

**Academy of Arts and Knowledge**

**Student and Family Handbook**

## Table of Contents

Welcome.....	Page 3
Contact Information.....	Page 4
Governance.....	Page 5
General Expectations and Communications.....	Page 6
General Office Policies.....	Page 8
Weather and Emergency Information.....	Page 9
Student Life.....	Page 10
Dress Code.....	Page 13
Drop Off/Pickup Policy.....	Page 16
Academics.....	Page 18
Student Attendance.....	Page 24
Student Health.....	Page 27
Parent Right to Know.....	Page 31
Self-Discipline Guide.....	Page 32
Student Code of Conduct.....	Page 34
Extended Day Program.....	Page 34
Signature Page.....	Page 62

Appendices

A. Bullying.....Page 35

B. Discipline Policy and Procedures.....Page 37

C. Poudre School District Policies.....Page 43

## **WELCOME TO AAK Elementary**

Welcome to Academy of Arts and Knowledge (AAK Elementary)! We are delighted that you have chosen to join our community.

Our Handbook is designed to help make your experience here successful, safe, and productive by communicating an understanding of our guidelines, policies, and procedures. It cannot cover every situation or question, but should direct you through the most common situations. Our expectation is that everyone is responsible for knowing and adhering to its contents.

NOTE: This handbook supersedes all prior handbooks and other written material on the same subjects. This handbook should not be construed to accord any rights or privileges to students or families beyond those accorded by law. For purposes of this Handbook, “parents” shall be understood to include “legal guardians” and “legal custodians”.

**EQUAL EDUCATION OPPORTUNITY** AAK Elementary’s policy is to provide an equal education opportunity for all students. We wish everyone to feel included and to know that we do not discriminate on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics, or social or economic background.

## **CONTACT INFORMATION**

Academy of Arts and Knowledge (AAK Elementary)  
4800 Wheaton Drive, Fort Collins CO 80525  
Phone: 970-226-2800

Website: [www.aakelementary.org](http://www.aakelementary.org)

Principal - Nichole Schlagel [nschlagel@aakelementary.org](mailto:nschlagel@aakelementary.org)

Director of Business & Operations - Shannon Gossard [sgossard@aakelementary.org](mailto:sgossard@aakelementary.org)

Front Office - Amanda Woods [awoods@aakelementary.org](mailto:awoods@aakelementary.org)

Front Office - Jada Kankel [jkankel@aakelementary.org](mailto:jkankel@aakelementary.org)

AAK Elementary Board [board@aakelementary.org](mailto:board@aakelementary.org)

Michael's of Denver Catering 303-866-3299 [www.mykidslunch.com](http://www.mykidslunch.com)

Charter School Institute 303-866-3299 [csi\\_info@csi.state.co.us](mailto:csi_info@csi.state.co.us)

## **GOVERNANCE**

### **AAK Elementary Board of Directors**

AAK Elementary is governed by a local board of directors. The Board includes elected and appointed members and meets at least monthly on the third Wednesday at 6:30pm at the school or via Zoom. The Board is responsible for the governance, strategic planning, financial oversight, policies and procedures, and oversight. Parents are encouraged to attend the public board meetings and be involved by either serving on Board committees or seeking a position on the Board. More information about the Board can be found [here](#). Notice of board meetings will be posted 24 hours in advance at the window of Room 101A in the front entrance of 4800 Wheaton Drive, Fort Collins, CO 80525.

### **Colorado Charter School Institute**

The Colorado Charter School Institute (CSI) is Colorado's only non-district charter school authorizer. It performs all the regulatory and oversight functions of a school district for those charter schools, such as AAK Elementary, that are not authorized through their local school district such as Poudre.

Colorado Charter School Institute 1580 Logan St, Suite 210 303-866-3299 [www.csi.state.co.us](http://www.csi.state.co.us)

## GENERAL EXPECTATIONS

### General Safety Expectations:

As a community of learners, it is the duty of each individual to do her/his part in keeping our school safe. The school staff requires all visitors coming to the building report directly to the front desk to present identification, sign in, and receive a visitor badge.

Entry to the school should be through the north east doors from 7:00am-7:30am for the before school program and breakfast program. Beginning at 7:50am to 8:10am, students will enter the front doors located on the southwest side of the building. All students are in their classrooms by 8:10am.

**Parents arriving with children at or after 8:10 AM are expected to escort children into the building and sign them in. A student will be documented as tardy from 8:15 AM onward.**

Traffic laws and postings are expected to be observed by all drivers. All walkers are expected to obey crossing laws by using the crosswalks. Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or AAK Elementary pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments.

Students are not to be left unsupervised at the school under any circumstances. School personnel will supervise students between 7:50 AM and 3:30 PM daily unless the student is signed up for the before or after school program. Community Learning Center students will be supervised by school personnel. Students not participating in a school sponsored activity are the responsibility of the parent and must not be left at the school. Students will be released only to parents or authorized representative 18 years or older.

Appropriate attire must be worn by students to the school during cold weather days. Students are expected to have covered legs and jackets when the temperature reaches below freezing marks. Students are expected to remain in appropriate attire throughout the school day.

### Communication:

At AAK Elementary, we believe that communication is paramount to the success of our students, and we believe that parents are essential in the communication process. Therefore, we ask that all members of the learning community adhere to the following guidelines:

- Keep up-to-date with communication:
  - Check the school website ([www.aakelmentary.org](http://www.aakelmentary.org)) regularly for updated information—including school calendar, events calendar, emergencies, school

- closings, etc.
- Read AAK Elementary Dragon Mail updates
- Read class weekly newsletters and teacher emails
- Review Friday folders
- Treat our Board, faculty and staff with respect. This includes at school events, emails, telephone conversations, and in the classrooms during and outside of school hours. Our students are held to a high standard in this regard, and they truly need to see this modeled by all adults in their lives.
- Respect our learning community. Enrolling your student at AAK Elementary indicates your commitment to supporting and respecting the rules as outlined in this handbook. Cooperative relationships provide the win-win support that all of our students need to be able to focus on their education.

AAK Elementary maintains an open door policy concerning communication with parents, students, staff and our community. At the same time, however, all concerns should follow the proper line of contact to address an issue.

1. Teacher, activity director or personnel responsible
2. AAK Principal
3. AAK Elementary School Board
4. Colorado Charter School Institute
5. Colorado Department of Education

### **Communication Between Parents and Students**

AAK Elementary will not disseminate parent phone numbers or email addresses to non-school staff. Parents may exchange contact information with other parents to form a school contact list. However, use of email or texting with any school contact list must be limited to school or student related matters. Parents may not send bulk messages or solicit other parents with email or text with any school contact list. If a parent wishes to address parents from their child's class, grade, or other large group, such messages must be submitted to the child's teacher or the Principal for review and submission.

Parents will not send communication to any AAK student emails besides that of their own child. No other communications are permitted from parents to AAK students other than their own child.



## **Volunteer Hours/Family Engagement**

AAK Elementary encourages parents to volunteer in the school as much as desired. Volunteers are very important to our educational program. Inquire at the front for ways you can be involved in your child's education.

When parents volunteer in the school, they should be a positive role model for our students and follow all school rules. Volunteers are asked to sign in and out at the school office and obtain a visitor's pass each time they are volunteering in the building. Parents who volunteer on a regular basis, work one-on-one or alone with students, or drive for field trips must be background checked through CBI. Inquiry with the front office for the appropriate forms.

## **GENERAL OFFICE POLICIES**

**Telephone:** Telephones in the offices are for business purposes. Except for emergencies, students may not use the office phones.

**Messages:** A message system will take messages before and after school or during times of high volume use in the school office. Messages are important to the AAK Elementary staff and calls will be returned as soon as possible.

**Copy machines:** Use of all copy machines is restricted to faculty, staff, and trained volunteers.

**School Property:** The AAK Elementary community is expected to show pride in AAK Elementary by taking care of school facilities, equipment, materials and books, and by keeping the grounds and building free of litter.

**Security Camera Use:** AAK Elementary utilizes video cameras in hallways and other areas within our school for the safety of our students. The cameras aid in observation purposes should the need arise on behalf of the school. Since the cameras are to be used first and foremost for safety purposes, AAK Elementary reserves the exclusive rights to the footage. In certain disciplinary or safety situations, the faculty may request that an administrator view the camera footage.

**Use of School Name:** At no time may any member of the AAK Elementary community use the school name, emblem, mascot or logo for any promotional activity, in published or printed material, or in a contractual manner, without permission granted by the board of directors.

## **WEATHER AND EMERGENCY INFORMATION**

**Cancellations, Delays, and Unplanned Early Releases:** Because of our broad geographical student base, AAK Elementary school delays, cancellations, or unplanned early releases due to bad weather or emergencies will be determined by the administration. Notification will be made via AAK Elementary Website, Facebook page, an emergency Dragon Mail (email) and notification via Swift. In all cases of bad weather, parents should exercise their own judgment whether to have their child in school. In cases of delays due to bad weather, all student tardiness and absences will be excused. If school is not delayed or closed, the administration will determine whether student tardiness or absence will be excused. Any determination by the administration which negatively affects a student may be appealed to the AAK Elementary Board.

**Emergency Drills:** Students must learn all emergency procedures and instructions given by the AAK Elementary staff. AAK Elementary will conduct needed drills as mandated by Colorado State codes to ensure that the school community will respond to an emergency safely and effectively. Teachers will instruct students regarding the posted procedures for their classroom and the school building, including specific instructions for safe primary and secondary exits. The response to all drills is to be prompt, quiet, orderly and disciplined. Full cooperation is necessary for the proper execution of these drills, and students are to remember that their welfare is our sole purpose for practicing them.

IT IS EXTREMELY IMPORTANT THAT PARENTS DISCUSS WITH THEIR CHILD EMERGENCY PROCEDURES THAT THEY SHOULD FOLLOW.

**Safety Procedures:** All doors entering the school building will be locked while students are in the building. All visitors must enter through the front door and ring the bell. School personnel will allow entry. Exterior doors will not be propped open and will be checked regularly by administration and the Facility Manager. The property is walked multiple times a day to ensure safety. Faculty are trained to be aware of any suspicious activity. Monthly drills and training are held to ensure a consistent and planned response to multiple emergencies.

AAK is currently connected with the Fort Collins Police Department and Fire Department. Agencies have building maps and access to the building as needed. AAK is connected to the School Resource Officer located at Preston Middle School. Current contact information has been provided to both the officer and the Fort Collins Police Department.

## STUDENT LIFE

**Friday Folders** Folders with class/school assignments and school communication are sent home every Friday. Parents and students are expected to review information sent home in a timely manner and return the folder on Monday.

**Class Weekly Newsletters** Class teachers will be sending home weekly newsletters, hard copy and/or via email. They will include reminders/updates of assignments and responsibilities, updates on what is going on in the classrooms, and reminders of what events may be happening in the school at large. Parents and students are expected to keep up-to-date on the information provided.

**Dragon Mail (school email)** The front office sends out a weekly email burst on Fridays. It contains messages from the administration and the Board, as well as updates on events and other information about all AAK Elementary “goings on”. It is your best source of the most up-to-date information available. There will also be occasional “special” bursts for items of particular import.

**Backpacks** Students are allowed to use backpacks and bookbags at school. They are to be stored on hooks in the hallway – not in the classrooms – during the school day.

**Conduct in the Classroom** Individual teachers handle all matters of classroom discipline. In the cases of repeated misconduct or disruption, parents or guardians will be notified. Severe misconduct will be referred to the office. Student office referrals can result in an in-school suspension, out of school suspension, or expulsion.

**Conduct in the Cafeteria** All students are expected to eat lunch on site. Lunch is to be eaten with a minimum of noise and activity. All trash is to be thrown away in the proper receptacle. It is the responsibility of each student to make sure that the cafeteria and other areas of the campus remain free from litter. Glass containers are not allowed.

