

**James Madison Charter Academy  
Student Handbook**

**GENERAL INFORMATION**

Student day: 8:00 a.m. – 3:30 p.m.  
(Wednesdays: 8:00 a.m. – 1:00 p.m.)

Office Hours: 7:30 a.m. – 4:00 p.m.  
Office Phone Number: 391-3977

School Mascot: Mountain Lion



**MOUNTAIN LION  
CODE OF CONDUCT**

Each JMCA student shall:

1. Follow directions.
2. Be a good listener.
3. Be kind and courteous to others.
4. Respect school and personal property.
5. Keep hands, legs and objects to self.

## **BOARD OF DIRECTORS**

Linda Hedgeman, President  
Kevin Peyton, Vice President  
Barbara Sallard, Secretary  
Rachel Dettner  
TBA

The JMCA Board of Directors consists of four parents of JMCA students and one at-large community representative (who may also be a JMCA parent). The Board is responsible for leadership in creating policy, maintaining and improving the school for the educational needs of the children, as well as overseeing the budget and student academic progress. Board Meetings are held the last Monday of each month at 6:00 p.m. The JMCA community and members of the general public are encouraged to attend these meetings normally lasting about one hour.

Persons who wish to make requests, presentations, or proposals to the Board should direct any inquiry to the school principal. The principal may include written information directly from the person in the Board meeting packet. If parents wish the Board to take a particular action, the specific action being requested should be in the written document submitted to the Board by the individual. Such information must be submitted at least three (3) business days prior to the monthly Board of Directors meeting. If warranted, the author(s) may be invited into an Executive Session to discuss the merits of the issue. Parents and students are encouraged first to attempt to take care of any issues with the principal. If, at that point, the parent/student does not believe fair and equitable treatment has been given; the Board may be addressed in writing.

### **NONDISCRIMINATION**

James Madison Charter Academy promotes and provides for equal educational opportunity. Every student of the school shall have equal educational opportunities without improper or illegal regard to race, color, religion, national origin, marital status, sex, age, or disability.

## **ACCESS TO TEACHERS**

Teachers are available to communicate with parents about any concerns or issues that may arise. We request that you contact your child's teacher via email or leave a voicemail at school. Teachers have a short amount of time in the morning and after school so it is not appropriate to try to discuss something with them at the beginning of the day or at carpool. During these times, they are responsible for supervising children and your conversation may distract the teacher from his/her duties or be inappropriate to discuss in front of children.

## **ACCIDENT OR INJURY AT SCHOOL**

In the event of an injury, it shall be the student's responsibility to inform a JMCA staff member before the end of the day. In the event of a serious injury, all students should make it their responsibility to see that an adult is notified at once. This staff member will then take the proper steps to handle the particular situation. An attempt to contact parents/guardian will be made first, if possible. If there is no response, the emergency numbers will be called.

The school will contact 911 in the event we determine the situation warrants emergency intervention.

**Please be sure the school has up-to-date information on phone numbers and emergency contact information.**

## **ADVANCED LEARNING PLANS**

Students identified as gifted are placed on an Advanced Learning Plan according to Colorado law. Student progress is monitored throughout the course of the school year.

## **AFTER-SCHOOL ACTIVITIES**

JMCA offers a number of after-school activities to students at no charge. The groups or clubs meet until 4:30, usually one day per week. Students who do not have attendance violations or discipline issues may participate. The activities are generally 2<sup>nd</sup> and 3<sup>rd</sup> quarter. Sign-ups are available prior to fall break.

After-school activities are a privilege and parents have agreed to pick up their children at 4:30 p.m. Therefore, those students will be supervised **ONLY** until 4:40 p.m. **Failure to pick up students on time after activities will result in the student being removed from the activities.**

## **ASSESSMENTS**

Students participate in a variety of school and state assessments that provide diagnostic information and measure mastery of standards. School 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). Our school assessments include MAP, Illuminate and DIBELS. Common formative assessments (grade level, school or district created) may be used at the discretion of JMCA to measure the progress of students as they work toward mastery of grade level expectations. All students must participate in these assessments.

- **State Assessments** – By law, state assessments are administered in the spring of each year to students in grades 3-8. Colorado Measures of Academic Success (CMAS) encompasses the new Colorado-developed science (5<sup>th</sup> and 7<sup>th</sup>) and social studies assessment (4<sup>th</sup>) respectively. Assessments in English language arts (ELA) and mathematics (Math) are given to students in grades 3-8. Currently, all tests are administered during the month of April. Results for all state testing will be posted in the student’s permanent record.
- **English proficiency for English Language Learners (ELL)** will be determined using the WIDA-ACCESS assessment in grades K-12 during January and February. Results for all state testing will be posted in the student’s permanent record.
- **MAP Assessments-** Measures of Academic Progress (MAP) are state-aligned computerized adaptive tests that accurately reflect the instructional level of each student. They are research-based and are available for K-12 students. The assessment itself is unique in that it adapts to the student’s ability, accurately measuring what a student knows and needs to learn. MAP tests measure academic growth over time, independent of grade level or age. Most importantly, teachers use the results to direct the teaching and learning process. All JMCA students are tested in the areas of Reading and Math. Grades 2-8 also take a Language Usage test and, grades 4 and 5 may take a test in Science. These tests are given to all students in fall, winter and spring. Students not at benchmark are progress monitored between benchmark tests and may utilize MAP Skills.
- **DIBELS** – “The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of standardized, individually administered measures of early literacy development. They are...used to regularly monitor the development of pre-reading and early reading skills.” (dibels.uoregon.edu) All students are assessed on the full set of measures three times per year – fall, winter, spring. Those students who demonstrate areas of risk will receive interventions and progress monitoring to ensure their development as proficient readers.
- **Illuminate** – Is a computerized reading assessment given to all students three times per year.

## **ATTENDANCE**

Regular school attendance is essential for a child to make the most of his or her education – to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. **No single factor may interfere with a student’s progress more quickly than frequent tardiness or absence.** Class time is important. Doctor’s appointments should be scheduled, if possible, at times when the student will not miss instructional time.

### **Absences**

Attendance will be taken daily at 8:00 a.m. and 1:00 p.m. After an accumulation of 4 unexcused absences, students may be placed on an attendance contract. Students with more than 10 unexcused absences during the school year will be considered for retention and/or removal from JMCA.

## Tardies

To school

Leave Earlyies

Late Pick-ups

**Students who are not in class ready to learn at 8:00 a.m. are tardy.** After 8:00 a.m., a child may not enter the building without an adult. The child must be signed in by an adult and obtain a Tardy Pass from the front office.

Students who are signed out of school before afternoon carpool are considered tardy because they are "leaving early." Only excused leave earlyies, i.e. doctor appointment with doctor note, will not be counted as an attendance violation.

