

CRESSON ELEMENTARY STUDENT HANDBOOK

Dear Cresson Families:

We want your child to be happy and successful at school. We believe parent(s) have a major role in their child's education. Your continual interest in your child's progress is vital. We believe communication between parents, students, and teachers is critical. If problems arise, we will work with you to find solutions.

We hope to create an environment where courtesy and kindness prevail. We want your child to work on five school guidelines. These guidelines are explained to you in the attached letter. Please discuss these guidelines with your child. We are a Community of Caring school where we believe in the values of caring, trust, family, respect, and responsibility. As a staff we are dedicated to modeling these values, thereby creating a safe and positive atmosphere for learning.

If you have questions or concerns, please feel free to contact your child's teacher or the principal. We look forward to working with you and your child.

Sincerely,

Cresson Elementary School Staff
(719) 689-9230

COUGAR GUIDELINES FOR SUCCESS

Dear Cresson Elementary School Student,

Each of you is very special to us. We want you to be happy at school and to learn all that you can. We believe in the values of caring, family, respect, responsibility, and trust. Teachers, students, parents, and families are important members of our Cresson community. We will all work together to create a positive learning environment. We have identified five guidelines that will help each of us be successful.

GUIDELINE ONE: Be responsible.

All through your life you must decide how you will act. Therefore, we expect you to do what is right whether or not you are being watched. This is called “being responsible.” It isn’t always easy to make responsible choices, especially if someone else is not being responsible. It is important for you to remember that you are in charge of yourself. You can do what is right.

GUIDELINE TWO: Always try.

The best way to learn something new is to practice until you can do it. If you are unwilling to try, you cannot practice. When you first try to do something it is often difficult, but if you keep trying, it gets easier and easier.

GUIDELINE THREE: Do your best.

When you have a job or an assignment, do your very best. While you are working on something, ask yourself, “Is this the best I can do?” If you give a job your best, you learn more and feel more responsible than if you just slide through the job. If you make mistakes but do your best, your teacher can help you learn from your mistakes.

GUIDELINE FOUR: Cooperate with others.

Cooperation includes being polite, treating people with respect, accepting differences between people, dealing with disagreements through STP (Stop, Think, Plan), and encouraging others to do their best.

GUIDELINE FIVE: Treat everyone with dignity and respect.

Everyone must know Cresson Elementary is a safe and supportive place to be. Any behavior that could hurt someone else will not be allowed. Examples of respecting property include caring for our school, play equipment, the personal property of classmates and staff, and returning lost items to the lost & found.

The staff at Cresson Elementary will help you achieve success at school. We will do this by helping you solve problems and by protecting your right to learn. We look forward to a good year and are happy to have an opportunity to work with you.

Enjoy a good year!

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COMMUNITY OF CARING

Our guidelines reflect our dedication to the values of caring, family, respect, responsibility, and trust. Our teachers and staff are dedicated to modeling these values and helping students to understand them. We are like a family at Cresson, where we accept each others' differences and we give encouragement and support. We care for each other inside and outside the classroom. We treat each other with respect. Every person accepts responsibilities at Cresson.

VISION

TOGETHER, we can help every Cresson student reach his/her full potential.

MISSION STATEMENT

We, the members of the Cresson Elementary School community, are committed to developing life-long learners who value themselves, contribute to their community, and succeed in a changing world.

General Information - School and District Policies

CRESSON ELEMENTARY ATTENDANCE POLICY

It is the belief of the faculty and administration that in order to deliver the quality education expected by the community, students must attend class on a regular basis. Frequent absences lead to disinterest, lack of effort, and many times failure. Whenever students miss a class, they miss the opportunity to learn. Students and parents have a responsibility to see that attendance in school is regular and punctual.

