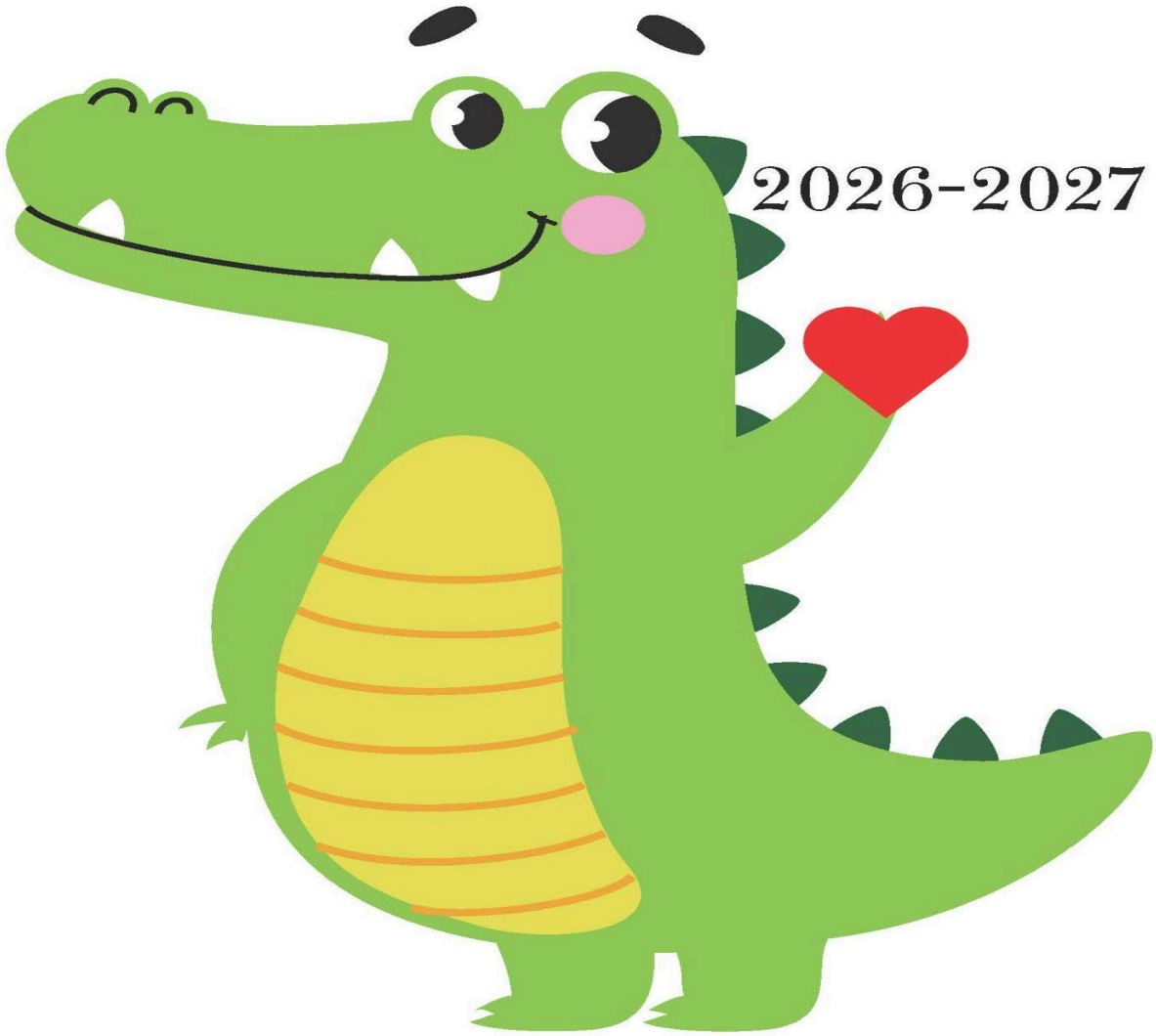
Aragon Family Handbook

Aragon's Mission/Vision

At Aragon, we hold students to high academic and behavioral expectations in an *effort to equip them with the essential skills they need to be successful at school and in life. We are devoted to seeing students as individuals, know that mistakes are learning opportunities, and believe that kindness should characterize the relationships within our school community.*



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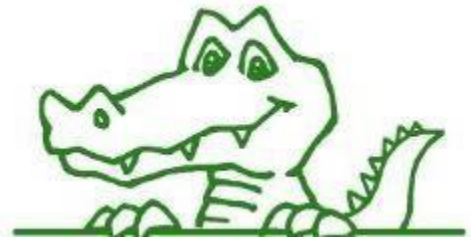
Aragon Office

(Office Hours, 7:00am - 3:30pm)

211 S. Main
Fountain, CO 80817
719.382.1340



Tracey Landrum, Principal

Stephanie Lee, Asst. Principal, Martha Honea, Dean of Students

Allyson West - Counselor

Saul Aranda -School Psychologist

Dawn Harnick, Special Education Secretary

Blanca Rodriguez, Attendance/Registrar Secretary

Sandra Ortiz, AESOP/Budget Secretary

Wendy Watembach - Nurse

Officer Matt Hondorf - School Resource Officer

Staff

Grade Level/Area

Kindergarten	Hannah Getchell, Maxwell Donaty, Myesha Bruce
1st Grade	Ashley Burts, Tara Gleason, Charlotte Riggs
2nd Grade	Natell Cox, Ela Montoya, Tanya Torline
3rd Grade	Mindy Thompson, Kim Elder, Alicia Freeman
4th Grade	Marissa Schrepel-Faw, Diane Zelezinski, Brianna Ryan
5th Grade	Leanne Sammon, Kristy Camacho
Affective Needs Program	Lindsay Mullin, Jackie Olonia, Abby Boomgaard, Adriana Amaya, Chelsey Claude, Emily Wilson
Special Education	Heather Kneis, Jamie Lemm
Speech	Chloe Suckling, Ryan Spring
Art	Katherine Previch-Lui
Library/STEAM	Shelley Vernier
Music	Kayla Slaughter
PE	Thomas Revering
Title 1/Interventionists	Amanda Koslosky (.5), Sarah Watkins (.5 READ)
Occupational Therapy	Keena Broughton
Physical Therapy	Simon Pratt
Custodians	Hylas Dory (Manager), Andrew Perano, Julian Alvarado
Cafeteria	Mona Cowan (Manager), Maria Acosta, Darlene Morton, Aless Real, Ricki Girardin
Lunch Monitor	Veronica Bermudez
ESL	Lydia Rogers

Supply Lists

Kinder	First Grade	Second Grade
• 1 pack of # 2 pencils (wooden) • 4 boxes 24 count crayons • 2 thin, black dry erase markers • 1 thick, black dry erase marker • 1 pair of blunt-tip scissors • 1 pack of washable markers • 1 pack of play dough • 12 glue sticks • 2 green plastic folders • Change of clothes (to keep in child's backpack)	• 1 box of #2 pencils (wooden) • 2 boxes of 24 count crayons • 2 boxes of washable markers • 2 packages of thick, black dry-erase markers • 6 glue sticks • 3 plastic folders (purple, red, blue) • 1 pair blunt-tip scissors • 2 individual containers of playdough (any color) • 1 pencil box (not a pouch) • 1 box of sandwich plastic baggies (A-L last name) • 1 box of gallon sized plastic baggies (M-Z last name) • Change of clothes (will stay in child's backpack)	• 1 large pink eraser • 6 glue sticks • 1 pack of 3x3 sticky notes • 1 spiral wide-ruled notebook • 1 box 24- count crayons (A-L last names) • 1 box 10- count washable markers (M-Z last name) • 1 pack yellow highlighters • 1 pair of scissors • 2 packs of **black** dry erase markers • 2 plastic folders (1 purple, 1 yellow) • 2 individual play dough containers (any color) • (Pencils are provided)

