



# Preschool Handbook

**2022-2023**

**Lake City Community School  
Hinsdale County School District  
RE-1**

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

**District Office & PK-12 Campus**

**PO Box 39**

**614 N. Silver St.**

**Lake City, CO 81235**

**970 944 2314**

## **VISION**

All students who pass through our halls shall be prepared for lifelong learning, responsible citizenship and a balanced, productive life.

## **MISSION**

Hinsdale County School District is committed to building an equitable and safe learning environment utilizing our individual capabilities that exemplifies ethical, diverse and inclusive civic leadership.

## **Nondiscrimination/Equal Opportunity**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Hinsdale County School District RE-1 does not unlawfully discriminate against otherwise qualified students, employees or applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, 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.

Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district:

Martha Levine, School Counselor  
Hinsdale County School District RE-1  
614 N Silver Street  
Lake City, CO 912351  
970-944-2314  
marthal@lakecityschool.org

## **Outside agencies**

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17<sup>th</sup> Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

## Table of Contents

LAKE CITY COMMUNITY SCHOOL / 2022 – 2023 CALENDAR.....	4
STAFF.....	5
A. Purpose and Philosophy.....	6
B. Ages of Children Accepted.....	6
C. Services Offered for Special Needs Students.....	6
D. 4-Day School Week and Daily Schedule.....	6
E. Inclement Weather.....	7
F. Admission and Registration.....	7
G. Fees.....	7
H. Child Locate System.....	7
I. Discipline Policy.....	7
J. Illnesses, Accidents, and Injuries.....	8
K. Emergency Procedures.....	9
L. Transporting Students and Field Trips.....	10
M. Videos.....	10
N. Vehicle Safety Procedures.....	10
O. After-Hours and Closing Procedures.....	10
P. Late Arrival – Class on Field Trip.....	10
Q. Medications.....	10
R. Personal Belongings and Money.....	11
S. Meals and Snacks.....	11
T. Potty Training.....	11
U. Visitors.....	11
V. Parent Conferences.....	11
W. Comments, Questions, Concerns, or Complaints.....	11
X. Reporting of Child Abuse.....	11
Playground.....	12
Annual Screening Programs.....	12
Attendance.....	12
Behavior Expectations.....	13
Communication.....	13
Conferences.....	13
Family Visits and Transitions.....	13
Interpreters/Translation Services and English Language Learners (ELLs).....	14
Parental Custody Issues.....	14
Parent Involvement and Feedback.....	14
Reporting Preschool Licensing Violations.....	14
Response to Intervention (RtI).....	14
School Colors.....	15
School Mascot.....	15
Student Code of Conduct (JICDA).....	15
Student Dress Code (JICA).....	16
Sexual Harassment (JBB).....	16
Student Dress Code (JICA).....	17
School District Safe Schools Policies Summary.....	18
Student Records/Release of Information on Students – Policy (JRA/JRC).....	22
Student Records/Release of Information on Students -- Regulation.....	25

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Lake City, CO 81235  
970 944 2314  
lakecityschool.org

4-Day School Week:  
Tuesday – Friday  
Preschool:  
8:15 am – 11:50 am  
Wed/Th/Fr: 3-year-olds  
Tu/We/Th/Fr: 4-year-olds  
Grades K-5:  
8:15 am – 4:00 pm  
Grades 6-12:  
8:15 am – 4:05 pm

APPROVED 2.24.22

17-20 MS/HS Sem. Exams  
20 End 1<sup>st</sup> Semester  
24 Begin 2<sup>nd</sup> Semester  
24-27 MAP Testing ELEM

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22-25 Staff Inservice Days  
30 First Day of School!

10 CogAT Testing – gr 2  
14-16 MAP Testing MS/HS  
27 Teacher Inservice Day

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

27-30 MAP Testing ELEM  
16 Picture Day

18-27 Spring Break  
31 End 3<sup>rd</sup> Quarter

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Staff Inservice Day  
12 PSAT/NMSQT- gr 10/11  
19 PSAT 8 - gr 8  
18-21 MAP Testing MS/HS  
28 End 1<sup>st</sup> Quarter

4/4 Begin 4<sup>th</sup> Quarter  
12-29 CMAS Testing – gr 3-8  
12 State SAT – gr 11  
12 State PSAT – gr 10  
12 State PSAT – gr 9

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11/1 Begin 2<sup>nd</sup> Quarter  
19-28 Thanksgiving Break

16-19 MS/HS Adventure  
22 Staff Inservice Day  
5/30-6/2 MS/HS Sem. Exams  
6/2 Last Day of School  
6/3 Graduation

MAY/JUNE 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3 SAT Test Date LCCS  
12/23-1/9 Winter Break

Student contact days: 144

Teacher workdays: 151

Preschool Director Day – No preschool

Additional changes may be made to the 2022/2023 calendar, please check the public calendar at [www.lakecityschool.org](http://www.lakecityschool.org) for updates.

## Instructional Staff

Caitlin Rhodes	3 & 4 year old Preschool & Kindergarten Teacher
Lily Virden	Kindergarten & 1 <sup>st</sup> Grade Teacher
Lori Frech	2 <sup>nd</sup> & 3 <sup>rd</sup> Grade Teacher
Mindy McClung	Spanish & Math Teacher & Interventionist
Trip Horn	4 <sup>th</sup> & 5 <sup>th</sup> Grade Teacher
Lydia McNeese	Special Education Teacher
Sarah Eby	English Teacher
Dan Scroggins	Science Teacher & Athletic Director
Nataschia Giovacchini	Social Studies Teacher
Amanda Phillimore	Math Teacher
Matt Phillimore	CTE Teacher
Nam Horn	Art Teacher
Doug Eby	Physical Education/Health Teacher
Karen Hooper	Educational Assistant
Shelly Elrod	Preschool Assistant

## Administration and Support Staff

Rebecca Hall	Superintendent & Principal
Susan Thompson	Business Manager
Shawn Arthur	Administrative Assistant
Elaine Gray	Librarian
Matt Phillimore	Technology Coordinator
Carla Whinnery	Technology Integration Coach
Sarah DeCristino	Kitchen Manager
Darren Hardy	Facility Manager
Kristin Hearn	Facility Assistant

## Special Service Providers

Martha Levine	Counselor
Shawna Shidler	School Nurse – (employed with Silver Thread Public Health Dist.)