There is no greater indicator of student achievement than parental support. One of the greatest rewards you can give your child is to get him/her to school each day prepared and on time. Attendance is vital to your child's academic advancement. If your child will be absent, please call the office and report the absence that morning. If we do not hear from you, we will call home or send a letter. In accordance with school board policy and state law, **a child is considered truant if he/she has four (4) unexcused absences in a month or ten (10) absences in a school year.** Even excessive *excused* absences will require evidence of a legal excuse (such as a letter from a doctor). Your child learns a great deal each day and not attending school can cause your child to miss important information and fall behind.

Students will be allowed and expected to do make-up work for any absence period. If an extended absence is planned, parents should contact their child's teachers one week in advance for assignments. These assignments will be due upon the student's return. For assignments not completed, teachers will assign school time for the make-up work. The teachers will work with parents for any unplanned absence or illness.

By working together, we will make each student's education our top priority.

DRESS FOR SUCCESS

District-wide dress codes are intended to help students concentrate on school work, reduce discipline problems, and improve school safety. Students shall not wear clothing that is deemed disruptive to the classroom environment or school safety. Students will be expected to dress in clothes which are clean, neat, and in good repair. The following items **are not** acceptable in school buildings, on school grounds, or at school activities:

- Shorts, dresses, skirts or other similar clothing *shorter than mid-thigh length*
- Sunglasses worn inside the building or in class
- Hats or any other type of head covering
- Sheer, tight, or low-cut clothing
- Tank tops or similar clothing with straps narrower than 1.5 inches in width
- Undergarments are not to be visible
- Pajamas
- Any clothing or accessory that
 - Refers to drugs, tobacco, alcohol, or weapons
 - Is of a sexual nature
 - Is obscene, profane, vulgar, lewd, or legally libelous
 - Threatens the safety or welfare of any person
 - Promotes any activity prohibited by the student *Code of Conduct*
 - Disrupts the teaching and learning process

Students who violate the dress code will be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case there will be no further penalty.

CUSTODIANS AND CLEANUP

Custodians are an important part of our school. They are members of our staff and are to be treated with respect. They are responsible for the care and maintenance of our school building and grounds. Students and teachers share the responsibility for keeping our school clean.

ELECTRONIC TOYS AND CELL PHONES

Please do not bring electronic toys or cell phones to school.

- 1st offense – The teacher will take the toy or phone and bring it to the office at his/her earliest convenience. The student will be allowed to take it home at the end of the day.
- 2nd offense – The item will not be returned to the student. Parents will be notified and must pick up the item from the front office.

EMERGENCY NOTIFICATION OF PARENTS

Open communication with parents helps to build a collaborative community at Cresson. It is important to relate positive information as well as concern for

students. Teachers should communicate with parents as soon as a problem becomes evident and work together on strategies to remedy the problem.

Parents are asked to notify the teacher if you have questions or concerns regarding your child. Teachers should respond quickly to parent concerns. Teachers, students, and parents may involve the principal if desired. Our ultimate goal is to have successful, happy students and supportive families.

EXEMPTIONS FROM REQUIRED INSTRUCTION

If the religious beliefs and teachings of a student or his/her parents or legal guardian are contrary to the content of a school subject or to any part of a school activity, the student may be exempt from participation. To receive such an exemption, the parent or legal guardian must present a written request for exemption to the school principal stating the conflict involved.

If a student is unable to participate in a physical education class, he/she must present to the school principal a statement from a physician stating the reason for his/her inability to participate.

FREE AND REDUCED BREAKFAST AND LUNCH PROGRAM

Cresson offers a free breakfast and free or reduced lunch program for students who qualify. Application forms are located at the front office and may be picked up during normal business hours. **A new application is required each school year.** Parents/guardians may call the administration for more information about this program.

HEALTH PROBLEMS

Students with health problems which may impact or conflict with school requirements, or which will require special consideration by school officials, should present to the principal a letter from the family physician explaining the circumstances. The school principal will notify the appropriate staff members. The nurse will give details of the problem only to the school personnel on a need-to-know basis.

