

Academy of Arts and Knowledge

Student and Family Handbook



MISSION: Within a supportive school community, AAK 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 opportunity.

TABLE OF CONTENTS

Welcome.....	2
Governance.....	3
General School Policies.....	4
Clothing Policy.....	7
AAK Student and Family Information.....	8
Field Trips and Transportation.....	11
Grading System.....	12
Student Attendance.....	13
Assessment Policy.....	17
Pre-Kindergarten at AAK.....	19
Community Learning Center.....	20
Student Health.....	21
Emergency Drills and Closures.....	27
Student Discipline and Policies.....	29
Custodial and Non Custodial Parent Rights.....	43
Student Use of the Internet.....	46
Family Engagement Policy.....	50
Tobacco Free Schools.....	51
Title IX Policy.....	53
Non Discrimination Policy.....	54
Sexual Harassment.....	58
Equal Educational Opportunities.....	62
Grievances.....	63
Reporting Child Abuse.....	64

WELCOME TO AAK ELEMENTARY!

Welcome to the Academy of Arts and Knowledge (AAK Elementary and Preschool)! 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 equal education opportunities for all students. We wish everyone to feel included and to know that we do not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender, gender identity, gender expression, national origin, religion, ancestry, need for special education services, or any other protected class.

CONTACT INFORMATION

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

Website: www.aakelementary.org

Principal - Nichole Schlagel nschlagel@aakelementary.org

Pre-Kindergarten Director - Brandee Martin bmartin@aakelementary.org

Director of Business & Operations - Shannon Gossard sgossard@aakelementary.org

Executive Assistant - Amanda Woods awoods@aakelementary.org

Health Tech - Jada Kankel jkankel@aakelementary.org

AAK Elementary Board board@aakelementary.org

Michael’s of Denver Catering 303-866-3299 www.mykidslunch.com

Charter School Institute 303-866-3299 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 at the school or via Zoom, according to a board calendar published on the website. The Board is responsible for 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 on the school calendar.

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 School District.

Colorado Charter School Institute

303-866-3299

www.csi.state.co.us

Annual Notice:

The school will highlight the written notice on aakelementary.org each school year that advises students, parents, employees and the general public that the educational programs, activities, and employment opportunities offered by the district are offered without regard to disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, military or veteran status, or need for special education services. With respect to employment practices, the district will also issue written notice that it does not discriminate on the basis of age, genetic information, or conditions related to pregnancy or childbirth. The announcement will also include the name, address, email address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities. The notice will appear on the school's website aakelementary.org, upon request it could be translated into other languages if a bona fide need is identified. It shall also be made available in an appropriate format to persons who are visually or hearing impaired upon request. The notice will appear on a continuing basis in all district media containing general information, including: teachers' guides, school publications, the district's website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters, and annual letters to parents.

GENERAL SCHOOL POLICIES

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

Messages: A messaging 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.

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. Opportunities include: PTO, School Accountability Committee (SAC), Library, Classroom Volunteer, AAK Board of Directors.

When parents volunteer in the school, they should be positive role models 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. Inquire with the front office for the

appropriate forms.

Communication at AAK:

At AAK Elementary and Preschool, we believe that communication is paramount to the success of our students, and we believe that parents are essential in the communication process.

- Keep up-to-date with communication:
 - Check the school website (www.aakelmentary.org) regularly for updated information—including the school calendar, events calendar, emergencies, school closings, etc.
 - Read AAK 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 and Preschool 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 order of contact to address an issue.

1. Teacher, activity director, or personnel responsible
2. AAK Principal/Director
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, the 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 another 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.

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 Nichole Schlagel at nschlagel@aakelementary.org if you would like to receive any of this information.

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.

CLOTHING POLICY

AAK encourages students to express who they are with what they wear. Creativity is encouraged! Students may not wear clothing that represents drugs, alcohol, or gangs. Undergarments and mid sections must be covered. Students may not wear shoes with wheels. Students are allowed to wear head coverings while at school.