***Because of the disruptive nature of tardies and the detrimental effect upon the rights of students who are on time, penalties shall be imposed for excessive tardiness. For the purposes of JMCA policy, absences and tardies are treated the same.***

Students whose parents pick them up late at the end of the school day, after 4:00 p.m. (1:30 p.m. on Wednesdays), will also receive a tardy because there is no staff supervision after that time. **Law requires parents to pick up children within 30 minutes of dismissal.**

The school day is over at 3:30 p.m. (1:00 p.m. on Wednesday). Students are to be picked up by 4:00 p.m. All staff members complete their work day at 4:00 p.m. (We have staff development activities beginning at 1:30 p.m. on Wednesdays.) After that time, we have no supervision for individual students. If students are picked up after 4:00 p.m. they receive a tardy for the late pick-up. If you find you will be late picking up your child, we appreciate your call to notify us, however the tardy will still be recorded. We **strongly encourage** parents to sign their children up for our daycare program. Families are only charged for the time they use so it is especially helpful in case of emergencies.

We do realize that emergencies happen but that should be the exception, not the rule. Policies dictate that students who are signed up for our daycare program be sent to daycare at 4:00 p.m. if they have not been picked up. **For those students not signed up for daycare, we are to contact the sheriff if students are not picked up by 4:00.** We prefer not to do that unless we absolutely have to. Our practice is to begin calling parents who have not picked up their children when regular carpool is over, usually about 3:45 (1:15 on Wednesdays); to make sure someone is on the way.

After-school activities are a privilege and parents have agreed to pick up their children at 4:20 p.m. Therefore, those students will be supervised until 4:30 p.m. after which time, they will be sent to daycare **if they are registered** or the sheriff contacted. **Failure to pick up students on time after activities will result in the student being removed from the activities.**

### • Excused Absences

The following shall be considered excused absences:

1. Absences because of temporary illness or injury (up to 4 incidents). A note from a doctor will be required for all illness-related absences after the 4<sup>th</sup> occurrence.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.

3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the principal.
4. Absences by those who are in the custody of court/law enforcement authorities.
5. Those determined by the principal to be excusable, such as doctor's appointments or juvenile court appearances.

***A Pre-Excused Absence Request Form*** may be obtained at the front office. This form must be submitted to the school at least 5 days prior to the absence(s) to be reviewed for possible excuse.

JMCA may require suitable proof regarding the above exceptions, including written statements from medical sources and agencies. Vacations are **NOT** considered excused absences.

### **BIRTHDAYS**

JMCA no longer allows parents to bring cake, cupcakes, cookies or other treats to school on a child's birthday. We suggest a small gift such as a pencil or toy instead.

- ◆ Invitations for birthday parties may be distributed on school grounds during school hours **ONLY** if there are enough for every child in the class. Invitations should be given to the teacher for distribution.
- ◆ **Parents are asked to refrain from delivery of gifts that might cause disruption to the classroom learning environment.**  
If items are delivered, they will be kept at the office until the end of the day.

### **BUILDING ACCOUNTABILITY ADVISORY COMMITTEE**

The Building Accountability and Advisory Committee (BAAC) provides parents, staff 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 and the Board of Directors. It serves primarily as a representative group for the community between and within the school, the school community, and the district. The BAAC conducts fundraisers to provide improvements to facility and grounds, particularly the playground. The group meets monthly. **Persons interested in serving on the committee are asked to contact the principal.**

### **BULLYING**

Bullying is defined as any *pattern* of written or verbal expression, physical act or gesture that is intended to cause distress upon one or more students in the school building, on school grounds, in school vehicles, and at school activities or sanctioned events.

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

## CARPOOL ETIQUETTE

We ask all families to follow our carpool rules and etiquette to ensure the safety of our children and to maintain efficiency.

PLEASE be respectful of our neighbors on Harvard by not blocking cul de sacs or driveways and to respect our families by following the route we have outlined rather than cutting through on Dexter or parking on Syracuse.

### General Procedures:

- ☆ Please be courteous by going to the end of the line and not cutting in line. We have a single file line on Harvard.
- ☆ **DO NOT** pass cars that are loading or unloading children.
- ☆ Be alert and watchful for safety – **STAY OFF the CELL PHONES**
- ☆ A staff member will open the gate when we are ready for carpool. The gate will be closed at 8:05 and 4:00. Arrivals after those times need to be through the parking lot.
- ☆ If you must park in the lot during carpool, make sure you are making a right turn into and out of the lot. Follow directions of our staff members.

### Morning

- ☆ **Wait** for a staff member or student to open the car door!
- ☆ Use the carpool system; **DO NOT PARK** on Syracuse Street as it causes safety issues and slows the flow of traffic.
- ☆ **Do not** come into the parking lot unless you need to come into the building.
- ☆ Please help us by making sure your **child is ready to get out of the car** when you pull up to the curb.

### Afternoon

- ☆ Follow instructions from our staff member for lane assignment.
- ☆ If students are not ready and in line when their name is called, we will ask you to leave the line. You will then turn right on Syracuse and park on the right side of the street. When your child makes it to the front, we will escort him/her to your car.
- ☆ If you need to pick your child up early for an appointment, please come in by 3:15 so we can accommodate you before we start carpool. You will still need to sign your child out. Students are not released between 3:15 and 3:30.
- ☆ **If you come in the building to get your child, at the end of the day, you will be asked to wait until we have completed carpool. Having extra people in the foyer makes the process more difficult so we request that you utilize the pick-up system we have designed.**

## CELL PHONES/PAGERS

Although we understand that cell phones are useful tools for parent/student communication, we must maintain an academic environment within the building. Students may not have cell phones or pagers at the school. **Any family who believes they have special circumstances for student cell phone use is to contact the principal.** Cell phones that are seen or heard within the building will be confiscated and appropriate consequences will apply. Students causing a

disruption within the school with a cell phone will be given consequences applicable to a disruptive student.

**No one should use a cell phone during concerts, drama productions or indoor events, including athletic events,** unless they are being used outside of the building.

**Parents and visitors are requested to turn off cell phones before entering the JMCA building.**

### **CHANGE OF ADDRESS/TELEPHONE NUMBER**

JMCA must have the current addresses and telephone numbers of all families. Any changes to a student's place of residence or telephone number must be reported to office personnel immediately.

### **CHILD ABUSE AND/OR NEGLECT**

Colorado Statutes (19-10-102 to 115) require 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 suspected 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**

JMCA hosts a number of celebrations as part of our Core Knowledge curriculum during the school year. Parents will be notified in advance and are encouraged to participate. Teachers may coordinate a sign-up for food items with parents if they are hosting class events.

Parents are allowed to bring healthy foods with no trans fats, for classroom celebrations. The only food items that may be distributed are those approved in advance based on the following guidelines:

- **Parents are required to make arrangements least 24 hours in advance with your child's teacher.** This practice is used to maintain a safe learning environment for all students with or without food allergies.
- Food must be purchased with ingredients labels, and nutrition fact labels clearly stating "0 grams trans-fat."
- Fresh fruit or vegetables are allowed and arrangements should be made with the teacher regarding how to serve the items.