MEDICAID PROGRAM

In 1988 a Federal law, PL-100-360, was passed permitting Medicaid to partially reimburse schools for health and related services provided to any child enrolled in a state Medicaid program. In 1997 a Colorado law, SB-101, was passed authorizing school districts and BOCES to obtain reimbursements for health and related services.

Health and related services are those types of professional services provided by audiologists, nurses, occupational therapists, physical therapists, speech pathologists, licensed counselors, licensed social workers, psychologists, orientation and mobility specialists, and some other additional services.

Participation in the school Medicaid program will not affect individual Medicaid benefit coverage. The reimbursement the district receives is totally separate

from the Medicaid coverage supported by the state of Colorado in that it is federally funded specifically for schools.

The District is a Medicaid provider. The District will conduct a billing process to obtain reimbursement for services provided.

Participation in the school Medicaid program is voluntary and does not affect school services that may be provided to a student. Any parent/guardian or eligible student (18 years or older) who does not want to participate in the school Medicaid program must notify the school in writing. Forms to decline participation are available in the school office.

Not allowing the District to bill for services reduces the amount of reimbursement the District receives.

ANNUAL HEALTH / HEARING, VISION & BMI

Students will be screened annually for vision, hearing, height, weight, and blood pressure (if possible). A mathematical calculation of height and weight will be done to get a measurement called Body Mass Index (BMI). This calculation is an indicator for risk factors for disease. Without specifically identifying each student, BMIs will be processed through Teller County Public Health as baseline data collection. Please contact the Cresson office for questions or to decline.

MEDICATIONS

All medications will be stored in the school nurse's station. Students are not to have any medicines in their possession while on school grounds.

Students requiring medications of any type, including over the counter medicine, given during school hours, must make the following arrangements:

1. The parent may come to the school and give the medication to the child at the appropriate time, or:
2. The parent may obtain a medication form from the principal's office and have the family doctor indicate on the form the drug, dose, and time to be given and possible side effects. **BE SURE THE DOCTOR SIGNS THE FORM.** This form and the medication must be checked into the front office. All medications will be in a pharmacy labeled bottle with the student's name and instructions for administering the medication, or:
3. The parent may discuss with the doctor an alternative schedule of medication so that it may be given outside of school hours.

TELEPHONE

No student will be called to the telephone during a class unless there is an emergency. A message of importance will be relayed to the student's teacher to be given to the student at the earliest convenience.

In the event of sickness or emergency, students should go to the front office to use the phone.

VISITORS TO THE SCHOOL

The Board of Education encourages parents and community members to visit and observe classrooms during school hours. The Board believes there is no better way for the public to learn what the schools are actually doing. Due to the current social climate across the nation, prior arrangements should be made through the Main Office. The following guidelines are in effect:

1. If a parent or community member wishes to visit a classroom, or a student or alumni wishes to visit a former teacher, a phone request should be made at least 24 hours in advance to minimize instructional disruption and to ensure the safety of our students and staff. A building principal may allow classroom visitation on shorter notice at his/her discretion.
2. Upon entering a school building, **all visitors need to sign in at the Main Office and obtain a Visitor's Pass.** These passes need to be turned back in the Main Office upon leaving.
3. Any district employee has the right to question the intentions of any visitor in a district building or on district property. Appropriate authorities will be contacted when necessary to escort unauthorized individuals from any district building or property.
4. The district administration or building principal can deny access at any time to any individual who has no valid reason to be in any building or on any property owned by the district.
5. All visitors will be expected to follow all public conduct rules as established by the Board.
6. Any deviation from this policy is at the discretion of the administration.

FIELD TRIPS AND SPECIAL ACTIVITIES

Individual teachers will schedule field trips and special activities throughout the year. These trips and activities may be used for classroom instruction and additional learning experiences and for rewards. Each teacher will be responsible for obtaining signed parent permission slips and transportation requests. Students must meet the following requirements to be eligible to attend field trips and participate in special events:

1. Have all assigned class work completed
2. Have all required permission slips and any fees turned in to their teacher
3. Be in good standing as regards to behavior with the teacher and principal

Students who are not allowed to participate in a field trip or activity will remain at school under the supervision of the principal. These students will have assigned work to be completed. If these assignments are not completed, the student may be required to complete the assignments during other specified school time. The teacher and/or principal will notify parents when their child is not allowed to attend a field trip or participate in a scheduled activity.