**Lunches** Hot Lunches are available. Hot lunch is charged at per-student rate for each day used. Hot lunches must be ordered and paid in advance of lunch service. Free and Reduced price lunches are available to those who qualify. Qualification forms, which are confidential, are available at the front desk.

**Breakfast** Breakfast will be offered from 7:30 AM to 8:00 AM daily in the cafeteria and is charged at per-student rate for each day used. Breakfasts must be ordered and paid in advance of breakfast service. Free and Reduced price breakfasts are available to those who qualify. Qualification forms, which are confidential, are available at the front desk.

**Food and Water** As a general rule food and drinks are not allowed in the hallways or classrooms. Approved snacks and water may be allowed in designated areas for nutrition break. Plastic water bottles are allowed in school. Our school is a nut-free school. Please provide snacks for your child that are free of nuts.

**Food Allergies** Parents are responsible to inform the office and their student's teachers of any food allergies their child might have. Please refer to the Medical and Severe Allergy sections of the handbook.

**Gum** Gum is not allowed.

**Conduct at Assemblies** Assemblies will be scheduled and posted on the monthly calendar. Assemblies are part of student life at AAK Elementary, so it is important that attendees are attentive, quiet and respectful at all times.

### **Conduct at AAK Elementary Social Events**

The following apply to other AAK Elementary-sponsored social events:

- Chaperones are required to be present at school events. All parent chaperones must be approved by the school prior to the event.
- The parent/guardian and Law Enforcement will be called immediately if there is any evidence of inappropriate behavior, possession or use of drugs, alcohol or tobacco at any AAK Elementary event.

**Electronics** Cell phones, cameras, MP3 players, and video games in any form are not allowed at school or at school related events unless specifically authorized by staff for the particular event.

**Toys** Toys, game cards, or collectable cards are not allowed at school without specific teacher permission.

**Personal Valuables** School is not responsible for personal items – especially valuable ones. Students are strongly encouraged to leave valuable items, including cash, at home.

**Literature** Although personal reading material is allowed to be brought in for prescribed reading time (in class or at after school care) the administration reserves the right to confiscate at any time any material it deems inappropriate in any way.

**Lost and Found** The school cannot be responsible for lost or stolen property, but an effort is made to assist students in the recovery of their missing property. A “Lost and Found” is located by the playground doors. It is the location for all misplaced items in the school with the exception of eyeglasses. Those are turned into the School Nurse and held until the end of the school year at which time they are donated to the Lions Club. Unclaimed items will be turned over to benevolent organizations at the end of each trimester.

**Signs and Posters** All AAK Elementary event signs and posters must be approved by the administration and should be removed by the end of the school day following the event or activity.

**Solicitation** Students are not allowed to sell any items at school. Fundraisers are conducted by PTU, Teachers, Administration, and approved organized events.

**Field Trips** A form provided by the classroom teacher is to be completed by the parent granting permission for the student to participate in any scheduled field trip. Students who fail to submit the proper form will not be allowed to participate. Students are expected to have a AAK Elementary spirit shirt and wear it on field trip days. A chaperone’s role is to supervise students – therefore siblings are not allowed without specific permission from the teacher. CBI background checks for adult chaperones will be conducted for all overnight field trips attendees as well as parent drivers. All parent drivers will be required to have a Colorado Driver's License and will agree to a Colorado Department of Revenue Drivers Record Check.

**Clubs** Student clubs may be permitted by the AAK Elementary community after a written proposal is submitted to and approved by the administration.

**School Photos** Students will have the opportunity to have their pictures taken individually and by class. Notice will be given prior to picture day. Students may be out of dress code on picture day.

### **Leaving Campus During the Day**

- Students may not leave campus during school hours unless a parent or designee 18 years or older signs them out at the office and accompanies them.
- A student who leaves campus for special school activities will be given a permission slip to be signed by the parent.
- Students who become ill during the day must report to the office so that a parent may be contacted.

## **DRESS CODE**

AAK Elementary's dress code policy has been established to create parity among the students while allowing some artistic expression. Students are encouraged to express themselves. We ask that logos are not worn or larger than your fist.

### **Bottoms**

#### ***Pants:***

Straight legged or slight flair  
Jeans are allowed  
Twill or thin-wale corduroy  
Leggings may be worn as pants

#### **Shorts:**

Fingertip length

#### **Skirts:**

May be skirt, skort or jumper  
Fingertip length  
Shorts may be worn under skirts, but may not be visible

**NO:** Short-shorts, hip huggers

### **Tops**

#### **Shirts:**

Any shirt with sleeves

#### **NO:**

Tank tops, spaghetti straps, or sleeveless items  
No logos, decals

#### **Dresses:**

Any color or multi color, must have sleeves or a shirt underneath

### **Outerwear/Overwear**

#### **Sweaters/Vests:**

Cardigan, V-neck or vest of flat-knit weave.

**Jackets/Sweatshirts:**

Sweatshirts – including hoodies – may be worn over dress code shirts (no logos or decals)

AAK sweatshirts or solid colors (no patterns or emblems)

Jackets/coats (winter coats, etc.) may be worn to school, but must be removed when inside.

**Sock/Shoes/Accessories**

**Socks/Tights/Leggings:**

May be any color or colored pattern – creativity encouraged!

Must be solid weave

Socks or tights must be worn for health reasons

**Shoes:**

Tennis, athletic, dress, boots, or Mary Jane's acceptable – shoe must be on firmly and be appropriate for daily activities including outdoor recess (see below for winter conditions)

Shoes/laces may be any color or pattern

Must be close toed and close heeled – 1" heel maximum

Winter boots can be worn to and from school and during recess but should be removed when in the building. Dress code shoes must be worn indoors when winter boots are removed.

Physical Education – appropriate athletic shoes should be worn on gym days

**NO:** Flip-flops, sandals, open toes, open heels, platform, lights, wheels or sounds.

**Personal Grooming**

**Hair:**

Cleaned and neatly groomed

Can be any color or cut

**Nails:**

Students may wear nail polish of any color

**Make-up:**

To be used at parent's discretion and not brought to school.

**Scout/Athletic Uniforms:**

Cub Scout, Brownie, Boy Scout, and Girl Scout uniforms may be worn on meeting days.

Athletic team/Spirit uniforms may be worn on game/performance days.

### **Not Acceptable**

Clothing that exposes midsection

Visible undergarments

Clothing/Accessories/Personal Belongings that feature alcohol, drug or gang references

Hats of any kind are not worn in the classroom or during instructional times.

**The Principal or delegated authority has final discretion regarding appropriateness of appearance.**

Any family having difficulty finding/affording appropriate attire may contact the front office for assistance. AAK has a wide variety of clothing available for parents. Please check the front entrance for a fully stocked community closet.

**Enforcement** Compliance with the dress code is mandatory. Violations of the dress code will result in disciplinary actions against the student in the following manner:

- Students with a dress code violation may be asked to change their clothes.
- Parents may be called to bring the proper clothing to school.
- Consistent dress code violations will require a conference with the parents to discuss a solution.

### **STUDENT DROP OFF AND PICK UP**

Students may be dropped off/ picked up from a car (EXPRESS LANE) at a designated location along the **WESTERN (Front)** side of the building at the concrete drop-off pad (see map).

### **STUDENT DROP OFF**

#### **1. DROP-OFF THROUGH EXPRESS LANE 7:50-8:10 am**

- a. Cars enter from Wheaton and take the immediate right to enter the drop off lane and follow the lane until the last possible lane (Lane 4 on map). An AAK Elementary staff member will be directing traffic at this point.
- b. Drop off takes place **ONLY** along the front side of the building – staff will be present at the designated spot (drop-off/pick-up on map)– **NOT** at front entrance.
- c. A teacher will be present to escort your child from your vehicle to the sidewalk where they will walk alongside the side of the building until they enter the front doors.
- d. Pull all the way forward and wait for a teacher to help lead your student from your



- vehicle. Students **MUST** be ready to exit the car when their car arrives at drop off site - backpacks ready to go, coats on, breakfast finished, hugs and kisses completed - **PARENTS ARE NOT TO EXIT THE CAR.**
- e. After your student has exited the car, turn left at Lane
  - f. A staff member at the end of Lane 2 will assist in directing traffic to exit the parking lot.
  - g. Drop off for AAK Elementary begins at 7:50 am and concludes at 8:10 am
  - h. If no teacher is visible at drop off, **DO NOT** drop off your child! Park in the AAK Elementary parking and escort them to the Front Door and sign them in at the front desk.

## 2. **DROP-OFF – PARENTAL ESCORT**

- a. If **NOT** using the Express Drop off lanes, park on the north side of Lane 1 (marked Parental Escort Parking) and walk your child to the front door using the walking path between 8:00 and 8:10am.
- b. Do not cross over the parking lot until you reach the crosswalk behind the cones that block traffic.
- c. Students arriving any time after 8:10 a.m. will need to be signed in personally by their parents at the front desk. Students not in their seats by 8:15am will be marked tardy.
- d. **DO NOT** park on the south side of Lane 1. This is staff parking only.
- e. When exiting, drive back to the exit using Lane 1 and pay attention to the AAK Elementary faculty member directing traffic to exit onto Wheaton.

## **STUDENT PICK-UP 3:20-3:40 pm.**

### 1. **PICK-UP THROUGH EXPRESS LANE**

- a. Cars enter from Wheaton and take the immediate right to enter the drop off lane and then turn left, heading west until the last possible lane (Lane 4 on map). An AAK Elementary staff member will be directing traffic at this point.
- b. Pick up takes place **ONLY** along the front side of the building – at the cone designated spot (drop-off/pick-up on map)– **NOT** at the front entrance.
- c. A teacher will be present to escort your child to your vehicle from the sidewalk.
- d. Pull all the way forward and wait for a teacher to help lead your student to your vehicle– **REMAIN IN CAR**
- e. If the child is not ready, you may be asked to pull forward and re-enter at the back of the line so we can keep the right lane moving.

- f. If major buckling is needed, please exit the Express Lane and pull to the side of Wheaton so we can keep traffic moving.
- g. Students will not be released until 3:20
- h. Any child not picked up by 3:40 will join CLC. Please pick your child up at the CLC entrance next to the playground.
- i. If your child is not ready for pick up and your car is at the front of the line, you will be asked to park, a staff member will bring your child to the car.

## **2. INSIDE PICK-UP**

- a. Notification will go out via our Swift Notification system.
- b. Students will remain in the classroom and be called out once you have arrived at the front of the pick-up line.

## **3. TARDY PICK-UP – students not registered with After School Program**

- a. Students are released at 3:20pm.
- b. If not picked up by 3:40pm parents/emergency pickup contacts will be called.
- c. At 3:45pm the student will join CLC.

## **ACADEMICS**

**Vision Statement:** Provide an environment that allows every student to reach their full potential.

**Mission Statement:** Within a supportive school community, AAK Elementary offers a robust arts program that complements core academics, fosters critical thinking skills and creates confident, creative individuals with the freedom to reach their full potential.

*We will accomplish our mission by:*

- Providing a safe and engaged school community that allows students to take risks in their learning, and treats each student as unique individuals and gives them opportunities to let their creativity flourish.
- Offering a world-class education through a standards-based core curriculum that integrates the fine arts and exposes students to diverse cultures, with a balance of technology, character development and enrichment opportunities.

## **Belief Statement**

*We believe a great AAK Elementary teacher and staff member is proudly devoted to welcoming and accepting all students through creative collaborations. A great AAK Elementary teacher is passionate and sounds kind, respectful, creative, and knowledgeable. The community of AAK*

*Elementary teachers and staff members promotes safety, happiness, and creativity.*

### ***Literacy at AAK Elementary***

Reading and writing are taught to our students through the Benchmark Curriculum and Foundations!. Reading and writing are also integrated throughout the day in all subject areas, and teachers give students time to dive into books to cultivate a true love for literacy.