## **A. Purpose and Philosophy**

Our Early Childhood (3-year-old) and Preschool (4-year-old) programs recognize the importance of high quality early instruction for all students, and it is in that spirit that our Early Learning Center implements the school district's vision and mission for our youngest students:

### **VISION**

All students who pass through our halls shall be prepared for lifelong learning, responsible citizenship and a balanced, productive life.

### **MISSION**

Hinsdale County School District is committed to building an equitable and safe learning environment utilizing our individual capabilities that exemplifies ethical, diverse and inclusive civic leadership.

## **B. Ages of Children Accepted**

Our Preschool program is open to children who are 4 before August 1. Our Early Childhood program is open to children who are 3 before August 1.

## **C. Services Offered for Special Needs Students**

In accordance with the Americans with Disabilities Act, the District does not discriminate based on disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. The idea of a free and appropriate education extends to our youngest students and we will provide appropriate support necessary for all children, regardless of needs, to access the curriculum of the Early Learning Center.

### **Special Services**

Specialized programming is available to meet the unique needs of the following populations: Gifted and Talented students, English Language Learners, and Special Education students. A formal process exists for identification, assessment, and programming for these unique student populations within each site. Please contact your building director for further information. District-wide procedures, documents, and other special services information can be found on our website.

## **D. 4-Day School Week and Daily Schedule**

Our 4-day school week is in session Tuesday, Wednesday, Thursday, and Friday. Preschool (4-year-olds) meets Tuesday, Wednesday, Thursday, and Friday from 8:15 AM until 11:50 AM. Early Childhood (3-year-olds) meets Wednesday, Thursday, and Friday from 8:15 AM until 11:50 AM. Early Childhood and Preschool students can be dropped off between 8:00 AM and 8:15 AM and can be picked up at 11:50 AM.

*Students must be signed in and out of the classroom.* Students will only be released to a person listed on the Emergency Procedures form.

### **Continuity of Care**

We are a mixed aged classroom, the Preschool and Early Childhood class are taught in the same classroom by the same teachers. Students stay with their peer group and teachers until moving into Kindergarten.

### **Classroom Ratio**

State guidelines and the National Association For The Education Of Young Children limit classroom size in Preschool. We honor these guidelines by having 2 adults and no more than 15

children in the classroom at all times. In the event that registrations surpass the number of available spots in our Preschool program, Lake City Community School will take into consideration: Special Needs, Colorado Preschool Program (CPP) scholarships, and existing enrollment in the Lake City Community School's Preschool. The remainder of the spots will be filled on the basis of when the registration packet is received. If the need arises will also put in place an afternoon preschool class in order to service all children in our community.

#### **E. Inclement Weather**

Students will play outside unless temperatures drop below 20 degrees Fahrenheit. Students will need snow boots, snow pants, snow jacket, mittens or gloves, and a warm hat to play on the snow-covered playground.

#### **F. Admission and Registration**

Parents may enroll child(ren) on the designated Registration Day or at the district office during office hours before the 1<sup>st</sup> day of school.

Information and documentation necessary for enrollment includes:

- Enrollment Form – New or Returning Student
- Government-issued Birth Certificate (only new registrations)
- General Health Appraisal Form
- Current Immunization Certificate
- Family Economic Survey
- Home Language Survey
- Photo Permission Form
- Travel Permission Form

#### **G. Fees**

The District does not charge a fee for its Early Childhood and Preschool programs.

#### **H. Child Locate System**

Staff will monitor attendance as students show up daily and parents sign them in. They will do head-counts following every location transition (from inside to outside, classroom to commons area, etc.), frequently during walking field trips, and periodically throughout the day.

Should a child become lost, staff will immediately search the area, then the child's last known location, then contact the district office, and then contact the Sheriff's Office for assistance.

#### **I. Discipline Policy**

Our programs incorporate Pyramid Plus based on the Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children (Pyramid Model) which provides a tiered intervention framework of evidence-based interventions for promoting the social, emotional, and behavioral development of young children. The model describes three tiers of intervention practice: universal promotion for all children; secondary preventions to address the intervention needs for children at risk of social emotional delays, and tertiary interventions needed for children with persistent challenges. The Pyramid Model has been used by two national training and technical assistance (T/TA) centers: the Center on Social Emotional Foundations for Early Learning (CSEFEL) and the Technical Assistance Center for Social Emotional Intervention (TACSEI). Our Pyramid Plus program is incorporated into our school-wide Positive Behavior Intervention Support (PBIS) program CLIMB

(Caring for Community, Leadership, Increasing Responsibility, Making Positive Choices, and Being Respectful).

Our program includes the implementation of a curriculum that fosters all areas of child development, the use of developmentally and culturally appropriate and effective teaching approaches, the design of safe physical environments that promote active learning and appropriate behavior, the provision of positive and explicit guidance to children on rules and expectations, and the design of schedules and activities that maximize child engagement and learning.

**Behavior Crisis Plan**

**Definition of Crisis Situation: any situation that endangers the physical or emotional safety of a child, children, adults, or classroom equipment.**

If the preschool classroom has a crisis situation, the following plan will be enacted:

1	Teacher’s assistant organizes all children not involved and helps them move to the next closest classroom, outside, or safe part of the classroom.
2	Lead teacher stays with child in crisis
3	If needed, the teacher's assistant will enlist help from other available staff.
4	Lead teacher and support staff help to de-escalate the child.