PARENTS' RIGHTS CONCERNING STUDENT RECORDS

1. Parents have a right to look at school records. To look at your child's records, you should give the principal a written request listing the records you want to see. The principal must allow you to see the records within 30 days.
2. You have a right to request changes in your child's school records if you believe the records are inaccurate, misleading, or they violate your privacy rights. If you want to change your child's records, you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your child's records will be changed. If the principal disagrees with you, you may request a hearing.
3. You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. For example, a school district employee or adult volunteer may see your records if they need information in the records to do their job as an employee or volunteer.
4. You have a right to file a complaint with the U.S. Department of Education if you believe the school has violated any of your rights with respect to school records. If you have a complaint, send it in writing to:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Some of the information in your child's school records is not confidential and may be released without your consent. This information is known as "directory" information. Directory information includes the following:

- Full legal name
- The image or likeness in pictures, videotape, film, or other medium
- Dates of attendance
- Major field of study
- Participation in officially recognized sports and activities
- Height and weight of athletic team members
- Degrees and awards received
- Most recent previous educational institution attended
- Subsequent educational institution attended
- Academic work intended for publication or display

If you do not want directory information released, you must tell the principal in writing what types of directory information you do not want released. That written notice to the principal must be received no later than September 15 of each year or within 30 days of receiving this notice.

Both parents have the right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access to school records.

Copies of school records are available for a minimal copying charge.

If you have questions about these rights, please contact your school office.

PROCEDURES

RESPONSIBILITY AND DISCIPLINE: ONGOING PROCESS

Establishing a policy that promotes responsibility and discipline is an ongoing process, not a one-time effort. The policy stated in this manual will not ensure school discipline or individual responsibility. It will, however, facilitate the process. Staff must work continuously to achieve as much consistency as possible and be prepared to revise and adapt procedures as needed.

STUDENTS AND STAFF

Students and staff at Cresson Elementary School will take pride in their efforts to understand and demonstrate the Community of Caring values of

1. Caring
2. Family
3. Respect
4. Responsibility
5. Trust

PARENTS

Parents are encouraged to participate in the educational process. We need the support and cooperation of parents to effectively help each student reach his/her fullest potential. The major role of parents is to consistently demonstrate interest and support in how their child is doing in school. When students see that parents support their best efforts, they are given a real incentive to strive for excellence.

GENERAL CONSEQUENCES FOR INFRACTIONS

The mildest consequence that might be appropriate will be implemented first.

1. Verbal Reprimand
2. Positive Practice
3. Time Out (Recess)
4. Behavior Contract
5. Office Referral/With Possible Parent Contact
6. Step-Up Program

ENCOURAGING RESPONSIBLE CHOICES

GENERAL PHILOSOPHY

Teachers and students will always value each other for whom and what they are regardless of their achievements. Students are always accepted and considered "good." Teachers should always relate to students as if they were teaching their own children.

CRESSON ELEMENTARY SCHOOL'S PLAYGROUND RULES ARE:

P Prepared	<ol style="list-style-type: none"> 1. Dress appropriately for the weather. 2. Leave and enter the building calmly and quietly.
A Accountable	<ol style="list-style-type: none"> 1. Treat equipment and people with respect. 2. Be safe at all times.
W Wise	<ol style="list-style-type: none"> 1. Set a good example by making good choices.

