

Sunrise Elementary School

2025-2026 Student and Parent Handbook



School and District Information

School Address:

Sunrise Elementary School
7070 Grand Valley Dr.
Colorado Springs, Colorado 80911

School Website:

www.sunrise.wsd3.org

School Hours and Information:

Office Hours: 7:45 am - 4:00 pm

Breakfast: 8:35-8:50 am

Student Hours: 8:50 am-3:30 pm (Tardy Bell 8:55 am)

Two hour delays: Start time 10:50 am

Office Phone: (719)391-3415

Attendance Phone: (719)391-3416

Students are not allowed on school grounds before 8:35.

Notify the front office if your child will be absent.

Please notify the office immediately for any changes to student contact information.

Principal: Jarrod Torrez - Email: torrezjarrod@wsd3.org

Assistant Principal: Mary Baumgardner - Email: baumgardnermary@wsd3.org

District Address:

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

District Website: www.wsd3.org



WIDEFIELD DISTRICT #3**Board of Education****Values and Beliefs**

We believe it is imperative that all students in Widefield School District learn and grow in their achievement. High levels of learning will be evident, ensuring achievement for every child in every classroom every day.

We will be results orientated. High expectations and clear goals will chart our course. Knowledge, data and research will provide direction for our decisions.

We resolve to take action and follow through with a sense of urgency when needs are identified as indicated by our data.

Furthermore, we believe that:

- Every child will have sustained learning and achievement.
- All teachers will be highly effective.
- 21st Century Learning will be implemented in each classroom.
- Learners will come to school prepared, ready, excited to learn and partner with their teachers to be successful.

These beliefs and values will guide the collective actions of the board of education to ensure that all students learn and maximize their potential.

District Board of Education:

President..... Gregory Fisher
Vice President..... Tina West
Treasurer..... Donna Walsh
Member..... David Dock
Member..... Kelly Cutcher

Widefield District #3 Mission Statement:

Work toward high standards of excellence

Instill pride and self-esteem

Develop responsible, productive citizens for tomorrow

Enhance each student's unique potential

Foster partnerships with parents and community

Increase academic and interpersonal skills

Encourage self-discipline

Learn to appreciate differences among people and cultures

District Superintendent, Executive Directors and Directors:

Superintendent	Mr. Aaron Hoffman
Assistant Superintendent	Mr. Steffanie Howell
Exec. Director of Assessments and Information Systems	Mrs. Megan Houtchens
Executive Director of Human Resources	Mrs. Amy Roden
Assistant Director of Human Resources	Mrs. Stacy Blair
Assistant Director of Human Resources	Mr. Justin Lee
Exec. Dir. of Secondary Student Learning and Math Ach.	Mr. Shane Skalla
Exec. Director of Elem. Student Learning	Mrs. Tricia Bentley
Assistant Director of Elem. Student Learning	Mrs. Jennifer Bonds
Director of Parks and Recreation	Mr. Josh Tutje
Chief Operations Officer	Mr. Dave Gish
Executive Director of Special Education	Mrs. Rachel Lake
Assistant Director of Special Education	Mrs. Milly Melendez
Assistant Director of Special Education	Mr. Andrew Fenity
Director of Technology Services	Mr. Carlos Lopez
Director of Communications	Mrs. Samantha Briggs
Chief Financial Officer	Mr. Terry Kimber
Transportation Manager	Mr. Jason Schwartz
Nutrition Services Manager	Mr. John Roche
Director of Innovation and Alternative Ed.	Mrs. Levka Craft

Sunrise Elementary Mission Statement:

Our mission at Sunrise Elementary School will be to develop each student into a successful learner. Children entrusted to our care will receive a strong sense of self-worth, citizenship, social awareness, and social skills as well as a sound challenging, and positive academic experience.

Sunrise Elementary Vision Statement:

Empowering students, staff and the community to RISE up to their potential.

LEARNERS ARE THINKERS!

Reflect
Wonder
Persevere
Collaborate
Feedback
Connect

Sunrise School Song:

(Melody; There are Many Flags)

We're from Sunrise Elementary School,
Our colors gold and blue
Show the pride we take in everything
That we are, learn, and do.

So hurrah for our school
And the Golden Rule,
Sea Otters brave and true!

Hand in hand we'll build tomorrow's dreams
'Neath our colors gold and blue.