Principal or delegated authority has final discretion regarding the 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. AAK has a fully stocked community closet for all your personal care needs.

AAK STUDENT AND FAMILY INFORMATION

Friday Folders Folders with class/school assignments and school communication is sent home every Friday. Parents and students are expected to review the 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. It contains messages from the administration 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.

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. AAK uses Restorative Practices and Language. Students will be given the opportunity to understand how their actions have impacted others and how they can repair the relationship. In some incidents student behavior choices 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. Students are responsible for cleaning up their area and table. All trash is to be thrown away in the proper receptacle and compostable items are to be put in the proper bins. 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.**

Lunch School lunches are available to all students. AAK participates in Universal Free Breakfast and Lunch, all AAK students can eat for free.

Breakfast Breakfast will be offered from 7:50 AM to 8:15 AM daily in the cafeteria. Breakfast is offered at no cost to all AAK students.

Food and Water All students are encouraged to have a water bottle. Students are encouraged to bring 2 snacks to enjoy in class daily. 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. AAK does not allow students to have candy, soda, energy drinks, or coffee drinks.

AAK is a nut free facility.

Electronics Cell phones, cameras, smart watches, 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. Electronic devices will be held in the front office until a family member can pick them up.

Toys AAK is a toy free school. Any toy brought to school will remain in the front office until a family member can pick it up.

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 Personal reading material is allowed to be brought in for prescribed reading time. The administration reserves the right to review the material and hold it in the front office if it is deemed 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. AAK will have a designated Lost and Found space. 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 quarter.

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 unless approved by administration. Fundraisers are conducted by PTO, Teachers, Administration, and approved organized events.

Media Use: We watch G or PG 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 PG movies. We do not watch TV or play video games. Computers may be used to assist with school work and personalized learning and will adhere to the school's computer/internet policies.

Toilet Training: Your child must 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.

School Photos Students will have the opportunity to have their pictures taken individually and by class. Notice will be given prior to 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.

FIELD TRIPS AND TRANSPORTATION INFORMATION

AAK/CLC will participate in field 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. 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. A chaperone's role is to supervise students – therefore siblings are not allowed. CBI background checks for adult chaperones will be conducted for all adults assigned to monitor students, as well as parent drivers. All parent drivers will be required to have a Colorado Driver's License, current insurance for their own personal vehicle, and will agree to a Colorado Department of Revenue Drivers Record Check. [Transportation Policy](#). Students will have the opportunity to go on walking field trips to nearby areas. A school year permission form will be provided to give permission for these short outings all year. Classroom teachers will communicate information about the time frame and destination well in advance.

GRADING SYSTEM

The academic year is divided into four quarters. Grades are standard based. Classwork, 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
- Parent/Teacher conferences may serve as the progress report for designated quarters. Conferences are held in fall and spring. Additional conferences may be requested and scheduled with the teacher.

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 additional data and information. The Principal, along with the input of the student's teacher(s) and the 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 as disabled under the IDEA of the Rehabilitation Act or Section 504 will be promoted or retained in accordance with the IEP Team recommendations, as documented in the IEP.

504 and Advanced Learning Plan Procedures: (need to add once approved by CSI)

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.

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
6. Absences for observance of religious holidays

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: One of the most valuable skills a student can learn comes in taking the responsibility of arriving at school everyday on time. This skill can easily be accomplished and will transfer as a valuable asset for the future.

One of the most important times of the school day is the morning. This is the time when important school news is announced, teachers define the plans for the day, and instructional goals are reviewed and set. The whole tone of a child's school day is set in the first part of the day. We ask for your support in helping your children learn habits that will help him/her be successful at school and throughout life. 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.

SCHOOL SCHEDULE AND TARDY PROCEDURES:

- 8:15 a.m. School wide announcements.
- 8:20 a.m. Morning Meeting/Review of the school day.
- 8:30 a.m. Academic Instruction begins.