**Once The child calms down:**

1	Arrangements are made to return group of children to the classroom.
2	Lead teacher calls the child's parent to explain the situation and asks them to pick up the child and take them home.
3	Lead teacher completes an incident report for parents to sign.
4	A meeting is scheduled with the lead teacher and superintendent to review the situation and plan for the return of the child.
5	Involved staff are debriefed on the situation and effectiveness of crisis management.

**J. Illnesses, Accidents, and Injuries**

Students and staff with symptoms of illness will stay home or go home. Symptoms include:

- a. Fever 100.4 F or above
- b. Cough
- c. Shortness of breath
- d. New loss of taste or smell
- e. Extreme fatigue
- f. Chills
- g. Muscle aches



- h. Sore throat
- i. Nausea or vomiting
- j. Diarrhea
- k. Headache
- l. Runny nose

All LCCS staff will complete a daily health screening including a temperature check. Parents, please complete a daily health screening including a temperature check of your child in the morning before they come to school. Keep your child home if they are running a fever of 100.4 F or higher or if they are exhibiting any symptoms of illness (see list above).

Questions concerning symptoms can be directed to School Nurse, Shawna Shidler by calling 944-2314 or via email at [schoolnurse@lakecityschool.org](mailto:schoolnurse@lakecityschool.org).

A child who has an accident that results in an injury will be evaluated to determine if intervention beyond first aid provided by staff is necessary. If the injury is such that a parent/guardian can transport the child for medical attention, staff will contact the parent/guardian/emergency contact. Should emergency transport be necessary, staff will call 911 to request EMS response. In the event of an injury that requires first aid or transport, written documentation will be made by staff and parents/guardians will be notified at pick-up or by email should a non-parent/guardian pick-up that day.

### **COVID 19 Safety Response**

Staff and students will complete a temperature and symptom check before entering the school building. If a health check does not occur at home, one will be done at school. Face coverings – please refer to most up-to-date guidance on [www.lakecityschool.org](http://www.lakecityschool.org). Visitors - please refer to the most up-to-date guidance on [www.lakecityschool.org](http://www.lakecityschool.org). Staff and students will practice effective handwashing techniques. Hand sanitizer will be used when a handwashing station is not available.

### **Sunscreen Policy**

Parents will initial on the sign-in sheet daily if sunscreen was applied to their child before coming to school. Parents may send sunscreen in their child's backpack labeled with first and last name. If sunscreen was not applied at home and not provided, staff will apply school's provided sunscreen (a picture of school's provided sunscreen will be posted next to the daily sign-in sheet).

### **K. Emergency Procedures**

Staff will follow procedures outlined in the District Emergency Operations Plan which incorporates the Standard Response Protocol (Lockout, Lockdown, Evacuate, Shelter, and Hold). Training will occur according to the District's training schedule.

### **L. Transporting Students and Field Trips**

Students in the Early Childhood and Preschool programs will not be transported in vehicles. Walking field trips may occur to Town Park, Memorial Park, Town Library, or Mosely Arts Center. Staff will supervise all field trips.

### **M. Videos**

Occasional video components of the curriculum are designed to provide a visual and auditory enhancement to classroom activities. Videos that have ratings will be rated 'G'.

### **N. Vehicle Safety Procedures**

Students in the Early Childhood and Preschool programs will not be transported in vehicles.

### **O. After - Hours and Release Procedures**

Students will only be released to adults listed on the Release Permission form. Should an adult not indicated on the Release Permission form attempt to pick-up a child, staff will secure the child from the adult and call 911 or the Sheriff's Office directly at 944-2291. Adults picking up children will sign them out. Should an approved adult not arrive by 11:30pm, custody of the child may be handed over to the Sheriff's Office. Before leaving for the day, staff will ensure that all children are accounted for by ensuring that all children are signed out.

### **P. Late Arrival – Class on Field Trip**

A Field Trip notice will be left on the classroom door. Parents who arrive late and find this notice can take their child to where the class is. They can sign their child in with staff on the field trip. Parents will never drop off a child at a field trip location without signing in the child with staff.

### **Q. Medications**

Staff have received Medication Administration training. All medications, even OTC, will be provided to staff using the Permission for Medication form along with a doctor prescription. Over-the-counter medications will have the child's first and last name on the original container (no ziplocs or other containers). Parent instructions on the Permission for Medication form will include:

- Child's name
- Date authorized
- Name of medication and dosage
- Time of day medication is to be given
- Route of medication
- Length of time the medication is to be given
- Reason for medication (unless this information needs to remain confidential)
- Side effects or reactions to watch for
- Special instructions
- Licensed prescribing practitioner name, telephone number, and signature

Prescription medications will be in original prescription bottle or container and will include the original pharmacy label that lists:

- Child's name
- Prescribing practitioner's name
- Pharmacy name and telephone number
- Date prescription was filled
- Expiration date of the medication
- Name of the medication
- Dosage
- How often to give the medication
- Length of time the medication is to be given

Medications will be stored in a locked cabinet that is out-of-reach of children. Medication

administration will follow directions on the Permission for Medication form and will be documented in the Medication Administration Log.

#### **R. Personal Belongings and Money**

Students will keep their personal belongings in their cubbies. Parents will label all belongings with their child's name. Children will not bring money to this program.

#### **S. Meals and Snacks**

The school will provide a healthy morning snack that accommodates allergy or special diet needs, courtesy of the school cafeteria. Snack may be brought from home. In the event the snack from home does not meet one-third of the daily nutritional guidelines, staff will supplement the snack and parents will be notified. Look for the monthly menu on the [school district website!](#)

**Find out if your household qualifies for food assistance through the Supplemental Nutrition Assistance Program, SNAP!** Visit <https://cdhs.colorado.gov/snap>, or call toll-free Hunger Free Colorado Food Resource Hotline: 855-855-4626 Mon-Fri 8AM-4:30 PM.