Sunrise School Motto: Be Smart, Choose Right

Sunrise School Mascot: Sea Otter

School Colors: Blue and Gold

Sunrise PBIS Behavior Expectations Matrix

<u>R.I.S.E. in the Classroom</u> • Be safe and respect self and others • Be prepared for learning • Be an active learner • Be responsible	R.I.S.E. <u>R</u>espect <u>I</u>ntegrity <u>S</u>afety <u>E</u>ffort 	<u>R.I.S.E. in the Bathroom</u> • Be safe and respect others' privacy • Voice level zero • Take care of personal hygiene and clean up • Report problems to adults • Only 3 students in the bathroom at a time
<u>R.I.S.E. in the Cafeteria</u> • Be safe and respect self and others • Stay seated and raise hand for help • Clean up after self • Walk at all times	<u>R.I.S.E. in the Hallway</u> • Be safe and respect self and others • Keep eyes forward and hands to self • Walk at a voice level 0 • Go directly to destination	<u>R.I.S.E. on the Playground</u> • Be safe and respect self and others • Play in safe zones • Take a knee when you hear a bell or whistle • Include others

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 not disclose the information to any other person.

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 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 enrolling in 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.

AFTER SCHOOL DETENTION

Teachers find it necessary, periodically, to keep students after school for disciplinary reasons and assignment completion. We reserve the right to keep students 15 minutes after school for these reasons. If for any reason it is necessary to keep a child for a period longer than 15 minutes, the parent/ guardian will be contacted. **Should it be necessary to detain a bus student or a bussed day care student, parents will be notified prior to the detention to make necessary transportation arrangements.**

AGE REQUIREMENT

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 1 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.

CMAS Testing – Colorado Measures of Academic Success (CMAS) encompasses the new Colorado-developed Math, ELA, Science and Social Studies assessments (grades 3, 4, 5). Assessments will be administered in the spring of each year to students in grades 3-5.

DIBELS Next – Students in grades K-5 may be given a DIBELS reading assessment three times per year. Students who do not demonstrate grade level proficiency are given additional DIBELS tests once or twice a month.

Access Assessment – English proficiency for English Language Learners (ELL) grades K-12 during January and February.

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. 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 prearranged 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.**

Students with excessive absences will receive letters of concern and may be placed on an attendance improvement plan. Excessive absences may affect continued enrollment for students on boundary waivers.

AWARDS

There are four Awards assemblies during the year and parents are invited to attend. Awards requirements are reviewed as needed to ensure the equity and fairness of selection criteria and procedures.

BICYCLES/SKATEBOARDS/SCOOTERS

Students may ride bicycles to school in third grade and above. Bicycles, skateboards, and scooters must be walked once the student is on school property. Bikes need to be parked and locked in the racks, which are provided. Once bikes are in the racks, they are not to be removed until the student is ready to go home. **Each student is responsible for locking his/her bike. The school is not responsible for lost or stolen bikes.** If these rules are not followed, students may lose the privilege of having these items at school, and/or items may be confiscated.

BOARD POLICY

Board policies can be fully accessed by stakeholders by visiting us online at wsd3.org and clicking on the “Board Policies” link under the Board of Education tab.

BREAKFAST & LUNCH

- ❖ We look forward to serving your student Breakfast and Lunch.
- ❖ With the passing of Healthy School Meals for All program, school meals will become free for all students starting 2024-2025 school year.
- ❖ Family Economic Data Surveys are still required and will be available after July 1, 2025. We highly encourage you to fill out an application. This helps schools maximize federal reimbursement to ensure sustainability of the free meals program. No matter the outcome of the application results, all meals will still be free of charge for all students.
- ❖ Data Surveys can be completed online after July 1, 2025. The link is located on our website at [wsd3ns.com](https://www.wsd3ns.com), click on the Meal Application button.
- ❖ You do not need to fill out an application per student, one application per family is sufficient. Please include all household members on the application to include infants, children that are not in school and all adults, whether or not they receive income.
- ❖ Complete all requested information, sign and date the application. Applications with missing information cannot be processed. If you need assistance filling out an application, please call the Nutrition Services Office at (719)391-3560 or (719)391-3561.
- ❖ Once your application is processed, you will receive a determination letter by mail or email. Please make sure all students in your household that attend WSD3 are on the letter you receive, if they are not contact the Nutrition Services Office.
- ❖ Menus with nutrition and allergen information are available at www.wsd3ns.com under the [menu tab](#), as well as [Meal Modification Forms](#) for special dietary needs.
- ❖ Elementary students will be able to purchase extra milk. If your child would like to purchase extra items, please ensure they have adequate funds on their account for those purchases. Payment to your child's meal account can be made online, at widefield.revtrak.net.
- ❖ If you have any questions, please contact Nutrition Services at (719)391-3560 or (719)391-3561.