CONSEQUENCES FOR TARDINESS:

- Any student arriving after 8:30 am will receive an unexcused tardy unless we have a note from an appointment or call from the family/guardian.
- Once a student has reached 10 tardies all tardies after 8:30 am will be marked unexcused unless there is a note from the appointment.
- 10 Tardies, the family will receive a letter to notify the family of the amount of tardies and the change to unexcused status.

EXCESSIVE TARDINESS:

Excessive tardiness is defined as being tardy more than 10% of the current school session. Additionally, attendance is essential for student success. When students miss school, they miss out. Teachers plan lessons weekly. They use assessment information to help them plan lessons that are targeted toward helping all children experience growth.

When a student is absent, they miss a large chunk of learning. It is essential that students attend school every day they are healthy. The law is very specific on how schools are to respond to excessive absences or tardies, also known as truancy.

Code of Colorado Regulations Attendance and Truancy Law

Since daily attendance is mandated by law, we feel confident in knowing you will support our efforts in helping your child achieve their very best in school.

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 and all school owned supplies prior to the student’s departure.

Student Drop Off and Pick Up:

Children will be released only to persons listed on their enrollment form. Anyone not known to school personnel will be asked to provide an I.D. If you have an emergency and need someone not listed on the enrollment form you will need to call the school from the number we have on file for you and give verbal permission. That person will need to show a picture I.D. A parent or guardian 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. The school will need to have a copy of any court orders. If a parent or guardian arrives to pick up a child and appears to be under the influence of drugs or alcohol and attempts to leave with their child the school will call 911 and report the incident.

CLC Pick Up Policy:

Students who are not picked up at the end of the academic school day will attend our Community Learning Center. The following Late Pick Up Policy will be enforced:

- 2 late pick-ups: Verbal reminder of the CLC hours.
- 3 late pick-ups: Loss of CLC use for 1 full week.
- 4 late pick-ups: Loss of CLC use for 1 month.
- More than 5 late pick-ups: Loss of CLC for 1 semester.

Reinstatement of privileges requires administrator approval.

Any child left in our care at 6:00pm will result in a call to 911 and Child Protective Services.

ASSESSMENT POLICY

The Academy of Arts & Knowledge recognizes that state and federal law requires its students to take the CMAS (English language arts, math, science and social studies) standardized assessments in grades third through fifth. AAK will administer ACCESS for all qualifying students. Accordingly, AAK shall administer standardized assessments pursuant to these state and federal legal requirements.

State law also requires the school to adopt policies and/or procedures concerning the use of pencil and paper on the computerized portion of state assessments; parent requests to excuse their children from taking state assessments; and, the school's assessment calendar. This policy and its accompanying regulation represent the school's processes to address these requirements.

AAK will utilize the online version for CMAS ELA, math, science, and social studies assessments in grades third, fourth, and fifth. AAK will utilize the online version of the WIDA ACCESS assessment. The technological capacity and resources of AAK are compatible with the computerized format at this time. Should this situation change in the future, this policy will be updated accordingly.

For students with disabilities, the use of pencil and paper or a computer to complete a state assessment shall be determined by the student's Individualized Education Program (IEP) team or Section 504 team, in accordance with applicable law.

Also included are the Colorado Alternate Assessment (CoAlt) which covers ELA, math, science, and social studies . This is administered to students with significant cognitive disabilities who are instructed and assessed on alternate achievement standards. A student's IEP team makes the determination if a student qualifies for the alternate assessment following criteria provided by the Colorado Department of Education Exceptional Services Unit via the eligibility worksheet. For students with disabilities, the use of pencil and paper instead of a computer to complete a state assessment shall be determined by the student's Individualized Education Program (IEP) team or Section 504 team, in accordance with applicable law.

