



*Inspire. Believe. Achieve.*

*Preschool to 6<sup>th</sup> Grade*

# Student/Family Handbook

[www.georgetownschool.org](http://www.georgetownschool.org)

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## **INTRODUCTION**

Georgetown Community School is a public charter school in Georgetown, Colorado. The school is authorized by the Clear Creek School District RE1 and the Colorado Department of Education.

### **School Motto:**

“Inspire, Believe, Achieve”

### **School Mission:**

The Mission of Georgetown Community School is to provide a well rounded, liberal arts education for our students through: -Providing an academically challenging education -Fostering a love of learning and recognizing each student's potential -Emphasizing instruction delivery methods designed to reach all diverse styles of learners -Establishing a culture that values citizenship and virtuous character -Creating a center for the community, which will engage guardians, neighbors, and students in a shared process of service and discovery.

### **School Vision**

The Georgetown Community School will provide a safe, nurturing, and engaging environment where academic excellence is expected and diversity is recognized as strength. We will meet individual needs while developing independent learners who are also successful team players. We will actively embrace innovative practices that are research-based and promote high levels of student achievement. Technology-rich classrooms will enhance active learning and foster excitement. Interior and exterior walls will become seamless as learners extend their personal classrooms to the local community and beyond.

Our students will achieve positive social skills, which promote respect and responsibility to self, family and community, thus becoming good citizens willing to give back to their chosen communities. School-community partnerships will prepare and challenge each individual to become a goal-oriented, lifelong learner in an ever-changing global society.

## **RESPONSIBILITIES**

### **GUARDIANS**

- I will try to provide a learning environment for my child at home by providing my time, reading material and educational opportunities.
- As a guardian, I will be responsible for providing my child nourishing meals, exercise, and enough rest so that he or she can grow and learn to the best of his/her potential.
- I will be responsible for encouraging my child's consistent, punctual attendance at school.
- As a guardian, I will be supportive of my child's education, by monitoring his/her progress, by attending school activities, school-related events, and by volunteering when possible.
- As a guardian, I will maintain open lines of communication with the school by attending teacher conferences, reading messages sent home, contacting school staff with any ideas or concerns that I may have, and by encouraging my child to talk openly with me about their ideas and concerns at school.

### **TEACHERS**

- Ensure that all children have challenging and successful learning experiences.
- Provide a variety of teaching strategies and learning opportunities geared to the various learning styles.
- Provide a safe, caring, open and accepting environment to allow children freedom to establish their love of learning.
- Show professional courtesy to staff, students, and guardians.
- Help students develop a positive self-concept.
- Maintain open communications with guardians.
- Promote respect to others.

## **STUDENTS**

- Attend school every day unless you have been granted an excused absence.
- Do homework on time and be prepared.
- Participate and ask questions
- Be kind and show respect to others
- Be responsible for yourself, your belongings, your work, and your behavior.

## **DIRECTORY**

For a current directory of staff, please visit the website at [www.georgetownschool.org](http://www.georgetownschool.org).

## **SCHOOL HOURS**

The school day begins at 8:00 a.m. and ends at 3:30 pm. A student is considered tardy if they arrive after 8:10 a.m. Students should not arrive at school prior to 7:30 am. Playground supervision does not begin until that time. Students must stay on the playground- or in the gym on colder days-until 8:00. ALL STUDENTS are expected to leave school grounds at 3:30 pm unless working with a teacher or participating in an after school activity. At no time during the school day should students be unsupervised on the playground. The bus is scheduled to pick up students at Georgetown at 3:35 pm. ALL STUDENTS must use their designated manner of going home, (bus, walk, guardian pickup) unless the guardian provides the office with notification of any changes in advance.

## **PICK UP AND DROP OFF**

At the beginning and end of the day, please drop off and pick up your children at the playground. The Georgetown Police department has requested that we inform all guardians of GCS students that the officers will enforce the “No Parking” signs on Taos Street. Please be courteous to the school’s neighbors and avoid blocking driveways and other vehicles. Use of the office parking lot for student drop off and pick up can be arranged with the office for extenuating circumstances.

## **DISMISSAL OF STUDENTS**

No student will be permitted to leave the school prior to the dismissal hour at the request of, nor in the company of, anyone other than a school employee, a police officer, or guardian of the child unless the permission of the guardian has been secured first.

## **EQUAL EDUCATIONAL OPPORTUNITY**

Every student of Georgetown Community School shall have equal educational opportunities regardless of race, color, sex, religion, national background, ethnic status, or disability. No student shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted by the district, including access to and participation in course offerings, athletics, counseling, employment assistance, and extracurricular activities. Specific complaints of alleged discrimination under Title IX of the Education Amendment of 1972, addressing equal educational opportunities for all students, should be referred to the administrator, who has been designated as the Title IX compliance officer for Georgetown Community School. The Board has designated the administrator as the coordinator of compliance activities relating to Section 504 of the Rehabilitation Act of 1973, addressing equal educational opportunities for the disabled.

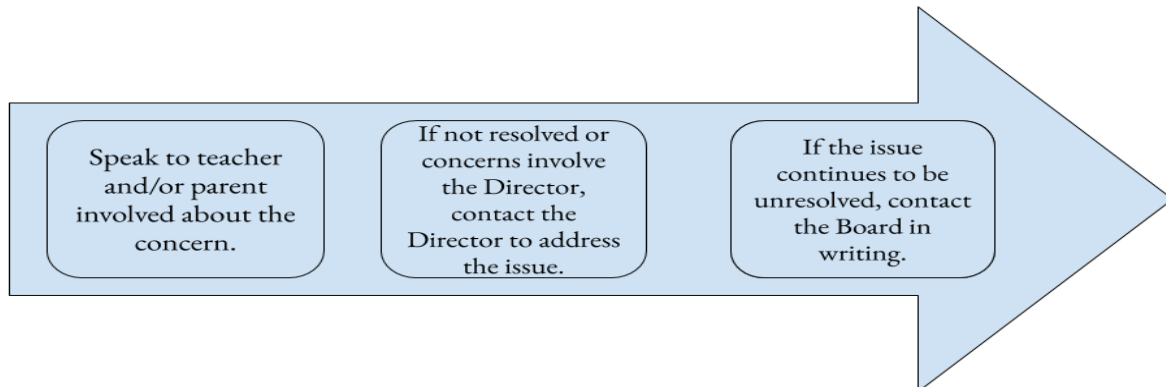
## **SEXUAL HARASSMENT**

Georgetown Community School is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any adult to harass students or adults or for students to harass other students or adults through conduct or communications of a sexual nature or to retaliate against anyone who reports sexual harassment or participates in a harassment investigation.