### ***Math at AAK Elementary***

Singapore Math instruction is delivered through the Primary Mathematics curriculum. With this curriculum, our students learn and master fewer mathematical concepts at greater detail with a three-step learning process: concrete, pictorial, and abstract. Through this, they're becoming creative thinkers who are preparing to be real-world problem solvers.

### ***Social Studies at AAK Elementary***

AAK Elementary students learn about character, ethics, empathy, and self-esteem through the *Social Studies Alive!* Benchmark Workshop offers a fully integrated social studies curriculum. Lessons and activities surround an essential question, and students participate in hands-on projects and world culture integration that is aligned to the Colorado Academic Standards, while they continue to grasp how our country and the world were shaped over centuries at a time.

### ***Science at AAK Elementary***

With the *Bring Science Alive!* curriculum, students engage in hands on activities and experiments based on the scientific method. Unit-level phenomena encourage students to make connections with the world around them. Investigations that align to the Colorado Academic Standards and Next Generation Science Standards keep our students engaged and challenged, and the lab kits, student textbooks, and interactive notebooks will help them develop a curiosity for the sciences. Intermediate students are able to present their understanding and critical thinking in the spring at the Science Fair. Benchmark Workshop will integrate science standards throughout the literacy curriculum to provide an integrated approach to science.

### ***Art at AAK Elementary***

All students benefit from the arts, especially students needing more concrete, visual, and kinesthetic experiences for successful learning. At AAK Elementary, the integrated fine arts and visual arts program strengthens learning transfer. The arts at AAK Elementary are not only about producing tangible artifacts, but also skill development and problem solving. AAK Elementary adheres to the proposition that arts integration produces better readers, better writers, and better speakers.

### ***Music at AAK Elementary***

Music, like literacy, allows students to experiment with rhythm, words, tempo, and melody. Musical notation and reading the meaning in the music dovetails strongly into moving from text to meaning in literacy. It is the conviction at AAK Elementary that music produces – besides the gifts of music itself – strong readers, writers, and presenters.

### ***Expressions at AAK Elementary***

Movement is so much more at AAK! Every student will participate in our Expression class with a focus on drama, dance, and physical well-being. This class integrates the lessons being taught in class and will bring them alive through movement, dance, and drama! Students will focus on the fundamentals of movement and community building while being encouraged to be their authentic selves and take risks.

### ***Special Education Program at AAK Elementary***

With a focus on inclusion, our Special Education program continues to follow AAK Elementary's vision of each student as a unique individual. The program takes into consideration the academic support needed for every child to meet their specialized goals across all core academic subjects and works to foster enthusiastic and self-confident learners. The Special Education program at AAK Elementary also concentrates heavily on the social and emotional needs of special education students and ensures that every student feels comfortable in, and out of, their classroom environment.

### ***English Learners at AAK Elementary***

Students who come from homes in which English is not the primary language, dual-language homes, or students who have recently immigrated to the United States are assessed within the first 30 days at school to determine their English Language proficiency level. This assessment then provides teachers and parents with information about what English Language skills the student may need more instruction in. AAK Elementary then provides specialized, small-group instruction to these English Language Learners. The instruction is aimed at helping the student to access content knowledge, while also working to increase their English language skills. AAK Elementary's English Language program follows the World-Class Instruction Design and Assessment (WIDA) standards that the Colorado Board of Education has adopted as the Colorado English Language Proficiency (CELP) standards.

### ***Gifted/Talented Program at AAK Elementary***

All students in second grade are screened each year for the Gifted/Talented Program through the

use of a non-verbal test. Students new to AAK Elementary in grades 3-5 are also screened. A score that approaches the 90<sup>th</sup> percentile will result in a referral for further testing. Parents, teachers, and students may also make referrals for testing.

Our teachers are also trained in recognizing traits of gifted children, as well as accommodating the needs of these children. GT services may be delivered in the classroom by the homeroom teacher or as a pull-out with a small group of GT students, whichever best meets their needs. Through an advanced learning plan (ALP), teachers and staff can assess gifted student growth and social-emotional development. ALPs are reviewed yearly and may be revised at any time.

### ***Homeschool Program at AAK Elementary***

AAK Elementary recognizes the importance of homeschooling and the role that families have in their children's education. Our school can provide additional resources and support for your homeschooled child. By working together with families, we help provide an environment for each child to thrive in and prepare for the world. We invite your homeschooled child to participate in our eight-hour per week on-site schedule including art, music, dance/drama or various core subjects. We offer flexible times to supplement the needs of individual homeschool programs as long as students attend at least eight hours a week.

**Make-Up Work:** Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the Principal. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 2 days allowed for make-up work for each day of absence up to 10 days if the assigned work was issued during the absence. If assigned work was given prior to the absence, students are expected to turn in the work upon his/her return to school. All missed exams will be taken within two days upon returning from an absence. Any exceptions for these guidelines would need to come from the Principal prior to the excused absence.

Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and as an incentive to attend school. However, this work will receive only partial credit, which is the consequence for an unexcused absence.

**Late Homework:** AAK Elementary students are expected to turn in all classwork and homework. It is expected that class work and homework will be turned in at the time designated by the teacher.

**Grading System:** The academic year is divided into four quarters. Grades are standard based. Class work, homework, class participation, quizzes and tests will be taken into consideration. A student's attendance in school and/or tardiness will impact their ability to demonstrate mastery of

standards therefore resulting in insufficient evidence of knowledge of standards.

A standards based report card is given:

4 = Exceeds grade level standard 3 = Demonstrates proficiency 2 = Needs additional support to meet standard 1 = Insufficient progress with standard IE = Insufficient Evidence

**Report Cards/Progress Reports:**

- Report cards will be printed and distributed at the end of each quarter
- Progress reports may be issued at the mid-point of each quarter. Parent/Teacher conferences may serve as the progress report for designated quarters.

**Academic Tutoring:** If it is determined that a AAK Elementary student is a grade level or more behind in either language and/or reading skills or math skills, tutoring will be made available through the school tutoring program or RTI (Response to Intervention).

**Promotion/Probation/Retention:** AAK Elementary has established and maintains high standards for all students by establishing clear academic expectations, monitoring student achievement and communicating student progress to parents in a continuous and systematic manner. Recognizing the unique developmental needs of each student, the most appropriate educational setting will be determined to best meet the student's academic needs.

**Promotion and Retention Policy Statement:** A student may be considered for retention if the following criteria are not met:

1. Mastery in all major content areas as evidenced by grade level report cards.
2. Student's scaled score on AAK Elementary's standards-based assessment must fall above the 25th percentile in mathematics and reading.
3. Other areas like stamina or social development are not grade level appropriate.

Students who are placed or retained below chronological grade level may be required to participate in some or all of the following interventions:

- After School Tutoring
- Supplemental Coursework
- Individualized Assistance through the Intervention Assistance Team
- Attendance Counseling

**Responsibility and Timeline:** Decisions regarding a student's placement, promotion or retention

will be determined on a student-by-student basis based on academic results and other factors mentioned above. The Principal, along with the input of the student's teacher(so) and MTSS Team, shall have the final responsibility of determining grade level placement and promotion or retention of each student.

### **Individuals with Disabilities Education Act (IDEA) of the Rehabilitation Act**

Students who are identified disabled under the IDEA of the Rehabilitation Act or a Section 504 will be promoted or retained in accordance with the IEP Team recommendations, as documented in the IEP.

### **STUDENT ATTENDANCE**

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. A 95% attendance rate is a worthy goal.

Parents will be expected to take the responsibility for determining whether it is safe to send their child to school due to severe weather.

**Excused Absences:** The following shall be considered excused absences:

1. Absences because of temporary illness or injury
2. A student who is absent for an extended period due to physical, mental, or emotional disability
3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration
4. Absences by students who are in the custody of court /law enforcement authorities
5. Absences determined by school administration to be excusable, such as doctor's appointments or juvenile court appearances

Extended absences require advance approval from the administration and filling out a form with the front office ahead of time.

**At the administration's discretion, absences may require suitable proof regarding the above exceptions, including written statements from medical sources and agencies.**

**Unexcused Absences:** An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents of the student receiving an unexcused absence will be notified orally or in writing by AAK Elementary of the unexcused absence.

The administration shall develop regulations to implement appropriate penalties. Students and parents may petition the administration of AAK Elementary for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Students earning more than 4 unexcused absences per month or 10 unexcused absences during any school year may be referred for truancy.

### **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after 8:15am. Upon entering the building after 8:10am the guardian must sign in the student at the front desk. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, tardy students should walk to class independently, and penalties shall be imposed for excessive tardiness. Parents shall be notified of all penalties regarding tardiness.

Early dismissal from school will be approached in the same manner as tardiness. Students are expected to be in school until dismissal time, which is 3:20 PM on regularly scheduled school days. Early dismissal is detrimental to the learning process for both the student leaving and the students who are disrupted by the interruption.

**Truancy:** If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has 4 unexcused occurrences of absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences. In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school.

Parents shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.



The school monitors individual unexcused absences with the Power School online program. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent is aware of the absence, school personnel shall make a reasonable effort to notify the parent by telephone.

When a student is declared habitually truant, the school shall require a meeting between the student's parent/guardian and appropriate school personnel to review and evaluate the reasons for the student being habitually absent. Such a meeting shall be held no later than 10 school days after the student's fourth unexcused absence.

**Penalties:** A student shall be given notification of his/her first truancy offense. Parents will be notified of the need to meet with the school Principal. A plan will be created to support active participation in school. If a student remains truant the school administration reserves the right to deny enrollment to AAK.

#### **Withdrawal from School:**

If a student decides to withdraw from school for any reason, the student must follow the checkout procedure and complete a withdrawal form. All outstanding fines must be paid prior to the student's departure.

## **STUDENT HEALTH**

### **Health Room Personnel:**

**Jada Kankel- Health Assistant** [jkankel@aakelementary.org](mailto:jkankel@aakelementary.org)

**Keri Dennison- School Nurse** [kdennison@aakelementary.org](mailto:kdennison@aakelementary.org)

**Registered Nurse:** The Registered Nurse will train and provide supervision to the Health Assistant as well as additional consultation as needed. RN's may only be in the building to provide specific health services mandated by the State of Colorado such as immunizations, special education

assessments, IEP meetings, and in health education programs if appropriate. They coordinate the mandated yearly vision and hearing screenings, and they are available to teachers, parents, and students when there is a specific health concern that requires assistance and the development of a health care plan.

**Health Assistant:** A Health Assistant will be in the building 8 hours each day and in the health office as needed. Health Assistants are not nurses. They have received training in: Basic First Aid, CPR, and Medication administration only. Trained school staff provide first aid and care to sick and injured students when the Health Assistant is not in the building.

### **General Health Room Procedures:**

- A student entering the health room will be allowed to remain there for a maximum of 15 minutes or discretion of AAK Elementary nursing assistant
- After 15 minutes, a decision will be made to send the student back to class or to send the student home
- If the student is being sent home a telephone call will be placed and a resolution/decision shall be made within 30 minutes as to how the student will be picked up by a parent or emergency contact person
- Once the resolution/decision is made, it shall be adhered to unless the situation escalates requiring immediate medical attention
- The parent or emergency contact must keep AAK Elementary's administration or their designee updated with their status as to their arrival at AAK Elementary
- Please be sure to provide the school with necessary emergency contact telephone numbers and update information if it changes during the school year

### **Illness:**

Follow these guidelines when determining if a student should come to school.

Do **NOT** send student to school if they have:

- A Temperature over 100 degrees F within last 24 hours
- Experienced vomiting or diarrhea in the past 24 hours
- Cold symptoms, such as constant runny nose, congestion, coughing, or sneezing (unless allergy related)
- A sore throat lasting longer than 3 days (a student diagnosed with Strep Throat must stay home at least 24 hours AFTER antibiotic treatment has been started)
- Weeping cold sores or other lesions (such as impetigo) until under treatment
- Rashes that have not been diagnosed.