### **COMMUNICABLE DISEASES/CONDITIONS**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school

nurse or principal so that other students who may have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Chickenpox	Impetigo
Colorado Tick Fever	Influenza
Conjunctivitis (Pinkeye)	Lyme disease
Diphtheria	Ringworm
Gastroenteritis	Scabies (head lice)
Giardiasis	Streptococcal disease (strep throat)
Hepatitis	Tuberculosis

Vaccine preventable diseases: Measles (Rubeola), Mumps, Roseola, Rubella (German measles), Whooping Cough (Pertussis)

### **COMMUNICATION**

1. *The Madison Manifesto*, our school newsletter, will be sent home with students the last week of every month. *The Madison Manifesto* is also available on the JMCA website ([www.jmccolorado.net](http://www.jmccolorado.net)).
2. We also send out a weekly newsletter, Mountain Lion Minute on Mondays.
3. Folders or planners are sent home with each child every day. Parents are expected to review the contents of the folder/planner, sign it daily, and return it to school with the child. Students in grades K-2 use a responsibility sheet while students in grades 3-8 utilize planners rather.
4. JMCA holds learning conferences at the end of the first quarter. We are happy to meet with parents at any time during the year.
5. Literacy reports are sent home approximately every two weeks. Report cards are sent home after each quarter.
6. Anytime you have a question about your child's progress at school, please contact your child's teacher.
7. The JMCA website is updated regularly with information about school and classroom activities, opportunities for volunteers and Board Meeting minutes.
8. Staff may be contacted via email anytime. They will provide their addresses at the beginning of the year.

### **CONDUCT OF STUDENTS**

It is important for the safety, welfare and educational progress of the students that each student conducts himself or herself in a manner that is neither disruptive nor dangerous to others.

In order for students to take advantage of available learning opportunities and to be productive members of our school community, each student is expected to:

- Demonstrate courtesy and respect – even when others do not.
- Behave in a responsible manner.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students and JMCA staff members.
- Respect the property of others, including school facilities.

- Cooperate with or assist school staff in maintaining safety, order and discipline.

### **CRISIS PLAN (ALICE)**

The **ALICE** (Alert, Lockdown, Inform, Counter, Evacuate) program provides preparation and a plan for individuals and organizations on how to more proactively handle the threat of an aggressive intruder or active shooter event. Whether it is an attack by an individual person or by an international group of professionals intent on conveying a political message through violence, ALICE Training's option-based tactics have become the accepted response, versus the traditional "lockdown only" approach.

Protection and safety must be the priority in an Active Shooter event. ALICE Training provides options for those involved. Staff and students are trained on these procedures each fall. This new philosophy of crisis planning has been mandated by the state and federal governments. It is utilized around the country as a more active response to crisis.

The Standard Response Protocol (SRP) will continue to be used for handling most emergency situations at school, other than the lockdown. The protocol enables rapid response determination when an unforeseen event occurs and allows for a more predictable series of actions as an event unfolds. Teachers and students receive training on the protocol annually and we have drills to practice the protocol. SRP is action based, it includes: **LOCKOUT** (for an outside threat), **EVACUATE** and **SHELTER**.

#### **What parents need to do in an emergency:**

- **DO NOT** call the school. In case of an emergency event, we need to keep our lines open for emergency responders and the district crisis team.
- Stay tuned to the media for updates.
- In case the students are evacuated to another location, information will be posted on the internet and our website as well as through the media. The most likely locations would be Janitell Junior High School or Mesa Ridge High School. The reunion would use the same procedure as our carpool number system.

### **CURRICULUM**

JMCA uses programs which are research-based and developmentally appropriate for our students. Project-based instruction provides opportunities for cooperative and group learning as well as performance. In addition to the regular classroom studies, all students will attend "Specials" classes in Physical Education and Music regularly.

#### **Core Knowledge**

JMCA follows the Core Knowledge Curriculum in a project-based environment. Core Knowledge (CK) was started by E. D. Hirsch, Jr. "based on the premise that a grade-by-grade core of common learning is necessary to ensure a sound and fair elementary education." Based on cognitive psychology research and examination of some of the world's most effective schools, CK "provides a solid,

specific, shared core curriculum to ensure that children establish strong foundations of knowledge. CK provides carefully sequenced and challenging knowledge imbedded with skills instruction. It is meant to comprise about half of a school's curriculum. The content specified in the CK Sequence represents a broad consensus of diverse groups and interests, including parents, teachers, scientists, professional curriculum organizations, and experts on America's multicultural traditions." *(Revised from CK website)*

### **Core Virtues**

Students receive instruction in the meaning of our six core virtues: Respect, Compassion, Responsibility, Perseverance, Honesty and Self-Discipline. Each virtue is featured during select weeks during the year and students who demonstrate the virtues receive paws. Their "paws"itive performance is sometimes recognized with a big paw which receives an announcement to the school and a telephone call home.

### **Everyday Math**

*(From [everydaymath.uchicago.edu](http://everydaymath.uchicago.edu))*

Like Core Knowledge, Everyday Math (EM) is a spiral curriculum, meaning that concepts are taught more than once but the instruction goes deeper as the students mature and become more able to work with advanced ideas. EM was developed as part of the University of Chicago School Mathematics Project (UCSMP) as an improved structure for teaching math. Some of the features of EM include: real-life problem solving, balanced instruction, multiple methods for basic skills practice, emphasis on communication, enhanced home/school partnerships and appropriate use of technology (i.e. calculators).

### **Literacy Programs**

Kindergarten teachers use Zoo phonics to teach students letter names and sounds. Students in grades 1-4 use the CKLA program which is a comprehensive elementary reading and writing program that ties in with the CK curriculum. The 5<sup>th</sup> – 8 graders use novel studies for their literacy.

### **DAY CARE (EAC)**

JMCA operates a day care program for school-age children from 6:00 a.m. to 6:00 p.m. on school days. They often provide services during school holidays and vacations as well. The Educational Activities Center (EAC) offers lots of activities for JMCA students. Parents are encouraged to register their children for the EAC so that in event of an emergency, children may be sent to day care if parents are unable to pick children up on time. There is a one-time registration fee and after that, you pay only for the time you use.

### **DISCIPLINE**

JMCA does not tolerate behavior that creates a problem for anyone in our learning community. Whenever possible, consequences are tied directly to the behavior. Consequences for violation of JMCA discipline policy may include, but are not limited to:

1. Warning
2. Parent conferences

3. Detention
4. Campus beautification or work detail
5. Restitution/reparation
6. Suspension
7. Removal from JMCA

#### 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 according to state law. In addition, students who demonstrate a pattern of disrupting the learning environment through office referrals will be considered habitually disruptive students. Students who are habitually disruptive will not be allowed to attend JMCA. The student and parent/guardian will be notified in writing of each suspension that counts toward declaring a student habitually disruptive.

Following the first suspension, parents will be required to meet with JMCA administration to develop a 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.

#### **DISMISSAL DURING SCHOOL HOURS**

1. Please notify the office if it is necessary for your child to be picked-up 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 child's information sheet. However, parents must contact the office to arrange for others to pick up their child.

