

# *King Elementary*

**6910 Defoe Avenue  
Colorado Springs, CO 80911**

(719) 391-3455 Main Office Line  
(719) 391-3456 Attendance Line  
(719) 482-6446 Text to Excuse 24/7

Office Hours: 7:45 a.m.- 4:15 p.m.  
Student Hours: 8:20 a.m.-3:20 p.m. (First Bell 8:15 a.m., Tardy Bell 8:20 a.m.)

Breakfast 8:00 a.m. to 8:15 a.m.

Breakfast

Free For All Students

Adult \$2.75

Lunch

Free For All Students

Adult \$4.75

**District Address:**

Widefield School District #3  
1820 Main Street  
Colorado Springs, CO 80911  
(719) 391-3000

# MARTIN LUTHER KING JR. ELEMENTARY

A Project Based Learning School

*One Team, One Dream*

*Where children think, learn, grow, and succeed every day.*

## Student Handbook

2025-2026



Gretchen Bitner, Principal

Rachel Camper, Assistant Principal

6910 Defoe Ave.

Colorado Springs, CO 80911

(719) 391-3455 or 3456

[www.king.wsd3.org](http://www.king.wsd3.org)

## **Widefield District #3 Mission Statement:**

To Learn, Grow, Achieve: Every Child, Every Classroom, Every Day

### **District Superintendent, Executive Directors and Directors:**

District Superintendent	Aaron Hoffman
Assistant Superintendent	Steffanie Howell
Executive Director of Secondary Student Learning	Shane Skalla
Executive Director of Elementary Student Learning	Tricia Bentley
Executive Director of Special Education	Rachel Lake
Executive Director of Assessments and Information Systems	Megan Houtchens
Director of Human Resources	Amy Roden
Director of Technology Services	Carlos Lopez
Chief Financial Officer	Terry Kimber
Chief Operations Officer	David Gish
Director of Parks & Recreation	Josh Tutje
Assistant Director of Special Education	Milly Melendez
Assistant Director of Special Education	Andrew Fenity
Assistant Director of Elementary Student Learning	Jennifer Bonds
Assistant Director of Secondary Student Learning	Levka Craft
Assistant Director of Human Resources	Stacy Blair
Assistant Director of Human Resources	Justin Lee
Director of Communications	Samantha Briggs

### **District Board of Education:**

President	Kelly Cutcher
Vice President	Michelle Hubbard
Treasurer	Tina West
Member	William "Wen" Dolphin
Member	Luis Ybarra Jr.

**King Elementary Staff**

Gretchen Bitner	Principal	Sandi Redinbo	Literacy Coach
Rachel Camper	Assistant Principal	Alicia Wadle	Gifted/Talented
Clint Moore	TOSA	Lana Garland	Title I Reading
Brandi Stutzman	Counselor	Jennifer Tello Salvador	ELL
Austin Walton	Campus Supervisor	Melissa Carey	Special Education
		Dawn Atwater	Special Education
Tina Krieg	Head Secretary	Nash Tarbox	Special Education-AN
Lindsi Miller	Attendance Secretary	Kalihah Fletcher	Speech/Language
		Rethwisch, Raquel	Speech/Language
Sarrah Hunt	Kindergarten	Jamie McFadden	Occupational Therapy
Victoria McNeill	Kindergarten	Kristin Hall	Physical Therapy
Megan Finn	Kindergarten		
Marissa Vargas	Kindergarten	Ceana Jaramillo	SPED Educ Assistant
		Julianna Reyes	SPED Educ Assistant
Kameron Hambly	First Grade	Nicole Maestas	SPED Educ Assistant-AN
Alex Pesut	First Grade	Antonette Reyes	SPED Educ Assistant-AN
Shana Sheridan	First Grade	Daylene Starnes	SPED Educ Assistant-AN
Jamie Calhoun	Second Grade	Brenda Goolsby	Music
Kaylee Humberson	Second Grade	Valeria Curtis	P.E.
Emily Montoya	Second Grade	Stephanie Hummer	Librarian
		Jacqueline Krablean	PBL Lab
Stephanie Badejo	Third Grade	Cassandra Janitell	Curiosity Lab
Herbert Cuevas	Third Grade		
Carol Doyle	Third Grade	Rob Starnes	Head Custodian
Katharine Morales	Third Grade	Enrique Diaz	Night Custodian
		Alex Carroll	Night Custodian
Karyssa Cowan	Fourth Grade	Geradine Coll	Kitchen Manager
Rachael Cross	Fourth Grade	Ruby Padilla Moreno	Kitchen Assistant
Cristina Richard	Fourth Grade	Kristina McDougal	Kitchen Assistant
Leilani Bower	Fifth Grade	Tashi Miller	School Psychologist
Maria Dunn	Fifth Grade	Courtney Pellegrino	SchoolSocial Worker
Greg Gizzi	Fifth Grade		
Danielle Kuennen	Fifth Grade	Kristye Perez	School Nurse
		Stefanie Delgado	Health Tech

## **DISCLAIMER**

There may be changes to items in the handbook based on guidance from the El Paso County Health Department and Widefield School District 3. Should any changes to scheduling, practices, or policies arise, the school will communicate with families via Remind messages.

## **ACCESS TO DISCIPLINARY RECORDS**

Teachers or counselors may examine student disciplinary records maintained by the building administrator for students with whom they have direct contact. Parents and guardians may also examine student records as provided by board policy and applicable law. Access shall be granted to the teacher, %counselor, or parent within a reasonable period of time following the request. Parents, guardians, and staff members shall be given written notice at the beginning of each school year regarding their opportunity to review student disciplinary records. Teachers and counselors shall not copy or take disciplinary records or information with them from the file and shall uphold district confidentiality policies.

## **ACCIDENT OR ILLNESS AT SCHOOL**

If a student is injured, it shall be his/her responsibility to inform a teacher or the office of the injury as soon as possible. In the event of a serious injury, all students should make it their responsibility to see that a teacher, or the office, is notified at once. A staff member will then take the proper steps to handle the particular situation. If the home/work number fails to answer when phoned, the emergency contact, family physician or hospital will be contacted. **Please be sure the school has up-to-date information on home and work phone numbers.**

## **ADMISSION**

When entering a school in the District for the first time, students are to present a birth certificate or other documentation to verify age. In accordance with Colorado Law, CRS 25-4-900, all students enrolled in public school are required to have a certificate showing required completion of immunizations. In addition, our school requires proof of residency. If a challenge prevents you from meeting these criteria, please see an administrator.

## **AGE REQUIREMENTS**

Entrance to kindergarten requires that a child be five years of age on or before October 1 following the opening of the school term. Entrance to first grade requires that a child be six years of age on or before October following the opening of the school term.

## **ASSESSMENTS**

Students participate in a variety of district and state assessments that provide diagnostic information and measure mastery of standards. The Colorado Measures of Academic Success (CMAS) assesses students on the grade level Colorado Academic Standards for English language arts, mathematics as well as in Science and Social Studies. The grade levels for the different assessments are determined by the Colorado Department of Education. Prior to testing, students and parents will receive testing information and schedules via the school website and newsletter. English proficiency for English Language Learners (ELL) will be determined using the WIDA-ACCESS assessment in grades K-12 during January and February. District assessments will generally be administered at the beginning, middle, and end of the school year to determine a student's "benchmark" status (mastery of grade-level standards and expectations). At this printing, elementary assessments include STAR grade 2-3, MAPS/NWEA for grades 4-5. Common formative assessments (grade level, school, and/or district created) may be used at the discretion of school and district to measure the progress of students as they work toward mastery of grade level expectations.