## **DISCIPLINE FOR ENGAGING IN DISCRIMINATION OR HARASSMENT**

Any student or adult who engages in conduct that directly or indirectly causes discrimination or harassment to another student or staff member, will be subject to all of the disciplinary actions as outlined in Board Policy unless resolved informally.

## **FAMILY COMMUNICATION PATHWAY**



\*In cases involving allegations of discriminatory harassment (such as sexual harassment or racial harassment) a student or parent/guardian may skip a step in the pathway if it would require them to make the grievance to the person alleged to have engaged in the harassment.

reviewed 10/28/20

## **ASSESSMENT AND REPORT CARDS**

Progress reports are given out at the end of each trimester.



## GUARDIAN/TEACHER CONFERENCES

Guardians are offered two formal conferences each school year. Notices will be sent out for you to schedule a day and time for meeting with your child's teacher. Reporting to the guardian the total growth of each child is the ultimate goal of these conferences. Additional conferences may be requested by the guardian, teacher, or administrator during the year.

## ATTENDANCE AND ABSENCE POLICY

- Each student will be allowed a total of 12 excused or unexcused absences.
- 5 tardies are equivalent to 1 absence.
- If a student arrives after 8:10 am, they are tardy.
- If a student arrives after or leaves before 11:30 am they will be considered absent for ½ a day.

If a student has 12 absences, the administrator and teacher will consider the reasons for absences as well as student progress and growth to determine if retention is necessary or other actions to be taken. If a student is to be absent for any reason, guardians should call the school office (303-569-3277) before 9:00 am to report the absence, if a note has not already been sent to the school regarding a pre-arranged absence. If the absence is not reported by 9:00 am, school personnel will call the guardian to check on the child's absence. Students are given an unexcused absence if no note or call is received. The administrator at their discretion may allow absences that are family related. The following shall be considered **excused absences**:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
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.

An **unexcused absence** is defined as an absence that is not covered by one of the exceptions above and will be entered on the student's record. The guardians/guardians will be notified orally or in writing of the unexcused absence. The School may impose academic penalties which relate directly to classes missed while unexcused. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is ten (10) days during any calendar year or school year or four (4) unexcused absences in any month.

**Make-up work** may be provided at teacher discretion.

**Tardiness** is defined as the appearance of a student without proper excuse after the scheduled time of 8:10.

**Truancy:** If a student is absent without an excuse from the guardian or if the student leaves school without permission of the teacher or administrator in charge, the student shall be considered truant. "Habitual truancy" shall be defined as a student of compulsory attendance age who has four unexcused absences from school in any one month or 10 unexcused absences during any school year. **Penalties for truancy:** A guardian shall be given a warning after 5 unexcused absences. After 10 unexcused absences, the school will notify law enforcement.

## STUDENT DRESS GUIDELINES

It is the guardian's responsibility to ensure that their elementary school student attends school in clothing that is appropriate for their learning environment as well as our ever-changing weather conditions.

The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Students arriving at school inappropriately dressed will be referred to the office.

The following items are **not acceptable** in school buildings, on school grounds, or at school activities:

Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are

or contain any advertisement, symbols, words, slogan, patches, or pictures that:

- a. Refer to drugs, tobacco, alcohol, or weapons
- b. Are of a sexual nature
- c. By virtue of color, arrangement, trademark, or other attribute denote membership in a gang that advocates drug use, violence, or disruptive behavior
- d. Are obscene, profane, vulgar, lewd, or legally libelous
- e. Threaten the safety or welfare of any person
- f. Promote any sort of "hate" group/s (expressed or implied)
- g. Include chains, spikes, or other items that could be considered a weapon
- h. Promote any activity prohibited by the student code of conduct
- i. Otherwise disrupts the teaching-learning process

## LOST AND FOUND

All items such as coats, boots, lunch boxes, bags, gym shoes, etc. should be marked with the child's name. A lost and found area is designated near the gym and children should be directed to check there if they have a lost item. guardians are encouraged to check the area periodically, as many items

do accumulate throughout the year. Items left on the bus are usually kept on the bus for a few days and students may claim them from the bus driver.

## **SCHOOL TELEPHONE**

The use of the school telephone by students should be limited as much as possible. The office personnel will see that all emergency messages are relayed to both guardians and students. If you need to leave a message, please do so before 2:00 pm.

## **EMERGENCY CARD INFORMATION**

The REGISTRATION PACKET that you complete at the beginning of the year contains important information used to make an EMERGENCY CARD. Emergency cards enable prompt and direct contact of guardians and/or emergency contact persons that you designate. PLEASE KEEP THIS INFORMATION CURRENT. Notify the office of any change in this information throughout the school year. It is very important that we be able to contact someone in case of illness or accidents. This information is considered private and confidential, and will not be released.

## **WEATHER EMERGENCY INFORMATION/SCHOOL CLOSINGS**

Under normal circumstances, school closings are announced before the first scheduled bus pickup. That usually happens between 5:00 am and 6:00 am. Please check the [www.georgetownschool.org](http://www.georgetownschool.org).

**CCSD Messenger** automatically calls numbers that you give us and/or sends emails and texts for school closures, late starts, and transportation changes. Please be sure your contact information is current in Infinite Campus to receive these messages.

Some local television and radio stations will also list closures and late starts.

## **SCHOOL PICTURES**

Both individual and class pictures are taken during the school year. No one is under any obligation to purchase the pictures. If your student would like to have their photo in the yearbook, they will need an individual photo and a media release. The media release is part of the registration packet.

## **NOTICES/NEWSLETTER**

From time to time, notices and newsletters will be sent home with your child. The school will email a weekly newsletter.

## **FOOD**

Hot food is available for students at lunchtime. Please see Infinite Campus for fee information. Your student may also bring lunch from home. Snacks and water bottles are recommended each day.

## **SPECIAL EDUCATION**

For children who are eligible to receive special education services, the Special Education team works with the child's guardians and classroom teachers to develop an Individual Education Plan (IEP). The team, in conjunction with the classroom teacher, is responsible for implementing the Individual Education Plan.