#### **DROP-OFF/DISMISSAL/CARPOOL**

\*\*\*Turning left during drop-off or dismissal is considered a violation of our carpool policy. More importantly, incorrect left turns could result in JMCA having to pay \$500,000 to El Paso County to have a left turn lane added when there are complaints from the surrounding neighbors.\*\*\*

You **MUST** enter and exit the parking lot by way of a **RIGHT** turn. Please do not turn around in the Webster Elementary School parking lot.

##### • **Drop-Off**

You may drop off your child between 7:45 a.m. and 8:00 a.m. JMCA staff will be in front of the school to assist your child in exiting the car. PLEASE keep your child in the car until an adult is there to let them out. DO NOT drop your child off before 7:45 or if there are no adults outside to greet your child. At 8:00 a.m., staff will come into the building. The absence of "greeters" indicates that your child is late and you **MUST** come inside the

building and sign your child in to school at the front office. Your child must obtain a Tardy Pass at the front desk to give to his/her teacher.

• **Pick-Up**

Dismissal begins at 3:30 p.m. (1:00 p.m. on Wednesdays). Please display your carpool number card in the driver's side windshield. If you do not have your carpool card, you must park and come into the office to sign your child out. Students may not be signed out after 3:15 (12:45 on Wednesday). We request that you do not enter the school to check out children at the end of the day as they will not be released until after carpool is finished.

**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. Students will **not** be called to the office to check out until their parent has arrived.
5. Emergency contacts are allowed to pick students up only if they are listed on the student's information sheet.

**DUE PROCESS**

The determination of valid and rational rules and regulations for the operation of a charter school rests primarily with the Board of Directors. 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: Special Education; suspension, expulsion, denial of admission; student records; Non-discrimination/Equal Educational Opportunity; or Section 504.

**ELECTRONIC EQUIPMENT AND TOYS**

**Electronic equipment** (cell phones, walkie-talkies, walkmans, CD players, electronic organizers, pagers, radios, games, laser pointers, etc.) **and toys** (*including trading cards*) **are not to be brought to school**. If these items are displayed or used in 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 all school-sponsored activities.

**EMERGENCY SCHOOL CLOSING AND TWO-HOUR LATE STARTS**

The primary method to notify parents of school closing is by television (channels 5, 11, and 13). Information will also be on our website and emailed to families. In the event of an emergency closure during the school day, your child will remain

at school or the designated evacuation site until picked up by a parent or authorized adult.

JMCA 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. if at all possible.*

In the event the decision made earlier is to open school and the storm worsens unexpectedly, JMCA will...

- ❖ *Use the same sources as above to announce that we will dismiss students early.*
- ❖ *Keep the building open as long as necessary to evacuate all students safely.*

Parents are expected to...

- ❖ *Be responsible for custody of children.*
- ❖ *Know that students may be dismissed earlier than normal.*
- ❖ *Make sure children know what to do and where to go if dismissed early.*
- ❖ *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 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 6:30 a. m. through the same channels as a school closure. (If a late start is deemed necessary on Wednesday, school will be cancelled due to the short day.) When a two-hour late start is announced, all start times and other standard schedules will be moved back by two hours. All after-school and evening events will be cancelled, including the EAC.

### **EQUAL OPPORTUNITY/NON-DISCRIMINATION**

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

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

JMCA holds fire drills and emergency drills 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.

### **FUNDRAISING**

Fundraising by student groups, classes, or school support organizations is considered a usual and desirable part of the function of such groups, subject to reasonable limitations. Specific fundraising activities for approved school purposes must be approved by the principal at least one month prior to the event.

The principal must be consulted prior to any expenditure of funds raised through students or school support organizations. All such funds raised by school adjunct groups are to be used for the direct or indirect support of school programs. Except as approved by the principal, fundraising by non-school groups is not permitted on school property.

## **HEALTH HISTORY & PHYSICAL EXAMINATIONS**

All families are required to fill out a complete health history form when entering JMCA for the first time. Each year thereafter, parents will complete an update form.

Physical examinations by doctor/physician are recommend of:

- All kindergarten and first grade students entering school in Widefield School District #3 for the first time.
- Any child who, in the opinion of the school nurse or administrator should be examined for the well-being of that individual or his/her classmates.
- Any students planning to attend our Education Activities Center.

## **H1N1 FLU VIRUS**

H1N1 flu is a respiratory illness that is spread person to person through sneezing, coughing and contaminated hands. Symptoms include fever, body aches, coughing, tiredness, diarrhea and/or vomiting. The virus is a year-round disease that affects children and adults. Those most at risk are people with an immune system issue such as asthma. Parents are encouraged to vaccinate their children when vaccine becomes available in October. Students with flu-like symptoms will be sent home. Parents must pick up their sick children immediately because sick children must be isolated from the rest of the school population. If your child is ill, keep him or her at home.

Prevention is the best way to prevent the spread of the virus. To combat the spread of flu at school, we take extra measures such as sanitizing desks and doorknobs as well as teaching children to wash their hands properly. For further information regarding H1N1, visit the Widefield School District 3 or El Paso County Health Department websites ([wsd3.org](http://wsd3.org) and [elpasocountyhealth.org](http://elpasocountyhealth.org), respectively).

## **HOMWORK**

Your child should develop the habit of personal responsibility for school work. It is wise to spend some time each day forming good study habits at home. Your child should have homework on a daily basis. Every student should spend time at home each night reading silently, reading to someone, or having someone read to them. Some days, reading may be the only homework.

We have developed a research-based homework policy, which means students will not have a lot of work to do at home. Studies do not attribute giving lots of homework, such as 25 math problems, to student success. Instead, we will give children work that involves parents and the family, such as eating a meal together or going to the store and comparing food items, because parent involvement in their children's education is a critical indicator in student success. Most work will be completed at school.

In addition, we will ask students to complete physical activities outside of school. Healthy students are successful students. These can be sports they participate in, dance or gymnastics classes, playing outside, or a wide variety of healthy activities. Students receive a long list of ideas.

If at any time you have questions regarding homework, please contact your child's 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, coat or backpack) while on school property or while attending school 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 as or represented to be a narcotic drug or which is a simulated narcotic drug
4. Any over-the-counter medicine
5. Material which is illegal to possess under any local, state or federal law or ordinance
6. Property which is stolen or improperly retained
7. 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.  
(JMCA Code: JICH & JICI)

### **ILLNESS**

Students are 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. 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.

**Students who are sent home from school must be fever-free and vomit-free without the aid of medication for 24-hours before returning to school.**

**Students who are not well enough to attend school are not well enough to attend after-school or evening activities. They will not be permitted to participate in student performances on a day they were ill.**

### **When to keep your child home:**

There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities.
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. The illness is on the following list and staying home is recommended.

Do not send your child school if he/she exhibits any of the following:

1. Fever of 100° F or above.
2. Flu-like symptoms

3. Diarrhea
4. Rash with fever
5. Vomiting

### **IMMUNIZATION REQUIREMENTS**

- **All students are expected to have immunizations up to date prior to the first day of school.**
- **Students out of compliance will not be allowed to attend school as required by the Colorado Department of Health.**
- **In accordance with Colorado Law, CRS 25-4-900, all students enrolled to public school are required to have a certificate showing required completion of immunizations.**

Colorado law requires that children going to school be immunized against vaccine-preventable disease. Please check with us 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 child 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 JMCA office and request to speak with the school nurse if you have any questions regarding immunization.