## **ATTENDANCE**

Regular attendance is vital to the ongoing continuity of the educational program. Make-up work never compensates for school attendance. We encourage consistent school attendance; however, please do not send your child to school if he/she is not feeling well. In determining whether or not an absence should be denoted as excused or unexcused, a school administrator may require suitable proof regarding the nature of an absence. According to WSD3 Student Attendance Policy (JH), excused absences are defined as the following:

1. A student who is temporarily ill or injured or whose absence is approved by the school administration on a pre-arranged basis.
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 activities of an educational nature with advance approval by the school administration.
5. Extenuating circumstances as approved by the school administration for reasons not defined above. Extenuating circumstances may include, but are not limited to, matters arising out of circumstances reasonably beyond the control of the student with due consideration for the alternatives available to the student, matters arising out of circumstances relating to the welfare of the school district or community, and similar matters relating to the welfare of the school district and students.

Attendance will be taken within the first 10 minutes of the school day. It will be our policy to notify parents of any students about whom we have had no report. Students will receive an excused tardy due to a doctor's appointment or other scheduled appointment only. **THIS POLICY IS FOR THE PROTECTION OF YOUR CHILD. IN ORDER TO MAKE IT MANAGEABLE, PARENTS MUST NOTIFY THE OFFICE IN ADVANCE OF ALL ABSENCES OR TARDIES. Please report any tardies/absences to the OFFICE at 719-391-3456 no later than 8:40 am.**

According to Widefield School District 3 Policy JH: [Student Attendance](#):

“When a student has an excessive number of absences, these absences negatively impact the student’s academic success. For this reason, a student who has 10% total absences in a school year, whether the absences are excused or unexcused, may be identified as “chronically absent” by the principal or designee. Absences due to suspension or expulsion will not be counted in the total number of absences considered for purposes of identifying a student as “chronically absent.”

If a student is identified as “chronically absent,” the principal or designee will develop a plan to improve the student’s attendance. The plan will include best practices and research-based strategies to address the reasons for the student’s chronic absenteeism.

When practicable, the student’s parent/guardian will participate in the development of the plan.”

The attendance protocol at King Elementary will follow the procedures outlined herein:

- At 10 Absences: an Attendance Letter will be sent home with WSD3 Policy, and information regarding what to expect at 20 Absences
- At 20 Absences: phone call from Administrator, an in-person meeting may be scheduled to develop an Attendance Improvement Plan, and information regarding 30 Absences
- At 30 Absences: the Administration team will decide on appropriate next steps

## BICYCLES/SKATEBOARDS/SCOOTERS

Skates/skate shoes (i.e., Heelys. etc.) are not permitted to be worn at school with functioning wheels. Wheels must remain hidden and unused during school hours. If these items are brought to school and used, they may be confiscated and may not be given back until either the end of a school term or until a parent comes in to retrieve them. This policy extends to field trips and riding the bus to and from school. Bikes, scooters, and skateboards are not to be ridden while on school property. We ask that these items be LOCKED on one of the provided racks outside the building to prevent theft.

## BIRTHDAY CELEBRATIONS (CLASS PARTIES, BIRTHDAYS, & SCHOOL-WIDE CELEBRATIONS DAYS)

Please check with your student's classroom teacher on how they will be observing class parties, birthdays, and school-wide celebrations.

**Outside shared food items including birthday treats are prohibited.** King Elementary will honor our students on their birthday with an announcement and a birthday book.

## BLUE FLAG DAYS

The term Blue Flag Day signifies school days where the temperature (including wind-chill) begins at 25 degrees or lower. When the blue flag is flown, students will be allowed to come inside early. To maintain consistency, each building shall use The Weather Channel app (Zip Code: 80911) to make the determination. If you drive your student(s) to school on cold days, we encourage you to drop them off as close to the morning bell as possible (8:15am). **Please remember that students are NOT allowed on the playground before 8:00 am.**

# BOARD POLICY

Board policies can be fully accessed by stakeholders by visiting us online at [wsd3.org](http://wsd3.org) and clicking on the “Board Policies” link under the Board of Education tab.

## BREAKFAST & LUNCH

All students in WSD3 will have access to free healthy, nutritious school meals again during the school 2025/2026 year.

Widefield School District 3 is participating in a Universal Lunch and School Breakfast Program for the current school year 2024/2025. If your children attend Widefield School District 3, breakfast and lunch will be available to them at no charge. All students enrolled in this district may participate in the breakfast and lunch program at no charge to them. Menus can be accessed by visiting the WSD3 Nutrition Services Website at [www.wsd3ns.com](http://www.wsd3ns.com).

For special diets and allergen needs contact your school's nurse.

### **Please fill out the Free and Reduced Meal Application.**

We ask all WSD3 families to complete the Free and Reduced Meal Application, during registration for the 2025/2026 school year. By providing this information, you will help our district access all available federal funding provided to school and contribute to the cost of meals. In addition, families who fill out the form may qualify to receive Summer EBT benefits as well as discounted school fees, class materials, bus passes, utilities support and more!

Free meals will still be provided no matter the outcome of the application and to families who do not fill out a form. You can access the Free and Reduced Meal Application here:

[Free Reduced Meal Application](#)

All household income information provided through this form is strictly confidential and protected by law. Only one form is required for all children in the household. Immigration, migrant citizenship or refugee status is not required when completing the form.

If you received a determination notification for the current school year, another application is not necessary.

Thank you for your support in helping maximize federal funding for our district and schools. If you have any questions or need help please call the Nutrition Services office at 719.391.3560..

## BUILDING ACCOUNTABILITY ADVISORY COMMITTEE

The Building Accountability and Advisory Committee (BAAC) provides parents, staff, students, and interested citizens an opportunity to participate in the planning and accountability process. The committee is asked to act in an advisory role to the principal, serving primarily as a representative group for the community between and within the school, the school community, and the district.

**Persons interested in serving on the committee are asked to contact the principal.**

## BULLYING

Bullying is a written or verbal expression, or physical or electronic act or gesture, or a pattern thereof that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student in the school building, on school grounds, in school vehicles, at school bus stops, and at school activities or sanctioned events.

A student who engages in bullying is subject to appropriate disciplinary action including (but not limited to) detention, loss of privilege, in-school detention, change in placement, out-of-school suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

# BUSES

School transportation is provided free of charge as a courtesy to all eligible students. The District is **not** required by law to provide transportation services to all students. Only those students assigned to a bus may ride.

Bus service will be provided for students who reside within the school's boundaries and live more than 1 ½ miles from King.

To provide safe transportation, all students riding in district vehicles must appropriately conduct themselves. The following guidelines have been established to assist students in fully using available services as well as provide a safe atmosphere for all.

## Safety Rules - Waiting for/Departing the Bus

- 1. Be on time at your designated bus stop** – Students shall be at their assigned bus stops FIVE (5) minutes before the bus is scheduled to depart. The bus cannot wait for those who are tardy.
- 2. Do not play in the street or on private property** – Wait for your bus in a safe place, well off the roadway. Respect other's property: Do not play in yards near the bus stop.
- 3. Wait until the bus comes to a complete stop before walking up to the bus to board.** Once the bus has come to a complete stop and the door is opened, enter in an orderly manner, give the driver your name for attendance, and take your assigned seat immediately.
- 4. When loading the bus at school, all students must be on their bus by departure time.** *For safety reasons, once the driver has closed the door and the buses have started to move, students will not be allowed to get on their bus.* Do not run after the bus.
- 5. Be alert to traffic when leaving the bus** – Students will need to remain seated until the bus has stopped and the parking brake is set. Exiting from the bus will be from the front door unless directed by the driver to do otherwise. Cross ten (10) feet in front of the bus. Follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location. With motorists' increased distractions while driving, the need to pay attention to the bus driver and follow their instructions is critical for student safety. Pick up after yourself and close your window. **Do not cross behind the bus at any time.**

## While on the bus:

**Follow the instructions of your school bus driver** – Treat everyone with courtesy and respect. Inappropriate conduct, use of objectionable language, or abuse of others will not be tolerated.