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 unwanted aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

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. The school cannot respond to allegations of bullying unless it knows about them. Please tell an adult in your building if your child has been bullied or is a witness to bullying. Safe2tell is a way to anonymously report any threatening behavior that endangers you, your friends, your family or your community. To make a report using Safe2Tell, call 877-542-SAFE (877-542-7233).

BULLYING PREVENTION AND EDUCATION

The Board of Education supports a secure school climate. The Superintendent shall ensure that the District implements a comprehensive program to address bullying at all school levels. The goals of the program shall be:

1. To send a clear message to students, staff, parents and community members that bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
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 interventions such as a re-education regarding acceptable behavior, discussions, counseling, and appropriate consequences.
5. To offer support to victims of bullying by means of individual and peer counseling.
6. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.
7. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.

(Board Policy JICDE)

BUSSES / BUS SERVICES

School Transportation Facts:

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. The Board of Education is the governing body for school transportation.

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:

1. **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.
2. **Do not extend objects, hands, or head out of the bus window.** Serious injury could result.
3. **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.
4. **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.
5. **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.
6. **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 health or safety hazard. No items larger than 2-foot x 2-foot including musical instruments. No sharp instruments shall be carried where they might cause damage to the bus or injury to others. Skateboards and portable scooters may only be brought on board if they are completely enclosed or secured to a fabric bag, i.e. backpack. The driver has the authority to require objects be removed from the bus which may be unsafe or a hazard to be placed in a safe area or secured in the student's backpack.

Additional Information: Violations of school bus rules will be handled on an individual basis between rider and driver. 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.

General Statements:

Willful damage to the bus or equipment may have the cost of repair assessed to the offender.

Please call the Transportation Office for additional information, or when making comments, concerns, or requests. The phone number is (719) 391-3540.

If the school bus safety rules are not followed, the following will happen:

1. **First Incident.** The driver will counsel the student. 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).
2. **Second Incident.** The driver will counsel the student. 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.
3. **Third Incident.** The driver will counsel the student. 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.
4. **Fourth Incident.** The driver will counsel the student. 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.
5. **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.

CELL PHONES

Cell phones are not to be seen or heard on school grounds during school hours. Students are permitted to use cell phones after school. Cell phones that are seen or heard on school property during the school day will be confiscated and appropriate consequences will apply. A confiscated phone will not be given back until a parent comes to retrieve it from the front office. **The school is not responsible for lost or stolen electronic devices.**

CHANGE OF ADDRESS/TELEPHONE #

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

CHILD ABUSE AND/OR NEGLECT

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

In the new child abuse bill, the “school official or school employee” is listed as one of the persons required to report abuse or neglect. The new 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.**

CHILD CUSTODY

In the event of a divorce, both parents usually have a right to information regarding their child. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. It is the responsibility of the parents to provide the school with current custody papers. Unless your court order is on file with us, the school must provide equal access rights to both parents. The district protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child’s education records unless disclosure is covered by one of the exceptions in FERPA (see administration policy JRA/JRC). If you wish to allow a third party (for example, a step-parent) access to personally identifiable information from your child’s education records, please contact your building administrator to request a third party consent form. Each parent or guardian must complete the form and have his or her signature notarized. Return the notarized forms to your building administrator. The permission will be effective until a parent/guardian revokes permission in writing and submits the revocation to the building administrator.

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 Sunrise Elementary School.

COMMUNICATION

1. Our school website www.sunrise.wsd3.org provides up to date information about our school and Sunrise current events.
2. **A monthly communication, the Otterknow, will be available on the Sunrise website each month.**
3. You are welcome to visit the classroom at any time following district visitor guidelines. **Please note it is required for you to sign in at the office before going to the classroom.**
4. Anytime you have a question about your child’s progress at school, please come in or call your child’s teacher.
5. We want you to be a part of Sunrise Elementary. Please feel free to communicate with us regarding how we can best support your child’s education.

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 391-3415.

COUNSELING

Guidance and counseling services will further help meet 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. Counseling with students individually and in small groups

2. Consultation with staff and parents
3. Coordination of the classroom guidance program

The elementary guidance program is committed to the development of all children. Professional counselors meet the needs of students through the combination of counseling, consulting, and coordinating the guidance 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 compliment 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. Please contact our front office if you have any questions regarding our school's counseling programs.