Beginning July 1, 2016, parents/guardians seeking non-medical (religious or personal belief) exemptions for children in kindergarten-12th grade must submit non-medical exemption forms annually. 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.

Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption) and follow the instructions. Children with an exemption may be kept out of school during a disease outbreak.

State immunization requirements for K through 7th grade:

DTaP	5 doses unless 4th dose is administered on/after 4th birthday
Polio	4 doses unless 3rd dose is administered on/after 4th birthday
MMR	2 doses; The 1st dose cannot be administered more than 4 days before the 1st birthday.
Varicella	2 doses; The 1st dose cannot be administered more than 4 days before the 1st birthday.
Hepatitis B*	3 doses; All doses must follow correct spacing between vaccines as well as correct ages.

<b>6<sup>th</sup> grade only</b>	
T-Dap	1 dose

\* Please note that your child may require a 4th Hep B vaccine if proper spacing was not met. ACIP guidelines require the 2nd dose be given at least 4 weeks after the 1st. The 3rd dose must be given at least 16 weeks after the 1st dose and 8 weeks after the 2nd, AND after 6 months of age.

The following vaccines are also **recommended** for best protection against preventable disease

Influenza	1 to 2 doses	2 doses initially if under 9 years of age with minimum interval of 28 days between doses, then 1 dose annually
Meningococcal Meningitis:		
Men ACWY	2 doses	2 doses for adolescents 11-18 years of age (11-12, 16-18)
Human Papillomavirus (9vHPV)	2 doses	Adolescents 11-18 years of age Series initiation age 9-14 – 2 doses 6-12 months apart
Hepatitis A (Hep A)	2 doses	All children 1 year of age and older.

**NOTE: In case of an epidemic, children who lack proper immunizations will not be allowed in 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**

JMCA 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. JMCA encourages parents to provide some type of insurance coverage for their children.

## **INTERNET AND EMAIL**

JMCA has a policy on the terms and conditions for use of Internet access and a copy of this policy was provided to each family. Instruction and guidelines on internet safety are provided to all students. Students will use keyword-filters that limit access to the internet. Improper use of the Internet and/or Email will result in loss of Internet privileges and possible disciplinary action.

## **LIBRARY BOOKS**

Students are issued library books regularly as part of our school's commitment to literacy instruction. It is an enjoyable privilege to check books out but the privilege also carries with it great responsibility. Students will lose library privileges when a book is lost.

**Students will be held responsible for lost or damaged items and parents will be asked to cover the replacement costs of these items if costs apply.** Your support of your child's responsibility for school items is greatly appreciated.

We adhere to the "Library Bill of Rights." Resources have been provided as part of what elementary libraries should contain. Parents may monitor books their children check out but we may not pull books from the shelves. (Policy IJ)

## **LOST AND FOUND**

**Please mark all of your child's personal belongings with the child's name.** JMCA will maintain a space for found items. Unclaimed items will be given to charities at the end of each quarter. The school will not be responsible for lost or stolen personal property.

## **LUNCH**

Students are provided 30 minutes for lunch. Students are expected to bring a lunch from home each day. We do not have microwave facilities. Parents are encouraged **NOT** to send sodas or candy in their child's lunch. Healthy food and beverages are highly encouraged to help fuel children through the day. Parents are always welcome to have lunch with their children

### **Respect in the Lunch Room**

The lunch room is a place not only to visit with friends and enjoy a meal, it is also a place where the student learns and demonstrates good manners and politeness. Rude or disruptive behavior will not be tolerated.

### **Lunch Room Rules:**

- Remain seated while eating and until dismissed
- No sharing of lunch items
- Clean up after yourself
- Use inside voices
- No throwing of food or other items
- No food or beverage may be taken out of the lunch room unless it is stored in the child's lunch box.

## **MAKE-UP WORK**

JMCA is a project-based school and teachers are generally unable to provide work for students who miss class. Should make-up work be available, it is the responsibility of the student to pick up any make-up assignments available upon returning to class. There shall be 2 days allowed for make-up work for each day of absence. Special assignments will not be prepared for students who miss school.

**NOTE: Make-up work will be made available after two days of absence upon parent request and 24-hours' notice.**

## **MEDICATIONS**

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

- Medication shall be in the original properly labeled container. If it is a prescription medication, the pharmacy label must clearly state: student's name, name of the medication, dosage, route, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
- The school shall have received signed, written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.
- The school shall have received signed, written permission from the student's parent/guardian to administer the medication to the student.
- The parent/guardian shall be responsible for providing all medication to be administered to the student.

Emergency inhalers and EpiPens may be carried and self-administered by a responsible student only as determined by the physician and school nurse.

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

### **Permission for Medication**

- Written authorization and instructions signed by parent **AND** physician is 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 designee will keep a record of the administration of medication in a secure area.
- All medications will be stored in a locked cabinet.
- 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.
- **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: JMCA retains the right to reject requests for the administration of medication.

### **PERMISSION FORM AVAILABLE AT THE SCHOOL OFFICE**

#### **PARENT REPORT CARD**

James Madison Charter Academy is committed to creating and maintaining a safe, orderly learning environment. Our environment encourages cooperation, fosters creativity, and nurtures students in taking the risks involved in learning. Parent involvement is a crucial component of our success. Failure to follow JMCA policies and expectations can be grounds for nonrenewal. By signing the JMCA Contract for Success, you promised to do the following as your part in our learning environment:

- Actively support my child, teachers, and JMCA
- Spend time with my child promoting learning and personal growth
- Maintain open communication with my child's teacher
- Be a positive role model for my child
- Work as an active partner in my child's education
- Participate in school conferences, activities, and programs
- Bring my child to school ready to work and learn
- Drop off and pick up my child on time
- Provide my child with all required materials
- Send my child to school with a cold lunch each morning
- Participate in school volunteer opportunities (30 hours per year)
- Send my child to school in a complete, clean, and serviceable uniform each day
- Help my child complete home and class assignments on time
- Pay all fees in a timely manner
- Follow carpool procedures

While many of these responsibilities can only be judged by you, we will provide you with a Parent Report Card in areas that we can assess at the end of each quarter. The Parent Report Card will be sent home with the student report card. Quantitative information will be included for your information.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held at the end of the first quarter for all students. Parents and students are expected to attend. Third or fourth quarter conferences will be held for students as needed.

## **PARENT TEACHER ORGANIZATION (PTO)**

All members of the JMCA community are encouraged to join our PTO. Meetings are held on the third Thursday of each month at 6:00 p.m.

## **PETS**

*For health and safety reasons*, pets are not allowed on the school grounds or in the school building. We urge you to keep your pets at home.

## **PHYSICAL EDUCATION**

Organized physical education will be provided regularly for children in all grades. Students should have gym shoes **every** day. If for any reason your child cannot participate in P.E., please send a physician's note stating the reason he/she cannot participate.