Third Grade

Fourth Grade

Fifth Grade

• 24 #2 pencils (wooden) • 2 boxes of 24 count crayons • 1 pack of 12 colored pencils • 1 pack of 4 count highlighters (different colors) • 12 thin, dry-erase markers • 6 glue sticks • 1 liquid glue • 1 pack pencil top erasers • 1 ruler	• 24 #2 pencils (wooden) • 8 glue sticks • 1 pack of multi-color highlighters • 8 thick, black dry erase markers • 2 spiral notebooks • 1 pack of wide-ruled notebook paper • 1 package of pencil eraser tops • 1 package of colored pencils • 1 package of markers • 1 pencil pouch/box • 1 box of sandwich size bags (last name A-L) • 1 box of gallon size bags (last name M-Z)	• 24 #2 pencils (wooden) • 6 glue sticks • 2 plastic folders • 1 pack of multi-colored highlighters • 12 thick, dry erase markers • 1 pack of pencil eraser tops • 1 pack of colored pencils • 1 pack of washable markers • 1 spiral notebook • 2 packs of wide-ruled, loose-leaf notebook paper • 1 pair of wired headphones • 1 box of sandwich size plastic baggies (A-L last name) • 1 box of gallon-sized plastic baggies (M-Z last name)

Student Calendar

- First Day of School
- Teacher/Staff Development
- Holiday/Break - No Students
- Early Dismissal - All Schools
- Teacher Work Day
- Parent/Teacher Conferences
- { Start of Quarter
- } End of Quarter
- * Teacher Start Date

Fountain • Fort Carson
SCHOOL DISTRICT EIGHT

Student Instruction Days

1st Quarter 42 Days - August 11 - October 9
2nd Quarter 39 Days - October 19 - December 18
3rd Quarter 46 Days - January 7 - March 19
4th Quarter 42 Days - March 29 - May 27

Adopted: Feb 25, 2026

2026-2027 STUDENT CALENDAR

8/4 - 8/7- Teacher/Staff Development
8/10 - Teacher Work Day/6th and 9th Grade Orientation
8/11 - First Day for Grades K-12
8/10 - PreK Orientation
8/13 - First Day PK and Online Academy
9/4 - Teacher/Staff Development - No Students
9/7 - Labor Day - District Closed
10/9 - 1st Quarter Ends
10/12 - Federal Holiday Day - District Closed
10/13 - Non-Work Day - No Students
10/14 - 10/15 - P/T Conf - All Schools - No Students
10/16 - Teacher/Staff Development - No Students
10/19- 2nd Quarter Begins
11/11 - Veterans Day - District Closed
11/23 - 11/27 - Thanksgiving Break - No Students
12/18 - 2nd Qtr Ends - Early Dismissal - All Schools
12/21 - 12/31 - Winter Break - No Students
1/1 - New Year's Day - District Closed
1/4 - Teacher/Staff Development - No Students
1/5 - Teacher/Staff Development - No Students
1/6 - Teacher Work Day - No Students
1/7 - 3rd Quarter Begins
1/18 - Martin Luther King, Jr. Day - District Closed
2/15 - Presidents' Day - District Closed
2/16 - Non-Work Day - No Students
2/17 - 2/18 - P/T Conferences - All Schools - No Students
2/19 - Teacher/Staff Development - No Students
3/19 - 3rd Quarter Ends
3/22 - 3/26 - Spring Break - No Students
3/29 - 4th Quarter Begins
4/30 - Teacher/Staff Development - No Students
5/3 - Non-Work Day - No Students
5/27 - Last Day of School - Early Dismissal - ALL SCHOOLS
5/28 - FFCHS Graduation Ceremony
5/31 - Memorial Day - District Closed

AUGUST 2026

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Arrival And Dismissal

K-5 School Day

Your child should arrive at school between 7:10 and 7:20 a.m. Breakfast is available for all students free of charge. Kindergarten-2nd grade students will report directly to their classroom then be escorted to the cafeteria to get breakfast with their teacher. 3rd-5th grade students will go directly to the cafeteria to get breakfast and take it to their classroom.

There will not be access to the playground or gym. Please reference the drop-off/pick-up document (next page) for more specific information.

The final bell rings at 7:20. Any students arriving after 7:20 are marked as tardy and must check in at the office.

Drop-Off & Pick-Up Information

Drop-off in the Kiss and Go Lane

When bringing your child to school in the morning, we ask that as soon as your child is out of the car that you immediately pass through the Kiss and Go Lane.

- Do not leave your vehicle.
- Staff members will be on site to keep the flow of traffic moving smoothly.
- Students must exit the vehicle once stopped within the Kiss and Go Lane.
- Do not wait to drop off your child until you reach the front of the line. This holds up the flow of the traffic.
- Please exit the Kiss and Go Lane cautiously as traffic continues to flow in the street.
- It is illegal to make a U-turn within the street once exiting the Kiss and Go Lane.
- Turn into the Public Library parking lot to go in the opposite direction.

If you choose to drop your child off in the parking lot, please park your car and safely guide your child to the building. (see Parking Lot Guidelines below)

Any transportation change requests should be communicated to the front office by **1:30 p.m. to guarantee the information can be given to the student before dismissal procedures begin.

**Please communicate with the front office when your child will be going home a different way. For example, if your son/daughter will be walking home with a friend instead of taking the bus as usual, the front office needs to know from the parent in advance or your son/daughter will be sent home in their usual manner. The front office will communicate the change to the classroom teacher since teachers may not see REMIND messages before the end of the school day.

End Of Day Early Pick Up

In an effort to reduce interruptions and confusion at the end of the day, we are asking that parents pick up students before **2:00 pm** at the end of day. We understand there will be circumstances where it will be necessary, but we are hoping to reduce the number of early pickups at the end of the day.

Parking Lot Guidelines

Parents are always welcome to park in the parking lot and walk their child to the entry. We appreciate those parents who consistently cooperate with traffic regulations and follow the directions of school personnel on duty, and are courteous to their fellow drivers.

**Please reference information regarding drop-off/pick-up procedures and using crosswalks.

Bus Expectations (bus drop-off/pick-up on the west/back side of the building)

- Once released from the bus, students will walk to the building.
- Staff will be present to escort students from the bus to the building.
- Students will enter at the back side of the building.

Please use this link for any additional information regarding accessing district transportation

Car drop-off/pick-up (east/front side of the building)

- Students who walk or arrive by car will enter the school on the south-front side of the building (1st grade hallway).
- Due to increased traffic, drop off and pick up lines may increase. Please plan time accordingly.
- Staff will be present on the sidewalk of the front entry and will assist by opening car doors for students to exit.
- Parents are asked to not exit their vehicle in order to keep the line moving as quickly as possible.
- Additional information on pick-up practices can be found on the next page

Walkers

Students who walk home and/or meet up with a parent who walks to pick them up from school will exit through the east side doors and wait with grade level staff. Classroom teachers will provide additional information to families. Each grade level has a designated area to wait on at the end-of-day.