DISCIPLINE: AGREEMENT AND CONSEQUENCES

At Sunrise, we attempt to create the best climate possible for students to learn and achieve. As a result, our behavioral expectations for students are high. When a student is sent to the office for discipline reasons, we have developed a number of consequences to teach and refocus students. When working with students, we attempt to go through a discipline progression to remediate student behavior. Below are some examples of the consequences used at Sunrise with a brief description of each:

1. Verbal Reprimand: Draw the student's attention to minor misbehavior and reteach expected behaviors
2. Revoke Privileges: Student may miss 1 -6 days' privileges which include structured or unstructured activity.
3. After School Detention: Detention is conducted after school from 3:30 –4:00. Students are expected to have work and remain quiet and busy for the full 30 minutes. Some of this time may be used to reteach expectations.
4. In-School Detention/Suspension (ISS/ISD) 8:50-3:30: 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 will result in an out-of-school suspension. Students are not allowed to participate in any extracurricular activities for the duration of their ISD/ISS assignment.
5. Out-of-School Suspension (OSS): OSS is for significant and/or repeated misbehavior. Homework may be required of students who receive OSS.
6. Confiscation of Personal Items: Confiscated items are typically maintained by school personnel until the end of the quarter. In some cases, however, recurring offenses may incur a penalty period until year's end. Parents are welcome to pick up confiscated items providing 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.

Disciplinary Guidelines

Alcohol/Substances/Weapons:

- For specific information on violation of these policies, please refer to the Widefield School District #3 Policy Book located in the front office, or on the district website at www.wsd3.org.

Altercations:

- Verbal Altercation: Depending upon the severity of the altercation, consequences may include one or more of the following: conference with student; peer mediation; contact parents; revoke privileges; detention/suspension in or out of school.

- **Physical Altercation:** Involving physical contact, pushing, shoving, hitting, kicking, biting, etc. In-school detention 1-3 days; suspension out of school up to 5 days or possible expulsion.

Fighting has no place in the school setting under any circumstances! While we acknowledge a student's need to protect his or herself, we also ask to be understood in our obligation to act in the best interests of all students. When a student chooses violence as the solution to a problem, then it is expected that he or she bear the full consequences of his or her actions. Self-defense is not a reason to engage physically with another student!

Habitually Disruptive Student: 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. (Board Policy JK)

Note: Complete policies are available in the school office, or on the district website at www.wsd3.org.

DISMISSAL

Children are to go directly home after dismissal from school or special activities. 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.

DISMISSAL DURING SCHOOL HOURS

1. Please send a note with your child if it is necessary for him/her to be excused early.
2. Students **MUST** be signed out by a parent or guardian in the office before leaving school.
3. Under no circumstances are students to be excused directly from their classroom or playground.
4. Emergency contacts are allowed to pick students up if they are listed on the student's information sheet. However, parents must contact the office by phone or written permission to arrange for others to pick up their child.

DRESS CODE

Attire, styles, and modes of appearance for Sunrise 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 procedure is as follows:

“Student dress and grooming shall conform to responsible standards of neatness, cleanliness, and modesty.”

Sunrise will take a conservative position regarding student dress. All clothing shall be worn in the manner in which it is designed to be worn. Additionally, no headwear will be worn in the school building. Any attire that is disrespectful, sexually suggestive, advertises a pro-drug/alcohol message, or suggests any gang promotion or involvement is inappropriate and will not be allowed on school grounds. If you question whether or not your child's appearance or dress is acceptable, it is probably not in harmony with the intent of the rules. Willful disregard for school rules will result in disciplinary action.

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.

EMERGENCY SCHOOL CLOSING AND TWO-HOUR LATE STARTS

The primary method to notify all district employees, parents, and students of school closing is by radio and television. Listen to local stations for information.

WSD#3 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, WSD#3 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 AM through the same channels as a school closure. These channels include 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.

EQUAL OPPORTUNITY/NON DISCRIMINATION

WSD#3 complies with all state and federal regulations prohibiting discrimination on the basis of race, color, national origin, creed, religion, age, sex, and disability. WSD#3 is an equal opportunity employer. Inquiries concerning the application of Title IX, Section 504, or Title VI may be referred to the WSD#3 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.

HEALTH HISTORY & PHYSICAL EXAMINATIONS

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 the school nurse, nurse delegate, or administrator should be examined for the well-being of that individual or his/her classmates.
3. Medications may only be administered to a student by the nurse or the nurse's delegate.