If you have questions about the school meal program and free and reduced-price meal eligibility, please contact school district Nutrition Director, Sarah DeCristino, at [kitchenmanager@lakecityschool.org](mailto:kitchenmanager@lakecityschool.org) .

#### **T. Potty Training**

Children will be potty trained before entering our Early Childhood program. Parents will leave a change of clothes, labeled in a Ziploc bag, in case of an emergency.

#### **U. Visitors**

Policy KI – The district will make reasonable efforts to accommodate requests to visit the district's school, yet also recognizes concerns for the welfare of students. Visitors may be limited, denied or revoked by a school administrator or designee based on considerations of student and/or staff health, safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

#### **V. Parent Conferences**

Preschool Parent - Teacher conferences are scheduled in the fall and spring. Parents will receive a written Teaching Strategies GOLD assessment report card at the end of each quarter. In addition, teachers will contact families about grade level requirements or other specific needs. You are encouraged to contact your child's teacher throughout the school year if you have questions, comments or concerns.

#### **W. Comments, Questions, Concerns, or Complaints**

Comments, questions, concerns, or complaints about the program are welcome and can be made in several different ways:

- Discuss concerns directly with program staff. Staff work to nurture a close relationship with our families; talking directly with staff is encouraged.
- Discuss concerns with Superintendent Rebecca Hall in person, by phone (970 944 2314 school), or by email at [rebeccah@lakecityschool.org](mailto:rebeccah@lakecityschool.org).
- Contact the Colorado Department of Human Services, Division of Child Care at 1575 Sherman St., Denver, CO 80203 or by phone at 303 866 5948 or 800 799 5876.

#### **X. Reporting of Child Abuse**

Any caregiver or staff member in a child care facility 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

- Gunnison County Department of Health and Human Services, 225 N. Pine St., Gunnison, CO 81230, phone 970-641-3244 or
- Hinsdale County Sheriff's Office, 311 N. Henson St., Lake City, CO 81235, phone 970-944-2291.

These are the reporting agencies for staff or for parents to report suspected child abuse, whether it occurred at the child care facility or another location.

### **Reporting Preschool Licensing Violations**

Lake City Community School is licensed by the Colorado Department of Human Services Division of Child Care. If a license violation is suspected and you wish to file a complaint you can do so by writing to the above agency at 1575 Sherman Street Denver, CO 80203 or by calling (303)-866-5958.

### **Y. Withdrawal**

If your family is moving to another community, please notify the school office the day before your child's last day of school here so that a Withdrawal Form can be prepared for your signature.

### **Playground**

The preschool playground represents a natural playground approach with developmentally appropriate equipment designed to engage children in creative play, to allow for social-emotional interactions with other children, and to encourage both gross-motor and fine-motor skill development.

### **Annual Screening Programs**

The sight and hearing of all students in preschool, kindergarten, first, second, third, fifth, seventh, and ninth grades, all students new to the school system, all children referred by school personnel, and all students in special education programs or Colorado Preschool Program will be tested during the school year as required by Colorado Law. Additional sight and hearing screenings may take place at the request of the teacher. The parent/guardian will be informed when a deficiency is found. The parent/guardian may opt their child out of these screenings based on religious or personal grounds by contacting the District Nurse.

### **Attendance**

We feel that your child will get the greatest benefit from our early childhood programs by having strong attendance. That said, we know that sometimes your child will have to miss school.

Absence procedure: If your child will be absent, please notify the school at 944-2314 by 9:00 AM and also send a written excuse from you or a medical professional the day he/she returns.

Excused absences: The following shall be considered excused absences:

1. A student who is temporarily ill or injured.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or an activity of an educational nature with advance approval by the superintendent including family trips which have an educational component.

5. A family emergency or an absence approved by the superintendent for an appointment or circumstances of a serious nature which cannot be taken care of outside school hours.
6. A student who is suspended or expelled.

### Pre-arranged absences

If a family knows in advance that their child will be missing school, they need to communicate in writing, preferably email, with the superintendent ([rebeccah@lakecityschool.org](mailto:rebeccah@lakecityschool.org)) the dates of and reason for the absence. The superintendent will indicate in writing to the family whether the absence is excused.

### Tardiness

Preschool students are tardy if they enter the classroom after 8:15. Please help your child arrive at school on time so he or she can begin the school day with the rest of the class and not interrupt lessons in progress.

### **Behavior Expectations**

Our Positive Behavior Intervention and Support (PBIS) system helps maximize academic achievement and behavioral success for all students. Our PBIS expectations are CLIMB:

- Caring for Community**
- Leadership**
- Increasing Responsibility**
- Make Safety a Priority**
- Being Respectful**

### **Communication**

**School Messenger:** School Messenger is used in order to contact families, teachers, and community members with timely communications regarding information such as school news, emergency alerts, school events, or transportation disruptions. Lake City Community School can quickly and easily engage our learning communities by email, phone, or text message. **Please be sure we have current contact information for you at all times.**

**Class Dojo:** We will also be using the Class Dojo parent communication app tool. Your child's teacher will provide you with login information so that you can have access to this easy communication tool to help build stronger home-school connections. The app allows you to text directly with your child's teacher, making direct contact with teaching staff seamless. Your child's teacher will share important classroom information and fun photos to help keep you connected to your child's learning.

**Weekly Newsletters:** Teachers will provide a weekly newsletter on Class Dojo.

**Folders:** Every child will have a weekly communication folder that goes home every week. Be sure to check your child's backpack for the folder. Keep and read the contents and return the folder with your child.