## **RESPONSE TO INTERVENTION (RtI)**

A student support team will meet to discuss students who are experiencing academic difficulties or other problems. Teachers, support staff and guardians can make referrals to this team by calling the administrator and requesting a meeting. The purpose of RtI is to identify problems early and come up with steps to help the student overcome the issues and succeed.

## **STUDENT SUPPORT**

Students in need of alternatives or supplements to the regular classroom instruction will be referred to a Response to Intervention team. guardians may initiate a referral by contacting the administrator or their child's teacher.

## **PHYSICAL EDUCATION**

GCS is proud to offer P.E. every day. Your child will need a pair of athletic shoes.

## **FIELD TRIPS**

Teachers plan field trips throughout the year to enhance classroom learning. Students may be charged a small fee for the field trip. A permission slip will be sent home with each child. This will need to be signed and returned to school prior to the field trip. If a permission form is not returned by the date required, the student will not be allowed to go on the trip and will remain at school. Bus transportation will be provided if the field trip is not in walking distance. You may only transport your own student home from field trips. If a student is going home with a guardian, they must sign out with their teacher.

## **SCHOOL VISITATIONS**

Families are encouraged to visit Georgetown Community School. As a courtesy, we appreciate you making arrangements in advance with the office. When entering the building, ALL visitors, including guardians must pick up a visitor badge at the office. Badges are to be worn so that school employees recognize you as welcome guests. Please return the badges at the end of each visit. If you are new to the school, or if you have never had a tour, please make sure you ask someone in the front office for a tour of the school grounds and introductions to the faculty. While you are visiting the school, please model good behavior for the students. Please respect the learning and emotional environment for students by talking quietly, showing respect to all staff and students, adhering to our school student conduct code, creed, and oath, and having a purpose for being at the school. Any visitors that create a negative atmosphere for staff or students may be asked to leave.

## **VOLUNTEERISM AT GCS**

Families of GCS children are asked to support the school and their student's learning through volunteerism. The requested amount of time that we ask guardians to volunteer is 30 hours per year, per family (this is less than one hour per week). For single guardian families, we request 10 hours per year. There is a log for families to keep track of their volunteer hours. Even when volunteering, please pick up your visitor badge at the front office. Please refer to the weekly email or speak to a teacher or the front office for volunteer opportunities.

## **STUDENT CONDUCT AND DISCIPLINE CODE INTRODUCTION**

### **School Expectations Regarding Student Conduct**

The Board of Georgetown Community School, in support of the aims, goals, and objectives of public education, believes that the behavior of students attending the public schools should reflect standards of good citizenship demanded of members of a democratic society. The maintenance of discipline is essential to the educational process and is the dual responsibility of the home and school. Mutual cooperation among teachers, administrators, and guardians is necessary to encourage acceptable student behavior. To ensure maximum educational benefits for all students, each student has the responsibility to know and abide by the discipline code of the school.

Students are expected to maintain standards of behavior that are acceptable to the majority of their peers, school personnel, guardians, and community. The following Rules of Conduct are to be used only as a guide and should not be interpreted as a complete document of unacceptable behavior resulting in disciplinary action. Any unacceptable pattern of conduct not referred to in this section will be dealt with in a manner outlined hereafter. One of the most important lessons education should teach is self-discipline. While self-discipline does not appear as a subject, it underlies the whole educational structure. It is the training that develops self - control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. The following student conduct and discipline code gives guidelines that help ensure proper respect for others and, consequently, a better learning environment. It is the school's responsibility, as well as the teacher's, to inform students of school rules, consequences, and specifically the school's procedure relating to make-up work during a suspension. It is the student's responsibility to ask if unsure. Students will be given the opportunity to make up their work during a suspension.

An individual teacher must make every attempt to be fair and equitable in his or her treatment of students, understanding that school is a time for learning and growth, not punishment.

### **Habitually Disruptive Students:**

After a student has been suspended for the second time for a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events, an individual remedial discipline plan may be developed for the student. No student shall be declared habitually disruptive prior to the development and implementation of a remedial discipline plan as provided by law. The student and the guardian/guardian shall be notified in writing of each suspension that will count towards the student being declared habitually disruptive. Students who, through willful and overt behavior, are suspended three (3) times during the school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events, and who violate their individual remedial discipline plans, may be declared habitually disruptive students, for which expulsion is mandatory, pursuant to state law.

Staff members shall refer incidents of disruptive behavior to the administrator or his/her designee and shall provide a written report describing the incident to the administrator. The administrator or his/her designee shall develop a remedial discipline plan for a student when such is required pursuant to this policy. Nothing in this policy relating to the development of remedial discipline plans shall be a precondition for conducting any disciplinary action permitted by law and/or by School Policy.

### **Disciplinary Information.**

The student and guardian/guardian shall be notified whenever disciplinary information has been communicated to a teacher or counselor who has direct contact with the student. The student and guardian/guardian shall be allowed to challenge the accuracy of the disciplinary information. The administration shall implement procedures that allow the student and guardian to challenge the accuracy of the disciplinary information that comply with state and federal law.

## **STUDENT CONDUCT AND DISCIPLINE CODE**

The administrator may suspend or recommend expulsion of a student who engages in one or more of the following 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:

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 school policy or building regulations.

6. Violation of the school's policy on dangerous weapons in the schools. 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 the school'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 the school's violent and aggressive behavior policy.

9. Violation of the school's tobacco-free schools policy.

10. Violation of the school's policy on sexual harassment.

11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.

12. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.

13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.

14. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.

15. Lying or giving false information, either verbally or in writing, to a school employee.

16. Scholastic dishonesty which includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.

17. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

18. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.

19. Repeated interference with the school's ability to provide educational opportunities to other students.

20. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.

21. Violation of the school's dress code policy.
22. Violation of the school's policy on student expression.

## **DISCIPLINARY PROCEDURES**

The purpose of discipline is to develop self-control, character, orderliness and efficiency.

At Georgetown Community School, we believe that:

1. Students must be treated with dignity and respect.
2. Students can and should be taught skills for success.
3. Motivation and responsibility should be encouraged through positive interactions.
4. Misbehavior provides a valuable teaching opportunity.
5. Collaboration is critical – staff and guardians must work together to meet student needs.