In accordance with state law and this policy's accompanying regulation, the school shall develop an assessment calendar and related information for parents/guardians on an annual basis to inform them about the state and school assessments that the school plans to administer during the school year. This information shall also be posted on the school's website. At a minimum, the school assessment calendar shall include:

- An estimate of the testing hours required on each testing day;
- Whether the assessments are required by federal and/or state law or was selected by the school;
- The purpose of the assessment;
- The manner in which the assessment results will be used by the school and by the Colorado Department of Education (if applicable).

AAK will strongly encourage families to participate in all school assessments as part of school-wide expectations. A parent/guardian who wishes to exempt his or her child from CMAS assessment may request that his or her child be exempt from participating in one or more state assessments and by following these guidelines:

- The request for exemption must be submitted in writing to the Principal. The request forms are available at the front office.
- The parent/guardian will not be required to state the reason for asking for the exemption unless they wish to.
- The request for exemption may apply to all or specific state assessments administered to the student during the school year.
- A request for exemption will be valid for one school year. Requests for exemption from state assessments in subsequent school years require a new written request.
- Parents/guardians are encouraged to submit their requests for exemption at the earliest possible date each school year so that the school may plan accordingly.

In accordance with state law, the school shall not impose a negative consequence upon a student whose parent/guardian has requested an exemption from a state assessment. This policy's exemption process shall apply only to state assessments and shall not apply to school or classroom assessments and will be reviewed annually by our School Accountability Committee (SAC).

PRE-KINDERGARTEN AT AAK

Tuition and Fee Schedule

Current Tuition

Tuition will not be discounted for absences.

All accounts must be paid in full by the last day of the month. An invoice will be sent home 10 days prior to the balance due date. Any unpaid fees or tuition may be sent to collections.

Curriculum: AAK uses Benchmark Education Ready To Advance curriculum. This curriculum is the foundation to the literacy curriculum Benchmark Workshop used in Kindergarten-3rd grade.

Rest Time: If children would like to rest or if they are needing a rest they will be provided with a nap mat. If they do not fall asleep after 30 minutes they will be offered an age appropriate quiet activity. Families will provide a crib sheet, small pillow, blanket, and extra large zip bag to hold the nap items.

Recalls-Toys-Equipment AAK regularly receives emails updating us on current recalls. All toys and equipment will be checked on a regular basis for safety and compliance.

Rules Regulating Child Care Facilities/Complaints

Division of Early Care and Learning

1575 Sherman St.

Denver, CO 80203

303-866-3755

1-800-799-5876

www.cdhs.state.so.us/childcare

COMMUNITY LEARNING CENTER

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 for 1 full week.

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

More than 5 late pick ups: Loss of CLC use for 1 semester. 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.

STUDENT HEALTH

Health Room Personnel:

Jada Kankel- Health Assistant jkankel@akelementary.org

Carrie Martin- School Nurse cmartin@akelementary.org

Registered Nurse: The Registered Nurse will train and provide supervision to the Health Assistant as well as additional consultation as needed. RNs 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 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 the discretion of the AAK Elementary health 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 100.5 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.
- A positive Covid test (AAK will follow the current guidelines published by the Larimer County Department of Health)

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 about 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 a health care provider's notification that there is no further risk of infection
- Parents of children in a classroom who 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 the 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.

AAK is a nut free facility!

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 1st 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.

EMERGENCY DRILLS AND CLOSURES

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 9 News, Facebook page, and notification via SM-Communicate (text and email). In all cases of bad weather, parents should exercise their own judgment on 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.

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 the 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 trainings 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.

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 6 pm. After that time, the teacher will turn the child over to the Child Protection Unit.

STUDENT DISCIPLINE AND POLICIES

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.

Behavior Expectations:

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 correct their behavior or protect others from future acts.