- 1. Do not extend objects, hands, or head out of the bus window.** Serious injury could result.
- 2. Eating or Drinking.** Due to allergies, health, and safety concerns, there will be no eating allowed on the bus. Water is ok to drink as long as it is in a nonspillable sealed container. No glass is permitted.
- 3. Remain quiet and orderly.** Students will be assigned to a specific seat. Stay seated; seat to seat, back to back. Do not distract the driver. Keep the aisle clear. Talk quietly while on the bus. Be completely silent at all railroad crossings.
- 4. Electronic equipment with a video display may be operated while on the bus** – Cell phone usage is limited to texting, video games, or listening to music (with earbuds) and the device does not become a distraction on the bus or other riders. The students need to hear driver instructions at all times.
- 5. Keep belongings in your backpack.** *Items **Not** allowed on the bus* – Glass, balloons, pets, knives, firearms or explosive items, any tobacco products, matches, lighters, or any item that is a safety risk, hazard, or disruption. No items exceeding 2 feet x 2 feet in size, including musical instruments, are permitted unless previously authorized by the School bus driver. Sharp objects should not be transported in a manner that could potentially damage the bus or cause harm to others. The bus driver holds the authority to request the removal of items from the bus.
- 6. Additional Information:** Violations of school bus rules will be handled on an individual basis in accordance with the school discipline code. If a problem continues, parents will be contacted and progressive action will be taken by the School officials. (See **below** for consequences.) Immediate loss of transportation may occur depending on the severity of the violation. Remember, school bus transportation is a **privilege, not a right**; school bus transportation can be suspended for willful misconduct or endangering the overall safety of the school bus, its occupants, or others.
  - **First Incident.** The driver will address the student at the earliest opportunity. The driver will contact the parent and request assistance in correcting the student's misconduct. A copy of the "Bus Conduct Report" will be sent to the school transportation point of contact (Principal/Assistant Principal/Dean).
  - **Second Incident.** The driver will address the student at the earliest opportunity. The driver will contact the parent and request assistance in correcting the student's misconduct. A copy of the "Bus Conduct Report" will be sent to the school transportation point of contact (Principal/Assistant Principal/Dean). The student may receive an in-school consequence.
  - **Third Incident.** The driver will address the student at the earliest opportunity. A Principal/Assistant Principal/Dean of Students or representative from the School will contact the parent and request assistance in correcting the student's misconduct. On this, third reported incident, the student will receive an in-school consequence and/or **may lose all district-provided transportation privileges for a period to be determined by a School Representative.** Parents are responsible for their child's transportation to and from school during this time.
  - **Fourth Incident.** The driver will address the student at the earliest opportunity. A Principal/Assistant Principal/Dean of Students or representative from the School will contact the parent and request assistance in correcting the student's misconduct. On this, fourth reported incident, the student will receive an in-school consequence and **may lose all district-provided transportation privileges for a period to be determined by a School Representative.** Parents are responsible for their child's transportation to and from school during this time. A copy of the "Bus Conduct Report" will be sent to the school transportation point of contact (Principal/Assistant Principal/Dean). A conference will be conducted by the School and Transportation Operations Manager to determine continued eligibility, **before reinstatement of the bus riding privileges.** The following individuals shall be in attendance: the parent/guardian, the student, and the bus driver.

- **Additional Incidents.** Additional incidents may result in removal from the bus for the **remainder of the semester or school year**. End-of-year violations/disciplinary actions may carry over to the beginning of the following school year. Parents are then responsible for their child's transportation to and from school.

**NOTE:** Immediate loss of transportation privileges may occur depending on the severity of the violation. (Violations may include, but **are** not limited to: weapons on the bus, drugs, smoking, physical violence, vandalism, actions that may adversely impact the safety of others, etc.) Violations may be subject to additional school/district administrative and/or disciplinary action. Willful damage to the bus or equipment may have the cost of repair assessed to the offender. Please contact the Transportation Office at (719) 391-3540 as needed.

## CELL PHONE/SMARTWATCH USE

Cellular phones: Although we understand that cell phones/smart watches are useful tools for parent/student communication, we must maintain an academic environment within the building. Cell phones/smartwatches must remain in student backpacks and are not to be seen or heard between the hours of 8:20 am and 3:20 pm, this includes recess times. Students causing a disruption within the classroom with a cell phone/smartwatch will be given consequences applicable to a disruptive student. The school will not be responsible for lost or stolen personal property. Repeat cell phone/smartwatch infractions will result in the phone being confiscated and appropriate consequences will apply.

## CHANGE OF ADDRESS/TELEPHONE #

The current addresses and telephone numbers of all students are necessary for proper accounting procedures. If a student's telephone number, place of residence, mailing address, babysitter, parent's place of employment or work number changes during the school year, the student or parent must report the changes and/or new telephone number to the school office or update it online.

## CHILD ABUSE AND/OR NEGLECT

A Colorado Statute (19-10-102 to 115) requires the reporting of these cases to the appropriate county department or local law enforcement agency.

In the child abuse bill enacted in the 1976 session, the "school official or school employee" is listed as one of the persons required to report abuse or neglect. The bill goes further to state that any person who is listed to report, who willfully fails to report a case of child abuse or circumstances, or conditions which would reasonably result in child abuse "commits a class two petty offense and upon conviction thereof, shall be punished by a fine not to exceed \$200.00 and shall be liable for damages proximately caused thereby." **No person who reports a case of suspected child abuse can be sued for making a good faith report.**

## CLASSROOM CELEBRATIONS

Unfortunately, we are not able to serve or give edible treats to our students for birthdays or any school celebration/party. Instead, if you wish to send in non-food goodies like: pencils, stickers, or little school appropriate toys, you are welcome to do so. If goody bags with food are sent in, teachers will not be allowed to pass them out, and they will be sent home at the end of the day.

## COMMUNICATION

1. **A monthly newsletter will be sent out on Remind and will be posted to the King Website: [king.wsd3.org](http://king.wsd3.org).** All calendar updates are also on the webpage. Please contact the school if you need assistance in setting up Remind.
2. Open House will be held in August every year. Parent Teacher conferences will be held at the end of the first quarter and third quarter (as needed), and at any other times during the year when necessary. Progress reports/Mid-terms are given out at first quarter conferences and are sent home at the end of the second, third, and fourth quarters.
3. Anytime you have a question about your child's progress at school, please contact your teacher directly.
4. We encourage you to call the school and check out facts when you hear a rumor.
5. We want you to be a part of King Elementary. Please feel free to call on us or any of the staff and let us know if we can be of any help to you.

6. Parents must register for the parent portal in Infinite Campus. Attendance can be checked in grades K-5. Grades can be checked in grades 4-5. Email [ichelpdesk@wsd3.org](mailto:ichelpdesk@wsd3.org) for an access code.
7. We communicate through Remind along with posting information to the school website.

## COMMUNITY USE OF THE BUILDING

Any citizen, club, or organization within Widefield School District #3 boundaries may request use of the building/grounds, subject to the regulations for such use as approved by the Board of Education. Information on use of facilities may be obtained by contacting our office at 391-3455 or 391-3456.