Georgetown's discipline policy is designed to create a calm, safe, positive school climate. A site based management approach to discipline allows staff to increase consistency, clarify expectations, increase positive interaction, improve student motivation, and reduce office referrals. This policy sets out general guidelines which will be used to address disciplinary violations. However, the school reserves the right to impose more severe consequences (up to and including expulsion and/or contact with law enforcement) if the circumstances warrant.

## **GUIDELINES FOR SUCCESS- SCHOOL-WIDE EFFECTIVE BEHAVIOR PLAN**

### ***Level I Behaviors***

Level I behaviors are minor rule violations that will result in an immediate verbal correction with a possible consequence.

- Running in building/walkways
- Disruptive transitions
- Unsafe/rough play
- Play fighting
- Littering
- Non-directed profanity
- Spitting
- Out of assigned area



- Misuse of electronic equipment at school
- Chewing gum
- Failure to follow classroom/playground rules
- Put-downs
- Classroom disruption
- Inappropriate displays of affection
- Uncooperative behaviors

### ***Level I Consequences***

Students who engage in Level I behaviors will be handled in the classroom or in the area in which the behaviors occurred. Students will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. Students may receive a mild consequence designed to discourage the inappropriate behavior from occurring in the future. Consequences for Level I behaviors may include but are not limited to:

- Verbal correction
- Time out in classroom, on playground, or in area
- Loss of privileges in which behavior occurred
- Clean up duty
- Loss of recess (referred to office during recess time)
- Apology (written or verbal)

### ***Level II Behaviors***

Level II behaviors are more serious in nature. Level II behaviors will result in an immediate verbal correction, a logical consequence and a written behavior report that is signed by and discussed with the student's teacher and guardian.

Chronic Level I behavior

- Physical aggression towards others
- Cheating
- Throwing objects which could endanger others
- Defiance of authority
- Verbal abuse/directed profanity
- Disrespect toward others

### ***Level II Consequences***

Students who engage in Level II behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. The guardian will be notified of the behavior. Consequences for Level II behaviors may include but are not limited to:

- Verbal correction
- Time out (in Office)
- Loss of privileges
- Clean up duty
- Apology

### ***Level III Behaviors***

Level III behaviors may include serious fighting, harassment, and verbal abuse violating the dignity, well-being, and safety of another person. These behaviors will not be tolerated and may result in suspension or expulsion from school. Other Level III behaviors may result in suspension but may also be corrected using a variety of logical consequences.

- Chronic Level II behavior
- Leaving school grounds without permission
- Stealing
- Bullying
- Fighting/assault/physical aggression
- Harassment
- Vandalism
- Possession of weapon on school grounds
- Possession/under influence of illegal substance

### ***Level III Consequences***

Students who engage in Level III behaviors will be referred to the administrator for immediate corrective action. After consulting with the guardians and appropriate school personnel, the administrator will issue the appropriate consequences and facilitate corrective action designed to help the student improve their school behavior.

- Suspension from school
- Restitution
- Behavior contract (with student, guardian, teacher, administrator)
- In-school suspension (ISS)
- Expulsion

**DISCIPLINE OF STUDENTS WITH DISABILITIES.** Students with disabilities are neither immune from the school's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their IEP, any behavioral intervention plan and Board policy.

### **CLASSROOM RULES**

Each classroom is run differently. What is a good classroom rule for one teacher may or may not work for another teacher. The teachers will determine their own classroom rules and make sure that the students and guardians are informed of them.

### **LUNCHROOM RULES**

1. Students will practice good table manners.

2. Students will talk quietly to the people at their lunch table.
3. If students make a mess, they clean it up.
4. Students remain in the seat they have chosen for that day.
5. Students stand quietly in the lunch line.
6. Students keep their hands to themselves.
7. When the lights are off, there will be no talking.
8. Students who misbehave in the lunchroom may be given lunch and recess detention.

## **HOMEWORK POLICY**

Homework is an important extension of activities begun in school by students under the guidance of their teachers and continued at home. Working together, home and school can guide students as they develop their learning capacities by making possible experiences which foster learning. A secondary goal of homework is to stimulate individual initiative, personal responsibility and self-direction. . Occasional projects will naturally add to the time spent on nightly homework. In addition, guardians should encourage and support their children' s recreational reading.

Listed below are the responsibilities of teachers, students and guardians with regard to homework.

### **Teachers will:**

- Assign homework that is a meaningful extension of the lessons taught in class. The concepts must have been taught or reviewed in the classroom before given as homework.
- Provide appropriate and timely response to all homework assignments Monitor long- term assignments in order to avoid last minute student efforts
- Give clear, concise directions; allow time for student questions;
- consider availability of materials; provide legible worksheets when used
- inform guardians of their role in supervising homework
- Ensure that students who are absent know how they may make-up homework M
- Monitor the effectiveness of homework as reflected in student performance

### **Students will:**

- record the directions for homework

- ask questions when necessary to clarify the assignment
- follow a schedule and keep materials in order
- hand in, on time, neat, accurate, and meaningful products
- plan time for completion of long- term assignments
- determine and complete homework assigned during absence

**Guardians will:**

- provide a suitable place for study
- help students develop routine home study habits
- ensure that absence does not interfere with makeup
- assist and correct but not do the actual work and notify the teacher if students experienced extreme difficulty
- be aware of long-term assignments and assist students in learning to budget their time accordingly
- contact the teacher if he/she observes an absence of homework

**HOMEWORK PLAN FOR VACATION ABSENCES**

The classroom teacher may give make-up class work before a student leaves for vacation or after the student returns to school. An agreement should be worked out before the vacation begins.

The homework turned in from this plan will allow the teacher to decide what assignments from classwork and homework should be completed in addition to the work from the Vacation Homework Plan as negotiated between the teacher and guardian.

**TOY POLICY**

Students are not allowed to bring toys to school, except on special days determined by the classroom teacher. Any toys taken by school staff will be returned at the teacher's discretion. Toys are also not permitted on the playground at recess.

**CELL PHONES and ELECTRONICS**

Students are not allowed to have electronics outside of their backpacks while in the classroom. If a student must use a cell phone, he or she must have permission from one of the supervising adults (teacher, administrator, or recess or lunchroom supervisor). If a student does not have permission to

use a phone or uses the phone while in the classroom, the phone will be taken by school staff and returned to guardians.