1. Be safe.
2. Be respectful.
3. Take care of yourself.
4. Take care of each other.
5. Take care of your school.

The following list defines (but is not limited to) the behaviors that comprise these rules:

1. Rough play or fighting is not allowed on the playground (e.g. grabbing or ripping clothing).
2. Students will settle differences peacefully using conflict resolution techniques.
3. When the teacher blows the whistle, students are to stop what they are doing and line up quickly and quietly.
4. Students are to enter the building quietly while staying in their lines.
5. Students will show respect for others and follow instructions given by staff.
6. Students will stay outside during all recesses unless they have their teacher's permission and are under their teacher's direct supervision.
7. Students will stay off snow hills and away from puddles and mud.
8. Students will not throw rocks, sticks, snowballs, or other dangerous objects and will leave these objects alone.
9. Students will play only on playground areas assigned by the supervisor on duty.
10. Students will show pride in their school by keeping the building and grounds free of litter (e.g. clean feet, snow off clothing, no trash outside).
11. Students will take turns on the swings and will practice safe swing habits. Students will share equipment, courts, and game squares.
12. Students will leave knives and other unsafe objects at home, as well as electronic devices and toys.
13. Students are to ask permission to get a ball that is off the playground area.
14. Students will come down the slide on their bottom (they will NOT run up or down the slide). One student will be on the slide ladder at a time. Students will not hang off the sides of the slide.
15. Students are responsible for returning playground equipment they have taken out for recesses.

ASSEMBLIES

GOAL

The students of Cresson Elementary will be safe, courteous, and respectful during all presentations and programs.

RESPONSIBLE ASSEMBLY BEHAVIOR

1. Students will enter and leave assembly in a quiet, orderly manner.
2. Students will remain in the program once they are seated.
3. Students will remain quiet and attentive during any program or presentation.
4. Students will leave unnecessary items in the classroom.
5. Students will show only positive acknowledgement of program/presenters.
6. Students will remain seated until classroom teacher dismisses and accompanies them.

HALLWAY RULES

GOAL

The hallways of Cresson Elementary will be a safe, quiet environment where people interact with courtesy and respect.

RESPONSIBLE HALLWAY BEHAVIOR

	Hallway
P Prepared	<ol style="list-style-type: none">1. Move quietly, walking, staying to the right in the hallways.2. Have a pass from your teacher to go to a location other than the bathroom.
A Accountabl e	<ol style="list-style-type: none">1. Be respectful of the building, other students, and classrooms while in the hallways.2. Use appropriate voice level and manners.3. Set a good example for others to follow.
W Wise	<ol style="list-style-type: none">1. Go directly to your destination and return promptly.

1. No students should be in the hallways prior to 7:50 am unless they have permission or are escorted by a staff member.
2. Students should be out of the building by 4:10 pm unless involved in a supervised activity.

CAFETERIA

GOAL

The lunch line and cafeteria of Cresson Elementary will be a safe and clean environment where people interact with courtesy and respect.

	Cafeteria
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P Prepared	<ol style="list-style-type: none"> 1. Have the materials and items you need. 2. Use good manners.
A Accountabl e	<ol style="list-style-type: none"> 1. Use appropriate voice and language. 2. Take care of your own mess. 3. Respect others and their space.
W Wise	<ol style="list-style-type: none"> 1. Make the best use of your time by eating rather than playing. 2. Follow the cafeteria rules.

RESPONSIBLE CAFETERIA BEHAVIOR

1. Students will use quiet voices when talking.
2. Students will keep hands, feet, and objects to themselves.
3. Students will stay in their seat until released.
4. Students will eat quietly and use good manners.
5. Students will walk in the cafeteria.
6. Students will be dismissed (excused) to the gym or recess.
7. Students will leave the table clean.

RESTROOM

GOAL

The restrooms at Cresson Elementary will be clean, safe, and available for student use.

Restrooms	
P Prepared	<ol style="list-style-type: none"> 1. Use the restroom at appropriate times.
A Accountabl e	<ol style="list-style-type: none"> 1. Take care of the facilities and report any misuse to others. 2. Respect the privacy of others. 3. Keep the restroom clean.
W Wise	<ol style="list-style-type: none"> 1. Go, flush, wash, return. 2. Wash hands after using the restroom. 3. Return to class promptly.