## COUNSELING

The Counseling Services will further help reach the needs of each individual student. The counselor is a catalyst for the teacher/student/parent relationship. The three major functions of the counselor are:

1. Coordination of the Counseling and Social Emotional program
2. Counseling with students
3. Consultation with faculty and parents

The goals and concerns of the Counseling and Social Emotional program are committed to the development of all children. Professional counselors realize these goals through the combination of counseling, consulting, and coordinating the program activities in the counselor's program--a program that should provide dynamic and worthwhile learning experiences for all children. Professional counselors do not supersede the home, but rather complement and implement in terms of the objectives and goals of American education. The counselors are concerned with the developmental needs of children; the counselors provide opportunities for the child to deal with tasks of learning which are consistent with his/her needs and abilities. We would encourage parents and children to contact our counselor any time at 391-3464.

## DANGEROUS WEAPONS IN THE SCHOOL

The Board of Education determines that possession and/or use of dangerous weapons as defined in this policy is detrimental to the welfare and safety of students and school personnel within the District.

Carrying, bringing, using, or possessing any dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited unless permission has been granted by the school administration. For purposes of this policy, a dangerous weapon shall include a weapon or device capable of producing death or serious bodily injury or which, in the discretion of the school administration, poses a threat to school personnel or students. Examples of dangerous weapons include, but are not limited to revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, incendiary device, any knife or noxious substance. Violations of this policy shall be cause for a parental/guardian conference and/or for contact with an outside agency. The student will be suspended from school and may be recommended for expulsion. The expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon in a school building or on school property as provided by state law.

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis, and in accordance with state and federal laws.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms. This policy shall also apply to any replica of a gun or firearm, or any other object, which may be or is intended to be used to represent a gun or firearm, to convince an individual or group individuals that such replica or other object is a gun or firearm or to frighten or intimidate an individual or group of individuals.

(BOARD POLICY JICI)

## DISMISSAL

Children are to go directly home after dismissal from school or special activity. No one will be allowed to remain on the school grounds unless supervised. Please remind your children not to go to anyone's house after school without making prior arrangements with you. **IF STUDENTS ARE DETAINED AFTER SCHOOL FOR LONGER THAN 15 MINUTES, PARENTS WILL BE NOTIFIED and TRANSPORTATION IS THE RESPONSIBILITY OF THE PARENT.**

## **DISMISSAL DURING SCHOOL HOURS**

1. Students **MUST** be signed out by a parent or guardian in the office before leaving school.
2. Under no circumstances are students to be excused directly from their classroom or playground.
3. Emergency contacts are allowed to pick students up if they are listed on the student's information sheet in Infinite Campus. However, parents must contact the office to arrange for others to pick up their child.
4. No student will be called out of the classroom to wait in the office for a parent's arrival. Students will only be called from the classroom once the parent/guardian is in the building, so as to minimize interruption of instructional time and ensure the safety of our students.

**There will be NO early checkout between 3:00 and 3:20 pm.**

## **DRESS CODE**

Attire, styles, and appearance for King Elementary students are those which are not detrimental to the learning environment in the school and the safety and general welfare of all students and faculty. The school policy is as follows:

**"Student dress and grooming shall conform to responsible standards of neatness, cleanliness, and modesty."**

King will maintain a conservative approach to student dress. All clothing must be worn as intended by the manufacturer and is considered inappropriate if it reveals traditionally private areas of the body, including but not limited to the stomach, buttocks, back, or chest. Additionally, headwear such as hats and beanies is not permitted inside the school building. Any attire that is sexually suggestive, advertises a pro-drug/alcohol message, displays weapons (i.e.- guns, knives, brass knuckles, etc.), or suggests any gang promotion or involvement is inappropriate and will not be allowed on school grounds. If you question whether or not your appearance or dress is acceptable, it is probably not in harmony with the intent of the rules. Anything that disrupts the learning process will be considered inappropriate. Willful disregard for school rules may result in suspension from school. (Board Policy JICA)

## **DUE PROCESS**

The determination of valid and rational rules and regulations for the operation of a school district rests primarily with the Board of Education. The guidelines, procedures, and policies for balancing individual interests, when constitutional rights are involved, are available to all persons in the public school community, regardless of status. Students and parents are encouraged to consult with their school principal if there are any questions regarding due process in:

1. Special Education; 2. Suspension, Expulsion, Denial of Admission; 3. Student Records; 4. Non-discrimination/Equal Educational Opportunity, or 5. Section 504.

## **ELECTRONIC EQUIPMENT, TOYS, and PERSONAL ITEMS**

Electronic equipment (handheld gaming systems, stunner devices, laser pointers, iPods, mp3 players etc.) and toys/ personal items (including trading cards, personal sport's equipment, stuffed animals, etc.) are not to be brought to school. If these items are brought to school, they may be confiscated and may not be given back until either the end of a school term or until a parent comes in to retrieve them. The school will not be responsible for lost or stolen personal property. This policy extends to field trips, and riding the bus to and from school. Please note, personal technology used for academic purposes may be allowed pending approval by administration and individual classroom teacher(s). Please read "Cell Phones" for additional information regarding mobile telephones. The school will not be responsible for lost or stolen personal property.

# EMERGENCY SCHOOL CLOSING

The primary method to notify all district employees, parents, and students of school closing is on the *Remind* App. Consult local stations and our district website, [wsd3.org](http://wsd3.org) for information.

WSD3 WILL:

- Make inclement weather decision(s) based on students' safety.
- Make the decision as to whether school will be closed and announce that decision no later than 6:30 a.m. on radio stations and TV stations.
- Not penalize students if parents keep them home or pick them up from school on questionable days.

In the event the decision made earlier is to open schools and the storm worsens unexpectedly, WSD3 will:

- Inform the same media, as stated above, that schools will dismiss students early.
- Keep buildings open as long as necessary to evacuate all students safely.

**Parents are expected to...**

- Be responsible for custody of children
- Decide whether or not to send children to school on threatening, stormy days.
- Listen for an early dismissal announcement.
- Make sure children know what to do and where to go if dismissed early.
- Know that students may be dismissed earlier than normal.
- Not rely on telephones to make last minute arrangements for their children. *(Lines tend to malfunction and be overloaded during storms and in the event of a power failure the telephones do not work.)*

**Two-Hour Late Starts**

*If an emergency closing is declared by the superintendent for part of the day only, a two-hour late start may be used. Whenever feasible, a two-hour late start will be announced by 5:30 a.m. through the same channels as a school closure. These channels include the Remind app., television, radios, and the district's website.*

*When district officials announce a two-hour late start, all start times, bus pickup times and other standard schedules will be moved back by two hours. No breakfast will be served on two-hour late start days.*

# EQUAL OPPORTUNITY/NON DISCRIMINATION

WSD3 complies with all state and federal regulations prohibiting discrimination on the basis of race, color, national origin, creed, religion, age, sex, and disability. WSD3 is an equal opportunity employer. Inquiries concerning the application of Title IX, Section 504, or Title VI may be referred to the WSD3 administrative office at 1820 Main Street, Colorado Springs, CO 80911; or to the Regional Director of Education, Office of Civil Rights, 1961 Stout Street, Denver, CO 80294.

# FIELD TRIPS

The Board of Education of Widefield School District #3 encourages the planning and implementation of field trips, out of building educational activities, and extracurricular activity trips, and will, within available funds, support these activities. The Board also emphasizes that the field trip must be closely related to the purpose of the approved course of instruction and that when a field trip is taken, it is done under the assumption that it is the most appropriate method or technique available for accomplishing the instructional goals of the course or the activity. Determinations regarding the appropriateness of a field trip, necessary modifications and/or accommodations, and other matters concerning students with disabilities shall be made by the students' IEP or Section 504 team. (Policy IJOA)

Schools require permission slips for student attendance at field trips. Permission slips may vary depending on the nature and physical terrain of the field trip.