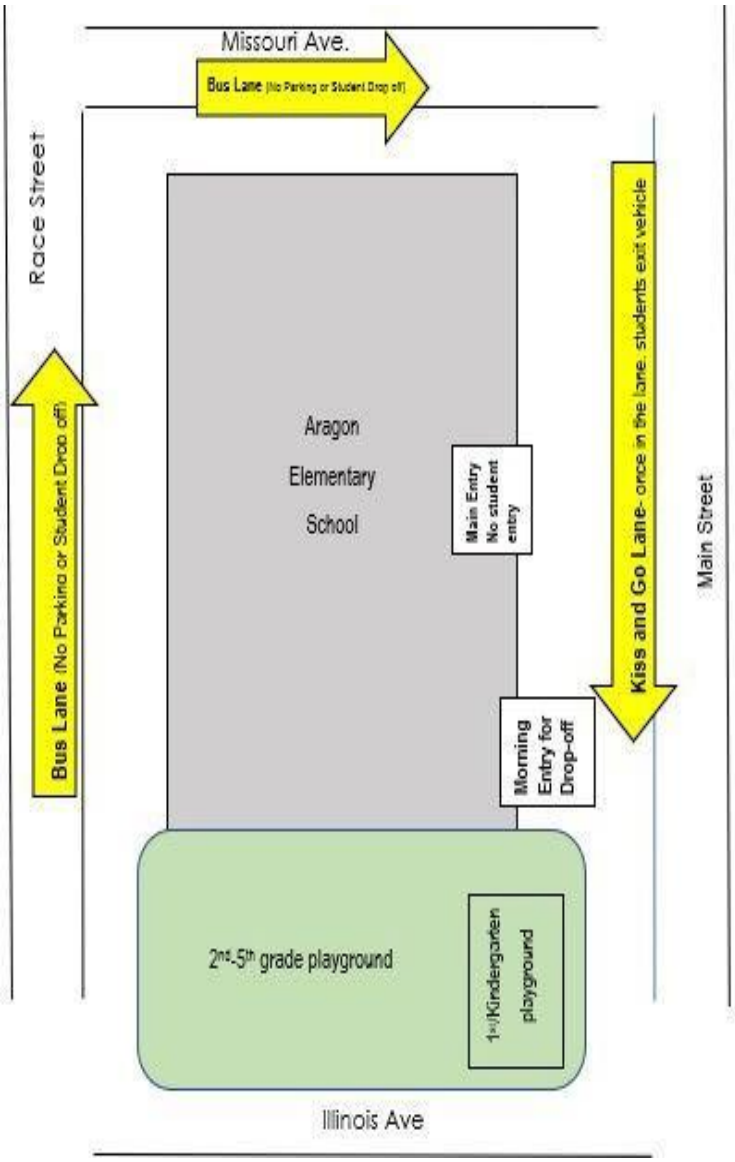
Bicycles

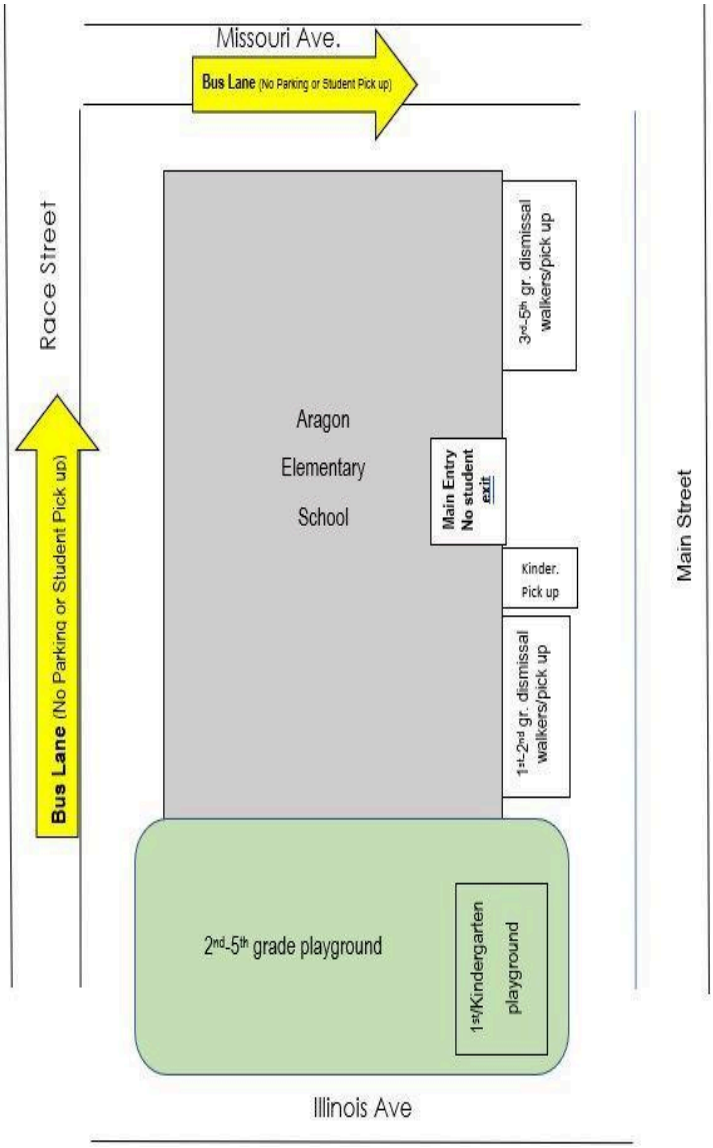
For the safety of all students, bicycles MUST BE WALKED when they are on school grounds.

Animal Safety

For the safety of all our students and families, NO PETS are allowed on school grounds. Please keep all pets at home when dropping off or picking up your child.

Map Of Aragon Drop-Off And Pick-Up





Activities And Events

After School Activities

After school events, including tutoring and extra-curricular activities, will be offered again this school year. Please watch for more specific information to be sent home by classroom teachers and posted to our website.

Aragon wants to provide as many opportunities to students as possible; therefore, the ability to offer after-school activities/tutoring based on student needs will be reevaluated throughout the year.

Large scale events, such as back to school nights, curriculum nights and school fundraisers will continue this year. Aragon staff will host events on both a grade-level and whole-school basis.

COMMUNITY EVENTS

Aug 7th - Popsicles on the Playground (Meet your Teacher) 3:00pm - 3:45pm

Aug 11th- First Day of School (All Students)

August 18th- Back to School 3:30pm-4:30pm

September 22 -Picture Day

October 1st - Field Day (AM 2nd-5th) (PM K-1st)

October 14th -15th - Parent Teacher Conferences

October 30th- Trick or Treat

November 19th- Thanksgiving Feast

December 17th- Winter Wonderland 4:00pm-5:30pm

January 28th - Class Pictures

February 17th - 18th - Parent teacher conferences

March 11th - APEX FUN RUN

May 14th STEM night 4:00-5:30pm

Aragon's Vision Statement

At Aragon, we hold students to high academic and behavior expectations in an effort to equip them with the essential skills they need to be successful at school and in life. We are devoted to seeing students as individuals, know that mistakes are learning opportunities, and believe that kindness should characterize the relationships without our school community.

Breakfast And Lunch

Breakfast is served each day starting at 7:10 a.m. Breakfast and lunch are free for the 24-25 school year any students choosing to get a second helping would then be charged. Please see info from the district and food services below:

Milk/Juice Student 2nd Helping	$0.50/$0.50
Adult Breakfast Student 2nd Helping	$2.50
Breakfast, reduced (student - second helping)	NO CHARGE
Adult Lunch, daily Student 2nd Helping	$4.75
Lunch, reduced K-5 (student - second helping)	NO CHARGE

All students will be able to eat breakfast and lunch at school for free through the State's Healthy School Meals for All (HSMA) legislation. The District will be asking families to complete a new version of the free and reduced lunch community survey application as part of HSMA. All families are encouraged to complete the application as this information is used for many other programs and discounts within the District. Examples are:

- Eligibility in the USDA Community Eligibility Provision (federal free meal program)
- Reduction of FFC8 school-based fees, such as
    - Laptop fees
    - PSAT, SAT, ACT and AP testing fees
    - Summer school tuition
- College Scholarships
- The YMCA for athletic waivers
- Operation School Bell (program run by the Assistance League of Colorado Springs)

Applications for the 2024-25 school year will be available in July after the USDA publishes the new income eligibility guidelines. Communication will be sent to families from the District when the 2024-25 application is available online.

- Lunch for K-5th grade students will take place in the cafeteria. Students will have assigned table locations.
- Students are welcome to bring lunch from home or pick-up lunch from the cafeteria.
- No sharing of food will be permitted.
- Students will wash/sanitize hands before and after eating.
- https://linqconnect.com/public/meal-application/new?identifier=6ZG8ZT
- https://www.ffc8.org/departments/nutrition-services

Daily Schedule

Pledge

Each school day begins with the Pledge of Allegiance and the Aragon Creed. This is a salute to our country pride for our school. Aragon students may have the opportunity to lead the Pledge and Creed each day. Any student whose religious beliefs prevent them from participating in this activity should speak to the teacher so the student may be excused from this part of the school day.

Recess

- Aragon students will have at least one recess period per day. Teachers will also have the ability to take students on a 'walking' break outside at any point in their day.
- Classroom playground equipment bags have been provided to each teacher. Students may choose to use these items during their scheduled recess times.