## **POLICIES**

The JMCA Board of Directors follows most of the Widefield District 3 board policies. They have waivers for most personnel policies and many others. JMCA policies may be found on the JMCA website under "Policies." Those of WSD3 may be found at [wsd3.org](http://wsd3.org) under "Board of Education" and then "Policy."

## **RECESS**

Fresh air and physical activity allow children to perform better during the regular school day. All children will go outside for recess every day, weather permitting. Students will not go outside if the temperature is below 20° F wind chill. Parents are responsible for ensuring that students come to school with the appropriate outerwear.

### **Respect on the Playground**

The playground is a great place to have fun. It is also a place where serious accidents can happen if the equipment is not used properly and safely.

- Use playground equipment only as it was designed to be used
- Leave gravel and snow on the ground
- Stay within assigned boundaries
- No digging

## **RETENTION/STUDENT PLACEMENT**

1. A teacher or parent/guardian may make a recommendation to the SCUBA Team for retention.
2. Prior to making a recommendation, the following should be considered:
  - a. Previous recommendations
  - b. Previous retention

- c. Student social/emotional development
  - d. Academic performance
  - e. Parental conferences
  - f. Poor attendance
  - g. Other retention indicators (e.g. Lights Retention Scale)
  - h. Other specified reasons
3. A parent conference will be scheduled to discuss the rationale for recommending retention by the end of the third quarter.
  4. Upon determining that retention is warranted, the teacher or principal shall schedule a conference with the parents to confirm the recommendation for retention by the middle of the fourth quarter. If the parents choose for their child to remain at JMCA, the child will be retained.

## **SCHEDULE INFORMATION**

### **Assembly Schedule**

A special schedule will be followed on any day that we have an assembly, school program or event. On those days, the assembly will usually be held from 2:35 - 3:25. Lunch will remain at the regular time. Students will still attend specials classes but those classes will be shortened in length. We also have quarterly recognition assemblies on Wednesday mornings at 8:30 a.m. Parents are welcome to attend.

### **Late-Start/Two-hour Delay Schedule**

In the event of a late start, we will operate on a modified schedule with shortened specials classes but maintain the same lunch periods.

## **SECURITY CAMERAS**

James Madison Charter Academy is committed to the safety of all students and staff. Security cameras monitor activity inside and outside the building. An entry door for visitors is established and monitored by security cameras. All other doors will remain locked during instructional hours.

## **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.

## **SKATES AND SKATE SHOES**

Skates and/or skate shoes (i.e., heellies, etc.) are not permitted to be worn at school. 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 school-sponsored activities.

## **SNACKS**

JMCA provides snack time every day. Parents are responsible for providing snacks. Only healthy snacks should be sent to school. Candy and junk food are not permitted. Healthy choices are fruit, nuts, cheese and crackers or fruit juice.

## **SPECIAL EDUCATION/SECTION 504**

No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of JMCA. JMCA staff, in cooperation with the school district, will determine the appropriate placement for students with special needs. If the parent/guardian disagrees with the determination made by the professional staff of the school and district, the parent has a right to a hearing with an impartial hearing officer.

## **STUDENT RECORDS**

The Family Educational Rights & Privacy Act (FERPA) and Colorado law afford parents/guardians certain rights with respect to the student's educational records as follows:

1. inspect and review the student's records;
2. request to amend the student's educational records;
3. 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.

JMCA is permitted by law to disclose information regarding students. Directory information may include the student's name, date and place of birth, participation in officially recognized activities and sports, 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 JMCA 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. (District Code: JRA)

### **STUDENT SUPPORT**

JMCA uses the Multi-Tiered Student Support (MTSS) model for ensuring student success. Teachers who believe a student requires classroom interventions, for academics or behavior, confer with our SCUBA (Staff Collaboration for Understanding Behavior and Academics) Team to develop a plan of interventions which is then monitored for progress. Parents are consulted as a part of the process.

### **STUDENT SEXUAL HARASSMENT**

Students have a right to a school environment free of sexual harassment. It shall be a violation of policy for any student to harass other students or staff through conduct or communications of a sexual nature. Sexual harassment is the unwelcome advance, request of sexual favors, or the engagement in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or
2. Has the purpose or effect of:
  - a. Substantially interfering with the student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejections of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile" and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort.

Behaviors considered to be sexual harassment include (but are not limited to) the following:

- Unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities;
- Unwelcome sexual advances and/or requests for sexual acts or favors;
- Verbal or nonverbal behavior, including "kidding," which is demeaning or abusive;
- Use of vulgarity by anyone when addressing another either verbally or in writing;
- Hazing of any kind;
- 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 the principal.

Teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any person knowingly making a false accusation regarding sexual harassment will be subject to disciplinary action up to and including suspension and expulsion.

JMCA will make every effort to insure that students accused of sexual harassment or intimidation are given appropriate opportunity to defend themselves against such accusations.

Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

### **TELEPHONE**

Students are asked to use a school 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. This includes transportation.

### **TEXTBOOKS**

The textbooks used by the students are the property of the school. **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 or other use of any tobacco products by staff, students and members of the public shall be banned from the buildings and grounds of JMCA. Tobacco is also banned from any JMCA activities or events that do not occur on school grounds. Marijuana in any form is also banned from JMCA and all school grounds. This also means that parents who smoke or use tobacco products in carpool must have vehicle windows rolled up while on school property.

### **TRANSPORTATION IN PRIVATE VEHICLES**

There are times that students will participate in curricular or non-curricular field trips and the school will not provide transportation. For these field trips transportation will be provided by volunteer drivers using private vehicles. Each volunteer driver is required 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.

### **UNIFORMS**

Research shows that a school uniform policy has a positive effect on school discipline and student performance. At JMCA, uniforms are a daily requirement and a condition of continued enrollment. If a student arrives at school without the proper uniform, the violation will be noted on a violation letter and sent home for

your signature. Your child will be sent home for repeated violations of the dress code and may be permanently removed from the JMCA academic program.

JMCA is a uniform school. We are not a standard of dress school. The difference between “uniforms” and “standard of dress” is simple. Standard of dress simply means you can wear any type of clothing as long they are the colors allowed. **At JMCA, we only allow a certain type of clothing, from specific companies.** We do not allow students to wear any type of khaki pants; they must be approved from one of our vendors. If you buy from somewhere else, you run the risk of being given a uniform violation. Students must be in proper uniform each day. Our main supplier is Lands’ End and their website is [landsend.com/school](http://landsend.com/school) and our school code is 900183005. Items available from French Toast are provided with catalog numbers.

**Please read this list carefully. Only the items listed below are allowed to be worn at JMCA. We frequently have uniform violations and adhering to these directions will save money and frustration.**

**NOTE: Specific items NOT allowed – “no show” socks, sneakers for Wednesday (dress shoes/Mary Janes must be brown or black), hair accessories that do not match uniform, undershirts must not show beyond shirt sleeves.**

**Wednesdays are full dress days.** On all other days, students may opt to wear either the full dress uniform or the casual uniform. At no time may a combination of the two uniforms be worn.