## **Health Requirements & Immunizations:**

Colorado's immunization law for school-aged children requires the following:

- Diphtheria-Tetanus - Pertussis (DTaP) - 5 doses (K-5 or 5 to 10 yrs. of age)
- Polio (OPV)– 4 doses
- Measles-Mumps-Rubella (MMR) – 2 doses
- Chickenpox (Varicella) – 2 doses
- Hepatitis B series (Hep B) – 3 doses
- Tetanus-Diphtheria-Pertussis- (TdaP) shot (1 dose required; beginning 6th grade students or age 11-18 yrs.)

Contact the Larimer County Health Department for any questions with immunizations. State law requires parents to show evidence of immunization prior to or on the first day of the school year. Students who have not been vaccinated or whose parents have not signed a waiver will be denied admittance in accordance with Colorado Revised Statute 25-4-902. Parents wishing to waive immunization requirements may do so for personal, medical or religious reasons. In order to waive Colorado Revised Statute 25-4-902, parents must sign a card and submit a statement to the school office prior to the beginning of the school year. This is required under Colorado Law (CRS 35-4-903).

## **Communicable Diseases/Extended Illness/Pests:**

Because a school has a high concentration of people, it is necessary to take specific measures when the health and/or safety of the group are at risk.

## **Casual-Contact Communicable Diseases and Pests**

The school's professional staff has the authority to remove or isolate a student who has been ill, has an undiagnosed rash, or has been exposed to a communicable disease, as well as regulate in school contact/procedures in accordance with Colorado State Law.

- Specific diseases/conditions include: diphtheria, scarlet fever, strep infection, whooping cough, mumps, measles, rubella, impetigo, and other conditions indicated by state and local health departments
- If a child contracts a communicable disease, the office should be notified as to the nature of the illness
- Any student having a communicable disease will be dealt with on a case-by-case basis in accordance with guidelines for that disease by both state and local health departments, including the Center for Disease Control, Colorado Department of Health, and Larimer

## County Health Department

- In such cases as chicken pox, measles, mumps, students will not be allowed to return until the school receives health care provider's notification that there is no further risk of infection
- Parents of children in a classroom which has a communicable disease/condition reported will be notified, at the discretion of the administration, by way of a "Health Alert."

## Medications Policy:

Please be aware that Colorado State Law mandates our Medication Policy.

- All medications must be kept in a locked cabinet in the health room during school hours
- Students are **NOT** permitted to keep medication of **ANY KIND** on their person, in their lunch boxes, or in their desks unless prior permission has been given as outlined below
- AAK Elementary medication policy applies to ALL medications, including over the counter medications (Tylenol, cough drops, cough syrup, decongestants, etc.) and inhalers

If medication must be taken during school hours, the following information/procedures must be provided/followed before it can be administered to student:

- Written health care provider's order (including drug name, dose, time to be given, route, duration of time to be given, and a doctor's signature)
  - The health provider may email this order to the school
  - PLEASE NOTE: The pharmacy label applied to the medication bottle will NOT suffice for a health care provider's order
- Written permission from a parent or legal guardian
- An acceptable form that contains all of the above can be obtained at the front desk
- Medication and signed Authorization Form **MUST** be brought to school by the parent
- Medication must be in the original pharmacy container, complete with pharmacy label – medication cannot be given if it comes in a plastic bag, envelope, unmarked bottle etc.

## AAK Elementary Employee Administration

- Only AAK Elementary employees who have completed "Medication Administration Training" with the RN may administer medication
- Student is responsible to report to the office at the proper time for medication
- Parents may come to school and administer medication to their child

## Student Administration

- Student **MUST** have written health care provider's authorization to self-administer that

includes:

- Instructions that outline procedures school personnel should follow in the event the asthma medication does not produce the expected relief
- Instructions to report to health care provider any severe adverse reactions that may occur due to the child using the inhaler
- Any other special instructions
- At least one emergency telephone number for contacting
- Health Care Provider/Parent Form can be obtained at the front desk – self administration instructions can be added to it
  - School nurse must meet with student to determine:
    - Student is self-directed and knowledgeable about their medication
    - Student demonstrates ability to self-administer medication properly
    - Student is responsible and mature enough to carry medication
  - Right to self-medicate may be revoked if student shows unsafe or irresponsible behavior
- AAK Elementary retains the discretion to reject requests for administration of medicine

If you have any questions regarding these policies or immunization requirements for Colorado Students, please call the health office at AAK Elementary (970) 226-2800.

### **Severe Allergy Safe School Policy**

Although AAK Elementary cannot guarantee an allergen free environment, reasonable precautions are taken to minimize the risk of developing severe reactions to allergens occurring in the school environment for both student and staff. Some individuals have or are in a high risk group for developing sensitivity to certain allergens. Sensitivity reactions can range from mild skin irritation to an emergency and anaphylaxis. School procedures address practices to minimize exposure to individual allergens, recognizing the allergic reactions and responding to the allergic reactions. A safe environment for students and staff recognizes individual differences and an adoption of realistic practices will be promoted.

### **Parents Right to Know**

As a parent of a student at AAK Elementary, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the school to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education (CDE) has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraeducators provide services to your child and, if they do, their qualifications.

Please contact Shannon Gossard at [sgossard@aakelementary.org](mailto:sgossard@aakelementary.org) if you would like to receive any of this information.

## **SELF-DISCIPLINE GUIDE**

A major component of the educational program at AAK Elementary is to safely prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The purpose for developing guidelines for student self-discipline is to encourage everyone in the AAK Elementary community toward those goals.

### **Self-Discipline Goal Guidelines**

**Overview:** AAK Elementary teachers and staff are dedicated professionals and life-long learners who are constantly embracing a variety of ways to exercise positive classroom and school-wide management skills. We believe that we are to help students learn how to maintain self-discipline in all types of situations. We use Restorative Practices and encourage students to learn to make appropriate decisions from the "inside out". Just as we value the variety and uniqueness found in the individuals that make up the AAK Elementary learning community, we value the ability to deal with situations based on the student, parent and staff need when possible, rather than a "one punishment fits all" systemic type of approach.

Therefore, AAK Elementary does not employ a "discipline system". Instead, we follow the components of **Positive Behavioral Intervention Support** or PBIS. PBIS is a school-wide program which emphasizes a system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Throughout the year, children will be receiving Dragon Tickets when they demonstrate positive behavior in any area of the school. Teachers are looking for students who display our basic code of conduct:

- Respect for yourself
- Respect for others
- Respect for property/objects.

**Expected Behaviors** In line with these goals, AAK Elementary has developed the following list of expected behaviors. Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, in family, and in school
- Follow school-wide norms and expectations.

The vast majority of classroom and school management issues fall under the oversight of individual classroom teachers. Caring, highly trained and passionately prepared teachers engage students in such a way that most behavior problems are easily resolved under their supervision. In a growing learning community, teacher and staff expectations are made clear to students and they are given precise clear instruction concerning school procedures and routines. We encourage each student to make appropriate, informed choices for their own good and the good of the AAK Elementary community. The vast majority of students are able to make wise choices most of the time. For those students, however, who unwisely choose to regularly resist direction and guidance or interrupt the flow of learning in the classroom, or those very few who choose to engage in dangerous, illicit or illegal activities within the AAK Elementary learning community, there are procedures put in place to help correct their behavior or protect others from future acts.

### **Guidelines for Reaching These Goals**

#### **Goal Guideline #1:**

We want parents to be actively involved in teaching self-discipline to their children. This may require immediate interaction with the classroom teacher first, then school administration or the proper authorities in response to choices a child might make. Parents should feel free to discuss classroom issues with teachers and school administration.

**Goal Guideline #2:**

We want classroom teachers to maintain the learning environment in their individual classrooms and establish the “learning” climate for the school. Our teachers are highly motivated and caring individuals looking for ways to challenge each student to learn and to encourage them to be self-motivated and self-disciplined young people. The staff trusts one another to pursue the best course of action in addressing student needs and working through situations that arise within the school environment.

**Goal Guideline #3:**

We want students to develop the ability to think, make informed decisions and act with wisdom in difficult situations. We want them to own their own problems and, with guidance, solve them in appropriate ways. We want them to look at problems as opportunities for growth.

**Goal Guideline #4:**

We want students to face logical consequences for their actions and attitudes instead of “punishments” whenever possible. We want them to see adults as helpers and guides rather than arbitrary judges who hand out punishment.

**Goal Guideline #5:**

We want students to love learning and to appreciate their relationships with those who guide them toward becoming life-long learners.

**Student Discipline (File: JK)**

The objective of disciplining any student is to help the student develop and maintain self-control, respect for others and socially acceptable behavior. All policies and procedures regarding student discipline shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner that 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 state 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 persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.



Restorative justice shall be considered in appropriate circumstances and may be utilized to address the consequences of student misconduct, as determined by the School. As defined by Colorado law, “restorative justice” involves practices that emphasize repairing the harm to victims and/or the school community caused by a student’s misconduct.

The School shall enforce the code so that students demonstrating unacceptable behavior and their parents, guardians, or legal custodians understand that such behavior shall not be tolerated and shall be dealt with according to the code. To the extent practicable within budgetary constraints, the School shall develop and implement plans for the appropriate use of prevention, intervention, restorative justice, peer mediation, counseling and/or other approaches to help students avoid unacceptable behavior and to minimize their exposure to the criminal and juvenile justice system.

## **EXPULSION PREVENTION**

Except in cases of the most serious misconduct, expulsion should normally be the last step taken after other attempts to deal with students who have discipline problems. The School shall provide students who are identified as at risk of suspension or expulsion with the necessary support services to help them avoid expulsion. In doing so, School personnel shall work with the student's parent or guardian. Support services may be provided through agreements with appropriate local governmental agencies, community-based organizations, and institutions of higher education.

The School’s failure to identify a student for participation in an expulsion prevention program, to provide support services or to remediate a student's behavior shall not be grounds to prevent school personnel from proceeding with appropriate disciplinary measures and shall not be grounds for the student or his/her family to challenge any disciplinary action that may be taken against the student.

## **DISCIPLINARY INFORMATION**

In accordance with state law, the principal or designee is required to 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. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

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. The principal or designee is required to inform the student and the student's parent or guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student

and/or the student's parent or guardian may challenge the accuracy of disciplinary information.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities under the Individuals with Disabilities Education Act (special education students) and students with disabilities under Section 504 of the Rehabilitation Act of 1973 (§ 504 students) are neither immune from the School's disciplinary rules nor entitled to participate in programs when their conduct impairs the education of other students or disrupts the education process. Except as otherwise provided below, students with disabilities may be disciplined on the same grounds and under the same procedures as students who do not have disabilities. Regardless of whether their conduct is a manifestation of their disability, § 504 students currently engaging in the use of illegal drugs or in the use of alcohol may be disciplined for the use or possession of illegal drugs or alcohol to the same extent as non-disabled students. The principal or designee shall immediately remove a student with a disability from a situation in which the student poses a threat of physical harm to himself or herself, or to other persons, by placing the student in an appropriate alternative setting or by suspending the student, as set forth below.

A special education or § 504 student may be temporarily removed to an alternative educational setting or temporarily suspended from school if exclusion is warranted because the student has violated the District code of conduct and/or because the student's behavior or presence at school creates a threat of physical harm to the student, other students, school personnel or school property. Such temporary removals or suspensions may not exceed 10 consecutive school days, unless the student's conduct is not a manifestation of his or her disability. A series of such temporary removals or suspensions, each shorter than 10 consecutive school days, may not aggregate to more than 10 school days during a school year or during a single placement within the school year if the removals/suspensions collectively constitute a change of placement, unless the student's conduct is not a manifestation of his or her disability.