Hydration

- All students are asked to bring a refillable water bottle to school.
- Students will be given multiple opportunities through the day to hydrate and refill their bottle.

Specials/Related Arts

- All students will have access to Aragon's Related Arts classes of: PE, Art, Music, and our STEM lab.
- Students will attend the same special for two days at a time.

Gr	Related Arts	Recess #1	Lunch	Recess #2
AN & AUT	10:00-10:45	-	-	-
K	12:45-1:30	9:00-9:15	12:15 - 12:45	10:50-11:05
1st	8:20-9:05	12:00-12:15	11:30-12:00	1:50-2:05
2nd	1:35-2:20	9:45-10:00	11:15-11:45	11:45-12:00
3rd	9:10-9:55	11:00-11:15	10:30-11:00	1:00-1:15
4th	7:30-8:15	9:30-9:45	12:00-12:30	12:30-12:45
5th	10:00-10:45	11:15-11:30	10:45-11:15	1:15-1:30

Content Area Specialization (Cas)

Content specialization is a model in which teachers provide instruction on one to two content areas daily. A possible schedule for rounds of three on a grade-level team are included below. Teachers would keep their homeroom students for morning meetings, the first block of instruction, and a closing circle at the end of the day. Students would rotate through all teachers on a given team within their grade level. The schedule of three blocks (below) shows each homeroom group and which content area they are in during each of the three blocks throughout their day

Embracing the content specialization model, which demands deep content knowledge, offers our teachers a unique opportunity for professional growth, and allows them to teach subjects in which they feel most passionate and confident. The potential benefits for our students are equally exciting, including increased exposure to expert instruction, the opportunity to learn from various teaching styles, and preparation for the departmentalization that occurs in secondary schools.

Core 1	8:15-9:45
ELA/SS	Class A
Math	Class B
Science/Writing	Class C
Core 2	9:45-10:30/11:15-12:00
ELA/SS	Class C
Math	Class A
Science/Writing	Class B
Core 3	12:00-1:30
ELA/SS	Class B
Math	Class C
Science/Writing	Class A

Students in Class A would start in ELA/SS during Core 1, rotate to Math for Core 2, and then attend Science/Writing for Core 3.

Academic Grading

Aragon staff utilize a 1-4 evidence-based grading scale. In addition, Essential Skills are introduced and tracked throughout the school year. Grade level teams develop and implement rubrics for all grading purposes.

Staff utilize proficiency scales (developed by the district) to map out instruction and to use as 'buckets' within Otus.

Report Cards: A report card will be provided two times per year, at the end of each semester for K-5 students..

Progress Reports: Will be sent home three times per semester for students K – 5.

Parent/Teacher Conferences: During the year, there will be at least two conferences between teachers and parents. Academic progress, strengths, and areas for improvement will be discussed. Scheduled conferences will take place in October and February. Parents are welcome to initiate conferences at any time by communicating with the teacher. Occasionally teachers will request that parents come in for an additional conference. Other communication will be sent home on an as needed basis. Home/school communication regarding your child's academic progress is very important. Our staff will work hard to be accessible through timely and meaningful communication.

OTUS: Parents are encouraged to access OTUS in order to monitor student progress and grades on homework. Please contact the front office for assistance with OTUS usernames and passwords.

Intervention and Enrichment

Aragon is a Title I School and is committed to providing intervention through Title I and READ Grant support services. We are proud to offer enrichment opportunities for students as well. Activities will be held before and after school hours. Information will be sent home as opportunities arise.

Student Health

Immunization Of Students

Colorado law requires all students attending Colorado schools and licenses child care facilities to be vaccinated against certain diseases unless a medical or non-medical exemption is filed. For more information about vaccine requirements, resources and exemptions, please visit the Colorado Department of Public Health and Environment's School Immunization website.

Illness Guidelines for School

1. Children who have temperatures of 100.0 (Fahrenheit) or above should not attend school. Children should remain home until their temperature has been normal (98.6 degrees), without any fever reducing medication for up to 48 hours.
2. Children who have cold symptoms such as: a constant runny nose, with abnormal color (green, yellow, or white) or thick nasal discharge, constant coughing, or lung congestion should not be in school.
3. Children who have been diagnosed with an infection and have been placed on medication should not return to school until they have taken the medication for up to 48 hours after the first dose.
4. Children who have had vomiting or diarrhea in the last 24 hours should not attend school for up to 48

hours.

5. Children who have an undiagnosed skin rash or open skin lesion should not be in school.
6. Children who have red, inflamed eyes with a thick discharge and have a fever and/or behavioral changes should not be in school.

Blue Notes

If your student is seen in the health office for a NON-EMERGENT visit, you will receive a “blue note” with details from the school and a dialer notification from the district (after school hours.)

Hearing and Vision Screening

All students in FFC8 will be screened for hearing and distance vision. If your student fails two screenings, you will receive a notification from your school nurse. If you would like to opt your child out of hearing and vision screening, please reach out to your school nurse.

Medication

- Any medication that is prescribed to be taken during school hours must be brought into the building and picked up from the building by an adult/guardian. Students are not permitted to transport medication.
- All medication must be approved by a prescribing physician with the appropriate forms signed. Medication forms must be updated and signed at the start of each school year. There are specific forms for use with an inhaler or epinephrine pen. (These forms may be accessed on the district website or by contacting your school nurse.

Student Attendance

Attendance Regulations (School Board)

Attendance areas for each elementary, middle school and high school of the district are drawn up by the administration and approved by the Board, based on geography and student population projections. In establishing school boundaries, consideration shall be given to the densities of student populations in an area in relation to the relative capacities of the schools, the equalization of enrollments in classrooms and efficient use of transportation facilities. A student's designated attendance area shall be based on the legal residence of his parents/guardian. When possible, please schedule doctor, dental and therapy appointments after school hours.

Student Absences and Excuses

Please contact the school if your child is going to be absent. If you are calling the night before to report an absence or illness, please leave a message.

The following are excused absences:

- 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)

The following are unexcused absences:

- 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

It is important to note that while absences may be marked as ‘excused’, they are still absences under Colorado’s Compulsory Attendance Law (https://www.cde.state.co.us/choice/homeschool_attendancelaw) and FFC8 Board Policy. Therefore, these absences may still be compiled and used in completing an attendance letter and/or attendance plan for students accruing excessive absences or tardies

Tardy Policy:

Tardiness has a detrimental effect upon the rights of the non-tardy student to uninterrupted learning. Parents/guardians, we encourage you to make sure your child is not tardy. Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins or departure prior to the end of the school day.

Attendance codes:

- Tardy - student arrives between 7:20 - 9:15 am
- Part Day AM absence - student arrives between 9:15am-11:00 am, or student leaves before 11:00 am and returns to school
- Part Day PM absence - student leaves after 11:00 am and returns to school
- Half Day AM absence - student arrives between 11:01 am-1:45 pm
- Half Day PM absence - student leaves between 11:00 am-1:45 pm with no return
- Reverse Tardy - student leaves between 1:45-2:25 pm
- Attendance is taken by teachers each day by 7:45am. Our Infinite Campus parent dialer goes out at 8:30. This is also practice across all elementary schools in District 8.

We ask that parents keep their child/children in school for the entire academic day. Instruction will take place bell to bell. Students who arrive late or leave early miss out on important instruction. Please make every effort to schedule appointments after school hours.

Habitual absences and tardiness will be addressed by administration. Please support our commitment to a prompt arrival to school and a daily attendance rate of 95%.

Attendance Regulations (School Board)

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class or school day begins. Similarly, elementary students who leave school before the end of the school day without a proper excuse will be coded as a “reverse tardy.” Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy.

Tardies and reverse tardies will be converted into unexcused absences for the purpose of calculating unexcused absences in the truancy policy. Secondary schools may convert three tardies into one period absent. Elementary schools may convert five tardies into a part-day absence.

The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

School Board Attendance Policy:

Chronically Absent: When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 16 total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. (Policy JH)

Habitual Truant: A "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or ten total days of unexcused absences during any school year. A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. The plan shall also include strategies to address the reasons for the truancy. When practicable, the student's parent, guardian or legal custodian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the child's truancy. (Policy JHB).