### **Family Visits and Transitions**

Teachers will have a family visit for all students prior to the first week of school. These family visits are designed solely to initiate a positive and trusting relationship between the student, family, and teacher. Family visits have an enormous impact, making the transition much easier for students, families, and teachers. Family visits take place at the school. You will receive a notice of your family visit time in August. Please do not hesitate to call with any questions or concerns that you may have about the upcoming school year. We will do all that we can to help you transition into our school family.

End-of-the-year transitions are also important. Four-year-olds transitioning into kindergarten will have a few hours at the end of the year to tour kindergarten, visit the classroom, and have lunch with the kindergarten students. End of the year conferences for transitioning kindergarten students will take place with the preschool teacher and kindergarten teacher.

### **Interpreters/Translation Services and English Language Learners (ELLs)**

Interpreters can be made be available at all conferences and most events. If your family is in need of an interpreter or translation, please let us know. We also have a list of district-approved interpreters and will pay for their services and work with the Gunnison County Multicultural Center whenever needed. We will do whatever it takes to assist your family and help you be fully involved in our school community.

### **Parental Custody Issues**

Students' current legal custody status should be on file in the office. Without documentation, the school will allow equal access to both parents. Only court orders from the State of Colorado will be honored. (Orders from out of state must be registered in Hinsdale County before a student is enrolled.) School personnel should be notified of controversial situations regarding family status.

### **Parent Involvement and Feedback**

Families are encouraged to participate in all aspects of their child's education. We need parent volunteers in the classrooms, on field trips, to bring in special projects, etc. These opportunities can be arranged with your child's teacher. Not only does volunteering help us out, but it is also a great opportunity to strengthen family-school connections and build relationships with staff, students, and other families.

Families are also invited to participate in the school improvement process as a member of the Hinsdale Country School District Accountability Committee. This group meets to develop goals and discuss instructional issues. Through this committee, important changes in policies for the school or district may be made.

The Parent, Teacher, and Student Association (PTSA) for Lake City Community School meets to discuss pertinent issues and to work on support activities. PTSA offers different levels of membership, and we encourage you to join. Notices for each meeting will be sent home announcing the time and place.

The [Early Childhood Council](#) ECC also serves as our Colorado Preschool Program Advisory Committee. These are open meetings 6 times a year that any parent can attend.

Please contact the Preschool Director, Caitlin Rhodes, for more information about any of these volunteer opportunities. Your input is very important to us. [CaitlinR@lakecityschool.org](mailto:CaitlinR@lakecityschool.org) .

There are other opportunities to offer input and feedback throughout the year as well. Ms. Caitlin has an open-door policy, so please feel free to contact her in person, via email or by phone at any time. You are also encouraged to leave comments or compliments with the school office. We also send home parent surveys each year to make sure we are meeting your needs to the best of our ability. Your input helps guide our quality improvement plan.

### **Response to Intervention (RtI)**

As students progress in their development of academic, physical, social, and emotional skills, it may become necessary for the professional staff to develop a Response to Intervention (RtI) Plan for a

student who needs more individualized instruction in one or more of these areas. This Rtl Plan will take into account the strengths and needs of the student and develop strategies and targeted interventions to best meet those needs. The plan may include alternative learning environments, small group or individual instruction, and various research-based intervention programs. If the development of a plan is deemed necessary, families will be contacted and encouraged to participate in the development of the plan. Intervention groups are fluid throughout the school year. Families will be notified if a student is starting or discontinuing an intervention.

### **School Colors**

Dark Blue, White, Silver

### **School Mascot**

Fourteeners

### **Student Code of Conduct (JICDA)**

Student behavior may not interfere with a teacher's teaching or with other students' learning.

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

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. 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.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. 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.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.

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

## **Student Dress Code (JICA)**

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. Any classes missed as a result of the second offense will be considered unexcused absences. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

### Unacceptable Items

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

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats and hoods (boys and girls) worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

## **Sexual Harassment (JBB)**

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

### **District's commitment**

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

### **Reporting, investigation and sanctions**

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a complaint, through the district's complaint and compliance process addressing sex-based discrimination (AC-R). All reports and indications from students, district employees and third parties shall be forwarded to the Title IX Coordinator.

The district 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 in accordance with applicable law and policy does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

The district 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 district employees will receive periodic training related to recognizing and preventing sexual harassment. District employees must receive additional periodic training related to handling reports of sexual harassment. Training materials are available to the public on the district's website.

## **Homeless Students (JFABD)**

It is the Board's intent to remove barriers to the enrollment and retention of homeless students in school in accordance with state and federal law. The district shall take reasonable steps to ensure that homeless students are not segregated or stigmatized and that decisions are made in the best interests of the student.

Each homeless student shall be provided services for which the student is eligible, comparable to services provided to other students in the school, regardless of residency, including transportation services, education services, vocational and technical education programs, gifted and talented programs, and school nutrition programs.

Homeless students shall be provided access to education and other services that they need to ensure that they have an opportunity to meet the same student performance standards to which all students are held. All educational decisions shall be made in the best interests of the student.

The district shall coordinate with other districts and with local social services agencies and other agencies or programs providing services to homeless students as needed.

The superintendent shall designate at least one staff member in the district to serve as the homeless student liaison and fulfill the duties set forth in state and federal law.

Decisions on enrollment and transportation for homeless students shall be made in accordance with regulation JFABD-R.

*NOTE 1: "the term "homeless children." is defined in federal law to include the following:*

Individuals who lack a fixed, regular and adequate nighttime residence; including

- children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who are "living in circumstances described above."

*NOTE 2 While the definition of homeless children in Colorado law closely tracks the definition in federal law, the federal law contains the following language which is NOT found in the Colorado law:*

- "sharing the housing of other persons due to lack of housing, economic hardship or a similar reason"
- "trailer parks"
- "substandard housing"

Colorado school districts that receive federal funds are required to follow the more inclusive federal definition.