In accordance with governing law, the IEP or § 504 team may change a disabled student's placement to an appropriate interim alternative educational setting for not more than 45 school days if the student has carried or possessed a weapon at school or at a school function; if the student knowingly possessed, used, sold or solicited the sale of a controlled substance while at school or at a school function; if the student has inflicted serious bodily injury upon another person while at school or at a school function; or if a hearing officer so orders. Such placement in an interim alternative educational setting is permissible even if the disabled student's conduct was a manifestation of his or her disability. During such placement, special education and § 504 students (except § 504 students whose conduct is not a manifestation of their disability) must continue to receive educational services as determined by the IEP or § 504 team.

Students with disabilities may not be expelled, suspended or otherwise removed to another setting in excess of 10 consecutive school days, or subjected to a series of shorter suspensions or removals during the school year (or during a single placement within the school year) that taken collectively constitute a change of placement, unless a determination has been made by a duly convened IEP or § 504 team that the misconduct constituting grounds for expulsion, suspension or removal longer than these specified periods was not a manifestation of the student's disability (this provision does not apply to placement in an appropriate interim alternative educational setting, as provided in the immediately preceding paragraph). If the IEP or § 504 team determines that the student's conduct was a manifestation of the student's disability, the expulsion, suspension or removal may not exceed the periods specified in the first sentence of this paragraph and the appropriateness of the student's IEP or § 504 plan shall be reviewed and necessary revisions shall be made, in accordance with governing law. If the IEP or § 504 team determines that the student's conduct was not a manifestation of the student's disability, the student may be expelled, suspended or removed for longer than the periods specified in the first sentence of this paragraph. During such periods of expulsion, suspension or removal special education students, but not § 504 students, must continue to receive educational services as determined by the IEP team.

Within 10 days of an expulsion, suspension or removal in excess of the periods specified in the first sentence of the immediately preceding paragraph, the IEP team shall either develop a functional behavioral assessment of the special education student, develop a behavioral intervention plan for the special education student, or review and modify the special education student's existing behavioral intervention plan, as appropriate. District special education or § 504 personnel, and/or legal counsel, shall be consulted prior to a special education or § 504 student's expulsion, or suspension or other removal in excess of 10 school days, for misbehavior that has been determined not to be a manifestation of the student's disability.

## **Expulsion**

The Principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity and in certain cases when the behavior occurs off of school property. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school property or stealing or attempting to

steal school property of value.

2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third-degree assault.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of AAK Elementary policy or building regulations.
6. Violation of the policy on dangerous weapons in the school. Expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school, unless the student has delivered the firearm or weapon to a teacher, administrator, or other authorized person in the school as soon as possible upon discovering it, in accordance with state law.
7. Violation of AAK Elementary's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
8. Violation of AAK Elementary's violent and aggressive behavior policy.
9. Violation of AAK Elementary's tobacco-free schools policy.
10. Violation of AAK Elementary's policy on sexual harassment.
11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
12. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
14. 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.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the school staff.
18. Behavior on or off school property which is detrimental to the welfare, safety, or morals of other students or school personnel.
19. Repeated interference with the school's ability to provide educational opportunities to other students.
20. Making a false accusation of criminal activity against a Minga Education Group or school

employee to law enforcement or to the school.

## **Bullying Prevention and Education JICDE**

### **Bullying Prevention Policy**

The Board recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment at school. Bullying is prohibited on all school property, at school-sanctioned activities or events, when students are being transported in vehicles dispatched by the school, and off school property when such conduct has a reasonable connection to school or any school curricular or non-curricular activity or event.

As used in this policy, “bullying” means any written or oral expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate or cause any physical, mental or emotional harm to any student. This includes but is not limited to such expression, act or gesture directed toward a student on the basis of that student’s race, color, religion, national origin, ancestry, sex, sexual orientation, disability or academic performance. As used in this policy and as defined by Colorado statute, “sexual orientation” means an individual’s orientation toward heterosexuality, homosexuality, bisexuality or transgender status, or another individual’s perception thereof.

All school employees, authorized volunteers and students share the responsibility to ensure that bullying does not occur at school, on any school property, at any school-sanctioned activities or events, when students are being transported in any vehicle dispatched by the school, or off school property when such conduct has a reasonable connection to school curricular or non-curricular activity or event. Toward that end:

- All students who believe they have been victims of bullying in any such circumstance shall immediately report it to an administrator, counselor or teacher at their school.
- All students who witness student bullying in any such circumstance shall immediately report it to an administrator, counselor or teacher at their school.
- All administrators, counselors, teachers and other employees/authorized volunteers who have any incident of bullying reported to them or otherwise have reason to believe it is occurring shall promptly forward the report(s) and/or other information to the principal or principal’s designee for appropriate action.
- All school employees and authorized volunteers who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the school principal, and shall promptly report the bullying to the principal or principal’s designee for appropriate action.
- Each principal or principal’s designee shall ensure that all reports and other information involving student bullying in any such circumstance are promptly and thoroughly

investigated, and that appropriate action is taken. If the victim of bullying is a student with a disability who has an Individualized Education Program under the Individuals with Disabilities Education Act (an "IEP") or a Plan under Section 504 of the Rehabilitation Act of 1973 (a "Section 504 Plan"), the investigation shall include a determination of whether the student's receipt of a free appropriate public education ("FAPE") under the IEP or Section 504 Plan may have been affected by the bullying.

- The director shall promote a positive climate and culture in their school that includes educating students and staff about bullying prevention and appropriate responses to bullying.

In many cases, bullying involves misconduct that is also addressed in other board policies and regulations. In dealing with students who engage in bullying, the principal or principal's designee shall consider other policies and regulations that specify various options for responding to student misconduct and that address the type of misconduct that may be involved in the bullying.

If it is determined that a student's receipt of FAPE under an IEP or Section 504 Plan may have been affected by bullying, the District shall promptly convene the student's IEP team or Section 504 team to determine whether and to what extent: (a) the student's educational needs have changed; (b) the bullying impacted the student's receipt of FAPE; and (c) different or additional services are needed to ensure the student's ongoing receipt of FAPE. If different or additional services are needed, the student's IEP or Section 504 Plan shall be promptly revised and implemented.

Discipline for student bullying and for retaliation against students who report bullying may include suspension, expulsion and/or disciplinary classroom removal. In addition, the principal shall consider other actions that may be appropriate in response to student bullying, including but not limited to:

- Holding assemblies and implementing programs to warn students that bullying is prohibited and advise them of the consequences for engaging in bullying activity, to encourage all students to immediately report incidences of student bullying, and to engender an atmosphere where bullying is not tolerated at school or school-related activities.
- Holding conferences with the parents of students who continue to engage in bullying after intervention by school personnel, in order to develop cooperative strategies to correct the students' behavior.
- Separating students who continue to engage in bullying after intervention by school personnel from other students at school or from particular school programs or activities, until they can conform their behavior to acceptable standards.
- Withholding privileges (i.e., recess, field trips, participation in extracurricular activities, etc.) from students who continue to engage in bullying after intervention by school personnel,

until they can conform their behavior to acceptable standards.

- Holding training and inservices to assist school staff in being alert to student bullying, taking appropriate action when bullying occurs and helping to engender an atmosphere where bullying is not tolerated at school or school-related activities.

## **STUDENT DISCIPLINE POLICY AND PROCEDURE**

### **DISPLAYS OF AFFECTION**

Student displays of affection to one another are personal and not meant for public display. This includes touching, hugging, kissing, petting, or any other contact that may be considered sexual in nature. Teachers will work with their individual classes regarding personal space and appropriate contact behavior.

### **SECRET SOCIETIES/GANG ACTIVITY**

The school administration and the AAK Elementary School Board desires to keep the school and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence, or disruptive behavior. The Principal or designee shall maintain continual, visual supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

AAK Elementary shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort AAK Elementary administration shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.

#### **Gang Symbols**

AAK Elementary School Board prohibits the presence on school premises, in school vehicles, and at school-related activities of any apparel, jewelry, accessories, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in gangs which advocate drug use, violence, or any disruptive behavior. This policy shall be applied at the Principal's discretion after consultation with the School Board as the need for it arises.

## **TOBACCO-FREE SCHOOLS**

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school should provide both effective educational programs and a positive example to students concerning the use of tobacco.

In order to promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco products by staff, students, and members of the public is banned from all school property. For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used by school including but not limited to the following:
    - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage.
    - b. All school grounds over which school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas
    - c. All vehicles used by school for transporting students, staff, visitors, or other person
  2. "Tobacco" includes:
    - a. Cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both
    - b. Cloves or any other product packaged for smoking
- 3 "Use" means lighting, chewing, inhaling, or smoking any tobacco product

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and school policy. This policy will be published in the student handbooks, posted on bulletin boards, and announced in staff meetings.

Any member of the general public considered to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges, and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco



use.

## **DRUG AND ALCOHOL USE BY STUDENTS JICH**

AAK Elementary shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs and other controlled substances. In order to accomplish this goal, school personnel shall cooperate with law enforcement, social services and other agencies and organizations, parents, and any other recognized community resources committed to reducing the incidents of unauthorized use of drugs and alcohol by students.

As used in this policy, "drugs" are all substances defined under state or federal law as "drugs" or "controlled substances," as well as analogues, counterfeit drugs and substances falsely represented as being drugs. As used in this policy, an "analogue" is a substance that has a stimulant, depressant, hallucinogenic or other effect on a person similar to that of a drug or controlled substance.

As used in this policy, "unauthorized drugs" are all drugs not defined herein as authorized drugs.

As used in this policy, marijuana is considered an unauthorized drug not sold over the counter.

As used in this policy, the words "purchasing," "selling" and "sale" refer to a student's involvement in the exchange of drugs or alcohol for anything of value, including but not limited to money, commodities or services. There need be no use or intent to use the drugs or alcohol involved in the sale.

As used in this policy, "drug paraphernalia" includes but is not limited to vape pens and other devices used to inhale a vaporized liquid.

As used in this policy, "parent" also includes a student's guardian or legal custodian.

Student possession of drug paraphernalia and possession, use, distribution, gift, purchase, exchange, sale or being under the influence of alcohol or unauthorized drugs is prohibited on all school property, on all school vehicles, at all school sponsored activities or events, and off school property when such conduct has a reasonable connection to school curricular or non-curricular activity event. Compliance with the standards of conduct set forth in this policy is mandatory for all students.

Disciplinary action, independent of court action, shall be taken in cases involving student possession of drug paraphernalia and possession, use, distribution, gift, purchase, exchange, sale or being

under the influence of alcohol or unauthorized drugs on any school property, on any school vehicle, and at any school-sponsored activity or event. Disciplinary action, independent of court action, shall also be taken in cases involving student possession of drug paraphernalia and possession, use, distribution, gift, purchase, exchange, sale or being under the influence of alcohol or unauthorized drugs off school property when such conduct has a reasonable connection to school or any school curricular or non-curricular activity or event.

As required by Colorado law, primary caregivers are permitted to administer medical marijuana in a non-smoking form to students on school property and at school-sponsored activities and events in accordance with the terms and conditions specified in our Medication Administration Policy. Notwithstanding any provision of this Policy JICH to the contrary, students shall not be considered in violation of this Policy JICH and shall not be subject to discipline for acting in compliance with the Medication Administration Policy.

The principal will provide full cooperation of the administration and faculty in appropriate police investigations relative to student possession of drug paraphernalia and possession, use, distribution, gift, purchase, exchange or sale of alcohol or unauthorized drugs.

**CONSEQUENCES FOR VIOLATION OF THIS POLICY BY POSSESSION, USE AND/OR BEING UNDER THE INFLUENCE OF ALCOHOL OR UNAUTHORIZED DRUGS SOLD OVER THE COUNTER AND FOR POSSESSION OF DRUG PARAPHERNALIA:**

(Note that possession, use and/or being under the influence of unauthorized drugs not sold over the counter, and purchasing or selling over-the-counter drugs or alcohol, may count toward the first, second or third offense under this section.)