CLC Behavior Policy:

At the Academy of Arts and Knowledge, we believe out of school programming is a privilege. We provide a relaxed, comfortable, yet structured environment where children are encouraged to explore their passions, create, and expand on their talents. In order to provide this type of environment, we have a daily routine of classes, planned activities, lessons, and free time. This is only possible if children and their guardians accept the responsibility to follow our expectations. Providing a safe and conducive learning environment during our CLC programming is our primary objective.

We expect our students to:

- Follow directions given by the adult in charge.
- Show respect for other students and for adults in language and actions.
- Respect the property of the school and other students.
- Share equipment, crafts, games, and toys appropriately.
- Use all playground equipment and craft equipment safely and properly.

Appropriate behavior will be praised and rewarded in various ways including earning Dragon Tickets in line with the established PBIS system during school hours. Inappropriate behavior will receive consequences as deemed necessary, and may include any of the below steps. There may be circumstances when one or more steps below are bypassed.

- The student will be reminded of expectations.
- The student will receive an opportunity to make another choice.
- The student will miss the opportunity to participate in a craft, game, or activity.
- The student will have a conference with their parent and CLC staff.
- Serious misconduct: Stealing, intentional damages of property, physical aggression, profane or obscene language, bullying or harassing behavior, or open defiance of an adult, or threats of any kind may result in an immediate removal from CLC.

AAK and CLC administration reserve the right to determine the extent of the disciplinary action, up to and including removal from CLC. Duration of removal from CLC and the possibility of reinstatement of the privilege to access CLC will be determined on a case by case basis.

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 the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online. 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 principal 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. field trips, participation in extracurricular activities, etc.) from students who continue to engage in bullying after intervention by school personnel, until they can improve their behavior choices.
- Holding training and in-services 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.

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 qualifying IEP disability or 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.

Suspension and Expulsion Information:

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. Willful destruction or defacing of school property.
2. 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.
3. 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, 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.
4. 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.
5. Repeated interference with a school's ability to provide educational opportunities to other students.
 6. 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.
 7. Making a false accusation of criminal activity against a Minga Education Group, or school employee to law enforcement or to the school.
 8. 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 and Expulsion of Students with Disabilities:

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.

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.

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. 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.
 12. 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.
 13. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
 14. Behavior on or off school property which is detrimental to the welfare, safety, or morals of other students or school personnel.
 15. Repeated interference with the school's ability to provide educational opportunities to other students.
 16. Making a false accusation of criminal activity against a Minga Education Group or school employee to law enforcement or to the school.

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.

AAK will adhere to [Poudre School District Code of Conduct](#)

CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES – ALLOCATION OF PARENTAL RESPONSIBILITIES

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

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.

FAMILY ENGAGEMENT POLICY

Title I regulations require that each school served under Title I jointly develop with and distribute to parents and family members of participating children, a written parent and family engagement policy agreed on by the parents that describes the requirements of (c) through (f) as listed below and outlined in Title I law:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved: Back to School Night each year.
2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds under this part, transportation, child care, or home visits, as such services relate to parent and family engagement.
3. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including planning, review, and improvement of the school parent and family engagement policy: SAC Meetings, Parent/Teacher Conferences
4. Provide parents of participating children –
 - a) timely information about programs under this part;
 - b) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of state academic standards students are expected to meet; and
 - c) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

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.

TITLE IX POLICY

NONDISCRIMINATION/EQUAL OPPORTUNITY

Academy of Arts and Knowledge is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The school is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, military or veteran status, or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, military or veteran status, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

For purposes of this policy, these terms have the following meanings:

"Race" includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race.

"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps.

"Sexual Orientation" means a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or another person's perception thereof.

This policy and supporting regulations will be used to address all concerns regarding unlawful discrimination and harassment. Alleged conduct regarding sex-based discrimination and sexual harassment will follow the complaint and investigation procedures specific to this conduct. In keeping with these statements, the following are objectives of this school:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation, and applicable judicial interpretation.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial, and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefit or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which they live.