## School District Safe Schools Policies Summary

The following policies have been adopted by the Board of Education to create a safe and effective learning environment to develop knowledge, skills and competence while respecting the rights of individuals and encouraging respect for authority and appropriate standards of conduct. These policies are intended to support the school district's mission statement to prepare students for advanced education, responsible citizenship and balanced, productive lives. The Board is committed to a uniform and fair enforcement of all rules.

The law requires that these policies be distributed each year. The policies are outlined below and each policy is available in its entirety for parent review at the Lake City Community School office. (Following each policy/regulation is the code for policies related to Colorado Senate Bill 133 for safe schools plans.)

### **A. Safe Schools Policy (ADD)**

1. The superintendent has developed a safe schools plan that addresses
  - a. supervision and security of school buildings and grounds
  - b. supervision of students and visitors
  - c. training programs for staff and students and procedures for the following:
    - 1) crisis prevention and management and emergency response
    - 2) ways to respond to and report problem situations
    - 3) reviews of school security and whether all feel safe
    - 4) liaison with city/county officials (law, fire, medical)
    - 5) ways to respond to fire, accidents, natural disasters, traffic, and classroom/community safety concerns (Attached – Exhibit A)
2. The superintendent will prepare an annual safety report for the Board of Education, to be shared with the public and submitted to the state. In addition to information summarizing enrollment and attendance, dropout rates and class size, the annual report will address student conduct and disciplinary action regarding
  - a. dangerous weapons
  - b. alcohol, tobacco, drugs and controlled substances
  - c. disruptive behavior, assaults, or threats of harm
  - d. damage to school property
  - e. theft
  - f. other behavior that interferes with school safety and educational opportunity of other students

### **B. Component Policies of the Safe Schools Plan**

1. **School District Mission (AD)** – see cover page of this handbook
2. **Student Conduct (JIC)** – The Board of Education has adopted a written student conduct and discipline code that is part of the student handbook shared with each student and posted or kept on file in each building.
3. **Student Dress Code (JICA)** – Student attire that is deemed likely to disrupt the teaching-learning process is not acceptable in school buildings, grounds or activities. A specific list of inappropriate attire is detailed in the student handbook.
4. **Student Conduct in School Vehicles (JICC)** -- Riding in a school vehicle is a privilege and is contingent on observance of the student code of conduct as well as other regulations for safe conduct on school vehicles.
5. **Student Code of Conduct (JICDA)** – Twenty-four types of activities are specifically prohibited in school buildings, grounds, vehicles and school sponsored activities under S.B. 133 and are grounds for suspension or expulsion. Even attempts at these actions may result in disciplinary action. The student code of conduct precedes this policy summary.
6. **School-Related Student Publications (JICEA)** – The Board encourages students to express their views in school-sponsored publications while observing rules for responsible journalism and complying with this policy and state and federal law. To protect the rights of all members of the school community and to support the district's educational mission and purposes, students are prohibited from publishing expressions which are false, obscene, libelous, slanderous, defamatory under state law, presents a clear and present danger of the commission of the unlawful acts, violation of school rules, or material and substantial disruption of the orderly operation of the school, violates the privacy rights of others and/or threatens violence to property or person.
7. **Student Distribution of Non Curricular Materials (JICEC)** – This policy is intended to encourage and protect students' right to free speech while maintaining an orderly and safe school environment. The same prohibitions that apply to student publications apply to material in any media distributed by students. Students may not distribute any non curricular materials on school property or at school-sponsored activities or events that in themselves or in the manner they are distributed that create or threaten to create a substantial disruption or material interference with the normal operation of the school, school activity, or event; advocate or encourage unlawful conduct or conduct that violates Board policy, including but not limited to the Board's policies prohibiting unlawful discrimination, harassment, and bullying; cause or threaten to cause injury to persons or property; or are obscene, defamatory, or violate any person's privacy rights. School equipment and supplies shall not be used for publication of such material.

8. **Student Expression Rights (JICED)** – This policy simply extends to every student the limitations of expression that apply to school-related publications and to student distribution of non curricular materials. It lists ten types of expression that violate the law, the rights of others or community standards of decency that are prohibited. It is the explicit policy of the school district to encourage creative student expression and the opportunity to put into practice Constitutional values such as the right to free speech.

9. **Tobacco-Free Schools (ADC)** – Smoking, chewing, lighting, ingesting, inhaling, vaping or any other application of any tobacco products by staff, students and members of the public is prohibited on all school property.

10. **Advisory Committees (BDF)** – Advisory committees shall be formed and citizens appointed by the Board of Education and staff members assigned to each group. Other community groups are encouraged to offer suggestions and advice to the Board. All committee meetings shall be open to the public.

11. **School Board Policy Process (BG)** – Policy development is one of the Board’s chief responsibilities. Policy proposals may originate with Board members, the superintendent, staff, parents, residents of the district, and consultants. Established procedures will be followed for adoption, revision or repeal of policies.

12. **School Visitors & Security/Access to Buildings (KI & ECA/ECAB)** – The Board encourages parents/guardians and other citizens of the district to visit classrooms, activities and functions at any time to observe the work of the schools. During regular school hours, visitors shall report to the school office when entering and flow of traffic into and out of buildings shall be closely monitored. Access to buildings outside of school hours shall be limited to persons and organizations approved by the Board. Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on considerations of student and/or staff health, safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

13. **Student Absences and Excuses (JH)** – Excused absences include illness, injury, mental or emotional disability, a family emergency or an absence approved in advance by the superintendent for an appointment of circumstances of a serious nature which cannot be taken care of outside school hours, work-study under school supervision and school-sponsored or approved activities of an educational nature. Make-up work shall be provided. The maximum number of unexcused absences before judicial proceedings to enforce compulsory attendance is 10. Make-up work shall be allowed but may receive only partial credit.