RESPONSIBLE RESTROOM BEHAVIOR

1. Teachers will encourage students to use the restroom facilities on the way out to recess.
2. If restrooms must be used during class, the teacher should determine the appropriate time so as to cause the least disruption to the classroom learning.
3. Bathroom passes may be used at the classroom teacher's discretion.
4. Students should use restrooms appropriately and leave them clean.
5. Students should put toilet paper in the toilet and put all other paper in the waste basket.
6. Students should flush the toilet, wash their hands, and leave the restroom to return to class as soon as they finish.
7. Stalls should be left unlocked after use.

EMERGENCY BUILDING EVACUATION

GOAL

The students of Cresson Elementary will safely evacuate the building in the shortest time possible.

RESPONSIBLE EVACUATION BEHAVIOR

1. Students will leave the building walking silently and calmly in single file.
2. Students will leave all belongings behind.
3. Students will go to the designated areas with the teacher in charge and stay in a straight line with the class.
4. Students will remain silent.
5. Students will listen for directions.

ENCOURAGEMENT PROCEDURES

The teacher will compliment the class. The principal will report on effectiveness of evacuation over the intercom.

BUILDING EVACUATION PLAN

The alarm for immediate evacuation of the building will be the fire alarm. It will be a continuous ring of the bell.

SCHOOL BUS RULES

	Bus
P Prepared	<ol style="list-style-type: none">1. Know the bus schedule and be on time.2. Know how you are getting home.
A Accountabl e	<ol style="list-style-type: none">1. Treat the bus and the people on the bus with respect.2. Be safe by following rules.
W Wise	<ol style="list-style-type: none">1. Be sure the bus driver can see you at all times when you are on or near the bus for safety reasons.

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Eating on the bus is prohibited.
4. Loud talking, laughing, or unnecessary confusion is not allowed.
5. Treat the bus equipment as you would valuable furniture in your own home. Damage to seat, etc. must be paid for by the offender.
6. Never tamper with the bus or any of its equipment.
7. Keep books, packages, coats, etc. out of the aisles.
8. Help look after the safety and comfort of smaller children.
9. Smoking on the bus is prohibited.
10. Pets, sharp instruments, or other items which could endanger the lives, health, or safety of the passengers and driver are prohibited on the bus.
11. Do not throw anything out the bus window.
12. Bus riders are not permitted to leave their seat while the bus is in motion.
13. Horseplay is not permitted around or on the school bus.
14. Be courteous to fellow students and the bus driver.
15. In case of a road emergency, passengers are to be governed by the orders of the driver.

PENALTIES FOR BUS VIOLATIONS FOR EACH SCHOOL YEAR

- 1st Offense – Warning, parent notified
- 2nd Offense – Loss of bus privileges for one week
- 3rd Offense – Loss of bus privileges for one month
- 4th Offense – Suspension of bus privileges for the remainder of the school year
- * Fighting will automatically revert to a 2nd offense penalty.

BEFORE AND AFTER SCHOOL

GOAL

Students will arrive and depart school in a safe and orderly manner.

RESPONSIBLE BEFORE AND AFTER SCHOOL BEHAVIOR

1. The building will not be open before 7:30 am; there is NO SUPERVISION before 7:30 am.
2. Students must have permission to be in the building prior to 7:30 am or after 4:10 pm. Students must be under direct supervision unless involved in a supervised activity. There is NO SUPERVISION after 4:15 pm.
3. At the 7:50 am bell, students should walk to their class in an orderly manner.
4. When dismissed from class, students should leave the building and/or board the buses in an orderly manner.
5. Students being picked up by parents must use the “C” street entrance.
6. Students are not allowed to go to the high school after school has been dismissed.
7. Buses will leave promptly; the Victor elementary bus leaves at 4:05 pm and all other buses leave at 4:10 pm. It is the student’s responsibility to be on time. Parents will have to provide transportation if students miss the bus.