## **HALLWAY RULES**

1. Walk quietly in the hall.
2. Walk in a line when with a class.
3. Walk on the right and enter doors on the right.
4. Keep your hands to yourself.
5. Do not jump up, hit the door frame, exit signs, or damage any property.

When the weather permits, all students are to remain outside on the playground before school and during recess. If a student needs to use the restroom or talk with an adult, he or she must have permission from the adult in charge. guardians need to make sure that students are dressed properly for the weather.

## **PLAYGROUND RULES – PLAY SAFE AND HAVE FUN**

1. Gum, candy, food or drinks are not allowed on the play structures.
2. Tackle football, knocking a person down, play fighting, tripping or wrestling are not acceptable.
3. Do not touch, or otherwise interfere, with students playing on playground equipment.
4. Students are to remain on the school grounds at all times. .
5. When the whistle sounds, students report immediately to the designated area.
6. Students are not permitted to ride their bicycles, skateboards, skates, and scooters on the playground during school hours.
7. Students are not allowed to throw objects, which endanger other's safety. This includes snow, ice, rocks and hardballs.
8. Students may not play on the stone wall by the neighbor's house (private property), the wall on the lower court or on the wall at the street level bus stop.
9. Students must use play equipment safely and correctly.
10. No kissing or any inappropriate behavior.

## **VIOLENT AND AGGRESSIVE BEHAVIOR**

The Board recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the school are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the School.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall receive appropriate intervention to change behavior before a crisis occurs and shall be subject to disciplinary action when appropriate. Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be well documented and communicated by the staff to the building administrator and the superintendent. The Board shall be informed of all students who are receiving intervention. The immediate involvement of the guardians/guardians is also essential. Law enforcement officials shall be involved if there is any violation of law.

An act of violence and aggression is an expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with, or use of a weapon - as described in the district's weapons policy.
2. Physical assault - the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse - includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family, or a group.
4. Intimidation - an act intended to frighten or coerce someone into submission or obedience.
5. Extortion - the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying - any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment as further described in the district's Bully Prevention and Education policy.
7. Gang Activity - as described in the district's gang activity policy.
8. Sexual Harassment - as described in the district's sexual harassment policy.
9. Stalking - the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance - a serious act of instance of defying or opposing legitimate authority.

11. Discriminatory Slurs - insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background or disability..

12. Vandalism - damaging or defacing property owned by or in the rightful possession of another.

13. Terrorism - a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

## **SAFE SCHOOLS/BULLYING PREVENTION**

The Board recognizes that effective learning and teaching takes place in a safe, secure, and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. The Board declares that bullying disrupts a school's ability to educate students and threatens public safety by creating an atmosphere in which such behavior can escalate into violence. Bullying is defined as any written or verbal expression, or physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students or adults in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events.

## **WEAPONS**

Carrying, bringing, using, or possessing any weapon, including dangerous or deadly weapons, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school is prohibited.

“Dangerous weapon” is defined to include any firearm, whether loaded or unloaded, or a firearm facsimile, any pellet or BB gun or other device designed to propel projectiles by spring action or compressed air, a fixed-blade knife with a blade three inches or longer, a spring loaded knife or a pocket knife with a blade longer than three and one-half inches, any other weapon, device, instrument, material, or substance, whether animate or inanimate, which in the manner it is used or intended to be used is capable of producing death or serious bodily injury, or any other definition established by state law.

“Weapon” also includes, but is not limited to, any handgun, starter gun, pistol, revolver, rifle, shotgun, air gun, spring gun, or other automatic firearm of any description, loaded or unloaded, capable of or intended to be capable of discharging any shot, bullet, cartridge, explosive charge, or missile; slingshot, brass knuckles, or artificial knuckles of any kind; and any knife, including but not limited to, a ballistic knife, or any pocket knife.

Expulsion is mandatory for carrying, bringing, using, or possessing a dangerous weapon as defined by state law, and proceedings for the expulsion of the student involved shall be initiated immediately by the administrator. Students may also be expelled for carrying, bringing, using, or possessing any weapon defined by this policy. School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school to law enforcement, 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 such case, school personnel shall consult with law enforcement to determine whether referral of the student to law enforcement is necessary and how to properly dispose of the firearm or weapon or return it to its owner.

If a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon and the student immediately 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 and such action shall be considered when determining appropriate disciplinary action, if any.

## **DISCIPLINARY REMOVAL FROM CLASSROOM**

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities. Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building administrator and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. Removal from class under this policy does not prohibit the School from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions or expulsions for the conduct or behavior for which the student was removed. guardians shall be notified of the student's removal from class in accordance with established procedures.

## **SUSPENSION AND EXPULSION**

**Delegation of Authority:** The authority of the Board is hereby delegated as follows:

1. The Board delegates to the administrator or to a person designated in writing by the administrator, the power to suspend a student in his/her school for not more than five (5) school days or for not more than ten (10) school days for serious violations in a school building or in or on school property as provided in state law.
2. The Board delegates to the administrator the authority to suspend a student for ten (10) school days for disciplinary reasons, plus an additional ten (10) school days to the extent necessary to present the matter to the Board at the next meeting.
3. In no event shall the total period of suspension exceed twenty five (25) school days.
4. The Board delegates to the administrator the authority to deny admission to or expel for any period not extending beyond one calendar year, any student whom the administrator shall determine does not qualify for admission to or continued attendance at the school. At the next meeting of the Board, the administrator shall report on each denial of admission or expulsion case acted upon, briefly describing the circumstances and the reasons for his/her action. An appeal may be taken from the administrator's decision to the Board. Notwithstanding the foregoing, the Board reserves the right to exercise its option to conduct the initial proceeding to deny admission or expel a student. Procedures to be followed relating to suspension and expulsion shall be sufficient to meet the minimum



requirements of due process of law; however, no informality or non-material deviations from procedure shall be deemed to invalidate any action taken.

### **Expulsion for Crimes of Violence:**

Colorado law provides that the School must be notified about basic identification and details of the offense whenever a petition is filed in juvenile court alleging that a child at least fourteen (14) years of age but less than eighteen (18) years of age has committed an offense that would constitute a crime of violence as defined in § 16-11-309, C.R.S., if committed by an adult, or whenever charges are filed in district court alleging that a child has committed such an offense. If the School receives such a notification, the Board or its designee shall determine whether the behavior described in the notification, if true, shows that the student exhibited behavior that is detrimental to the safety, welfare, and morals of other students or of school personnel, and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students and other school personnel.