5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and resolve promptly any complaint of unlawful discrimination and harassment.
7. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of school policy.

This policy applies to all employees, Board members, visitors, and other persons not affiliated with the district, regardless of their title, position, or gender. Academy of Arts and Knowledge will take all reasonable measures to prevent unlawful harassment or discrimination and promptly and effectively respond to harassment or discrimination allegations.

Harassment is prohibited:

Harassment based on a person's disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, military or veteran status, or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work, and members of the public can access and receive the benefit of school facilities and programs. All such harassment, by school employees, students, and third parties, is strictly prohibited. All school employees and students share the responsibility to ensure that harassment does not occur at any school property or school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any school curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written, or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation (which includes transgender), marital or veteran status, disability, or need for special education services that:

- (1) results in physical, emotional, or mental harm, or damage to property; or
- (2) is sufficiently severe, persistent, or pervasive that it unreasonably interferes with an individual's ability to participate in or benefit from an educational program or activity, or creates an intimidating, hostile, or threatening environment; or
- (3) substantially disrupts the orderly operation of the school. Board policy on sexual harassment will apply to complaints alleging sexual harassment.

Reporting unlawful discrimination and harassment:

Any student who believes they have been a target of unlawful discrimination or harassment as defined in Board policy and supporting regulations, or who has witnessed such unlawful discrimination or harassment, must immediately report it to an administrator, counselor, teacher, or the district's compliance officer and file a complaint as set forth in the regulation which accompanies this policy. Any employee, applicant for employment, or member of the public who believes they have been a target of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, must file a complaint with the AAK principal either an immediate supervisor or the school's compliance officer. If the individual alleged to have engaged in prohibited conduct is the AAK principal, person designated as the compliance officer, the complaint shall be made to a representative from Minga Education who will designate an alternate compliance officer to investigate the matter in accordance with this policy's accompanying regulation. An alleged target of discrimination or harassment is not required to directly confront any persons who are the source of the issue or closely associated with the person who is the source of such issue. Other various avenues of internal complaint may be used instead. A reasonable effort must be made to bring forward any allegations of unlawful discrimination or harassment so that the school may work to stop such wrongdoing and prevent future occurrences.

School Action:

All staff members who witness unlawful discrimination or harassment must take prompt and effective action to stop it, as prescribed by the school. The school will take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the school will take interim measures during the investigation to protect against further unlawful discrimination, harassment or retaliation. To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential.

Students or employees who knowingly file false complaints or give false statements in an investigation may be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, staff member, or member of the public may be subject to adverse treatment in retaliation for any good faith report of harassment under this policy. Upon determining that incidents of unlawful discrimination or harassment are occurring in particular district settings or activities, the school will implement measures designed to remedy the problem in those areas or activities. Any student or employee who engages in unlawful discrimination or

harassment will be disciplined according to applicable administrative policies and the district will take reasonable action to restore lost educational or employment opportunities to the target(s). In cases involving potential criminal conduct, the district will determine whether appropriate law enforcement officials should be notified. Academy of Art and Knowledge will make every effort to ensure that those named in a complaint, or are too closely associated with those involved in the complaint, will not be part of the investigative team or efforts. AAK may utilize a neutral third-party investigator to address allegations of work-related discrimination, harassment, or other work-related misconduct.

Notice and training:

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all district schools and departments. The policy and complaint process must be prominently posted on the district's website, referenced in student and employee handbooks, and made otherwise available to all students, staff and members of the public through electronic or hard-copy distribution. Students and district employees will receive periodic training related to recognizing and preventing unlawful discrimination and harassment.

SEXUAL HARASSMENT

Academy of Arts and Knowledge is committed to a learning and working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. It shall be a violation of policy for any member of the district staff to harass another staff member or student through conduct or communications of a sexual nature.

Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome. This policy applies to all employees of the district and similarly applies to non-employees, such as volunteers, vendors, consultants, or any others, who work under the direction of school authorities. Any conduct of a sexual nature directed toward students by teachers or others, to whom this policy applies, shall be presumed to be unwelcome.

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in the Board's policy concerning unlawful discrimination and harassment. Academy of Arts and Knowledge is committed to a learning environment that is free from sexual harassment. It is a violation of policy for any member of the school staff to harass students or for students to harass other students through conduct or communications (verbal, written, social media, or other electronic means) of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Sexual harassment defined Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking. Pursuant to state law, "harassment" means creating a hostile environment based on an individual's sex.

Sexual harassment defined:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender. Harassing an individual based on their gender identity or sexual preference may be considered sexual harassment. This can include gossip regarding an individual's sex life, comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess, or other lewd or obscene comments. All employees are expected to conduct themselves in a professional and businesslike manner at all times.

Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Sexual harassment as defined above may include, but is not limited to:

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

Reporting, investigation, and sanctions:

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, it is the express desire of the Board to encourage victims of sexual harassment to report such claims. If you believe there has been a violation of the sexual harassment policy, report the incident to an administrator/supervisor, to the director of human resources or to the district's compliance officer. If your supervisor is the offending person, the report shall be made to the next higher level of authority. You are not required to directly confront any persons who are the source of your complaint or closely associated with the person who is the source of the complaint. Instead, you may utilize any of the other various avenues of internal complaint. You are required to make a reasonable and timely effort to bring forward any allegations of unlawful discrimination or harassment so that the school may investigate and correct any behavior that may be in violation of this policy. The school will investigate the complaint and may utilize a neutral third-party investigator to address allegations of work-related harassment, discrimination or misconduct. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred shall be investigated. If the school determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment, subject to applicable procedural requirements. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated. All matters involving sexual discrimination or harassment complaints shall remain confidential to the extent possible. Notice of this policy shall be circulated to all district employees and incorporated in employee handbooks.

SEXUAL HARASSMENT:

Reporting, investigation, and sanctions:

Students should report all incidents of sexual harassment to a teacher, counselor, or administrator in their school building and file a complaint, through the district's complaint process addressing sex-based discrimination.

All reports and indications from students, district employees, and third parties must be forwarded to the school's Title IX Coordinator . The school will initiate and conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment. All matters involving sexual harassment reports must remain confidential to the extent possible as long as doing so is in accordance with applicable law and policy and does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's academic or employment status, affect grades, nor impact team or activity participation. The school will take appropriate corrective action to: make the harassed student whole by restoring lost educational opportunities; prevent harassment from recurring; or prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Notice and training:

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy and complaint procedures to all district schools and departments. The policy and complaint procedures must be referenced in student and employee handbooks and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution. All students and school employees will receive periodic training related to recognizing and preventing sexual harassment. School employees must receive additional periodic training related to handling reports of sexual harassment.

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of Academy of Arts and Knowledge that every student will have equal educational opportunities regardless of disability, race, creed, color, sex, sexual orientation, marital or veteran status, national origin, religion, ancestry, or need for special education services. This concept of equal educational opportunity will guide the Board and staff in making decisions related to school facilities, selection of educational materials, equipment, curriculum and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities will be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations. In order to ensure that district programs are in compliance with applicable laws and regulations, the Board directs the Administration or designee(s) to periodically monitor the following areas:

1. Curriculum and materials – review curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training – provide training for students and staff to identify and alleviate problems of discrimination.
3. Student access – review programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. Student evaluation instruments – review tests, procedures and guidance and counseling materials for stereotyping and discrimination.
5. Discipline – review discipline records and any relevant data to ensure the equitable implementation and application of Board discipline policies.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Decisions made by school personnel whom students believe are unfair or in violation of pertinent Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints. Grievance and investigation procedures are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of disability, race, creed, sex, sexual orientation, marital or veteran status, national origin, religion, ancestry, or need for special education services.

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