## **FIRE DRILLS/TORNADO DRILLS/EMERGENCY DRILLS**

Fire drills, tornado drills, and emergency drills have been scheduled periodically throughout the school year. Our aim is to evacuate the building or move students to a safe location within the building in an orderly fashion, and to have all students in their proper place as quickly as possible.

## **GIFTED EDUCATION**

The Board of Education is dedicated to providing comprehensive programming for the identification and education of gifted students. Gifted students are those students between the ages of four and twenty-one whose aptitude or competence in abilities and talents and potential for accomplishments in one or more domains or areas of giftedness, as defined by state board rule, are so outstanding that he or she requires special provisions to meet his or her educational programming needs. The Board believes that a quality instructional program that differentiates curriculum and instruction is essential so all students can learn and grow at their level of potential. (Policy IHBB)

If you have questions regarding your school's gifted education program, please contact a school administrator.

## **HABITUALLY DISRUPTIVE STUDENTS**

Students who have been suspended three times during the school year for causing a material or substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events, may be declared habitually disruptive students. The student and parent/guardian will be notified in writing of each suspension that counts toward declaring a student habitually disruptive.

No student shall be declared habitually disruptive prior to the development of a remedial discipline plan. This plan shall be developed in accordance with state law. The remedial discipline plan may be developed after the first suspension for a material and substantial disruption and may be reviewed and modified after the second suspension. (District Code: JK)

Note: Complete policies are available in the school office

## **HEALTH HISTORY**

An updated health history form is required yearly. This form is part of registration for new students. Returning students will receive forms at the beginning of each school year.

## **HOMEWORK**

Your child should develop the habit of personal responsibility for his/her schoolwork. It is wise to spend some time each day forming good study habits at home.

Homework can be work not finished in school, special assignments, and long term projects. We want homework to be meaningful, not busy work. If at any time you have questions regarding your child's homework, please do not hesitate to contact his or her classroom teacher.

## **ILLEGAL SUBSTANCES/ITEMS**

No student shall have in his possession (possession shall mean having on the student's person, or retaining in the student's desk or backpack) while on school district property or while attending school district activities substances or items such as the following:

1. Alcoholic beverages
2. Any controlled substance as defined in Colorado Revised statutes 12-22-309.
3. Any substance which is accepted or represented to be a narcotic drug or which is a simulated narcotic drug.
4. Material which is illegal to possess under any local, state or federal law or ordinance.

5. Property which is stolen or improperly retained.
6. Any material or thing which might reasonably present a threat to the health, safety, or welfare of the school, staff or students. This listing shall be considered illustrative and not exclusive. (District Code: JICH & JICI)

## **ILLNESS**

Students will be monitored each day for symptoms of illness. For the protection of all students, those who are sick or have symptoms of a contagious disease will be sent home. Parents will be contacted first. When winter weather is here, it seems advisable to remind you that if your child is not feeling well in the morning, he/she will be much more comfortable staying at home for the day rather than risking the chance of exposing other children to the illness. It is our feeling that if a child is ill enough to be kept in during a morning, lunch or afternoon recess, he/she is really ill enough to be kept at home for the day.

## **IMMUNIZATION REQUIREMENTS (SEE ACIP SCHEDULE)**

All students are expected to have immunizations up to date prior to the first day of school. Please check with your student's school to make sure that all of the shots your student has had are on file at the school. Doctors' offices do not send updates – we must rely on parents for updates. If your student is not up to date, an immunization plan will be written and you will be given a short period of time to have your student brought up to date. Students out of compliance may not be allowed to attend school as required by the Colorado Department of Health. Please contact the school office and request to talk to the school nurse or his/her designee if you have any questions regarding immunization. Colorado law requires that children going to school be immunized against vaccine-preventable disease. Colorado follows the immunization schedule approved by the Centers for Disease Control and Prevention (CDC) and other physician groups who recommend that health care providers follow this schedule. It is called the Advisory Committee on Immunization Practices or the ACIP schedule. A new House Bill (HB14-1288) was passed in May 2014 and requires schools and childcares to calculate immunization and exemption rates for their enrolled students.

See the attached ACIP schedule of immunizations provided in this document for additional details.

## **INSURANCE**

The School District will not assume responsibility for payment of doctor, hospital, or ambulance costs resulting from injuries incurred on school property or at school functions during school hours. Each year the Board of Education authorizes an insurance company to sell life, accident, and dental insurance to provide for student coverage at very low rates. The information concerning this insurance is available for families. The purchase of insurance under this program is at the option of parents/guardians and becomes effective upon completing the application and payment of the premium. Participation in this program is strongly encouraged. Widefield School District 3 encourages parents to provide some type of insurance coverage for their children.

## **INTERNET AND EMAIL**

The Widefield School District desires for your student to have an information rich education. We believe this requires all students to have access to the Internet at school. Our board policy regarding the Internet has changed to reflect this philosophy. Under the new Board Policy JS-Student Use of Internet Electronic Communication, we no longer require parent permission before we will let your student access the Internet at school on a school owned device. Instead, we expect that students will use the Internet unless you as the parent/guardian explicitly and annually submit the Annual Internet Opt-Out Form (See Board Policy JS-E) and return it to your student's school. Questions regarding this policy may be directed to building administrators. Improper use of the Internet and/or Email will result in loss of Internet privileges and possible suspension from school. If you have any questions or comments regarding internet safety and appropriate use of technology, please contact a school administrator.

## LIBRARY

All classes will be scheduled at a time for the library. The librarian will teach the children how to check out books, the proper use of reference materials, and the proper care of all library books and materials. If the children lose or damage a book, parents are responsible to pay for it. The amount to be paid depends on the age and condition of the book. Let us impress upon the children the importance of returning books on time and of treating books with respect and care.

## LUNCHROOM BEHAVIOR

King Elementary utilizes components of the Positive Behavioral Intervention and Supports (PBIS) philosophy, which emphasizes Respect, Organization, Attitude, Responsibility and Safety (ROARS) throughout the school day. Students will be expected to demonstrate ROARS behavior in the lunchroom.

## LOST AND FOUND

Please mark items with a **first and last name** that children might lose such as coats, gloves, boots, etc. If your child does lose something, please notify the school and we will assist them in finding the article(s). Unclaimed items will be given to local charities at the end of each quarter. Our school cannot be responsible for lost or stolen items.

## MAKE-UP WORK

If your child is absent from school for any period of time, make-up work should be picked up from the front office **after school**. Please make prior arrangements with your child's teacher through *Remind* for obtaining make-up assignments. If your child will be absent from school for an extended period of time due to family emergency, vacation, lengthy illness etc., the homeroom teacher will compile the work your child has missed and the assignments will be given to your child the day he/she returns to school. Your child will be given two school days for every day missed to complete the assignments.

## MEDICATIONS

Parents are encouraged to administer medication to their children at home. Medication may be administered by school personnel under the appropriate administrative procedures. Whenever personnel are involved in administering medication to a student, the school nurse, or the school nurse's designee may administer the medication in compliance with the following regulations:

1. Written authorization and instructions signed by the parent AND physician will be required. The student medication form is available upon request in the main office.
2. The school nurse or school nurse's designee will keep a record of the administration of medication in a secure area.
3. The student's parent/guardian will assume responsibility for informing the school of any changes in the child's health or change of medication.
4. Medication will be administered only at the designated time. It is the responsibility of the student to come to the office to receive medication.
5. Students are not permitted to possess medication of ANY KIND (prescription or over the counter) on school grounds.
6. School personnel are not permitted to issue or administer medication unless all of the necessary paperwork is on file.