In making this preliminary determination, the Board, or its designee, shall review all information contained in the notification received by the administrator, and may seek information from any other party, including the student, whom the Board or its designee believes may have information helpful for making this determination. The Board or its designee may, however, rely only upon the information in the notification.

Based on the preliminary hearing described in the foregoing paragraph, the Board or its designee shall take one of the following actions:

1. The Board or its designee may determine that the student should not be educated in the regular school setting, and that the administration should commence procedures under the School's Conduct and Discipline Code for expulsion of the student.
2. The Board or its designee may determine that it is unable at that time to prove grounds for expulsion of the student, but that the student should be educated outside of the regular school environment pending the outcome of the juvenile or criminal proceedings. In this case, the administration shall provide for the alternative education of the student until those proceedings are concluded. At the conclusion of those proceedings, the Board shall determine whether the student should be restored to the regular school environment, whether probable grounds exist for an expulsion, or whether the alternative placement should continue and for what period of time it should continue.

### **BUS TRANSPORTATION**

Georgetown Community School contracts with Clear Creek School District RE1.. The bus transportation schedule is available at the school office and on the school and district websites.. Students must present written permission to the bus driver before riding a different bus. Only regularly transported students will be allowed to use school transportation. All questions regarding bus transportation should be directed to the administrator of Transportation at Clear Creek Schools or the administrator. Video cameras have been installed in each school bus.

## **STUDENT RULES OF CONDUCT ON SCHOOL BUSES**

The privilege of riding a school bus is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at bus stops and on-board buses. After due warning has been given to the student and to guardians/guardians, the administrator may withhold from the student the privilege of riding the school bus as well as impose other discipline.

The following Rules of Conduct are to be followed by students while riding a school bus:

1. Conduct at bus stops is expected to be orderly and quiet. Students are to confine themselves to the immediate bus stop area to help eliminate potential safety problems. Students shall not fight or scuffle while waiting to load or unload or while on the bus.
2. Students are to be on time and should arrive at the stop 5 minutes prior to the scheduled stop time. Students should wait at least 15 minutes beyond the scheduled arrival time should the bus be late due to bad weather or mechanical difficulties. Bus drivers are not to leave the stop before the scheduled stop time.
3. Students are to wait until the bus is completely stopped before approaching the bus and should wait at least 6 feet from the bus until the door is open. When buses pick up at school, students should remain on the sidewalk or other designated area until the bus is stopped and the bus door is open.
4. The students shall board at the direction of the driver, go to their seats without crowding or pushing, and remain seated until the bus is completely stopped. Students shall leave the bus in an orderly manner.
5. Students who need to cross a road or highway to board or leave a bus will walk across at least 12 feet in front of the bus when directed by the driver after the driver has actuated the flashing lights and traffic has been halted. Students are never to cross behind a stopped bus.
6. The driver is in full charge of the bus and students. Students will comply promptly with his/her request.
7. At the discretion of the driver, a student may be assigned a seat on the bus.
8. Moderate voice level and ordinary conversation are to be adhered to while riding on a bus. Profanity, vulgar songs, stories, words and gestures will not be tolerated.
9. No student will disturb the private property of another student or the driver.
10. Students may open windows only when requested by the driver. Students shall not extend any

part of their body out of the window. No objects shall be thrown out of the windows at any time

11. There shall be no smoking, use of tobacco, drugs, or alcoholic beverages on the bus at any time.

12. Students are responsible for helping to keep the bus clean. Littering of any kind is not acceptable.

13. State law prohibits carrying animals of any kind on a school bus.

14. Concerning the transportation of unsafe items, there will be no transport of any item, material or equipment which in any way could endanger the lives, health, or safety of the passengers or driver. In addition, any items which could break or could produce injury if tossed about inside the bus should be properly secured. (Colorado Rules and Regulations--Transportation 1973)

15. Students should remain quiet during any stop at a railroad crossing.

16. Students shall not enter or exit from the emergency door or window unless a true emergency exists.

17. Any damage to the bus shall be paid for by the rider inflicting the damage.

18. Students may not ride a different bus or depart from the bus at a stop other than their own without written approval from their guardian or a bus pass issued by the school office.

## **BUS DISCIPLINE**

**First Conduct Report in the Same School Year:** guardian(s) will be notified by school administration and a bus conduct report will be mailed to them.

### **Second Conduct Report in the Same School Year:**

1. Conference will be held with student, administrator, and driver.
2. In-house discipline may be assigned (detention, in-house suspension, loss of recess privileges, etc.)
3. Letter will be sent to guardian outlining possible consequences of a third violation.

### **Third Conduct Report in the Same School Year:**

1. Conference will be held with student, guardian, administrator and bus driver.
2. There may be a loss of bus privileges up to 5 days or until guardian conference.
3. There will be a written contract specifying future consequences.

Some infractions of a serious nature will result in immediate suspension of bus privileges, following notification of the guardians.

For all students with only a step one violation, the process starts over at the semester.

## **GANG ACTIVITY/SECRET ORGANIZATIONS**

Students shall not engage in any actions that are intended to encourage or facilitate, or that have the effect of encouraging or facilitating, gang or gang-related activities or purposes. Without limiting the generality of the foregoing, students or non-students may not recruit or aid in the recruitment of gang members; may not wear or display any clothing, accessories, symbols or signs which indicate membership in or affiliation with any gang; may not threaten or intimidate students, school personnel, or others lawfully on school premises or attending school functions or engage in behavior intended to threaten or intimidate those individuals; and may not engage in any actions that aid or further gang or gang-related activities or purposes.

Non-student gang members shall not be allowed on school premises at any time or in any place not open to the general public, unless their presence is invited by appropriate school officials for legitimate school or educational purposes. Displaying any of the above behavior or otherwise attempting to disrupt school operations shall result in disciplinary action and/or other preventive or corrective measures in accordance with the Student Conduct and Discipline Code.

The Board does not permit students to participate in any secret type organization, fraternity, or sorority within Georgetown Community School.

## **SUBSTANCE ABUSE POLICY**

The School promotes a healthy environment for students by providing education, support, and decision-making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, guardians, community, and its agencies. It is the guardian's responsibility to ensure controlled substances are not accessible to students.