### **Full Dress Day**

#### **Girls:**

- Grades K-4: Plaid jumper
- Grades 5-8: Plaid kilt (skirt)
- Black or navy spandex bike shorts
- White Oxford shirt (long or short-sleeved)
- Long JMCA plaid tie (must be purchased from JMCA)
- Black or brown shoes (closed toe/heel **not to exceed 1”** – no platforms, pumps, or boots)
- White, Hunter, or Black socks
- Tights are optional and must be black or white (**NO** leggings)
- JMCA Cardigan sweater with crest (available only at Lands’ End) \*\*
- Hunter green vest is OPTIONAL (223015)

#### **Boys:**

- Black pleated pants or double-knee pants (403847)
- White button-down collar Oxford shirt (long or short sleeved) (458479, 458473)
- Long JMCA plaid tie (**must be purchased from JMCA @ \$22.00**)
- Black dress shoes (no boots)
- BLACK belt (394476)
- Black socks
- JMCA Cardigan sweater with crest (available only at Land’s End) \*\*
- Hunter green vest is OPTIONAL (223015)

## Casual Dress Days

### **Girls:**

- Khaki solid pleated skort (458611), plain front chino pants 442875)
- Hunter green 2 button polo shirt without pocket (long or short-sleeved) (051402, 230955, 051369, 230958)
- White anklets or crew socks OR white, green, or black knee socks/tights – **NO** leggings
- Lace-up sneakers (not high-tops) – white or black preferred (may wear white anklets with black or brown Mary Janes)
- Dark brown belt (with pants) (394476)

### **Boys:**

- Pleated or double-knee chino pants or shorts (231152, 403847, 435618)
- Hunter green 2- or 3-button polo shirt without pocket (long or short-sleeved) (051402, 051369)
- White crew socks
- Lace-up sneakers (not high-tops) – white or black preferred
- Black belt (394476)

## All Days

### **Girls:**

- Hair accessories are optional and **MUST** match the uniform, **ONLY** matching plaid or colors of khaki, green, black, brown, white or clear are allowed. “Cat ears” and other headbands are not allowed.
- Girls may have pierced ears (one hole per ear). There may be no other piercings.
- **Earrings may not be longer than 1”.**
- **Socks must be anklets crew socks or knee socks.**

### **Boys:**

- No piercings
- **Socks must be crew socks, not “no-shows”**

### **Other requirements for all students:**

- No visible tattoos are allowed – whether permanent or temporary.
- Sandals, boots, and backless shoes may **NOT** be worn at JMCA.
- **Shirts must be fully tucked in.**
- Shoe laces must be kept tied.
- No spray in or gel hair color. Only natural hair color is allowed.
- Only white tee shirts may be worn as undershirts, long-sleeved tee must be worn under long-sleeved shirt.
- **All uniform components must be CLEAN and SERVICABLE.** No holes, missing buttons, rips or tears.
- **Jewelry** - Students may wear watches if they do not have an alarm or make noise. Other jewelry that is not large or distracting may be worn but necklaces are to be worn inside shirts.
- JMCA Spirit Wear is optional and may be worn on Fridays. Hoodies may only be worn as outer wear.
- **All uniform clothing items not purchased through Land’s End must match those company products as listed.**

JMCA administration may authorize exceptions from the above dress restrictions for specially designated days, health reasons, or for school-sponsored learning activities. Anything not specified above is not allowed.

[Lands' End](#) carries all uniform items and is the exclusive vendor of JMCA plaid and sweaters.

## **VIOLENCE-FREE LEARNING ENVIRONMENT**

It is the goal of JMCA to maintain a learning environment free from acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect JMCA or which occur on school property. Children may be removed from JMCA for exhibiting such behavior.

## **VISITORS**

JMCA encourages parents/guardians to visit our classrooms, activities and functions to observe the work of our school. Specific procedures have been established to facilitate a positive experience for visitors and the staff and students of our school. All visitors and volunteers are required to check in at the office immediately upon arrival at the school. While most family members are known to school personnel, you may be asked to provide identification in order to ensure the safety of our children. In addition, all visitors are required to wear a visitor badge while in the building.

## **VOLUNTEERS**

Parental involvement is a leading indicator of student success and an essential part of the JMCA learning community. JMCA recognizes and appreciates the volunteer services provided by the members of our community. Families of children who attend JMCA shall be required to volunteer 30 hours of their time to JMCA during the school year. Of this time, at least 10 hours must be spent at JMCA, during the academic day. You are responsible for completing your family log sheet at the front office each time you complete a volunteer task. Those who volunteer in the building or on field trips are requested not to bring younger siblings due to disruption and dividing the parent's focus between "duties."

1. Parents must schedule volunteer opportunities at least 24 hours in advance.
2. Parents who are also employees of JMCA may not log volunteer hours during lunch/break time.
3. Volunteer opportunities are based on building needs.
4. All volunteer requirements must be met by the end of the school year as a criterion for re-enrollment.
5. Volunteer hours may not be carried over to the next year, unless approved by the administration.
6. Volunteer hours may not be shared with other families.
7. Volunteer hours may not be accumulated by siblings, under 18 years of age, of JMCA students.
8. Volunteer hours may be purchased with cash at the rate of \$10 per hour.
9. Volunteer opportunities (outside of the academic day):

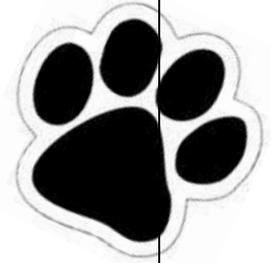
- a. Participation in BAAC or PTO meetings (1 hour maximum per meeting) up to 7 hours per year.
  - b. Attendance at Board of Directors meetings (1 hour maximum per meeting) up to 7 hours per year.
  - c. Assistance with school fundraisers.
  - d. Weekend activities at JMCA (grounds keeping, inventory, maintenance, other needs as required).
  - e. Assisting with preparation of classroom materials at home.
  - f. Other activities with administrative approval.
10. Volunteer opportunities (within the academic day):
- a. Working in the library (book check out and return, shelving books).
  - b. Supervision of lunch and lunch recess.
  - c. Helping in classrooms.
  - d. Creating displays or taking down displays of student work.
  - e. Clerical assistance (filing, answering the telephone).
  - f. Other activities as needed.

### **WITHDRAWAL FROM SCHOOL**

If you 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.



*A teacher affects eternity;  
he can never tell where  
his influence stops.*  
Henry Brooks Adams



## **APPENDIX A** **Annual FERPA Notice**

The Family Education Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents should submit to the principal a written request that identifies the record(s) they wish to inspect. A school official will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. Parents may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

## APPENDIX B

# ***EDUCATION OF CHILDREN & YOUTH IN HOMELESS SITUATIONS***



The federal McKinney-Vento Act protects the rights of children and youth in homeless situations to attend and succeed in school, including preschool. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular and adequate residence, including children and youth who are: staying with friends or relatives because they lost their housing; awaiting foster placement; or living in emergency or transitional shelters, motels, domestic violence shelters, campgrounds, inadequate trailer parks, cars, public spaces, abandoned buildings and bus/train stations.