14. **Bullying Prevention and Education (JICDE)** – The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable. Bullying and other behaviors as defined below are prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

Prohibited Behavior

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

Definitions

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Retaliation is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

False accusations of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

Prevention and Intervention

The superintendent will develop a comprehensive program to address bullying at all school levels and will ensure that the program is consistently applied across all students and staff. The program will be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment across settings.
6. To support targets of bullying through a layered continuum of support that includes, but is not limited to, individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.
9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professional, mental health professional, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.
10. To survey students' impressions of the severity of frequency of bullying behaviors in their school.
11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.
12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

#### Reporting

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher. ([JICDE-E-1 Incident Report Form](#))

#### Investigating and Responding

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the goal of immediate intervention and investigation in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy. Procedures will include, to the extent appropriate as determined by the investigator and designated administrator, and in accordance with applicable law and local school board policy and procedures, notification to parents/guardians to the results of bullying investigations and their right to appeal investigatory findings to the district.

#### Supports and Referrals

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the aim toward accomplishing the following goals:

- Initiate efforts to change the behavior of students engaged in bullying behaviors.
- Support targets of bullying in ways that avoid increasing their likelihood of discipline.
- Support witnesses of bullying.

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

15. **Secret Societies/Gang Activity (JICF)** – The Board prohibits any groups or gangs which advocate drug use, violence or disruptive behavior, or intimidation of students. Any apparel or accessory that denotes membership in gangs is prohibited on school premises.

16. **Drug and Alcohol Use by Students (JICH)** – Discipline including suspension or expulsion may apply to possession, use, sale, distribution or procurement of alcohol, drugs or other controlled substances including

narcotics, hallucinogens, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, and even substances believed by the students to be such substances. The school district shall take an active role in cooperation with law enforcement, social services and other agencies in education regarding the dangers of use and in reducing illegal use of drugs and alcohol by school-aged youths.

17. **Weapons in School (JICI)** – Federal law requires expulsion for no less than one full calendar year for a student who is determined to have brought a firearm to school. The Board will apply disciplinary measures including expulsion for possession of any dangerous weapon on school property or at school-sponsored activities. This includes any knife, gun or firearm facsimile, or other objects that could be used to inflict serious bodily injury.

18. **Student Interrogations, Searches and Arrests (JIH)** – When a school official has reasonable grounds for suspecting that a search will turn up evidence that a student has violated either the law or Board policy, searches of a student, the student's personal property and school property may be conducted. Anything found that is evidence of a violation of law or Board policy may be seized. The superintendent may request a search conducted by a law enforcement officer. Searches by law enforcement will be conducted in accordance with the requirements of applicable law. If law enforcement officials request permission to question students when in school or participating in school activities, the students' parent/guardian as well as the superintendent or designee shall be present and the interrogation should be in private. The parent/guardian will be notified of the search as soon as reasonably possible. An administrative report shall be prepared by the school official conducting the search. Within ten days after the search, the student may appeal the search decision.

19. **Student Discipline (JK)** – The objective of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. A remedial discipline plan may be developed for any student who causes material and substantial disruption in any school activities. A student who causes a material and substantial disruption three times during the school year shall be declared a habitually disruptive student which may result in the student's expulsion.

20. **Use of Physical Intervention and Restraint (JKA)** – Physical intervention or restraint may be used by any school employee to prevent wrongdoing or physical injury, in self-defense or protection of others, to obtain possession of dangerous objects, or to maintain discipline in an emergency situation that threatens bodily harm. Corporal punishment shall not be administered to any student.

21. **Disciplinary Removal from Classroom (JKBA)** – A teacher may immediately remove a student from the classroom if the student's behavior violates the Student Code of Conduct, is dangerous or disruptive, or seriously interferes with the teaching/learning environment. This removal may be informal for a short period of time after which the student is allowed to return or a formal removal. Before formal removal, the student should be warned that continued misbehavior may result in being removed from the classroom and possibly suspended or expelled. Formal removal will result in notification of parents/guardians and may involve a student-teacher-parent conference. After three formal removals, a student shall be officially removed from the teacher's class for the remainder of the term and a loss of credit may occur.

22. **Expulsion Prevention, Suspension/Expulsion of Students, and Educational Alternatives for Expelled Students (JKG, JKD/JKE & JKF)** – The Board and its designee(s) shall consider the following factors in determining whether to suspend or expel a student: the student's age, the student's disciplinary history, the student's eligibility as a student with a disability, the seriousness of the violation committed by the student, the threat posed to any student or staff, and the likelihood that a lesser intervention would properly address the violation. For a student in preschool, kindergarten, first grade, or second grade, the Board and its designee(s) also shall determine that failure to remove the student from the school building through suspension and/or expulsion would create a safety threat that otherwise cannot be addressed and shall document any alternative behavioral and disciplinary interventions that it employs before suspending or expelling the student.

Students in preschool through second grade: The Board of Education delegates to the Superintendent of the school district or to a person designated in writing by the Superintendent the power to suspend a student in preschool, kindergarten, first grade, or second grade in that school for not more than three school days on the grounds stated in

C.R.S. 22-33-106.1 (2), unless the Superintendent or designee determines that a longer period of suspension is necessary to resolve the safety threat or expulsion is mandatory under law (see JKD/JKE-E).

23. **Screening/Testing of Students (JLDAC)** – Parents/guardians' consent is required before students respond to a survey, assessment, analysis or evaluation related to certain personal information listed in this policy. Parents/guardians' consent is also required prior to psychiatric/psychological assessment of students by certified school personnel. However, a student age 15 or older may consent to receive mental health services when rendered by a licensed person or facility. Special education evaluation is governed by state and federal law and is outside the scope of this policy.