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

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance. This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the school or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law.

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

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

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide guardians/guardians and students with information concerning education and rehabilitation programs which are available. Information provided to students and/or guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school and district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

## **Definitions**

1. Controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind- altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined by law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substance not taken in accordance with the Board's policy, regulations and guidelines on administering medicines to students.

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

## **Use**

1. Use of alcohol or a controlled substance shall result in disciplinary action, including but not limited to, suspension or expulsion.

2. When a student is suspected of use of alcohol or a controlled substance, the person having the suspicion shall notify the building administrator. Notification shall include reasons for such suspicion (observed use, unusual behavior, etc.). The administrator will conduct a check of the suspected student and collect data.

a. The administrator may have a personal conference with the student expressing awareness and concern.

b. The guardian/guardian may be requested to attend a conference at school. The conference may include sharing the data collected, explaining disciplinary action, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the guardian or guardian general information and resources related to substance abuse.

3. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting

for the guardian/guardian or further medical aid, the student shall not be left alone but placed in a quiet situation where he/she will remain under observation.

### **Possession**

1. Possession of alcohol or a controlled substance shall result in disciplinary action, including but not limited to suspension or expulsion.

2. A student who possesses alcohol, drugs, other controlled substances or paraphernalia shall be handled in the following manner:

a. A staff member who comes in contact with evidence and/or contraband shall immediately notify the administrator.

b. A student who comes in contact with evidence and/or contraband shall immediately notify a teacher or staff member. Failure to report may be grounds for disciplinary action.

c. The administrator shall place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the building administrator. The evidence then will be placed in a secure place.

d. The administrator shall contact appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student.

e. When there is evidence of a student possessing illegal drugs, the student shall be immediately suspended and his/her guardian/guardian notified. The student shall be further disciplined in accordance with the conduct and discipline code.

### **TOBACCO USE BY STUDENTS**

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.

## **STUDENT SEARCHES AND RELEASE TO LAW ENFORCEMENT**

[Except when an emergent safety concern requires immediate law enforcement intervention,] the School will make a concentrated effort to contact guardians before releasing students to law enforcement officers.

Except where an emergency requires immediate action, no search shall be undertaken without first consulting with the School Director. The School Director or their designees may search individual student belongings when, based on reasonable suspicion, such a search is necessary for the health, safety, and welfare of the students and the school.

## **REPORTING CHILD ABUSE**

Any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect shall immediately upon receiving such information, report or cause a report to be made to the appropriate county department of social services or local law enforcement agency.

## **SCHOOL-RELATED STUDENT PUBLICATIONS**

School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing, and understanding responsible journalism. Because the Board recognizes creative student expression as an educational benefit of the school experience, it encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place.

The Board encourages students to express their views in school-sponsored publications and to observe rules for responsible journalism. This means expression which is false or obscene, libelous, slanderous, or defamatory under state law; presents a clear and present danger of the commission of unlawful acts, violation of school rules, or material and substantial disruption of the orderly operation of the school; violates the privacy rights of others; or threatens violence to property of persons, shall not be permitted.

## **STUDENT DISTRIBUTION OF NON CURRICULAR MATERIALS**

Students who wish to distribute non-curricular printed materials on school property or in conjunction a school activity must notify the administrator or teacher a minimum of one day in advance so that the material can be reviewed and details worked out regarding the time, place, and manner of distribution.

## **STUDENT EXPRESSION RIGHTS**

While students do not shed their constitutional rights when they enter the school or engage in school-related activities, it is the Board of Education's responsibility to adopt rules reasonably necessary to maintain proper discipline among students and create an effective learning environment. Students shall not turn in, present, publish, or distribute expression that is:

1. Obscene,
2. Libelous, slanderous, defamatory, or otherwise unlawful under state law,
3. Profane or vulgar,
4. False as to any person who is not a public figure or involved in a matter of public concern,
5. Creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school,
6. Violates the rights of others privacy,
7. Threatens violence to property or persons,
8. Attacks any person because of race, color, sex, age, religion, national background, disability, or handicap,
9. Tends to create hostility or otherwise disrupt the orderly operation of the educational process,
10. Advocates illegal acts of any kind, including the use of illegal drugs, tobacco, or alcohol.

Violation of this policy shall result in disciplinary action against the student consistent with district and school student discipline policies.

## **STUDENT USE OF THE INTERNET, ELECTRONIC COMMUNICATIONS, AND EMAIL**

Student use of the internet, electronic communications, and electronic mail is a privilege, not a right. Students shall take responsibility for their own use of School computers and computer systems to avoid contact with material or information that may be obscene or otherwise harmful to minors. Students and guardians/guardians must sign an Acceptable Use Agreement before Internet or electronic communications accounts will be issued. School computers and computer systems are owned by the School 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 School 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 School computers and computer systems shall remain the property of the School.



## **HOLIDAYS**

Guardians may exempt their children from the celebration of any holiday at school, which is contrary to such beliefs or family values.

## **IMMUNIZATION**

No student is permitted to attend or continue to attend Georgetown Community School without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal, or other reasons as provided by law. If a student is not immunized and a disease is reported to the school, the student may be required to be kept home until a threat of infection subsides.

## **MEDICATIONS AT SCHOOL**

It is recommended that every possible means be taken to give children medication at home. Medications (prescription and non-prescription) are to be given at school only under the following conditions:

### **A. Written Documentation Required**

1. Medication permission form signed by guardian or legal guardian and physician.
2. Physician documenting name of medication, dosage, purpose of medication, time of day the medication is to be given, possible side effects, and anticipated number of days' medication will be given at school.

### **B. Medication supplied to school in a pharmacy labeled bottle.**

### **C. Medication to be stored in a clean, locked, cabinet or container.**

No verbal requests for medication/treatments for students by guardians will be accepted. Guardians are to bring all medication to the nurse or administrative assistant. In the event an adult is not able to bring medication to school, the guardian/guardian will need to make arrangements with the nurse or administrative assistant. These arrangements are to include:

- a call to the nurse or secretary the day the medication is being sent
- notification of the type of medication being sent
- it must arrive in the original container (manufacturer or pharmacy) labeled with the student's name, dosage, time to be administered, and number of pills written on a sealed envelope.