School Practice:

Attendance is taken by teachers each day by 7:45am. Our Infinite Campus parent dialer goes out at 8:30. This is also practice across all elementary schools in District 8.

Attendance watch: Students who have three or more unexcused absences will receive a phone call and letter of notification stating that their child has missed three or more school days and the importance of daily school attendance.

Students who have four or more absences in a quarter will receive a phone call and letter of notification stating that their child has missed three or more school days and the importance of daily school attendance.

Attendance intervention: Students who continue to accumulate absences after receiving an attendance watch notification will proceed to an attendance intervention meeting with our school counselor.

Attendance Plan: Students who continue to accumulate absences after an attendance intervention with notification from our school counselor will be placed on a formal attendance plan with Aragon's counselor and an administrator once they meet 1 or 2 of the criteria above (Habitually Truant and/or Chronically Absent)

Documentation:

- All attendance communication, phone calls, meetings, and notes, will be recorded in IC in the contact log.
- Admin and the front office will keep a record of all students on a current attendance plan, students receiving an attendance watch, first and/or second warning letter, and cases appointed to D8 admin.

Parent Notice:

Documentation must be provided by Aragon that parents have received the notice of the attendance policy before going to court. An in-district designee will be able to access this information in IC, so each notation is very important. Aragon will send a note home having parents confirm they have read the "Parent Handbook" and they understand the attendance policy. Parents also agree to the attendance policy when registering their children each year.

Age Of Entrance

A child may enter kindergarten if five years old on or before October 1 of the year of enrollment. Younger students who do not meet the district's entrance age requirement for kindergarten but who are not five years old on or before October 1 may be accepted if transferring from another kindergarten program, if the Principal or designee determines that placement of the student in kindergarten is appropriate.

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

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

Compulsory Attendance Ages

Every child who has attained the age of 6 years and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance. The courts may issue orders against the child, child's parent, or both compelling the child to attend school or the parent to take reasonable steps to assure the child's attendance. The order may require the parent, child, or both to follow an appropriate treatment plan that addresses problems affecting the child's school attendance and that ensures an opportunity for the child to obtain a quality education.

School Attendance Matters- Be Here!

The first step toward learning school...is being in class! Prompt arrival and regular school attendance plays a crucial role in a student's overall academic: achievement and is a habit that is ideally developed in the early elementary school years. During the early elementary years, children are gaining basic social and academic skills critical to ongoing academic and social success. Research shows that frequent absences in kindergarten through 3rd grade are clearly associated with poor achievement. Middle school

students are at a stage in their educational career in which organization, self-contral and personal discipline will be tested. In addition being responsible about attending school regularly and promptly,

students will be expected to arrive promptly at different classes throughout the school day.

High school students are at a stage in their educational career in which organization, self-control and personal discipline will be expected by their teachers. It is time when students will earn or lose academic credit based upon the quality and timely completion of their academic assignments. If your teenagers did not develop these habits and skills during their elementary and middle school years, you will need to work closely with them and school staff to ensure that your teen puts in extra effort to obtain passing grades and remain on track for graduation.

Research shows that students, who successfully navigate grades 6-10 on time and on track, will graduate from high school. Conversely, students who struggle and become disengaged in middle school or in the 9th grade tend to not graduate from high school. Not graduating from high school may also lead to legal trouble, substance abuse, fewer career choices and low paying jobs. There are only 172 instructional days each year and as you can see - Attendance does matter!

What Parents can do:

Talk with your child.

- Elementary level: talk with your- child about the importance of being in school and help them to be on-time each school day.
- Middle school level: ask them for examples of why this is important to their future and why their teachers expect prompt arrival to their class..
- High school level: talk with your teenager about the importance of being in school and expect them to be on-time each school day.

Make sure that you help your child be prepared for the school day by obtaining the materials they need. Talk with the sc:hool counselor if you need help getting school supplies,

Make sure that you ask your child about what they learned in school each day and how they like their teacher and other children. In middle and high school continue the habit of asking your child about what they learned in school each day, if they like their teachers and what they are doing with their friends. Sc:hool should be a place where children feel safe and capable of being successful.

Provide a time and a place for your child to complete their homework each day.

- Elementary level: this may involve reading-with your child, writing a story, drawing illustrations for the story or having a math facts competition.
- Middle and high school level, if your child has trouble with understanding their homework, ask them how they want to get the help that they need. Peers,

teacher -web sites, after school help at school or in the community are great options in addition to your own assistant,oe.

Monitor your child's daily attendance, promptness., behavior and academic progress on a weekly basis through the online Parent Portal or by contacting the school attendance secretary.

Plan family vacations and non-urgent appointments for times when students are not in class. When students miss school, they miss out on valuable instruction time and learning skills that are critical to their success and will help them do well in school.

Introduce yourself to your child's teacher and communicate frequently to find out about your child's progress. Attend school events and meetings.

Ask for help when your family has unexpected or difficult life circumstances- extended family, neighbors, faith community members and school staff can help,. but they need to know that there is a need.

What do parents need ·to do when a child is absent?·

It is the responsibility of every parent to notify and explain to them<a reason for each absence to the school attendance,office when a student is., or will I be, absent. The school principal may require suitable proof in order to excuse student absence.

If your child misses school:

- Elementary level: assist them with obtaining and completing missed assignments or with accessing extra help at school, community-based homework help or through an online afterschool homework assistance program.
- Middle and high school levels: expect them to obtain and complete missed assignments to obtain extra help at school, community-based homework help or through an online afterschool homework assistance program.

Student Records/Release Of Information

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy. The Superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

Content And Custody Of Student Education Records

The Principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any individualized education program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

Access To Student Education Records By Parents And Eligible Students

A parent/guardian ("parent") has the right to inspect and review their child's education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

Request To Amend Student Education Records

A parent or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

Disclosure With Written Consent

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

1. The specific records to be disclosed;
2. The specific reasons for such disclosure;
3. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
4. The method or manner by which the records will be disclosed; and
5. The right to review or receive a copy of the records to be disclosed.

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

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

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

- The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
    - For purposes of this policy, a "school official" is a person employed by the district as an administrator, supervisor teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
    - A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official district business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
- The disclosure is to officials of another school, school system or postsecondary institution that has

requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.

- The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
- The disclosure is in connection with a student's application for or receipt of, financial aid.
- The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
- The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
- The disclosure is to accrediting organizations for accrediting functions.
- The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
- The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
- The disclosure is to comply with a judicial order or lawful subpoena. Unless specified in the order or subpoena, the district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:
    - The court order or subpoena prohibits such notification; or
    - The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.
- The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.
- The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.
- The disclosure is of "directory information" as defined by this policy.

Disclosure of directory information

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, email address, photograph, date and place of

birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, awards and honors received, the most recent previous education agency or institution attended by the student, and other similar information.

Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses shall not be disclosed pursuant to this section.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the Principal of the school where the student is in attendance no later than 30 days beyond the student's first day of school.

Disclosure of disciplinary information to school personnel

In accordance with state law, the Principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person.

State law requires the Principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of disciplinary information through the process outlined in this policy and accompanying regulation.

Disclosure to military recruiting officers

Names, addresses and home telephone numbers, as well as directory information, of secondary school students shall be released to military recruiting officers within 90 days of the request, unless a parent or student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this the district shall:

- include a consent form with the "start of school" information in the fall.
- include a consent form with IEP packet materials.
- include a consent provision on the Medical Emergency form.

Disclosure to the Colorado Commission on Higher Education (CCHE)

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

Annual notification of rights

The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably

likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the office of the Superintendent during normal business hours.

Governing law

The district shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The district shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

Title X Information

Fountain-Fort Carson School District is committed to maintaining a learning environment that is free from sex-based discrimination, including sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone who reports sexual harassment or participates in a harassment investigation.