### **FIRST OFFENSE**

1. The student shall be suspended from school for five days upon the first offense within any three-year period. This period of suspension may be deferred in whole or in part if suitable arrangements are made for the student's participation in an appropriate drug and/or alcohol program, and if the student participates in good faith and completes the program, all as determined by the principal.
2. A parent conference will be held.
3. The school official will attempt to develop with the parent and the student a procedure that will outline the responsibilities of the parent, the student and the school in an effort to keep any further offenses from occurring.
4. The principal may request or recommend a different consequence, depending upon the

circumstances of the offense.

## **SECOND OFFENSE**

1. The student shall be suspended from school for ten days upon the second offense within any three-year period.
2. Information concerning available and appropriate drug or alcohol counseling, treatment and rehabilitation programs may be given to student and parent.
3. Evidence of the student's participation in appropriate drug or alcohol counseling will be requested at the time the student is readmitted to school.
4. The principal may request or recommend a different consequence, depending upon the circumstances of the offense.

## **THIRD OFFENSE**

1. The student shall be expelled upon the third offense and all subsequent offenses within any three-year period.

CONSEQUENCES FOR VIOLATION OF THIS POLICY BY POSSESSION, USE AND/OR BEING UNDER THE INFLUENCE OF UNAUTHORIZED DRUGS NOT SOLD OVER THE COUNTER, AND FOR PURCHASING OR SELLING OVER-THE-COUNTER DRUGS OR ALCOHOL:

## **FIRST OFFENSE**

1. The student shall be suspended from school for ten days upon the first offense within any three-year period. This period of suspension may be deferred in whole or in part if suitable arrangements are made for the student's participation in an appropriate drug and/or alcohol program, and if the student participates in good faith and completes the program, all as determined by the principal.
2. A parent conference will be held.
3. The school official will attempt to develop with the parent and the student a procedure that will outline the responsibilities of the parent, the student and the school in an effort to keep any further offenses from occurring.
4. The principal may request or recommend a different consequence, depending on the circumstances of the offense.

## **SECOND OFFENSE**

1. The student shall be expelled upon the second offense and all subsequent offenses within any three-year period.

CONSEQUENCE FOR VIOLATION OF THIS POLICY BY PURCHASING OR SELLING ALL DRUGS EXCEPT FOR THOSE SOLD OVER THE COUNTER:

1. The student shall be considered for expulsion for the first offense.
2. The student shall be expelled for the second and all subsequent offenses within any

three-year period.

## **VANDALISM**

In cases where students willfully destroy school property, it shall be the responsibility of the parent and student to pay for the damages. The school shall either contract for repairs and bill the parents for the amount of the repairs, or repairs shall be made by school staff with a record of time and materials used and parents billed accordingly. When an item must be replaced, the school shall secure the item and bill the parents for the cost. Payments shall be made to AAK Elementary. A receipt shall be issued at the time payment is received in the central office. Students who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of other people on school property may be referred to law enforcement authorities. Vandalism includes the knowing and unauthorized use, alteration, damage, or destruction of any computer, computer system, software, program, or computerized data. Students who are caught vandalizing school property may be suspended and/or expelled.

## **VIOLENT AND AGGRESSIVE BEHAVIOR**

AAK Elementary recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the school are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action taken by the schools administration. Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall receive appropriate attention before a crisis occurs and shall be subject to disciplinary action when appropriate. Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously. Acts of violence and aggression shall be well documented and communicated by the staff to the administration when appropriate. The immediate involvement of the parents is also essential. Law enforcement officials shall be involved if there is any violation of law. An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with, or use of a weapon on or towards another person.
2. Physical assault. The act of striking or touching a person or a person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse. Includes, but is not limited to, swearing, screaming, obscene gestures, or

threats directed orally (including by telephone) or in writing at an individual, his or her family, or a group.

4. Intimidation: An act intended to frighten or coerce someone into submission or obedience.
5. Extortion: The use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying: The use of physical or verbal coercion to obtain control over others or to be habitually cruel to others.
7. Gang activity: as described in this handbooks section on secret societies/gang activity.
8. Sexual harassment: as described in the handbooks section on sexual harassment policy.
9. Stalking: The persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance: A serious act or instance of defying or opposing legitimate authority.
11. Discriminatory slurs: Insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background, or handicap.
12. Vandalism: Damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism: A threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror. Also, a threat causing serious public inconvenience, such as the evacuation of a building regardless of the perceived or actual ability of the person(s) issuing the threat to commit the act.

## **POUDRE SCHOOL DISTRICT POLICIES**

In cases not covered in this manual, please refer to Poudre School District's Conduct and Discipline Code. Although not part of Poudre School District, AAK Elementary adheres to their policies and procedures where it is appropriate to do so. A policy booklet may be viewed by accessing the school district website at [www.psdschools.org](http://www.psdschools.org). For purposes of this policy, "parents" shall be understood to include "legal guardians" and "legal custodians".

## **WEAPONS IN SCHOOL (JICI)**

The Board of Education has determined that student possession, use and/or threatened use, without

the authorization of the school, of a dangerous weapon or of a knife regardless of blade length on school property, on a school vehicle, at a school-sponsored activity or event, or off school property when such conduct has a reasonable connection to school curricular or non-curricular activity or event, is detrimental to the welfare and safety of students and school personnel.

Student possession, use and/or threatened use, without the authorization of the school, of a dangerous weapon or of a knife regardless of blade length is prohibited on all school property, on all school vehicles, at all school sponsored activities or events, and off school property when such conduct has a reasonable connection to school curricular or non-curricular activity or event.

Student possession, use and/or threatened use of a dangerous weapon or of a knife regardless of blade length in violation of this policy is grounds for suspension or expulsion. In accordance with federal law, expulsion for no less than one full calendar year shall be mandatory for a student who is determined to have brought a firearm to school or to have possessed a firearm at school. The principal may modify the length of this federally required expulsion in writing on a case-by-case basis.

As used in this policy, "dangerous weapon" means:

1. A firearm, whether loaded or unloaded.
2. A firearm facsimile that could reasonably be mistaken for an actual firearm.
3. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
4. A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or pocket knife with a blade that measures longer than three and one-half inches in length. The length of all knife blades under this policy shall be measured from the tip of the blade to the "hilt" or handle of the knife.
5. Any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury, including but not limited to a slingshot, bludgeon, brass or spiked knuckles or artificial knuckles of any kind, and nunchucks.

As used in this policy in accordance with federal law, "firearm" means: (1) any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. As used in this policy in accordance with federal law, "destructive device" means: (1) any explosive, incendiary, or poison gas (bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to those in the preceding list); (2)

any type of weapon that will or that may be readily converted to expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one half inch in diameter; or (3) any combination of parts either designed or intended for use in converting any device into a "destructive device" (as previously defined) and from which a "destructive device" (as previously defined) may be readily assembled.

School administrators, officials and employees may confiscate any weapons or other articles detrimental to the health, safety or welfare of students and/or staff, and may submit the weapon or article to the appropriate law enforcement agency.

In accordance with applicable law, school personnel shall refer any student to law enforcement who brings a firearm or other weapon onto school property without authorization of the school.

## **SEARCHES (File: JIH)**

To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, a student's personal effects, student lockers, desks or storage areas, or automobiles under the circumstances outlined below and may immediately take possession of any illegal, unauthorized or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous or detrimental to the health, safety or welfare of students or school personnel; disruptive of any lawful function, mission or process of the school; or any item described as unauthorized in then-current school rules or District policies.

A student's failure to permit lawful searches and seizures as provided in this policy will be considered grounds for disciplinary action.

## **PERSONAL SEARCHES**

A student's person and/or personal effects in his/her possession (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, except that under exigent circumstances a search may be conducted by a same sex school official alone, without a witness present.

If the administrator has reasonable cause to believe that a more intrusive search is required, searches of the person of a student which require removal of clothing other than a coat, jacket or shoes shall be referred to and conducted by a law enforcement officer, and school personnel will not participate in such searches.

#### LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the contents and security of their lockers. General inspections of locker contents may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

#### EVIDENCE SEIZED IN A SEARCH

Any item found in the course of a search conducted in accordance with District policy and determined to be evidence of a violation of District policy, school rules, or federal, state or local laws shall be immediately seized and tagged for identification. Such evidence will be kept in a secure place by the principal or principal's designee. If such evidence is determined to concern a violation of the law, the principal or designee shall promptly contact a law enforcement officer to pick up the evidence. Otherwise, the evidence shall be maintained by the principal or principal's designee until it is no longer needed as evidence in a school disciplinary hearing, at which time it will be returned to the parent, guardian or legal custodian of the student from whom it was seized.

**USE OF PHYSICAL INTERVENTION (See Restraint and Seclusion Policy)** In dealing with disruptive students, any person employed by the school may, within the scope of his or her employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

1. To prevent a student from an act of wrong-doing.
  2. To quell a disturbance threatening physical injury to others.
  3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
  4. For the purpose of self-defense.
  5. For the protection of persons or property.
  6. To maintain discipline.
- Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy. No corporal punishment shall be administered to students by anyone in the school.

**DISCIPLINARY REMOVAL FROM CLASSROOM (File: JKBA)** It is the policy of AAK Elementary to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.



Students shall be expected to abide by the code of conduct adopted by AAK Elementary and any other appropriate classroom rules of behavior established by the school Assistant Principal, the building Principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. Violates the code of conduct adopted by AAK Elementary.
2. Is dangerous, unruly, or disruptive.
3. Seriously interferes with the ability of the teacher to teach the class or other students to learn. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the administration from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed.

The Assistant Principal is directed to establish procedures to implement this policy so that removals from a classroom occur in a consistent manner throughout the school. Parents shall be notified of the student's removal from class in accordance with established procedures.

**SUSPENSION/EXPULSION OF STUDENTS** AAK Elementary shall provide due process of law to students, parents, and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

As an alternative to suspension, the Principal or designee at personal discretion may permit the student to remain in school with the consent of the student's teachers if the parent attends class with the student for a period of time specified by the Principal or designee. If the parent does not agree or fails to attend class with the student, the student shall be suspended in accordance with the

accompanying regulations. This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the Principal or designee determines that the student's presence in school, even if accompanied by a parent, would be disruptive to the operations of the school or be detrimental to the learning environment.

**Expulsion for Unlawful Sexual Behavior or Crime of Violence** When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The Principal or designee will review the information and formulate a recommendation for disciplinary action to AAK Elementary. The information shall be used by the school to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. AAK Elementary shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the Student Code of Conduct and related policies. The school may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the school to provide an alternative educational program for the student as specified in state law.

**Information to Parents** Upon expelling a student, school personnel shall provide information to the student's parent concerning the educational alternatives available to the student during the period of expulsion, including the right of the parent to request that the school provide services during the expulsion. If the parent chooses to provide a home-based education program for the student, AAK Elementary personnel shall assist the parent in obtaining appropriate curricula for the student if requested by the parent.

If a student is expelled for the remainder of the school year and is not receiving educational services through AAK Elementary, the school shall contact the expelled student's parent or guardian at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services.

**Procedure for Suspension** The following procedures will be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures will apply.

1. Notice. The Principal, or designee or the school at the time of contemplated action will give the student and the parent notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent.
2. Contents of notice. The notice will contain the following basic information:
  - a. A statement of the charges against the student.
  - b. A statement of what the student is accused of doing.
  - c. A statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness. This information need not be set out formally but should sufficiently inform the student and parent of the basis for the contemplated action.
3. Informal hearing. In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The Principal may allow the student to call witnesses or may personally call the accuser or other witnesses. The Principal may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
4. Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.
5. If the student's presence in school presents a danger. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
6. Notification following suspension. If a student is suspended, the Principal will immediately notify the parent that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent to meet with the Principal to review the suspension.
7. Removal from school grounds. A suspended student must leave the school building and the school grounds immediately after the parent and Principal have determined the best way to transfer custody of the student to the parent.
8. Re-admittance. No student will be readmitted to school until the meeting with the parent has taken place or until, in the opinion of the Principal, the parent has substantially agreed to review the suspension with the Principal. However, if the Principal cannot contact the parent or if the parent repeatedly fails to appear for scheduled meetings, the Principal may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
9. Make-up work. Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive

50% credit for makeup work which is completed satisfactorily.