## **STUDENT RECORDS/RELEASE OF INFORMATION**

The Family Educational Rights and Privacy Act (“FERPA”) and Colorado law afford guardians/guardians (“guardians”) and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within 3 days of the district receiving a request for access. A guardian or eligible student making such a request must submit to the administrator [or appropriate school official] a written request that identifies their record(s) they wish to inspect. The administrator will make arrangements for access and notify the guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the guardian or eligible student believe are inaccurate, misleading, or otherwise violate the privacy rights of the student. A guardian or eligible student may ask the school to amend a record they believe is inaccurate, misleading, or otherwise violates the privacy rights of the student by writing to the school administrator [or appropriate school official] clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading, or otherwise violates the privacy rights of the student.

If the administrator decides not to amend the record as requested, the administrator will notify the guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. Whenever the school is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the guardian/guardian or eligible student shall contain the following:

The specific records to be released; The specific reasons for such release; The specific identity of any person, agency, or organization requesting such information and the intended uses of the information; The method or manner by which the records will be released; and The right to review or receive a copy of the records to be released.

Guardian consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program, or in any other school program shall not constitute the specific written consent required. All signed consent forms shall be retained by the school or School District.

Disclosure of personally identifiable information can be made without consent to the following:

a. School officials, including teachers, working in the school at which the student is enrolled who have a specific and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly learning environment. This may include the

disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or wellbeing of the student or others. A school official is a person employed by the school as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

b. Officials of another school, school system, or post-secondary institution that has requested the records and in which the student seeks or intends to enroll. In this case, disciplinary information shall be included. The school or District will provide a copy of the record to the eligible student or student's guardians if so requested.

c. In connection with a student's application for or receipt of financial aid.

d. A criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school when necessary to effectively serve the student prior to trial. Such information shall only include disciplinary and attendance information and shall only be shared upon certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's guardian/guardian.

e. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.

f. Accrediting institutions to carry out their accrediting functions.

g. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.

h. Anyone if required by a court order or subpoena. The school will make reasonable efforts to notify the guardian or eligible student prior to complying with the subpoena or court order. The school will not provide such notice if the subpoena is issued by a federal grand jury or any other law enforcement purpose where the court has ordered non-disclosure of the existence or contents of the subpoena or information furnished.

i. A court presiding over a legal action initiated by the school where the education records are relevant, or initiated by a guardian or eligible student where the records are relevant for the school district's defense. The school may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the guardian or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of

the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

5. The right to refuse to permit the designation of any or all of the categories of directory information. The school is permitted by law to disclose directory information without written consent of the guardian or eligible student. The guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the administrator of the school where the student is in attendance no later than September 7, or the following Monday if September 7 is a Saturday or Sunday.

Directory information which may be released may include the student's name, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student, and other similar information. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.

6. The right to request that information not be provided to military recruiting officers. Names, addresses, and home telephone numbers as well as directory information of secondary school students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released.

7. The right to request in writing that information not be provided to Colorado's Medicaid Agency (Health Care Policy and Financing) and the right to request that Medicaid not be billed by the District for health services provided to a Medicaid-enrolled student.

## **SURVEY AND SCREENING OF STUDENTS**

The Protection of Pupil Rights Amendment affords guardians and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education –

1. Political affiliations or beliefs of the student or student's guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or guardians; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

guardians/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

## **EXEMPTIONS FROM HEALTH EDUCATION**

An exemption will be granted from a specific portion of the health education curriculum upon the request of the student's guardian. A permission slip will be provided for certain health education topics. The teacher will develop an alternative activity for which the student will receive credit if the guardian opts the student out.

## **STUDENT HEALTH SERVICES AND RECORDS**

The sight and hearing of all students in kindergarten, first, second, third and fifth grades or students in comparable age groups referred for testing shall be tested during the school year. The guardian/guardian will be informed when a deficiency is found. This provision shall not apply to any student whose guardian/guardian objects on religious or personal grounds. Health records shall be maintained by the nursing staff and kept in a separate and secure health file in the school health office.

## **SHARING OF STUDENT RECORDS/INFORMATION BETWEEN SCHOOL AND**

### **PUBLIC AGENCIES**

The School will utilize all avenues under state and federal law to facilitate the sharing of relevant student records and information with public agencies, including law enforcement and judicial department agencies, when necessary to protect the safety and welfare of school staff, visitors, students, and the public and to protect property.

## **CUSTODIAL AND NONCUSTODIAL GUARDIAN RIGHTS AND RESPONSIBILITIES**

The Board presumes that the person who enrolls a student in school is the student's custodial guardian. Unless a Colorado court specifies otherwise, the custodial guardian shall be the one whom the School holds responsible for the education and welfare of that child. The school, unless directed otherwise by specific order of a court, assumes that there are no restrictions regarding the non-custodial guardians' right to be kept informed of the student's school progress and activities. The student shall not be permitted to visit with or be released to anyone, including the non-custodial guardian, without the approval of the custodial guardian.

## **SEX OFFENDER NOTIFICATION**

State law provides that schools are required to provide certain information regarding public access to information collected by law enforcement agencies regarding registered sex offenders. Such information may be obtained in any of the following ways:

The Colorado Bureau of Investigation (CBI) website (<http://sor.state.co.us>), contains a

state-wide list of certain high risk registered sex offenders. Please note that the list does not include all sex offenders and does not identify any juvenile sex offenders.

Any person over 18 years of age may contact the law enforcement agency having jurisdiction over their place of residence and can obtain the registered sex offenders list by showing proper ID or other proof of residence. The county sheriff's department has jurisdiction over all of Clear Creek County except for Georgetown, Idaho Springs, and Empire. The sheriff's department and municipal police departments can be contacted at the following telephone numbers:

Clear Creek County Sheriff: (303) 679-2376

Georgetown Police Department: (303) 569-2555

Idaho Springs Police Department: (303) 567-4291

Empire Police Department: (303) 569-2281

The Colorado Bureau of Investigation may also provide the sex offender registry list for the jurisdiction in which the requesting person resides and for the jurisdiction of a law enforcement agency contiguous to the jurisdiction of the requesting person's residence.

## **REQUESTS FOR TEACHER QUALIFICATIONS**

If you would like to receive this information, please submit a written request to the administrator.

## **ASBESTOS MANAGEMENT PLAN**

The plan for Georgetown Community School is available for review in the office.