NOTE: WSD3 retains the right to reject requests for the administration of medication.

## OFFICE TELEPHONE

Students are asked to use the office telephone only in cases of emergency. Students will not be called out of class to receive phone calls at the office.

## **OPEN BOUNDARIES**

A parent or guardian who would like his/her son or daughter to attend an elementary or secondary school other than the one to which he/she is assigned may complete an open boundaries request. The request (and accompanying paperwork) must be initiated at the sending school. Each request will be processed by the sending and receiving building principals, and factors such as space availability, staffing, and instructional programs will be considered. The students residing in the attendance area for a designated school will be given preference when enrolling in that school. Note: WSD 3 will not provide transportation for those students who attend a school which is different from their designated attendance area school.

## **OUT OF SCHOOL SUSPENSION (DISTRICT CODE: JICDA)**

Students are expected to complete their schoolwork during Out of School Suspension at the elementary level. They will receive full credit for work completed upon return (or as agreed upon by the building principal). During suspension, the student may NOT be on any WSD3 campus.

## **PARENT ENGAGEMENT IN EDUCATION**

The Board of Education believes that the education of each student is a responsibility shared by the school as well as parents. The Board recognizes the need for a constructive partnership between the district and parents that provides for two-way communication and fosters educational support for students and parents. In this policy, the word “parent” also includes guardians and other members of a student’s family involved in the student’s education. In keeping with these beliefs, it is the intention of the district to cultivate and support active parental engagement and to set and realize goals for parent-supported students' learning. (Policy KB)

Schools will encourage parents to participate in the following activities: consult with and encourage parents to share in school and district planning and the setting of objectives, helping parents understand the educational process and their role in supporting student achievement, informing parents of school choices and learning opportunities, providing opportunities for parents to be informed about their student’s progress, providing appropriate avenues for parents to find support in their role, and encouraging formal organizations for parents at each school building as well as at the district level.

## **PARENT TEACHER CONFERENCES**

Parent-teacher conferences will be held at the end of the first quarter for all students. Third quarter conferences will be held for students as needed.

## **PARENT TEACHER ORGANIZATION**

We invite all King Parents and staff members to join us in making this a wonderful school year. Any parent or guardian of a student is welcome to join our PTO. Meetings will be held on Wednesdays from 3:30-4:30 p.m.. Check the calendar for scheduled meetings. Watch your Remind messages for scheduled meetings.

The PTO email address is [WSD3KingElementaryPTO@gmail.com](mailto:WSD3KingElementaryPTO@gmail.com)

## **PETS**

Pets are not allowed on the school grounds. For the safety of students and families, we request that all pets remain off school property. Runaway pets can be potentially damaging to the welfare of the students. If a runaway pet arrives at school, parents may be called and asked to assist the school in keeping pets off of the playground. Pets found unattended on school grounds may be turned over to the humane society.

## PHYSICAL EDUCATION (P.E.)

Organized physical education will be provided for children in kindergarten through fifth grade. If for any reason your child cannot participate in P.E., please send a physician's note stating the reason he/she cannot participate.

## PHYSICAL EXAMINATION

Physical examinations by doctor/physician are recommended of:

1. All kindergarten and first grade students entering school in Widefield School District #3 for the first time.
2. Any student who in the opinion of school officials should be examined for the well being of that individual or his/her classmates.

The district form for a physical exam may be obtained from the school office or from the district administration building.

## PLAYGROUND RULES

King Elementary utilizes components of the Positive Behavioral Interventions and Supports (PBIS) philosophy, which emphasizes Respect, Organization, Attitude, Responsibility and Safety (ROARS) for all throughout the school day. Students will be expected to demonstrate ROARS behavior on the playground.

## POSITIVE BEHAVIORAL INTERVENTION and SUPPORT (PBIS)

At King, we attempt to create the best climate possible for students to learn and achieve. As a result, our behavioral expectations for students are high. We follow a multi-tiered systems of support, called Positive Behavioral Intervention and Support (PBIS), to identify processes and practices that support children's positive behavior. PBIS is short for Positive Behavioral Intervention and Supports. This language comes directly from the 1997 reauthorization of the Individuals with Disabilities Education Act (IDEA). PBIS is based on principles of applied behavior analysis and the prevention approach and values of positive behavior support. Schools that implement PBIS have a leadership team that meets regularly to discuss and implement the use of school-wide strategies and programs to positively impact learning environment structure, discipline, and character education.

This includes the following:

1. A common school-wide purpose and approach to expectations for behavior
2. A small number of positively stated expectations for all (ROARS= Respect, Organization, Attitude, Responsibility and Safety)
3. Procedures for teaching and reteaching expectations
4. A continuum of procedures for encouraging expected behavior (model and practice)
5. Recognition and positive reinforcement for students who follow the schoolwide expectations (Cougar Club and ROARS awards)
6. Ongoing evaluation of program effectiveness

Consequences will be given if behavioral expectations are not followed. Based on each individual child, their discipline referral history and the severity of the offense, we make every attempt to go through a discipline progression to remediate student behavior. Below are listed the most common consequences used at King to address student behavior:

- Conference with student/ Verbal Reprimand: Draw the student's attention to minor misbehavior
- Revoke Privileges: Students may miss recess privileges or another form of structured or unstructured activity.
- Lunch and Recess Detention: Students will eat their lunch in the front office and will remain there until the end of the lunch/recess period.
- In-School Detention/Suspension (ISS/ISD): ISD/ISS is a program designed to deal with substantial or repeated misbehavior by a student. Students placed in ISD/ISS receive their normal daily assignments to work on so they don't fall behind academically. Students have no social privileges and are expected to only do school work. Misbehavior in ISD/ISS may result in out-of-school suspension. Students are not allowed to participate in any extra curricular activities for the duration of their ISD/ISS assignment.
- Out-of-School Detention/Suspension (OSD/OSS): OSD/OSS is for significant and/or repeated misbehavior. Homework will be required of students who receive an OSS.
- Confiscation of Personal Items: Parents are encouraged to pick up confiscated items provided the items are not in violation of Colorado Law and/or School Board Policy. Please see an administrator if you have questions regarding confiscated items.

This is not a limited list of consequences however they are the most commonly used. Parents will be called whenever students are sent to the office for disciplinary reasons.

## **PROGRESS REPORTS AND MIDTERMS**

To inform you of the progress your child is making in school we have mid-term reports that are sent home after the first four weeks of each quarter. This makes it possible to target problem areas and provides time for students to remedy problems/concerns. Parent-Teacher Conferences to discuss your child's progress with the teacher will be held at the end of the first quarter, and if needed at the end of the third quarter. Progress reports are sent home at the end of each quarter. Any time you have questions about your child's progress, please call or come in to talk with us as we value your input.

## **PROMOTION AND RETENTION**

Promotion and retention of any student shall be based on factors that contribute to the benefit of the student. Some factors to be considered prior to making a recommendation for promotion or retention are: academic performance, previous recommendations, previous promotion/ retention, student social emotional development, parental conferences, attendance, and other specified reasons. (District Policy IKE-RA) A conference will be held between the parents and school personnel to discuss the possibility of promotion or retention.

## **RECESS**

Recess is one of the school's regularly scheduled activities. All children are expected to go outside for recess unless the weather does not permit an outdoor recess. Fresh air and physical activity allow the child to perform better during the regular school day. If your youngster is too ill to participate in the regular school activities, we encourage you to keep him/her home until he/she has recovered from illness. Students will only be permitted to stay in for recess if a note that states the reason for the restriction is sent to the office each day as necessary.