**Procedure for Expulsion** In the event that AAK Elementary contemplates action denying admission to any student or prospective student or expelling any student, the following procedures will be followed:

1. Notice. Not less than 10 days prior to the date of the contemplated action, the Principal or an appropriate administrative officer of AAK Elementary will cause written notice of such proposed action to be delivered to the student and the student's parent. Such delivery may be by United States mail to the last known address of the student or the student's parent.
2. Emergency notice. In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent have actual notice of the hearing prior to the time it is held.
3. Contents of notice. The notice will contain the following basic information:
  - a. A statement of the basic reasons alleged for the contemplated denial or expulsion period of such suspension. The notification will include the time and place for the parent to meet with the administrator to review the suspension.
  - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent within 3 days after the date of the notice.
  - c. A statement of the date, time, and place of the hearing in the event one is requested.
  - d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant, and that the student may be accompanied and represented by a parent and an attorney.
  - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. Conduct of hearing. A hearing may be requested by the parent. Such hearing will be conducted by a Hearing Officer designated by the school. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information. Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and AAK Elementary may consider and give appropriate weight to such information or evidence it deems appropriate. The student or representative may question individuals presenting information. A sufficient record of the proceedings will be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.
5. Parental responsibility. Upon expelling a student, school administration will provide information to the student's parent concerning the educational alternatives available to the

student during the period of expulsion, including the right to request that the school provide services during the expulsion. If the parent chooses to provide a home-based education program for the student, AAK Elementary personnel will assist the parent in obtaining appropriate curricula for the student if requested by the parent. If a student is expelled for the remainder of the school year, the school administration will contact the expelled student's parent at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services. AAK Elementary personnel need not contact the parent after the student is enrolled in another school or if the student is committed to the department of human services or sentenced to a juvenile or adult detention facility.

6. Re-admittance. A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:
  - a. The expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment, or was placed in a diversion program as a result of committing the offense for which the student was expelled.
  - b. There is an identifiable victim of the expelled student's offense.
  - c. The offense for which the student was expelled does not constitute a crime against property.

If AAK Elementary has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

No student will be readmitted to school until after a meeting between the Principal or designee and the parent has taken place except that if the Principal cannot contact the parent or if the parent repeatedly fails to appear for scheduled meetings, the Principal may readmit the student.

## **GROUND FORS SUSPENSION/EXPULSION (File: JKD-E/JKE-E)**

According to the Colorado Revised Statutes 22-23-106(1)(a-e) and 3(e), the following shall be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel, including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student for which expulsion shall be mandatory.
  - a. For the purposes of this paragraph, "habitually disruptive student" means a child

- who has been suspended pursuant to paragraph 1, 2, 3, or 5 of this exhibit, three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, or at school activities or events because of behavior that was initiated, willful, and overt on the part of the child. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.
- b. The student and the parent shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive, and the student and parent shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent of the definition of “habitually disruptive student” and the mandatory expulsion of such students.
5. Serious violations in the school building or in or on school property for which suspension or expulsion shall be mandatory. Expulsion shall be mandatory for:
    - a. The sale of a drug or controlled substance as defined in C.R.S. 12-22-303.
    - b. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2.
    - c. The carrying, bringing, using, or possessing of a dangerous weapon without the authorization of the school or school district, except that if a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon and the student notifies a teacher, administrator, or other authorized person in the school and, as soon as possible, delivers the dangerous weapon to that person, expulsion shall not be mandatory. As used in this paragraph, "dangerous weapon" means:
      - i. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
      - ii. Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
      - iii. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
      - iv. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
  6. Repeated interference with a school's ability to provide educational opportunities to other students.
  7. Failure to comply with the provisions of Part 9, Article 4, Title 15, C.R.S. (immunization requirements). Any suspension, expulsion, or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
  8. Making a false accusation of criminal activity against a Minga Education Group, or school

employee to law enforcement or to the school.

9. Misuse of an electronic device such as a cell phone, pager, and/or personal digital assistant (PDA) on school grounds or on school vehicles, at school sponsored activities, and/or on field trips in a manner which constitutes an interference with school purposes or an educational function or that is profane, indecent, or obscene or constitutes an invasion of privacy.

According to C.R.S. 22-22-106(2), subject to the school's responsibilities under the Exceptional Children's Education Act (see policy JK-2, Discipline of Students with Disabilities), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
2. Physical or mental disability or disease that is causing the attendance of the child suffering to be detrimental to the welfare of other students.

## **SUSPENSION/EXPULSION OF DISABLED STUDENTS (File: JKD-2/JKE-2 and JKD-2-R/JKE-2-R)**

Special education students are neither immune from a school disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. A special education student may be temporarily suspended from school if exclusion is warranted because of the student's disruptive activities and/or actions which present a physical danger to him, other students, school personnel, or school property. A special education student whose behavior is determined to be a manifestation of his or her disability may not be expelled but shall have his individual education plan (IEP) reviewed by the appropriate IEP team. The team shall review the IEP for appropriateness of services and the need for a more restrictive or alternate placement. A special education student whose behavior creates a threat of physical harm to him or other students may not

be expelled if the actions creating the threat are a manifestation of his or her disability. However, the student shall be removed from the classroom to an appropriate alternative setting for a length of time which is consistent with federal law. Within 10 days, the school in which the student is enrolled shall arrange for a re-examination of the IEP to amend the plan as necessary to ensure that the needs of the student are addressed in a more appropriate manner or setting which is less disruptive to other students. The special services director shall be consulted prior to consideration of expulsion of a special education student for misbehavior that is not related to his or her handicapping condition.

**Procedure** Suspensions from the child's current placement must be for a definite period of time, not longer than 10 consecutive school days for any violations of school rules. Removals do not constitute a change of placement. After the child with a disability has been removed from his or her current placement for more than 10 days in the same school year, the building special education team must meet to determine the level of services the student may need; and a functional behavioral assessment and a behavior intervention plan must be established for that child by the IEP team. Occasionally, the misconduct of a student with disabilities necessitates a brief change of placement to an interim alternative education setting (IAES). The IEP team determines if an IAES is appropriate for the student. The IAES must:

1. Allow the student to progress in the general curriculum.
2. Provide the student the necessary services and modifications to meet the goals set out in the IEP.
3. Include services and modifications to address the presence of and prevent the recurrence of the misconduct behavior.

A student with a disability may be placed in an IAES for a period of time consistent with their nondisabled peers but not more than a maximum of 45 days.

In the case where the student with a disability carries a weapon to school or to a school function, knowingly possesses or uses illegal drugs, or solicits the sale of a controlled substance, the student would be suspended from school and considered for expulsion.

Immediately upon the decision that expulsion is to be pursued, the parent of the child must be notified and provided procedural safeguards. Within 10 days of the decision, a manifestation staffing review must be conducted. The IEP team and other qualified personnel are responsible for conducting the manifestation determination review.

If the IEP team determines that the misconduct is not a manifestation of the student's disability, the school can proceed with the expulsion; but the IEP team must tailor a free and appropriate public educational (FAPE) program during the suspension or expulsion.



If the misconduct is a manifestation of the disability, the discipline proceeding must stop; and the IEP team must review the IEP and adjust the programming according to the least restrictive environment (LRE) options.

## **CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES – ALLOCATION OF PARENTAL RESPONSIBILITIES (File: KBBA and KBBA-R)**

AAK Elementary presumes that the person who enrolls a student in school is the student's custodial parent. Unless the school has a copy of a court order that specifies otherwise, said custodial parent shall be the one whom the school holds responsible for the education and welfare of that child.

Parents shall have the right to receive information contained in school records pertaining to their minor child and to forbid or permit the disclosure of such information to others unless authorized by the custodial parent.

The School, unless informed otherwise, assumes that there are no restrictions regarding either parent's right to be kept informed of the student's school progress and activities.

If restrictions are made relative to the rights of either parent, the custodial parent or the parent to whom parental responsibility for school matters has been allocated shall be requested to submit a certified copy of the court order which curtails specific rights of the other parent.

Unless there are specific court-imposed restrictions, either parent, upon request, shall be given access to all of the student's educational records including, but not limited to the student's cumulative file and the student's special education file, if applicable. The student shall not be permitted to visit with or be released to anyone without the approval of the custodial parent or the parent to whom parental responsibility for school matters has been allocated by a court order. However, if neither parent has been granted custody or allocated parental responsibility for school matters by a court order and the custodial parent cites emergency circumstances, access to a student by the other parent may be limited on a temporary basis for a reasonable period of time to allow a custodial parent an opportunity to obtain a court order.

**Procedure** The following procedures have been developed for situations involving the allocation of parental responsibilities (custody), visitation, and release of records of a child enrolled at AAK Elementary:

1. The school registrar will maintain records easily accessible to school administration indicating those students whose parents are divorced or legally separated and have special custody arrangements. Upon receiving the appropriate information, the school will

make every attempt to comply with special custody terms.

2. Students will not be released to unauthorized individuals.

### **Children of Divorced/Separated Parents**

1. Both natural parents have the right to view the child's school records and receive school progress reports unless otherwise documented through a court order.
2. AAK Elementary will presume that both parents have equal access to a child when that student is registered in school unless one parent provides the school with a court order indicating otherwise.
3. A copy of the court order governing a divorce, separation, or delineation of parental rights will be provided by the custodial parent or the parent to whom parental responsibility for school matters has been allocated and kept in the student's cumulative record as a temporary record if situation warrants.
4. If the school is aware that the student's parents are divorced or separated and a parent refuses to provide a copy of the court order to the school, the Directors will be advised; and a statement of the refusal will be noted, including the date and situation. This statement will be filed in the student's cumulative record. The school will provide full access to both parents in this case.
5. A student will not be denied admission to school on the basis of refusing the request for documentation of a divorce, separation, or delineation of parental rights unless student residency is at issue.
6. In some instances, two opposing court orders may be presented to the school. In such an event, the most current order will govern.
7. Joint allocation of parental responsibility or joint custody stipulations in a divorce decree will be read carefully in order to understand the rights and privileges allowed each parent. The school will review such a decree for residency and visitation rights purposes. Students may be allowed by such a decree to attend two schools on a rotation basis corresponding to custody arrangements.
8. The student shall not be permitted to visit with or be released to anyone without the approval of the custodial parent or the parent to whom parental responsibility for school matters has been allocated by a court order. However, if neither parent has been granted custody or allocated parental responsibility for school matters by a court order and the custodial parent cites emergency circumstances, access to a student by the other parent may be limited on a temporary basis for a reasonable period of time to allow a custodial parent an opportunity to obtain a court order.
9. If a school official becomes aware of emergency circumstances, the appropriate law enforcement agency will be contacted. If a school official is in doubt about the validity of a request or documentation presented, the school official will contact appropriate officials.

The school official should request positive identification of any individual making a request for release or visitation of a student.

10. If a parent making an unauthorized request for release or visitation refuses to leave the school premises at the principal's request, the principal will contact the appropriate law enforcement agency.
11. Contact from an attorney on behalf of a parent may be referred to the school attorney on advice of the superintendent.

## **STUDENT USE OF THE INTERNET JS**

The Internet, a global computer network referred to as the World Wide Web, and electronic communications (e-mail, chat rooms, and other forms of electronic communication) have vast potential to support curriculum and student learning. AAK Elementary believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and home computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

AAK Elementary believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the school. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources including some that may be harmful to students.

AAK Elementary acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by the school. Students shall take responsibility for their own use of school computers and computer systems to avoid contact with material or information that may be harmful to minors.