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 GUIDELINES

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. We follow the Colorado Department of Public Health and Environment Guidelines regarding student illnesses. If you have any questions please visit their website at <https://www.colorado.gov/pacific/cdphe/regulations>. 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

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 will not be allowed to attend school as required by the Colorado Department of Health. As always, a parent may choose the option of signing the back of your student's immunization card exempting them from the shots.

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. State requirements for current immunizations are as follows:

Kindergarten through Fifth Grade

DPT 5 doses unless 4th is after 48 months of age

Polio 4 doses unless 3rd is after 48 months of age.

MMR 2 doses – 1st must be given on or after 1st birthday

Varicella 2 doses - 1st dose must be given on or after 1st birthday

Hepatitis B 3 doses – 2nd dose must be given 4 weeks after 1st dose and 3rd dose must be given 8 weeks after 2nd dose

A child may be exempt from immunizations upon certification by a licensed physician that immunization would endanger the child's life or health, or upon a signed statement by the parent/guardian objecting to the immunization on religious grounds. **NOTE: In case of an epidemic, children who lack proper immunizations will not be allowed in school.**

Immunization certificates are distributed in the spring to those parents who have children entering kindergarten the following fall. Any parent who needs a certificate may obtain one from the nearest school. Any out of state student who moves into the district has 60 (sixty) calendar days from the enrollment date to comply with the immunization requirements. If former records have been lost, parents should contact the school office so records can be reconstructed. For children who need immunizations, clinics are held Monday through Friday, at the El Paso County Health Department, (578-3199) 301 S. Union, Colorado Springs, from 8:30 a.m.-4:00 p.m. Children may also be taken to their family physician for immunizations.

INSURANCE

WSD3 will not assume responsibility for payment of doctor, hospital, or ambulance costs resulting from injuries incurred on school property or at school functions. The Board of Education authorizes an insurance company to sell life, accident, and dental insurance to provide for student coverage.

Information about this coverage is available in the health office at each school. 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. WSD3 strongly encourages parents/guardians to provide some type of insurance coverage for their child(ren).

INTERNET AND EMAIL

Our district has a policy on the terms and conditions for use of the Widefield School District #3 Internet access. A copy of this policy is in our office and available upon request. Each time the student logs onto the Internet, a warning is posted which explains proper use of the system. Students will use keyword-filtered search engines that access curriculum related materials. Improper use of the Internet and/or Email will result in loss of Internet privileges and possible disciplinary action will be taken.

LIBRARY BOOKS

Students are issued library books each week as part of our school's commitment to literacy instruction. It is an enjoyable privilege to check books out regularly but the privilege also carries with it great responsibility. Students will be held responsible for lost or damaged items and parents will be asked to cover the replacement costs of these items. Your support of your child's responsibility for school items is greatly appreciated.

LOST AND FOUND

Please mark items that children might lose such as coats, gloves, shoes, 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 charities twice each school year during the months of December and May. The school will not be responsible for lost or stolen personal property.

LUNCHROOM BEHAVIOR

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

1. All students must enter the lunchroom in an orderly manner, and be seated in the order in which they entered.
2. Students will display good table manners at all times, remain seated, and pick up after themselves.
3. Students are expected to use a conversational tone in the lunchroom. If this rule is not observed, this privilege will be taken away and there will be **no** talking or students will be moved to another table.
4. Students will raise their hands to be dismissed, and leave the lunchroom in an orderly manner.
5. No food or beverages will leave the lunchroom.
6. Students will treat teachers and aides on duty with respect, as well as their fellow students.
7. Students who misbehave while waiting for their lunch will be sent to the end of the line.

MAKE-UP WORK

If your child is absent from school for any period of time, make-up work may be picked up from the teacher **after school**. For extended absences, please make prior arrangements for obtaining make-up assignments. Per district policy, students will be allowed two days to make up the work for each day missed.

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 nurse's designee may administer the medication in compliance with the following regulations:

Permission for Medication

- ❖ Written authorization and instructions signed by parent AND physician will be required and will include:
 - name of student
 - name of medication
 - purpose of medication
 - time to be administered
 - dosage
 - possible side effects
 - termination date for administering medication
- ❖ The school nurse or nurse's designee will keep a record of the administration of medication in a secure area.
- ❖ The student's parent/guardian will assume responsibility for informing the school of any changes in the child's health or change of medication.
- ❖ Medication will be administered only at the designated time. It is the responsibility of the student to come to the office to receive medication.
- ❖ The appropriate permission form is available upon request in the main office.
- ❖ Students are not permitted to possess medication of ANY KIND (prescription or over the counter) on school grounds. School personnel are not permitted to issue or administer medication unless all of the necessary paperwork is on file.
- ❖ NOTE: WSD#3 retains the right to reject requests for the administration of medication.