8. Students are not allowed to cut between parked buses.
9. Students will use the stairs and the crosswalk to cross "B" Street.
10. Students using the public library located in the high school must have a purpose for library use after school hours. Public library rules apply.
11. School grounds are unsupervised before and after school.

CONSEQUENCES FOR INFRACTIONS

When a student misbehaves, teachers will calmly and consistently implement the mildest consequence that is appropriate.

1. Give a verbal reprimand.
2. Review with the student the appropriate rules of before and after school.
3. Repeated infractions, insubordination, dangerous, or illegal situations will be referred to the principal. The principal may then make parental contacts.
4. Contact the parent(s) or guardian.

DISCIPLINE

CODE OF CONDUCT

As a Community of Caring school, we endorse a Code of Conduct for all students to follow. This Code of Conduct is the minimum expectations of all students. The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

Most misbehavior can be dealt with by discussion or mild consequences. However, the following categories of severe misbehavior will result in the student being sent immediately to the office. These behaviors are grounds for suspension and will be used to classify a student as habitually disruptive.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person, except in self-defense.
4. Commission of any act which, if committed by an adult, would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law.
5. Violation of criminal law.
6. Violation of district policy or building regulations.
7. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using, or possessing a deadly weapon without the authorization of the school or school district in accordance with state law.

8. Violation of the district's alcohol use/drug abuse policy. Possession and/or use of alcohol/drug products on campus may result in suspension.
9. Violation of the district's smoking and use of tobacco policy.
10. Violation of the district's policy on sexual harassment. The District's Title IX officers will investigate all incidents of sexual harassment and appropriate consequences will be imposed as determined by the administration.
11. Throwing objects outside of supervised school activities that can cause bodily injury or damage to property.
12. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
14. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority.
18. Behavior on or off school property which is detrimental to the welfare, safety, or morals of other students or school personnel.
19. Repeated interference with the school's ability to provide educational opportunities to other students.

DISCIPLINARY REMOVAL FROM CLASSROOM

Staff, including administration and teachers, must use their training, experience, and authority to create school and classes where effective learning is possible. Students should be able to attend school and classes free of unnecessary and unwarranted distraction and disruption. Such behavior interferes with the classroom environment and will not be tolerated.

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from a class by a teacher and temporarily placed in an alternative setting in accordance with these procedures.

For purposes of this policy and procedure, a "class" includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies, and other such learning opportunities taught or supervised by a teacher. "Teacher" means a person holding a license issued by the state, which is employed to instruct, direct, or supervise the instructional program.

INFORMAL REMOVAL FROM CLASSROOM

An informal removal from class occurs when a student breaks one or several classroom rules in a class period or during the school day. The teacher may remove a student by using approved discipline management techniques such as having the student stand in the hall outside of the door or some other safe “time out” environment either in or out of the classroom, or sending the student to the principal’s office for a short period of time. Generally, the student will be allowed to return to his/her classroom later the same day. The procedures set forth below do not apply to an informal removal from class.

FORMAL REMOVAL FROM CLASS (OFFICE REFERRAL)

A teacher may formally remove a student from class for the following conduct or behavior:

1. Conduct that is prohibited in the student Code of Conduct. It should be noted the building administrators make decisions regarding suspension and the superintendent makes recommendations for expulsion. Thus, a teacher’s decision to remove a student from class for behavior covered by district policies regarding suspension and expulsion may, but does not necessarily, mean the student also will be suspended or expelled.
2. Disruptive, dangerous, or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:
 - a) Inappropriate physical conduct intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
 - b) Inappropriate verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing, or baiting.
 - c) Behavior that may constitute sexual or other harassment.
 - d) Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by a teacher, response by other student, presentation by visitor) or during quiet study time.
 - e) Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.
 - f) Inciting other students to act inappropriately or to disobey the teacher, school, or class rules, including (without limitation) inciting others to walk out.
 - g) Destroying or damaging the property of the school, the staff, or another student.
 - h) Loud, obnoxious, or outrageous behavior.
3. Conduct that otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student’s noncompliance may in turn distract others either by setting a bad example or by diverting the

attention from the lesson to the student's inappropriate behavior. By way of example and without limitation, this behavior includes:

- a) Open defiance of the teacher, manifested in words, gestures, or other overt behavior.
- b) Open disrespect of the teacher, manifested in words, gestures, or other overt behavior.
- c) Other behavior likely or intended to sabotage or undermine classroom instruction.