## **RAPTOR VISITOR MANAGEMENT SYSTEM**

RAPTOR is a visitor registration system that enhances school security by reading visitor drivers' licenses, comparing the information to a sex offender database, alerting school administrators if a match is found, then (if no match is found) printing a visitor badge that includes a photo.

### **How does it work?**

Drivers' license information is compared to a database that consists of registered sex offenders from all 50 states, including Colorado. If a match is found, school administrators and law enforcement personnel are notified immediately and will take appropriate steps to keep the school safe.

### **Why is the Widefield School District using this system?**

Safety of students is the district's highest priority. One of the most flawed security measures in schools is the handwritten log for school visitors. Many individuals visiting the school write their name illegibly or write a different name. Even with an accurate written name, the school knows nothing about the visitor or if they should be allowed in the school.

### **What other information is the school taking from drivers' licenses?**

RAPTOR is only scanning the visitor's name, date of birth, partial license number, and photo for comparison with a national database of registered sex offenders. Additional visitor data will not be gathered and no data will be shared with any outside company or organization.

## **ROAR'n AWARDS**

ROAR'n Awards is an opportunity for students to earn certificates and rewards based on academics and behavior. There are two assemblies during the year; one will be held at the end of the second semester, and the other will be held at the end of the fourth semester.

## **SAFETY TIPS FOR THE KING COMMUNITY**

1. Figure out the safest route to school and have your child follow it.
2. Teach your child to WALK across the street and in the safety crossing area. The biggest hazard for children in the streets is the one they create by running. Parents, we ask you to do the same.
3. Encourage your child to come home from school immediately. Loitering children often get into unsafe situations.
4. **TEACH YOUR CHILD, NEVER TO CONVERSE WITH A STRANGER, NEVER TO ACCEPT A GIFT FROM A STRANGER, AND NEVER TO GET INTO A CAR WITH A STRANGER.**
5. Always be sure your small children carry identification in the form of the parents' names, address, and telephone numbers.
6. Vehicles need to stop for stopped school buses with stop signs or flashing lights.

## **SECTION 504**

Section 504 is an act that prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The act defines a person with a disability as anyone whom:

- Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working);
- Has a record of such impairment; or
- Is regarded as having such an impairment.

In order to fulfill obligations under Section 504, Widefield District 3 has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

## **SECURITY CAMERAS**

Widefield School District is committed to the safety of all students and staff. Entry doors for visitors are established and monitored by security cameras at every building. Doors will remain locked at each site during instructional hours. Visitors should have a photo ID ready before pushing buttons for service at entry doors. After gaining admission, visitors must sign-in and obtain a visitor badge directly at the office.

## **SEX OFFENDER INFORMATION FOR PARENTS**

Parents may obtain information collected by law enforcement agencies related to registered sex offenders by contacting the El Paso County Sheriff's Office at 520-7333. Legal Ref.: CRS 22-1-124

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

The Family Educational Rights & 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 educational record as follows: 1) the right to inspect and review the student's records; 2) the right to request to amend the student's educational records; and 3) the right to consent to disclosure of personally identifiable information contained in the student's educational records, except as authorized without consent; 4) the right to file a complaint with the U.S. Department of Education; 5) the right to refuse to permit the designation of any or all of the categories of directory information; 6) the right to request that information not be provided to military recruiters.

The district is permitted by law to disclose information regarding students. Directory information may include the student's name, date and place of birth, major/minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, the most recent and previous schools or institutions attended, and other similar information. The parent or eligible student, however, has the right to refuse to permit the disclosure of any or all directory information and may submit an objection in writing to the superintendent or designee within twenty (20) calendar days of publication of this notice.

Disclosure of personally identifiable information can be made without consent to the following: 1) school officials working in the school at which the student is enrolled who have a specific and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly learning environment; 2) officials of another school, school system or post secondary institution in which the student seeks to enroll; 3) authorities named in FERPA including comptroller general of the United States, secretary of education, and state educational authorities; 4) institutions connected with a student's application for or receipt of financial aid; 5) a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district; 6) educational testing and research organizations; 7) accrediting agencies for the purpose of accreditation only; 8) parents of students over 18 years of age who are dependent for financial income tax purposes; 9) emergency situations; 10) anyone if required by a court order or subpoena; and 11) parties to litigation or if the district initiates legal action against a parent or student. (See board policy IKA for further information.)

## **STUDENT SEXUAL HARASSMENT**

Students have a right to a school environment free of sexual harassment. Widefield District 3 policy states, "Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. It shall be a violation of policy for any student to harass other students or staff through conduct or communications of a sexual nature. The school district refuses to tolerate offensive or inappropriate sexual behavior in the school, including:

1. unwelcome sexual advances and/or sexual acts or favors
2. verbal or nonverbal behavior, including "kidding," which is demeaning or abusive;
3. the use of vulgarity by anyone when addressing another either verbally or in writing;
4. hazing of any form;
5. other verbal or physical contact of a harassing nature.

Any student who has a complaint of sexual harassment at school shall report the incident immediately to his/her counselor or building administrator.

## **STUDENT USE OF INTERNET ELECTRONIC COMMUNICATION**

The Widefield School District desires for your student to have an information rich education. We believe this requires all students to have access to the Internet at school. Our board policy regarding the Internet has changed to reflect this philosophy. Under the new Board Policy JS-Student Use of Internet Electronic Communication, we no longer require parent permission before we will let your student access the Internet at school on a school owned device. Instead, we expect that students will use the Internet unless you as the parent/guardian explicitly and annually submit the Annual Internet Opt-Out Form (See Board Policy JS-E) and return it to your student's school. Questions regarding this policy may be directed to the Department of Technology and Information Services at 719-391-3023 - violation of WSD3 Policy [JS](#) could result in a consequence as deemed appropriate by school administration.

## **TEXTBOOKS**

The textbooks used by the students are supplied by the Board of Education and are the property of the school. Each student should take very good care of the books issued to him/her. Students are responsible for all textbooks and other school materials at all times and must pay for lost or damaged items.

## **TOBACCO-FREE POLICY**

In order to promote general health, welfare, and well-being of staff and students, smoking, chewing, vaping or other use of any tobacco products by staff, students, and members of the public shall be banned from all buildings, grounds and district vehicles in Widefield School District #3.

## **VIOLENCE-FREE WORKPLACE**

It is the goal of Widefield School District #3 to maintain a work environment free from acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the district or which occur on district property. (District Code: GBEE)

## **VISITORS**

Widefield School District encourages parents/guardians and other citizens to visit district classrooms, activities and functions to observe the work of the school district. Specific procedures have been established to facilitate a positive experience for visiting members of the community and the staff and students of our school. Please request a copy of the Visitors to Widefield School District 3 Schools and Facilities guidelines in the front office. All visitors and volunteers are required to sign in at the office immediately upon arrival at the school and wear a visitor tag.

## **VOLUNTEERS**

Widefield School District recognizes and appreciates the volunteer services provided by the members of the community and student service program providers. To facilitate the ongoing relationship between volunteers and to promote the safety and welfare of students, staff, and the general public, guidelines have been established and shall be adhered to by all volunteers in Widefield School District schools and facilities. Volunteers may be required to submit to background checks. King Elementary welcomes all volunteers to support our academic community. Although we do not utilize volunteers inside classrooms, we encourage you to partner with your student's classroom teacher to sign up for special events and activities.

## **WAIVER (BOUNDARY WAIVERS)**

School of Choice & Boundary Waiver Information:

If you live within Widefield School District 3 boundaries and plan on attending a school other than your home school, you must complete a School of Choice Permit Application. Applications are available in the offices of all District 3 schools. They must be completed and returned to the school you wish to attend by the last school day in February. A copy of your child's most recent transcript or report card will be required.