THE APPROPRIATE PERMISSION FORM IS AVAILABLE UPON REQUEST IN THE SCHOOL OFFICE.

NUTRITION AND WELLNESS

Food shall not be used as a reward in class, for activities or to reinforce student behavior. Birthday treats and snacks provided by parents/guardians to the whole class must not include trans fats as defined by Federal and State law. Industrially produced trans fats are foods with "vegetable shortening, margarine, or any type of partially hydrogenated vegetable oil that contains more than zero grams of trans fat per serving as labeled," and include but are not limited to soda water, water ices, chewing gum, jellied candy, hard candy, marshmallow candies, fondant, licorice, cotton candy, candy coated popcorn. School birthday treats must be pre-arranged with the school 24 hours in advance.

OFFICE TELEPHONE

Students are asked to use the office telephone only in cases of emergency. Arrangements for visits with friends after school are not considered to be emergencies. All after school activities should be taken care of prior to coming to 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).

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. Parents can ask to have a conference at any time throughout the year. Contact your child's teacher at any time.

PARENT TEACHER ORGANIZATION

We invite all Sunrise 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 P.T.O. Meetings will be held the second Tuesday of each month at 4:00 p.m. Babysitting is provided.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

"PBIS" is the acronym 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. Sunrise Elementary is a Positive Behavior Intervention and Support (PBIS) school. Our acronym is RISE which stands for **Respect, Integrity, Safety and Effort**.

CHARACTER EDUCATION (Refer to Policy IHAK)

The Board of Education believes that while parents are the primary and most important moral educators of their children, the school and community should reinforce parental efforts. The District's character education program is designed to help students cultivate skills, habits, and qualities of character that will provide an upright, moral, and desirable citizenry and better prepare students to become positive contributors to society.

PETS

Pets are not allowed on the school grounds. 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 the playground.

PROHIBITED ITEMS

Personal items, not directly related to student learning, should not be brought to school. These items include, but are not limited to: personal electronic or battery operated devices, sentimental keepsakes, toys, skateboards, baseballs, baseball bats, in-line skates, Heelys, racquetballs, etc. The school is not responsible for ANY personal items brought to school which become lost, broken, or stolen.

Electronic equipment and toys

Electronic equipment (walkie-talkies, iPods, CD players, pagers, cell phones, hand held video games, laser pointers, etc.) and toys (including trading cards) are not to be brought to school. If these items are brought to school, they will be confiscated and will not be given back 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.

School issued electronic devices, such as Chromebooks, will stay at the school and should not be brought home without teacher/school permission. If a student damages their assigned Chromebook and/or any other electronic devices, charges could be incurred and be charged to the student's account. Resulting in monies due to the school for repair of the device.

Skates and skate shoes

Skates and/or 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 a parent comes in to retrieve them. This policy extends to field trips, and riding the bus to and from school.

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. Students will only be permitted to stay in for recess if a note from parents is sent to the classroom teacher each day as necessary.

REPORT CARDS 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 a student to remedy problems/concerns. Report Cards 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 your child's teacher

RETENTION

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 retention are academic performance, previous recommendations, previous retention, student social emotional development, parental conferences, poor attendance, and other specified reasons. (District Policy IKE-RA) A conference will be held between the parents and school personnel to include building administration to discuss the possibility of retention.

RED FLAG DAYS

When the outside temperature is 25 degrees or below, including the wind chill, the red flag will be flown. When the red flag is up, the students will be allowed to come inside before school starts. To maintain consistency, each building shall use the Weather Channel App 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 (8:50). **Students will not be allowed inside the building until 8:25 for breakfast and 8:35 for all other students.**

SAFETY DRILLS

Drills occur regularly to teach student the safest, quickest procedure for fire and lock down situations. In the case of lock down procedures, an all school announcement will be made indicating the necessary and appropriate actions for students and teachers. Whenever a class leaves a room for an emergency, students stay with their teacher until they are given directions to return to class. Please help your child understand how important it is to follow the teacher's instructions quickly and quietly in an emergency or drill. Fire drills will occur monthly. We have fire drills and crisis drills periodically throughout the school year. Our aim is to evacuate the building or move students to a safe location within the building or on school grounds in an orderly fashion, and to have all students in their proper place as quickly as possible. (See Safety Plan for more information.)