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

- Quid Pro Quo Sexual Harassment: Any District employee who conditions the provision of educational benefits to a student's participation in sexual conduct.
    - For example, a teacher offers for a student to go on a date with them in exchange for a good grade. This constitutes sexual harassment regardless of whether the student agrees to the request and irrespective of whether a good grade is promised or a bad grade is threatened.
- Severe and Pervasive Sexual Harassment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the District's education programs or activities.
    - For example, a student repeatedly sends graphic, sexually oriented jokes and pictures to hundreds of other students on social media. Many don't find it funny and ask the student to stop, but they do not. Because of these jokes and images, one student avoids the sender in school, eventually asking to be removed from a class they had together.
- Clery Act Sexual Harassment: Sexual assault, dating violence, domestic violence, and stalking, as these terms are defined under the Clery Act and the Violence Against Women Act.
    - For example, a student convinces another student to send a photo of their private body part and then threatens to share the photo with the whole school unless the student who sent the photo agrees to let the first student touch their private body part. The student who sent the photo agrees to do it, feeling they had no choice; this constitutes sexual assault.

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

Montina Romero, Title IX Coordinator (students) 10665 Jimmy Camp Road

Fountain, CO 80817

(719) 382-1575

mromero@ffc8.org

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

The notice shall appear on a continuing basis in all district media containing general information, including:

teachers' guides, school publications, the District's website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

Non-Discrimination

Component	Compliance Officer	Contact Information
Discrimination	Joel Hamilton	Administration Office 382-1300
Title IX	Joel Hamilton	Administration Office 382-1300
Section 504	Joel Hamilton/Montina Romero	Administration Office 382-1300

Support Of Transgender Students

Colorado law and District Policy AC require that all programs, activities, and employment practices be free from discrimination based on sex or sexual orientation, including transgender status. This exhibit is issued to facilitate compliance with local, state, and federal laws concerning discrimination and in keeping with the district's mandates to provide a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities. This exhibit sets a protocol for schools and district staff to address the needs of students who are transgender and clarify how to protect the rights and safety of all students, including transgender students.

The goal of this exhibit is to ensure the safety, comfort, and healthy development of all students while maximizing social integration and minimizing stigmatization of transgender students. Although we cannot anticipate every situation that may occur with respect to students who are transgender, the needs of every student must be addressed in each situation.

Policy AC and this exhibit cover conduct that takes place in schools, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at school bus stops. In addition, it refers to the use of electronic technology and electronic communication on district-owned devices, networks, forums and mailing lists.

The below definitions are provided to clarify the terminology used in this exhibit and assist in understanding the legal obligations of District staff. They are not intended to label students who may or may not use these terms to describe themselves.

"Gender identity" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the biological sex at birth. Transgender individuals' gender identity differs from their biological sex.

"Gender expression" describes the manner in which people represent or express their gender to others, commonly through behavior, clothing, hairstyles, activities, voice, or mannerisms.

"Transgender" describes people whose gender identity or expression is different from the biological sex assigned to them at birth. Other terms that can have similar meaning are "transsexual" and "trans."

"Transition" is the process by which a person changes his or her gender expression to better reflect their gender identity. In general, presenting themselves to others in a manner consistent with their gender identity. This may include using a nickname and/or choosing clothes and hairstyles that reflect their gender identity.

Areas of Support:

1. All Students have a right to privacy, including the right to keep one's transgender status private at school. School personnel should not disclose medical or other information that may reveal a student's transgender status unless legally required to do so or unless the student has authorized such disclosure.
2. When a student undergoes a gender transition during the school year, issues of privacy become much more difficult to manage. In all cases, staff must meet with the transitioning student and consider the health, well - being, and safety of all students when supporting the transitioning student.
    a. School administrators are directed to work with parents of elementary age students to identify the appropriate steps to support their student.
    b. School administrators will work directly with secondary students to assess the degree, if any, that the parent(s) will be involved in the process.
    c. In addition, the school will include educators who interact directly with the student when developing the transition plan.
3. Every student has the right to be addressed by the name and pronoun that corresponds to the student's gender identity.
4. The student's preferred name and/or gender may be used on school records and documents which do not require use of the student's legal name and gender.
5. A student's official record shall be changed to reflect a change in name and/or gender upon receipt of documentation that such change was made pursuant to a court order, or through amendment of state or federally-issued identification.
6. Transgender students shall have access to the restroom, and other facilities, that corresponds to their gender identity consistently asserted at school. Students who desire more privacy may use a restroom stall or a gender neutral restroom that is accessible to students of all genders, regardless of the underlying reason.
7. Students who are transgender have the right to dress in a manner consistent with their gender identity consistently asserted at school and in compliance with the District and school dress code. The dress code may not be enforced more strictly against transgender students than other students.

This policy exhibit will supersede any provisions of prior or existing policies which conflict with this new policy. To ensure a respectful school environment, Policy AC, Nondiscrimination/Equal Opportunity, and this exhibit

AC-E-3, will be provided to all district departments and schools and will be available on the District website. The policy, exhibits, and complaint process shall be referenced in student handbooks.

Sexual Harassment Prohibited

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.

Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment. Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against the body of another.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.
6. Sexual violence.

Reporting, investigation and sanctions

Students are encouraged to report all incidents of sexual harassment to either a teacher, counselor, building administrator, or principal in their school building. Students may choose to report incidences of sexual harassment directly to the Human Resources Director or to the district's compliance officer, the Executive Director of Human Resources, and file a complaint, through the District's complaint and compliance process (AC-R). All reports and indications from students, district employees and third parties shall be forwarded to the compliance officer (AC-E-1).

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

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

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the contex in which the alleged conduct occurred shall be investigated.

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in confirmity with policy JLF.

Notice and training

Notice of the policy shall be circulated to all district schools and departments and incorporated in student handbooks.

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

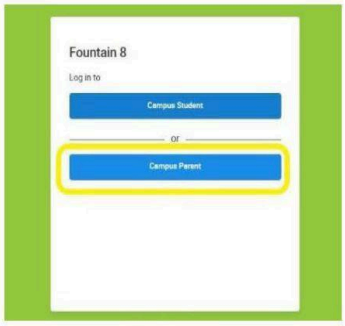
Online Resources

LOGGING INTO INFINITE CAMPUS

Easy access to your student's online registration, grades, attendance, and fees.

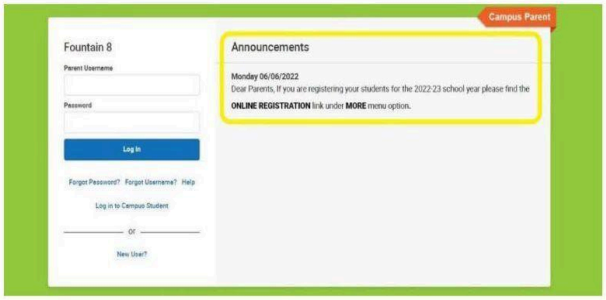
1. Click on the **PARENTS & STUDENTS—Infinite CAMPUS (Student/Parent Portal)** tab.

2. Click **CAMPUS PARENT**.



3. Enter **USERNAME** and **PASSWORD.**

If you have forgotten your password, please contact the office.

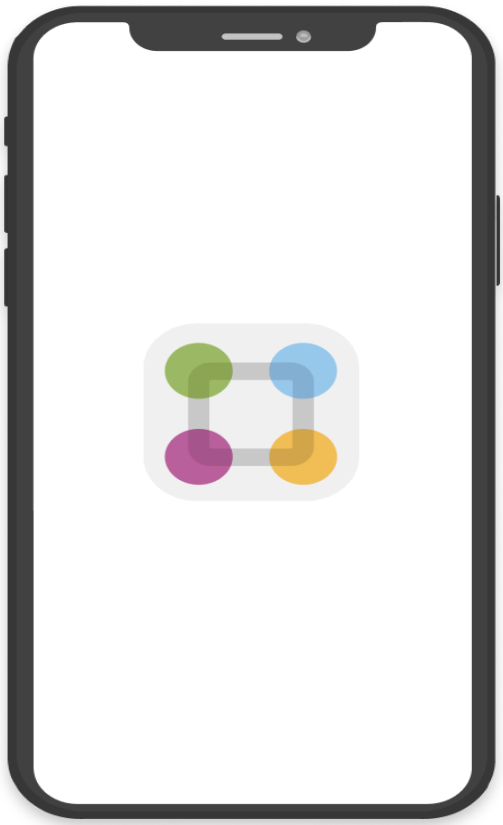


ONLINE REGISTRATION

After you login to your parent portal,

click **MORE (bottom left)** and **ONLINE REGISTRATION** link to begin.