### **Children and youth in homeless situations have the right to:**

- ✍ Go to school, no matter where they live or how long they have lived there;
- ✍ Choose between the local school where they are living, the school they attended before they lost their housing, or the school where they were last enrolled;
- ✍ Enroll in school without proof of residency, immunizations, school records, or other documents;
- ✍ Get transportation to school;
- ✍ Get all the school services they need;
- ✍ Be free from harassment and isolation; and
- ✍ Have disagreements with the school settled quickly.

## APPENDIX C

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

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform. Furthermore, the Board of Education believes that the Internet and its resources have become essential elements of a Widefield School District Education, preparing students for today's connected learning and work environments.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs. Students may be provided with WSD3 email accounts and have access to web services; including communications tools to help facilitate classroom related interaction with peers and district staff.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful to minors.

#### **Blocking or filtering obscene, pornographic and harmful information**

Software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall either be installed on all district computers having Internet or electronic communications access or access to the Internet will be filtered by a centralized web filter. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

#### **No expectation of privacy**

District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic

communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

### **Unauthorized and unacceptable uses**

Students shall use district computers and computer systems in a responsible, efficient, ethical and legal manner. Use of the system must be consistent with the educational objectives of Widefield School District 3. Use of district managed resources and tools will be considered first before utilizing public or other privately managed resources and communications tools. Use of other networks or computing resources must comply with the rules of that network and be in direct support of student learning. Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

- playing games is not an acceptable use, unless they are specific to curriculum objectives.
- using the system for personal entertainment.
- providing copies of district access software to others or allow individuals not associated with the district to use the service.

No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
  - that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
  - that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
  - for personal profit, financial gain, advertising, commercial transaction or political purposes
  - that plagiarizes the work of another without express consent
  - that uses inappropriate or profane language likely to be offensive to others in the school community
  - that is knowingly false or could be construed as intending to purposely damage another person's reputation
    - in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
  - that contains personal information about themselves or others, including information protected by confidentiality laws
  - using another individual's Internet or electronic communications account without written permission from that individual
    - that impersonates another or transmits through an anonymous remailer
    - that accesses fee services without specific permission from the system administrator

**Netiquette** – Users are expected to abide by the generally accepted rules of network etiquette, OR SOCIALLY RESPONSIBLE USAGE. These include, but are not limited to:

1. Be polite. Do not write or send abusive, obscene, vulgar or threatening messages. Electronic mail and other communications tools are not private and may be subject to public inspection as a public record as provided by law. Moreover, these messages may be stored DIGITALLY and may be subpoenaed in court cases and legal conflicts. In addition, Internet transactions are not private and district staff and administrators may monitor these messages at any time for any reason without notice to the user.
2. The system administrator and district administrators can access email, system messages addressed to other users, social media discussions, and personal web pages. The district shall investigate on its own and will cooperate with legal authorities, and other outside agencies and providers to investigate messages or personal web pages related to, or that support, illegal or inappropriate activities. Messages or system use relating to or in support of illegal activities, as well as inappropriate messages or system use pursuant to district policy, may result in revocation of system use privileges, termination of employment, commencement of legal action and/or district disciplinary action.
3. Never use the system in a way that disrupts the use of others by downloading large files, sending mass email messages or annoying others using the system. Limit on-line time so that others will have access. Log off when the system is not being used.
4. Staff or student work may be published on the internet only as it relates to class projects, courses, or other school-related activities and only with permission of the person who created it.
5. Never reveal your personal address, phone number, other personally identifiable information, credit card numbers or those of other students, colleagues, or family members.

### **Security**

Security on district computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computer systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

### **Safety**

In the interest of student safety, the district shall educate students about appropriate online behavior, including cyberbullying awareness and response, and interacting on social networking sites and in chat rooms.

### **Web Services - Access and Use**

All web pages created by district employees, students and student organizations on the district's computer system will be subject to treatment as district-sponsored publications. This includes information produced, posted and managed through district managed web tool, but also includes the use of other public and privately managed tools. Accordingly, the district reserves the right to exercise editorial control over such publications. Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

### **Vandalism**

Vandalism will result in cancellation of privileges and may result in school disciplinary action, including suspension or expulsion, and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

### **Unauthorized software**

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

### **Assigning student projects and monitoring student use**

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

All students shall be supervised by staff while using the Internet or electronic communications at a ratio of at least one staff member to each 35 students. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

**Student use is an expectation**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is an expectation and a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school disciplinary action, including suspension or expulsion, and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Because of the essential role that the Internet and Internet resources play and will increasingly play in providing current and relevant education in the Widefield School District, it will be the expectation of the District that students will use the Internet at school.

For parents who do not wish for their student(s) to use the Internet at school, Widefield School District provides parents the opportunity to opt their student(s) out of Internet usage. Parents/guardians shall be required to sign the district's Internet Opt-out Form annually before the District will disable access to the Internet for the student. Your signature(s) on the attached "Internet Opt-out" form creates a contract that is legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully, understand(s) their significance and accept(s) and agree(s) to them.

PLEASE NOTE: Opting your student out of Internet use at school does automatically opt your student out of having an email account through the Widefield School District. When you opt your student out of the Internet use at school, they will still have a [wsd3.org](http://wsd3.org) email account available that can be accessed any place your student has access to the Internet outside of school. However, opting out does mean that the student would not be able to access his/her [wsd3.org](http://wsd3.org) email account at school.

**School district makes no warranties**

The school district makes no warranties of any kind, whether express or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

**Terms and Conditions** – These Terms and Conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Colorado, and the United States of America.

## **APPENDIX D**

### **SECTION 504 AND TITLE IX NOTICE**

The Widefield School District No. 3 complies with all federal and state rules and regulations and does not discriminate on the basis of sex or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the appropriate school district coordinator:

**Title IX Compliance Officers – Employees:**

School Building Level: Principal

District Level: Kirk Vsetecka

Office of Human Resources

1820 Main Street, Colo. Springs, CO 80911

719-391-3015

**Title IX Compliance Officers – Students:**

School Building Level: Principal

District Level: Connie Florell

Assistant Superintendent

1820 Main Street, Colorado Springs, Co 80911

719-391-3000

**Section 504 Compliance Officers – Employees:**

School Building Level: Principal

District Level: Kirk Vsetecka

Office of Human Resources

1820 Main Street, Colorado Springs, Co 80911

719-391-3015

**Section 504 Compliance Officers – Students:**

School Building Level: Principal

District Level: Mary Williams

Department of Special Education

1820 Main Street, Colorado Springs, Co 80911

719-391-3051

If a complainant is unable to contact a compliance officer, or if it is alleged that the compliance officer has discriminated in any of the above matters, please contact the office of the superintendent:

Scott Campbell

Administration Building

1820 Main Street, Colorado Springs, CO 80911

391-3001

## **APPENDIX E**

### **NOTICE CONCERNING DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that James Madison Charger Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, JMCA may disclose appropriately designated "directory information" without written consent, unless you have advised JMCA to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks.

If you do not want JMCA to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by August 15. JMCA has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Photograph
- Honors, and awards received
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

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