Student Safety Plan

General Safety Rules:

- Do not leave the playground with anyone unless you have permission from the person on duty.
- Ask permission before leaving the playground to go to the office, the restroom or for any other reason.

Safety Plan for Inside the Building:

- If you hear the announcement “This is a lock down drill”:
- Stay calm and listen for instructions (your teacher will want you to sit on the floor away from doors and windows and be very quiet; some kids may be asked to help move furniture and cover windows).
- If you are out of your classroom when this happens, go to your own classroom or the nearest classroom.
- If you are in the gym, the teacher will lead you to the storage room in the gym.
- Stay where you are until you hear “the date and all clear” two times and the teacher gives you directions.

Safety Plan for Outside the Building:

- If there is a problem on the playground, the teacher will blow the whistle three times quickly and the bell may ring.
- Stay calm and go immediately to the doors that you usually use for entering the building after recess.
- Listen quietly for directions from your teacher.

REMEMBER THE KEY IS TO STAY CALM AND LISTEN!

SAFETY TIPS

1. Figure out the safest route to school and have your child follow it.
2. Teach your child to WALK across the street in the safety crossing area. The biggest hazard for children is the one they create by running into the street.
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. Do not park in the bus zone at ANY time.
7. Continue to honor our barriers used at the front parking lot. **Parking behind the building is for deliveries only.**
8. Parents need to stop for stopped school buses with stop sign or flashing lights.
9. Drivers may not go around any loading or unloading school bus.

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 School 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 photo ID ready before pushing buttons for service at entry doors. After gaining admission, visitors must check-in directly at the office.

SEX OFFENDER INFORMATION FOR PARENTS

Parents may obtain information collected by law enforcement agencies related to registered sex offenders by accessing the El Paso County Sheriff's Office website. (Legal Ref.: CRS 22-1-124)

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

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 reasonable connection 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 of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.

7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district's tobacco-free school's policy.
10. Violation of the district's policy on sexual harassment.
11. Violation of the district's policy on nondiscrimination.
12. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
13. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
14. 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.
15. 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.
16. Lying or giving false information, either verbally or in writing, to a school employee.
17. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
18. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
19. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
20. Repeated interference with the school's ability to provide educational opportunities to other students.
21. 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.
22. Violation of the district's dress code policy.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

III. Student Discipline Procedures

A. Disciplinary Action

Disciplinary action may result in but may not be limited to the following: 1) warning; 2) loss of privilege; 3) in-house suspension/detention; 4) detention; 5) suspension; 6) transfer to another school in district; 7) transfer to another class; 8) home instruction; 9) assistance from outside agency; 10) expulsion; 11) Remedial Discipline Plan; or 12) Alternative Education Program. The choice among the above disciplinary, preventive, and/or corrective measures in each case is discretionary with the school district and will be made by the appropriate school official based on the circumstances of a given situation. **(Board Procedure JK-R)**

B. Remedial Discipline Plan

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. 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. 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 may include incentives and consequences, and may be written in the form of a contract which the student and the parent/guardian will sign and date. **(Board Procedure JK-R)**

C. Habitually Disruptive Students

A student will be declared "habitually disruptive" if suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds or at school activities or events. After appropriate notification of the student and the parent/guardian, district procedures for expulsion will be initiated when the student is suspended for the third time. **(Board Procedure JK-R)**

D. Disciplinary Removal from the Classroom

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

E. Student Dress Code

District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. Any student deemed in violation of the dress code shall be required to change into appropriate clothing and may also be subject to other disciplinary action as outlined in the school discipline code. Building principals 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. Gang Activity Policy

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.

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. 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.