Download the ParentSquare mobile app



Send and receive school communications on the go

Code Of Conduct

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

Practice:

The administration, faculty, and staff at Aragon will work to ensure a safe and orderly environment in all settings. Expectations for appropriate conduct will be defined and communicated to students. Teachers and grade level teams will communicate their expectations for classroom behavior at the beginning of the school year. Expectations will be practiced and reinforced in a timely manner. Reasonable and consistent consequences will be carried out for students who fail to follow guidelines. Your support is crucial to the success of our student population. Appropriate and timely communication with parents will take place in support of our policies. Parents will also be notified on a consistent basis when students demonstrate positive contributions to the school setting.

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Willful destruction or defacing of district property.
- Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
- Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or group that precipitate disruption of the district or school program or incite violence.
- Engaging in “hazing” activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
- Violation of the Board’s policy on bullying prevention and education.
- Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
- Violation of any Board policy or regulation, or established school rules.

- Violation of the Board’s policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm in accordance with federal law.
- Violation of the Board's policy on student conduct involving drugs and alcohol.
- Violation of the Board’s violent and aggressive behavior policy.
- Violation of the Board’s tobacco-free school’s policy.
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
- Lying or giving false information, either verbally or in writing, to a district employee.
- Engaging in scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
- Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
- Repeated interference with the District’s ability to provide educational opportunities to other students.
- Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of district staff.
- Each Principal shall distribute a copy to each student. Copies also shall be available to any patron of the district upon request.

Student Discipline

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. All policies and procedures for handling general and major discipline problems for all students of the district shall be designed to achieve these broad objectives. Disorderly students also shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

The Board in accordance with applicable law has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly and consistently for all students.

All Board-adopted policies and Board-approved regulations containing the letters "JK" in the file name shall be considered as constituting the discipline section of the legally-required code.

The conduct and discipline code shall be provided to each student upon enrollment in elementary, middle, and high school. The district shall take reasonable measures to ensure each student is familiar with the code. In addition, any significant change in the code shall be provided to students and posted in each school.

Drug And Alcohol Involvement By Students

Knowingly Possess, Use, Buy or be Under the Influence, Giving, Selling or Supplying

Fountain-Fort Carson School District Eight shall promote a healthy environment for students by providing education, support and decision-making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents, community and its agencies.

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

For purposes of this policy, controlled substances include, but are not limited to, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined by law, or any prescription or non-prescription drug, medication, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students. This policy also includes substances that are represented by or to the student to be any such controlled substances or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school sponsored or sanctioned activity, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis, depending upon the nature and particulars of the case. When appropriate, parents/guardians shall be involved and every effort made to direct the substance abuser to sources of help.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents/guardians and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available.

Information provided to students and parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

Weapons In School

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

Dangerous Weapons

Using, possessing or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, “dangerous weapon” means:

- A firearm.
- Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- A fixed blade knife with a blade that exceeds three inches in length or a spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
- Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to a slingshot, bludgeon, nun chucks brass knuckles or artificial knuckles of any kind.

Student Interviews, Interrogations, Searches And Arrests JIH

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student, and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches Conducted By School Personnel

School personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search.

Staff Personal Security And Safety

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student directed towards a teacher or school employee. An act of a teacher or other employee shall not be considered child abuse if the act was an appropriate expression of affection or emotional support. These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school District premises.

1. The teacher or employee shall file a written complaint with the building Principal and the Superintendent's office.
2. The Principal shall, after receipt of the complaint and proof deemed appropriate by the principal, suspend the student for three days in accordance with established procedures.
3. The Superintendent shall initiate procedures for the further suspension or expulsion of the student

when injury or property damage has occurred.

4. The Superintendent or designee shall report the incident to the District attorney or the appropriate local law enforcement agency or officer who shall be requested, upon receiving the report, to investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

Sexual Harassment

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in Board policy AC.

District's commitment

The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Bullying

What is Bullying? Targeted and repeated physical, verbal or written acts over time that are intended to cause physical, mental, or emotional harm, intimidate or have a detrimental negative impact on a victim.

Examples of Bullying Behavior	Non-Examples of Bullying Behavior
A student makes up several stories that another student is smoking pot after school and tells multiple students over the course of three weeks to make other students not want to be friends with the student	A student shares a secret with a friend that another student shared with a group of students. The student wanted to find out if it was true.
A student repeatedly teases student(s) about their appearance and makes fun of the students in front of their peers.	Students call each other names when they are in a verbal argument.
A group of students corner a student in the hallway and takes the student's lunch money on a regular basis.	A group of students sitting at lunch do not invite another student to sit with them as the student walks by their table trying to find a seat
Two students have an argument on Facebook and call each other names. Student one then gets multiple students to target student two and post derogatory statements about his beliefs on numerous occasions.	Two students have an argument on Facebook and call each other names.
Two students follow another student after school on multiple occasions punching and kicking the student when they get off of school grounds.	Two students punch each other because of a disagreement about a sporting event.

Prevention:

Fountain-Ft. Carson School District 8 believes prevention and education are the most impactful practices that prevent bullying behaviors. We strive to establish a school culture that incorporates expected behavior and effectively responds to non-bullying and bullying incidents through the disciplinary process. **All incidents of bullying need to be reported to appropriate school personnel.**

Bullying Prevention and Education

Bullying and other behaviors as defined below are prohibited on district property, at district or &:hool-sanctioned activities a:nd events, when stu:oonts are being reported in any vehicle dispatched by the district or one of its schools, or off school property wl1en su:ch conduct has a nexus to school or any district curricular or non-curricular activity or event.

Prohibited behavior

- Bullying
- Retaliation against those reporting bullying and/or the behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

Definition

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or em10tional hann to another person. Bullying can occur through written, verbal or elecl:ronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance or against whom federal and state laws prohibit discrimination upon the bases described in

C.R.S. 22-32-109 **(1**){II){I).

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy subject to appropriate disciplinary actions including but not limited to suspension, expulsion, and/or referral to law enforcement: authorities.

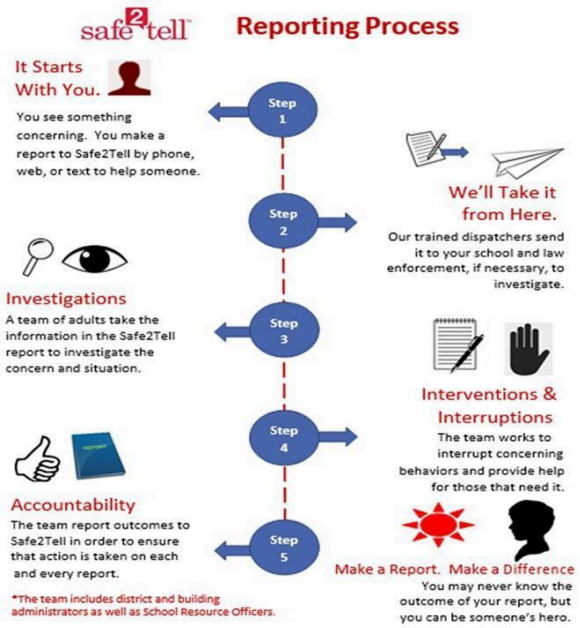
Safe2tell

Fountain-Fort Carson School District will provide training to students, staff and the community on the use of Safe2Tell. Safe2Tell is a way for individuals to report threats to individual safety, others safety or school safety. Safe2Tell helps to increase awareness when school staff and/or administrators may not be aware that a situation has or is occurring for the purpose of prevention, early intervention, education and awareness. Safe2Tell tips can be made anonymously through the tipline (1-877-542-SAFE), or online at safe2tell.org. A mobile app is also available at the Apple App store or Google Play. Safe2Tell is answered 24 hours a day, 7 days a week and 365 days a year at the Colorado State Patrol communications center.