24. **Student Records/Release of Information on Students (JRA/JRC)** – Student educational records and personal information may be reviewed by the parent/guardian upon written request and they have the right to request amendments of records that can be supported by appropriate evidence. The superintendent from other

districts or state agencies may request educational information. Disclosure of information requires written consent of parents/guardians; however, disciplinary information may be disclosed to any teacher who has contact with such students. Some information may be disclosed to Medicaid and criminal justice agencies. Directory information that may be released includes the student's name, date and place of birth, major, activity/sport participation, dates of attendance and degrees and awards received. Colorado law prohibits release of student telephone numbers and addresses. 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 parent/guardian or eligible student submits a written request that such information not be released. Disclosure of personally identifiable information can be made without consent to school officials and teachers and to officials of other school districts or postsecondary institutions.

**25. Sharing of Student Records/Information between School District and State Agencies (JRCA) –**

The Board may utilize all avenues under state law to obtain or share relevant student information when necessary to protect the safety and welfare of school district staff, visitors, students, property and the public.

**26. Crisis Management and Crisis Management Communication (KDE & KDEA) –** A crisis management plan has been prepared for disruptive events that threaten safety and security, whether or not they occur on school property. This plan includes written procedures for taking action, communicating with local law enforcement and emergency services, parents, students and the media. The plan includes staff training and aftermath services for staff/students affected by trauma. A spokesperson for the district will coordinate information gathering and dissemination to inform staff, the media and the public of what is happening as soon as facts can be verified.

**27. Relations with State Agencies (KLG) –** To enhance the safety and security of students, staff and community, the Board shall cooperate with law enforcement officials, the juvenile justice system and social services. This proactive effort includes protection of the civil rights of individuals as well as guidelines for contacting state agencies and periodic review of security and safe school plans.

**28. Violent and Aggressive Behavior (JICDD) –** In order to preserve the type of learning environment to which the students and staff of this district are entitled, thirteen behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the district.

**C. Staff Personal Security and Safety**

**(GBGB) Offenses against school employees**

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or any alleged offense under the "Colorado Criminal Code" by a student directed towards a teacher or school employee.

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the superintendent and the Board of Education.
2. The superintendent, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

**Communication of disciplinary information to teachers/counselors**

The superintendent shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

**Student Records/Release of Information on Students – Policy (JRA/JRC)**

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

### Content and custody of student education records

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

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

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

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

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

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

### Access to student education records by parents and eligible students

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

### Request to amend student education records

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

### Disclosure with written consent

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

- a. The specific records to be disclosed;
- b. The specific reasons for such disclosure;
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
- d. The method or manner by which the records will be disclosed; and
- e. The right to review or receive a copy of the records to be disclosed.

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

### Disclosure without written consent

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

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
  - a. For purposes of this policy, a "school official" is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit

personnel); a person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.

- b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official district business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
4. The disclosure is in connection with a student's application for, or receipt of, financial aid.
5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
7. The disclosure is to accrediting organizations for accrediting functions.
8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
10. The disclosure is to comply with a judicial order or lawful subpoena. Unless specified in the order or subpoena, the district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena.
11. The disclosure is of "directory information" as defined by this policy.

#### Disclosure of directory information

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

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

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

#### Disclosure of disciplinary information to school personnel

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

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



#### Disclosure to military recruiting officers

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

#### Disclosure to Medicaid

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

#### Disclosure to the Colorado Commission on Higher Education (CCHE)

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

#### Annual notification of rights

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

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

#### Governing law

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

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

### **Student Records/Release of Information on Students -- Regulation**

#### **(Review, amendment and hearing procedures)**

In accordance with policy JRA/JRC, this regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records.

#### Request to review student education records

1. The parent or eligible student shall submit a written request to the superintendent attended by the student, asking to review the student's education records.
2. Upon receipt of the written request, the superintendent or designee shall set a date and time for inspection and review of the records (usually within three working days after the request has been made).
3. The parent or eligible student shall examine the student's education records in the presence of the superintendent and/or other person(s) designated by the superintendent. The record itself shall not be taken from the school building.
4. During inspection and review of student education records by a parent or eligible student and when requested by them, the superintendent will provide personnel necessary to give explanations and interpretations of the records.
5. Upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a cost of \$0.25 per page.

#### Request to amend student education records

1. The parent or eligible student shall submit a written request to the superintendent, clearly identifying the part of the record to be amended and specifying why the record is inaccurate, misleading or otherwise violates the student's privacy rights.
2. The written request to amend the student's education records must be made in writing within 10 school days of the date the records were first examined by the parent or eligible student, unless additional time is granted by the district for good cause shown.

3. If the superintendent or school official denies the request to amend the student education record, the superintendent/school official shall notify the parent or eligible student of the decision and advise him or her of the right to a hearing to appeal the denial.

#### Request for a formal hearing

A request for a formal hearing must be made in writing and addressed to the superintendent of schools. The district's response to the request shall be mailed within 10 school days.

The hearing shall be held in accordance with the following:

1. The hearing will be held within 25 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certified mail.
2. The hearing will be conducted by the superintendent or administrative official as designated in writing by the superintendent. The official conducting the hearing shall not be the official who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.
3. Parents or eligible students shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
4. The official designated above shall make a decision in writing within 20 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
5. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
6. The decision shall include a statement informing the parents or eligible student of the right to place in the student education record a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by the district. If the student education record is disclosed by the district to any other party, the explanation shall also be disclosed to that party.

#### **Student Records/Release of Information on Students -- Exhibit**

##### **(Notification to Parents and Students of Rights Concerning Student Education Records)**

The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) 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 a reasonable time period after the request for access is made (not to exceed 45 days). See JRA/JRC-R.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. See JRA/JRC-R.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. See JRA/JRC.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district 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 20202-8520.

5. The right to refuse to permit the designation of any or all of the categories of directory information. See JRA/JRC.
6. The right to request that information not be provided to military recruiting officers. See JRA/JRC and JRA/JRC-E-2.

Errors or omission may occur in this Handbook. Official district policies are kept on file in the District office at 614 N. Silver Street, Lake City, CO 81235