**Internet Blocking or Filtering** Services/products that block or filter material and information that is or contains offensive language, sex/pornography, racism, drugs, or violence, as defined by AAK Elementary, shall be installed on all school computers having Internet or electronic communications access. Students shall report access to material and information that is or contains offensive

language, sex/ pornography, racism, drugs, or violence, or is otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

**No Expectation of Privacy** AAK Elementary computers and computer systems are owned by AAK Elementary and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The school reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, all usage of AAK Elementary computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of AAK Elementary.

**Unauthorized and Unacceptable Uses** Students shall use AAK Elementary computers and computer systems in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of AAK Elementary computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- That is not related to AAK Elementary education objectives
- That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability, or handicap
- For personal profit, financial gain, advertising, commercial transaction, or political purposes
- That plagiarizes the work of another without express consent
- That uses inappropriate or profane language likely to be offensive to others in the school community
- That is knowingly false or could be construed as intending to purposely damage another person's reputation
- In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- That contains personal information about themselves or others, including information

protected by confidentiality laws

- Using another individual's Internet or electronic communications account without written permission from that individual
- That impersonates another or transmits through an anonymous emailer.
- That accesses fee services without specific permission from the system administrator

**Security** Security on AAK Elementary computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited. Students shall not:

1. Use another person's password or any other identifier.
2. Gain or attempt to gain unauthorized access to district computers or computer systems.
3. Read, alter, delete, copy, or attempt to do so, electronic communications of other system users.

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic devices communications.

**Safety** Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

**Vandalism** Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or AAK Elementary-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

**Unauthorized Software** Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

**Assigning Student Projects and Monitoring Student Use** AAK Elementary will make every effort

to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications. Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

**Student Use is a Privilege** Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school may deny, revoke, or suspend access to technology or close accounts at any time.

## **Community Learning Center (CLC)**

### **Registration Process**

All children who attend the program must be students currently enrolled at the Academy of Arts & Knowledge, kindergarten through fifth grade. Four-year-old children may attend the program if their fifth (5<sup>th</sup>) birthday occurs on or before October 15<sup>th</sup>.

All enrollment paperwork must be completed and on file with the school including:

- Immunization Records
- Medical Statement signed by a physician
- Health Care Plan, if applicable
- Custody papers from the court, when appropriate
- Completed enrollment packet including emergency authorizations
- Signed acknowledgment of receipt of handbook.

### **Authorized Release of Child**

Children will only be released to persons named on the authorized release list for the child. If a staff member is not familiar with the person picking up the child, a valid photo ID must be presented. Parents will be immediately notified of any problems or concerns during pick up.

Children will be released only to persons listed on their enrollment form.

If you have an emergency and need someone not listed on the enrollment form to pick up your child you will need to call and give verbal authorization. That person will need to show ID.

If someone attempts to pick up your child and they are not authorized, 911 will be called. A parent has the right to pick up their child whether they are listed on the enrollment form or not unless court orders do not allow for this. Copies of court orders must be on file.

If any person arrives to pick up a child and appears to be under the influence of drugs or alcohol you will be encouraged to call someone to come get you. If you leave with your child, 911 will be called and a police report will be filed.

### **Identifying Location of Children**

The program coordinator and staff will be aware of the location of all children, at all times. Children will be assigned to an activity and room each day. Children will be checked in and checked out of each activity/room for all transitions.

### **Fees**

CLC is free of charge to all students (currently enrolled at AAK) during the program's normal hours of operation.

### **Late Pick-Up**

2 late pick ups: Verbal reminder of the CLC hours.

3 late pick ups: Loss of CLC use privileges for 1 full week.

4 late pick ups: Loss of CLC use privileges for 1 month.

More than 5 late pick ups: Loss of CLC use privileges for 1 calendar year. Reinstatement of privileges requires administrator approval.

Staff will call Social Services and/or law enforcement at 6:00 PM to notify child protective services about children remaining in our care.

### **Hours of Operation (normal school day)**

Before School: 7:00am – 7:30am

After School: 3:20pm – 5:30pm

## **School Day and Year**

The before/after school program operates Monday – Friday when school is in session and follows the AAK school calendar.

CLC will be open from 7:00am-5:30pm for all extended breaks. Please refer to the school calendar for CLC closures.

## **Parent – Teacher Communications**

Parents/guardians may schedule meetings with the school administration or program director at any time to discuss their child’s behavior, progress, and social and physical needs. Administration or program director will communicate with parents/guardians on a regular basis regarding their child.

### **Please tell us if . . .**

your child had a bad night's sleep--he/she was ill recently--something upsetting happened--something fun or exciting happened--your child has been exposed to a contagious disease—your child verbalizes feelings about the program, or if your child's behavior or mood is different than usual.

### **We will tell you . . .**

About your child's play--if your child was out of sorts—if your child has unusual behavior--if your child got upset about something--anything else we feel you should know about your child's day.

## **Visitors**

Visitors, particularly parents, are welcome at the school. For the safety of the students and staff, all visitors must sign in the visitor log book. All visitors must wear a visitor’s badge. If a person wishes to confer with a staff member, he/she must schedule an appointment prior to coming to the school in order to prevent any inconvenience.

## **Field Trips & Transportation**

CLC will participate in walking field trips and trips in our community. Permission slips must be completed by a parent/legal guardian for each trip. AAK will utilize public transportation or parent



drivers for each outing. All field trips and outings will be free of charge.

### **Media Use**

We watch G rated movies or videos that are of an educational nature only or related to the topics we are studying. There may be rare occasions where a movie is shown during indoor recess. Permission slips must be signed and prior notice given to parents for G and PG movies. We do not watch TV or play video games. Computers may be used to assist with homework/school work and will adhere to the school's computer/internet policies.

### **Americans with Disabilities Act – Section 504**

The Americans with Disabilities Act (A.D. A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the students but also to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the director.

### **Toilet Training**

It is ideal for your child to be potty trained prior to starting. It is recommended that a change of clothes be left at the center or brought in a bag each day as accidents may happen. Regular potty breaks will be given and children are free to use the restroom at any time. If an accident does happen, the student is responsible for changing their clothes. Staff members can verbally guide changing procedures; however, they are not allowed to physically assist with cleaning and changing clothes. The program does not provide any toilet training or diapering services.

### **Outside Play Time**

All children will play outside daily, weather permitting. The amount of time will depend on the weather and the day. There will be times when the weather extremes will keep us inside. We will follow the Child Care Weather Watch Guidelines.

### **Sunscreen**

Written authorization for the application is needed. Parents must provide sunscreen for their child.

### **Parent Notifications**

All parents are required to supply Address, Telephone Number and Health Information for emergency procedures when a child is ill. Parents are required to contact the school when any of the information on the emergency contact list changes.

In the event that your child becomes ill and needs to leave the program, you will be asked to come pick up your child. If your child is injured and requires medical attention you will be notified immediately.

If medical attention is required, the director will attempt to contact the parent. If the parent cannot be contacted, emergency numbers will be used. In the event of a severe or life-threatening event, professional emergency care will be used. \*\*Any and all expenses incurred will be borne by the child's family or guardian.

## **Immunization**

Each student must have the immunizations required by law or have an authorized waiver. Waivers are issued consistent with state law, and may include parent or guardian objection to an immunization for good cause. Immunization records are due on the 1<sup>st</sup> day of enrollment. If a student does not have the necessary immunization or waiver, the director may remove the child from the school.

## **Medications**

Delegation of medication administration is in compliance with section 12-38-132, C.R.S., of the "Nurse Practice Act".

1. Administration of medicine - A license holder who chooses to administer medicine must ensure that the procedures in items A-E are followed.
  - a. The license holder must get written permission from the child's parent before administering any medicine, diapering products, sunscreen lotions, and insect repellents.
  - b. The license holder must follow written instructions from a licensed physician or dentist before administering each medicine, prescription or non-prescription. Medicine with the child's name and current prescription information on the label constitutes instructions.
  - c. All medicine must be kept in its original container and have a legible label stating the child's name. The medicine must be given only to the child whose name is on the label. The medicine must not be given after the expiration date on the label; any

- unused portion must be returned to the child's parent or destroyed.
- d. Sunscreen and insect repellents supplied by the license holder may be used on more than one child.
  - e. Medicines, insect repellents, sunscreen lotions, and diaper rash control products must be stored according to directions on the original container and so they are inaccessible to children."
2. Medication will be administered by the coordinator, nurse, or designee trained to administer medication. It is required that the medication and the signed permission forms be brought to the school by the parent/guardian.

### **Adverse Weather**

If the program must be closed or the opening was delayed because of inclement weather, an email will be sent out and information will be posted on the school website. Parents are responsible for accessing media to learn about emergency closings and delays. There may be some emergency instances, which will require the school to be closed early. Parents will be contacted by phone, text, and/or email to come pick up their child.

### **Emergency Drills & Closures**

The school has a Multi-Hazard Plan in place and practices all necessary drills, such as, fire and tornado in compliance with State regulations and laws. The center complies with all fire and safety laws and will conduct fire drills in accordance with State law. Tornado drills will be conducted during the tornado season. Specific instructions on how to proceed will be provided to students by their teacher who will be responsible for safe, prompt, and orderly evacuation of the home. In a situation where students need to evacuate the building, a designated point will be communicated to parents for students to be picked up and taken home.

- a. Safety -- In the morning, a staff member will make a visual inspection of the room, and correct any potential hazards. We will use good judgment and prevention techniques to avoid injuries, burns, poisoning, choking, suffocation, traffic or pedestrian accidents.
- b. Fire Prevention and Procedures:
  1. Fire drills will be conducted; a log is kept for licensing
  2. Exit plans are located in each room of the building
  3. 911 will be called if needed.
  4. Smoke alarms are maintained regularly. Children are taught to understand what the sound is and what they need to do when they hear it.

- c. Tornado/Natural Disaster -- In the event of a tornado or other natural disaster, all children and teachers will go to the designated area. Children will be instructed to use their arms and hands to cover their heads. A tornado drill is conducted as required, and a log is kept.
- d. Lockdown – In the event of a lockdown, children will be instructed to sit quietly in an assigned area that is appropriate to the situation.
- e. Shelter-in-place – for emergencies that require we take shelter in the school building. There is food, water, and activities for the children.
- f. Unauthorized Pick Up of a Child -- If an unauthorized person or one who is incapacitated or suspected of abuse attempts to pick up a child, the school will not release the child to that person. If the person attempts to use force, 911 will be called.
- g. Missing Child -- If a child is missing, the teachers will first conduct a search for the child. If the teachers don't find the child, 911 and the parents will be called.
- h. Missing Parent -- If the parent of a child does not appear to pick up their child, the teacher will make attempts to reach the parents through the telephone numbers given and the contact persons authorized to pick up the child. If unable to contact anyone listed on the registration forms, the teacher will stay no longer than 2 pm. After that time, the teacher will turn the child over to the Child Protection Unit.

### **Reporting Child Abuse**

Any caregiver or staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

Larimer County Department of Human Services

970-498-6990

### **SIGNATURES REQUIRED**

AAK Elementary requires students and parents to acknowledge that they have read and discussed this document. AAK Elementary students and parents are required to sign and turn in to the office the attached AAK Elementary Handbook and Self-Discipline Guide Parent and Student Acknowledgement and Agreement form.

Family Educational Rights and Privacy Act FERPA Model Notice for Directory Information

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html>

Please feel free to ask any questions you may have concerning this guide. The space at the bottom of the Parent and Student Acknowledgement form is provided for that purpose. Please include an email address or phone number so we may contact you.

**Copies of this handbook shall be made available to any member of the public upon request.**

## Student and Family Handbook Acknowledgement and Agreement

Yes, we have read and discussed the AAK Elementary handbook. We agree to uphold these policies and do our best to follow the guidance they provide. Please print name and relationship to student(s):

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

(Please note that additional adults may sign and date on the back if needed)

Parent(s)/Guardian(s) Signature:

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please print student(s) name:

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

(Please note that additional students may sign and date on the back if needed)

Student(s) Signature:

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Questions(optional) \_\_\_\_\_

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