The following procedures are in place when a Safe2Tell tip is made:

1. Safe2Tell tipline takes information and provides a code number to the caller.
2. Safe2Tell documents the tip and forwards the information to the proper officials, including school district administration and law enforcement immediately.
3. During school hours (7:00 am – 4:00 pm), school administrators work with the School
4. Resource Officer to verify the tip and provide oversight to concerns identified in the tip.
5. During all off hours (4:00 pm – 7:00 am weekdays and 24 hours a day on the weekend), an assigned district administrator responds to all tips and works with the Fountain
6. Police Department to provide oversight to concerns identified in the tip.
7. Every tip is investigated immediately and appropriate response is communicated.
8. Once the investigation is completed, an administrator must complete the disposition information within the Safe2Tell system.
9. The outcome of every tip is documented and reported to Safe2Tell.

All Safe2Tell tips are taken seriously and school district administrators and local law enforcement collaborate to ensure students, staff and the community are safe.



Emergency School Closings

The Superintendent or designee is empowered to close the schools, to delay their start, or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. It is understood that the Superintendent will take such action only after consultation with appropriate authorities.

Information regarding notification of emergency closings and early dismissals shall be provided to parents, students and staff members at the beginning of each school year.

Emergency Procedures

Safety is our first priority at Aragon Elementary. Below are the immediate procedures that teachers follow during a time of emergency. At the same time, all adults will perform the necessary procedures to ensure the safety of each child and staff member. Appropriate communication with police and District Administration is in place in support of emergency procedures. We ask for your cooperation and support when students practice emergency drills. We conduct monthly, rotating drills at Aragon.

Lockdown Drill

- Keep everyone away from doors and windows
- Be silent
- Lights out. Close blinds. Lock all doors.
- Teachers make the judgement on whether or not to move students out of the room and/or building.

Secure Drill

- Lock all exterior doors.
- Close blinds.
- No outdoor activities will be held.
- Classroom instruction continues as normal within the building; minimal movement in the hallways.
- Be ready to possibly move into a 'LockDown' if needed.

Evacuation Drills

- All students and teachers vacate the building and walk to an assigned area outside.
- Students leave all materials behind.
- Teachers turn off lights as they exit their classrooms.
- *Buses may take students to a reunification site if needed
- Teachers take attendance to account for all students

*In the case of an emergency evacuation, all students will be walked to our evacuation site. From there, students will be used to our reunification site where parents may pick them up. Parents will be notified by email, voicemail and/or text. Students WILL NOT BE RELEASED to parents from the initial evacuation site –

they may only be checked out by parents once we have arrived at our reunification site. For further information please visit the safety/security tab on the District 8 or Aragon website.

Student Dress Code

Aragon strives to create a productive instructional program for every student. We believe the atmosphere should be conducive to learning, protect the health and safety of students, and should regulate appearance to the extent that it is not disruptive to the educational process. Clothing that is distracting or offensive will not be allowed. Appropriate footwear is required at all times.

Clothing which contains profanity or is obscene shall not be worn. Wearing apparel which advertises alcoholic beverages, drugs, or other things deemed in bad taste or offensive to minors shall not be worn in school. Hats shall not be worn in the building. Any apparel may not be allowed if, in the judgment of the faculty or administration, it is disruptive to the educational process or learning environment.

Board Policy

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, 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.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, the student shall be given a warning and an administrator shall notify the student's parents/guardians. Parents/guardians will be asked to bring appropriate clothing for the student or the school will ask the student to change into appropriate clothing that the school may provide. The student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Unacceptable Items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that: Refer to drugs, tobacco, alcohol, or weapons, are of a sexual nature by virtue of color, arrangement, trademark, or other attribute

denote membership in gangs which advocate drug use, violence, or disruptive behavior are obscene, profane, vulgar, lewd, or legally libelous threaten the safety or welfare of any person promote any activity prohibited by the student code of conduct otherwise disrupt the teaching-learning process.

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach. Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

Miscellaneous Student Information

Cell Phones And Electronics

Although children may have cell phones and Smart watches at school, we require that students keep their cell phones and Smart watches in their backpacks during the entire school day. All cell phones and electronics should remain off at all times. Children may use their phones/Smart watches before and after school with staff approval. Please understand that the school and its employees cannot be responsible for missing, broken, or stolen cell phones/Smart watches.

If you need to reach your child during the school day, please call the school at 382-1340 and we will relay the message. Children will have permission to call from the office during the school day in case of illness or emergency. Phones, Smart watches, and game systems that are seen out of the backpack and/or in the classroom will be turned into the Principal or Assistant Principal. Parents will be notified and may pick up the items after school.

District Provided Devices

- FFC8 no longer extends device fees to elementary students.
- In the case of devices that are misused or destroyed by students, disciplinary action may be assigned to include a loss of privilege for the student.

School Wellness

The Board recognizes that students need to be physically active and eat nourishing food to grow, learn and maintain healthy development. It further recognizes that a significant body of research indicates positive correlation between optimal health, learning and academic success.

The District's nutrition services program complies with all federal, state and local requirements, including the recently enacted ban on trans fats. This new state law prohibits schools from "making available" to students any food or beverages that contain any amount of industrially produced trans fat. This applies to

all food and beverages available on school grounds during the school day and extended school day, including classroom parties and before and after-school clubs.

In addition, board policy EFEA, Nutritious School Choices, allows students to have opportunities to choose nutritious foods that are low in fat, sodium and added sugars during the school day. This emphasis on healthy choices applies to snacks and beverages served during the school day and at before and after-school activities, other than concession stand sales.

Schools are encouraged to offer nutritious choices along with other snack foods at classroom parties and before or after-school activities. Soda or diet soda may not be served to students under any circumstances, other than through concession stand sales or other school events where parents are a significant portion of the audience.

Public Concerns

Constructive criticism motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively is welcomed by the Board of Education. The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any complaint about school personnel shall always be referred back through proper administrative channels before it is presented to the Board for consideration and action. When a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Principal or Superintendent.
2. If the person will not personally present his complaint to the Principal or Superintendent, the Board member shall then ask that the complaint be written and signed. The Board member may then refer the complaint to the Principal or Superintendent for investigation.
3. If at any time the person making a complaint feels a satisfactory reply has not been received from a Principal, that person should be advised to consult with the Superintendent and, if still not satisfied, to request that the complaint be heard by the Board of Education.

Advisory Committees

The Board of Education of Fountain-Fort Carson School District Eight encourages the participation of citizens of the district in decision-making processes. However, the legal responsibility for decision-making in all matters of policy and operation rests with the Board. Anyone interested in serving on an Advisory Committee should contact their building Principal. All committee meetings shall be open to the public. Meeting notices shall be posted in the same place and manner as notices of Board meetings.

Board Of Education Meetings

District Eight is directed by five elected, unpaid community members. They are responsible for hiring the Superintendent of Schools, developing policy for managing the district and for setting broad-based goals for the direction of the district. The Board of Education meets at least monthly, generally on the last Wednesday of each month. The official meeting calendar is available on the website and at the Administration Building.

2025-2026 Signature Page

PLEASE READ AND SIGN BELOW:

I acknowledge that I have received a copy of the Aragon Elementary School Student-Parent Handbook and Board Policies. I understand that it contains important information on policies and procedures. I realize this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to.

It is my responsibility to familiarize myself, my family members and children with the information and that I agree to adhere to the policies and regulations of Aragon Elementary School.

I further understand the Fountain Fort Carson School District 8 and/or Aragon Elementary School may change, add or delete any policies or provisions in this handbook as it sees fit in its sole judgement and discretion.

I realize that this Student-Parent handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

STUDENT'S NAME::	
TEACHER'S NAME:	
PARENT/GUARDIAN'S PRINTED NAME:	
PARENT/GUARDIAN'S SIGNATURE:	DATE:

RETURN THIS FORM TO YOUR TEACHER OR THE FRONT OFFICE.

Aragon GATORS