Students or non-students may not: 1) recruit or aid in the recruitment of gang members; 2) wear or display any clothing, accessories, symbols or signs which indicate membership in or affiliation with any gang; 3) 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; or 4) engage in any actions that aid or further gang or gang-related activities or purposes. **(Board Policy JICF)**

B. Dangerous Weapons

The Board determines that possession and/or use of a dangerous weapon as defined in this policy is detrimental to the welfare and safety of students and school personnel. 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. The student will be suspended from school and may be recommended for expulsion. **(Board Policy JICI)**

C. Alcohol/Drug Abuse

The Board is concerned about the problem of substance abuse and further recognizes that inappropriate possession and/or use of alcohol, narcotic drugs, depressants or other controlled substances constitutes a hazard to the positive development of students. Therefore, students are prohibited from using, possessing or distributing alcohol, substances which are represented to be illegal drugs, or illegal drugs on school property or in connection with any school activity. The student will be suspended from school and may be recommended for expulsion. Expulsion is mandatory for the sale of drugs or other controlled substances. **(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 district has a duty to maintain an orderly educational environment free of all acts, things, or substances which are dangerous to student welfare. Therefore, school district personnel shall have the authority to conduct lawful searches of students and their possessions, and to seize any materials not legally or rightfully possessed by the student, when school officials have a reasonable suspicion that a search is necessary. The district will make lockers available to secondary students. However, the district shall have access to and may conduct a search and inspection of any student locker at any time. A student may not store any substances, thing, or material in his/her locker which is unsanitary or otherwise harmful to the health and welfare of others. **(Board Policies JIH and JIH-R)**

VI. Use of Physical Intervention and Staff Immunity

A. Use of Physical Intervention

In dealing with disruptive students, any person employed by the school district may, within the scope of his/her employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes: 1) to prevent a student from an act of wrong-doing; 2) to quell a disturbance threatening physical injury to others; 3) to obtain possession of weapons or other dangerous objects upon a student or within the control of a student; 4) for the purpose of self-defense; 5) for the protection of persons or property; and 6) to maintain discipline. Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy. Corporal punishment shall not be administered to students by anyone in any district school. **(Board Policy JKA)**

B. Immunity for Enforcement of Discipline Code

An act of a teacher or other employee of the district shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures. Such person shall be immune from civil liability unless the person acted wilfully or wantonly.

NOTE: Complete policies are available on the district website.

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 JRA for further information.

STUDENT SEXUAL HARASSMENT

Students have a right to a school environment free of sexual harassment. Widefield District #3 policy (District Codes JBB) 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. Behaviors considered sexual harassment include (but are not limited to) the following:

- ❖ unwelcome sexual advances and/or requests for sexual acts or favors
- ❖ verbal or nonverbal behavior, including "kidding," which is demeaning or abusive
- ❖ the use of vulgarity by anyone when addressing another either verbally or in writing
- ❖ hazing of any form
- ❖ 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 principal.

TARDIES (District Code: JH-RC)

A student is considered tardy when he/she enters the building after the tardy bell has rung. The student must report to the office in order to be admitted to class. Tardies will be excused when:

1. A student is detained by a teacher, counselor, principal or other staff member.
2. A student is returning to class from medical appointments, court appearances, or extenuating circumstances approved by the principal or designee.

The tardy will be verified by the person detaining the student at the main office.

After 5 unexcused tardies, the following consequences could occur:

1. Conference with student and administrator.
2. Administrator will call home.
3. Administrator will hold a conference with student's parent(s) or guardian(s).
4. Possible recess detention, in/out of school suspension.

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

State law prohibits **ALL** tobacco use (smoking, chewing, or other use of any tobacco products) on school property. Student and staff violators are subject to disciplinary action. Other violators may be asked to leave school property.

TRANSPORTATION IN PRIVATE VEHICLES

There are times that students will participate in curricular or non-curricular field trips and the School District will not provide transportation. For these field trips, transportation will be provided by volunteer drivers using private vehicles. The School District required each volunteer driver to complete and submit a request form containing assurances that the volunteer driver has appropriate automobile insurance, and that the vehicle is in safe condition. A parent or guardian will need to sign a permission slip allowing their child ride with a volunteer driver.

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

All visitors and volunteers are required to check in at the office immediately upon arrival at the school in addition to wearing a visitor badge. Please request a copy of the Widefield School District Visitor Guidelines form in the front office.

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. Please request a copy of the Widefield School District Volunteer and Student Service Program Provider Guidelines form in the front office.

Many teachers will be using parent volunteers in the classroom throughout the school year. If you are interested in volunteering some of your time, please contact your child's teacher or the Front Office. **Our students' safety is number one. You will be required to complete a district/building volunteer form prior to beginning service. In addition, volunteers that come in more than 4 times in an instructional quarter must complete a background check. Please sign in at the front office each time you enter and exit the building.**

WITHDRAWAL FROM SCHOOL

If you are moving during the school year, please notify the office one week in advance for withdrawal paperwork so your child's records can be processed.