If you are currently attending a school in District 3 on a School of Choice of Permit and would like to continue your education in District 3, you must reapply and return the permit to the appropriate school by the last school day in February. A copy of your child's most recent transcript or report card will be required.

If you live outside of Widefield School District 3 and wish to attend a District 3 school, a School of Choice permit must be completed and returned to the school you wish to attend by the first Friday in May. A copy of your child's most recent transcript or report card along with a copy of his/her birth certification and immunization record will be required. Attendance and behavior is another component considered when determining if boundary waiver will be accepted.

A School of Choice Permit Application must be completed and returned every school year to the school you wish to attend.

If your student's application is received after the appropriate due date, his/her name will be placed on a waiting list.

Option: CHOICE ENROLLMENT & BOUNDARY WAIVERS

Policy JFAB & JFBA | The Board of Education has established general guidelines for parents/guardians who want their students to attend a school other than the school in their attendance area. Parents/Guardians requesting a permit must complete and submit the Boundary Waiver Enrollment form and provide supporting documentation to the school you wish your child to attend. Completed Boundary Waiver forms should be submitted to the Principal's Secretary at Mesa Ridge High School.

# WITHDRAWAL FROM SCHOOL

If you are planning to move during the school year, please notify the office **at least one week in advance** so that your child's records can be processed. School personnel will request that you complete an Official Notification of Withdrawal form to aid us in processing your student's withdrawal as quickly as possible.

## SUMMARY STUDENT CONDUCT AND DISCIPLINE CODE FROM COLORADO SCHOOL LAW AND DISTRICT POLICY

### I. Philosophy

In accordance with state law, the General Assembly finds and declares that every student in a public school in this state has the right to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption...and that every student is expected to follow accepted rules of conduct and to show respect for and to obey the persons in authority in the school...and that certain behavior, especially behavior that disrupts the classroom, is unacceptable from a student and may result in disciplinary action being taken against the student.

**(Colorado revised statutes, C. R. S., 22-32-109.1)**

### II. Student Conduct and Discipline Code

In accordance with applicable law and board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school 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, or derogatory statements addressed publicly to others that precipitate disruption of the 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 district'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 district policy or building regulations.
11. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
12. Violation of the district's alcohol use/drug abuse policy.
13. Violation of the district's violent and aggressive behavior policy.
14. Violation of the district's tobacco-free schools policy.
15. Violation of the district's policy on sexual harassment or other harassment.
16. Violation of the district's policy on nondiscrimination.
17. Violation of the district'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 cause bodily injury or damage property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
21. Lying or giving false information, either verbally or in writing, to a school employee.
22. 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 which is detrimental to the welfare or safety of other students or school personnel.
25. Repeated interference with the school'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 school staff. **(Board Policy JICDA)**

### **III. Student Discipline Procedures**

#### **1. Remedial discipline plans**

- A. The principal may develop a plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.
- B. To develop the plan, the principal will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the principal believes should attend.
- C. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to establish goals, objectives and timelines to modify such behavior. A written plan will be prepared which addresses the student's disruptive behavior, educational needs and what steps are necessary to keep the child in school. The plan will include incentives for good behavior and consequences if the student violates the plan.
- D. The plan may be written in the form of a contract which the student and the parent/guardian will sign and date.
- E. The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student's cumulative file. **(Board Policy JK-R)**

#### **2. Habitually disruptive students**

A student will be declared "habitually disruptive" if three times during the course of the school year the student causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events.

- A. The principal will inform the superintendent or designee when a student causes a second material and substantial disruption.
- B. The student and the parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student."
- C. A student who has been declared habitually disruptive may be suspended or expelled in accordance with Board policy JKD/JKE.

#### **3. Disciplinary Removal from the Classroom**

It is the policy of the Board to maintain a classroom in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom activities. Students shall be expected to abide by the code of conduct and any other classroom rules of behavior established by the building principal and/or the classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from the class and/or other disciplinary action. **(Board Policy JKBA)**

#### **4. Student Dress Code**

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. The student may also be subject to other disciplinary action as outlined in the school discipline code. Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy. **(Board Policy JICA)**

### **IV. Specific Policies on Gangs, Weapons, Alcohol, Drugs, and Tobacco**

#### **A. Secret Societies/ Gang Prevention**

It is the intention of the Board of Education to maintain a safe and productive school atmosphere that is free from the harmful influence of gang or gang-related activity. The Board specifically finds that any gang or gang-related activity, or the presence of any gang, in the schools disrupts and interferes with school programs, and obstructs the lawful missions, processes, procedures or functions of the schools.

1. A gang is defined as any group of two or more persons which advocates or regularly engages in drug use, violence, illegal acts, disruptive behavior, or other similar acts and behaviors.
2. Students will not engage in any actions that are intended to encourage or facilitate, or that have the effect of encouraging or facilitating, gang or gang-related activities or purposes.
3. Non-students shall be prohibited from being on school premises or at any school activity or proceeding if their presence or actions are intended to encourage or facilitate, or have the effect of encouraging or facilitating, gang or gang-related activities or purposes.
4. Without limiting the generality of the provisions of 2.0 and 3.0, students or non students may not:

- a. recruit or aid in the recruitment of gang members;
- b. wear or display any clothing, accessories, symbols or signs which indicate membership in or affiliation with any gang;
- c. threaten or intimidate students, school personnel, or others lawfully on school premises or attending school functions, or engage in behavior intended to threaten or intimidate those individuals; and
- d. engage in any actions that aid or further gang or gang-related activities or purposes.

5. Displaying any of the above behavior or otherwise attempting to disrupt school operations will result in disciplinary action and/ or other preventive or corrective measures in accordance with school policy. **(Board Policy JICF)**

**B. Dangerous Weapons**

The Board of Education determines that student possession, use and/or threatened use of a weapon is detrimental to the welfare and safety of the students and school personnel within the district. Using, possessing or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms. School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved. **(Board Policy JICI)**

**C. Drug and Alcohol Use by Students**

Widefield School District 3 shall promote a healthy environment for students by providing education, support, and decision making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community, and its agencies. It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or procure or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students. Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution. Disciplinary sanctions and interventions for violations of this policy shall be in accordance with this policy's accompanying regulation. **(Board Policy JICH)**

**D. Tobacco Free Policy**

In order to promote general health, welfare, and well-being of staff and students, smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all buildings, grounds and district vehicles. Students who violate this policy shall be subject to disciplinary action. **(Board Policy JICG)**

**V. Student Search and Seizure**

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

**VI .Use of Physical Intervention and Staff Immunity**

**A. Use of Physical Intervention and Restraint**

To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation. Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student, that does not constitute restraint as defined by this policy, to accomplish the following: 1) To quell a disturbance threatening physical injury to the student or others; 2) To obtain possession of weapons or other dangerous objects upon or within the control of the student; 3) For the purpose of self-defense; 4) For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others. Corporal punishment shall not be administered to any student by any district employee. **(Board Policy JKA)**

**NOTE: Complete policies are available on the district website.**

Widefield School District #3 complies with all state and federal regulations prohibiting discrimination on the basis of race, color, national origin, creed, religion, age, sex, and handicap.

Inquiries concerning the application of Title IX, section 504 or Title VI may be referred to Widefield School District's Affirmative Action Officer, 1820 Main Street, Colorado Springs, Colorado 80911, or to the Regional Director, Department of Education, Office of Civil Rights, 1961 Stout, Denver, Colorado 80294.

WIDEFIELD SCHOOL DISTRICT #3 is an Equal Opportunity Employer

Parents and students, please sign and return the signature page from the welcome packet to show you have read the handbook.