCCS ALMA registration.

NRCCS OEW Trips/activities and Fieldwork Trips will take place away from your child's regular daily environment and at times the NRCCS school campus. There are some special considerations and procedures which apply. We have outlined these below:

Participation in activities on OEW and Fieldwork Trips, may potentially involve risks and responsibilities for you and your child that are beyond the scope of those normally associated with traditional school functions under our supervision. These may include, for example, personal injury or damage to personal property. We encourage you to enquire in advance concerning the nature and details of each OEW/Fieldwork Trip and of any potential risks which will be assumed through participation. By signing below, you acknowledge that you have made yourself aware of any potential risk associated with the OEW/Fieldwork Trip and that you voluntarily and knowingly assume such risk and release and hold harmless NRCCS.

The school's responsibility for injuries to students or damage to their property in connection with these activities is defined by Colorado law.

The school does not have any medical/dental/hospitalization insurance covering students for injuries incurred at school or while on OEW/Fieldwork Trips. If you have not already done so, you should investigate and we highly recommend you obtain medical insurance coverage for your child.

If your child fails to abide by school rules of conduct and teacher instructions during the trip, it may become necessary to discontinue his/her participation in the activities. In that case, you may be responsible for picking up your child immediately.

I hereby give my permission for my student to attend all NRCCS OEW Trips/activities and Fieldwork Trips. I give permission for my child to be transported to and from the trip destination via school authorized vehicles, including vehicles operated by school approved charter companies. I hereby release and hold harmless NRCCS and it's Head of School, board members, officers, agents, employees, teachers and authorized volunteers from any and all liability, liens, claims, demands, actions or cases of action, whatsoever arising from my student's participation in OEW Trips/activities and Fieldwork Trips.

By signing below, I agree to all above statements.

Student Name:

Parent/Guardian Printed Name, Signature and Date:

2025-2026 NRCCS BUS TRANSPORTATION AGREEMENT

To Be completed for EVERY Student who plans to utilize bus route services for the 2025-2026 school year.

To be completed if not agreed to in the NRCCS ALMA registration.

By signing below, you attest to have read the “NRCCS Transportation Guidelines” located within the NRCCS Family Handbook in its entirety and have reviewed the contraband list and discussed the expected student conduct with the listed child/NRCCS Student(s) and he/she agrees to abide by all protocols and policies when riding on the NRCCS school bus.

Student(s) Printed Name:

Parent/Guardian(s) Printed Name:

Parent/Guardian(s) Signature:

Please email office@northrouttcharter.org with designated pick up and drop off locations and bus schedule for your student.

NRCCS Student(s) Name:

Parent/Guardian(s) Printed Name & Signature: (If not already agreed to with ALMA registration)

Date: _____

2025-2026 NRCCS PERMISSION TO WALK HOME FROM BUS STOP

North Routt Community Charter School (NRCCS) does not permit their bus drivers to leave any child at a drop-off location/bus stop/off campus trip location where a parent or guardian is not present. If a parent or guardian is not at a drop-off location to pick up their child, the student will be returned to the NRCCS campus.

If you feel your child is old enough and responsible enough to walk home from his/her contracted bus stop, you must sign and return this written letter of permission to the NRCCS office. This written permission will be kept on file for the entirety of the 24-25 school year. By signing below, you release NRCCS from any liability and give consent to allow your child to walk home from the contracted bus drop-off without a parent or guardian present.

We encourage you to discuss, review and practice the safest route home, the importance of paying attention to stoplights, cross walks, blind spots, and what to do if a stranger approaches.

We ask that the family recognizes that NRCCS will do its best to ensure a safe experience on the bus, and understand that certain dangers are present when a student walks home alone.

By signing below, I hereby release NRCCS and all NRCCS transportation drivers from all responsibility and liability of any nature whenever my child is dropped off at a contracted bus stop to walk home alone without a parent/guardian present.

Email office@northrouttcharter.org with Designated Bus Stop(s):

NRCCS Student(s) Name:

Parent/Guardian(s) Printed Name & Signature: (If not already agreed to with ALMA registration)

Date: _____