PROCEDURES TO BE FOLLOWED FOR FORMALLY REMOVING A STUDENT FROM CLASS (OFFICE REFERRAL)

Unless the behavior is extreme as determined by the teacher, a teacher shall warn a student that continued misbehavior might lead to removal from class. When the teacher determines removal is appropriate, the teacher should take one of the following courses of action:

1. Instruct the student to go to the Main Office. Unless prevented by the immediate circumstances, the teacher shall send a note with the student stating the reason for the student's removal and call the building principal's office.
2. Obtain coverage for the class and escort the student to the school's Main Office. The teacher shall inform the building principal or designee of the reason for the student's removal from class.
3. Seek assistance from the Main Office or other available staff. When assistance arrives, the teacher or other staff member should accompany the student to the Main Office. The principal or designee shall be informed of the reason for the student's removal.

Within 24 hours of the student's removal from class, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for removal from class.

NOTICE TO PARENT/GUARDIAN

As soon as possible, the building principal or designee shall notify the student's parent/guardian by telephone and/or in writing that the student was removed from class. The notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The principal shall provide an opportunity for the parent/guardian to attend a student-teacher conference regarding the removal. If the student's removal from class also is subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom misconduct, the student's parent/guardian shall be notified of the disciplinary action in accordance with legal and policy requirements.

PLACEMENT

Each building principal shall designate a room or other suitable place in the school to serve as a short-term removal area.

When the student arrives at the Main Office, the building principal or designee will give the student an opportunity to briefly explain the situation. If the building principal or designee is not available immediately upon the student's arrival, the student will be taken to the designated short-term removal area and the principal or designee will speak to the student as soon as is practical.

At the discretion of the building principal or designee, the student may be placed in another appropriate class, program, or educational setting provided students are supervised in such alternative setting.

Students placed in the short-term removal area shall be supervised. During their time of placement, students are expected to do work of an academic nature. If possible, such work shall be related to the student's misconduct. In no event shall a student's time in the short-term removal area be recreational or other free time.

In most cases, a student shall remain in the short-term removal area for the duration of the class from which he/she was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building principal or designee may consider a different placement option.

BEHAVIOR PLAN

A behavior plan shall be developed after the teacher formally removes a student from class for the second time. The behavior plan will be similar, if not the same, as a remedial discipline plan developed for disruptive students in accordance with school board policy.

SEVERE MISBEHAVIOR AND OFFICE REFERRAL

Students who cause a disruption in the classroom, on school grounds, in school vehicles, at school activities, or events for a third time during any one school year shall be required to participate in an individual remedial discipline plan. No student shall be declared habitually disruptive prior to the development and implementation of a remedial discipline plan.

Students who through willful and overt behavior cause a disruption in the classroom, on school grounds, in school vehicles, at school activities or events more than five (5) times during the school year, whose behavior required the attention of administrative personnel to deal with the disruption, and who violated their individual remedial discipline plans shall be declared habitually disruptive students. Expulsion shall be mandatory for habitually disruptive students.

Most misbehavior can be dealt with by discussion or mild consequences. However, the following categories of severe misbehavior will result in the student

being sent immediately to the office. These behaviors are grounds for suspension and will be used to classify a student as habitually disruptive:

1. **Physically dangerous behavior: Fighting, assault, physical intimidation**

Staff should firmly inform students to stop a physical altercation. If students do not respond, staff should use professional judgment to determine whether or not to intervene physically. Staff is not required to take action that could be physically dangerous. Another student should be sent immediately for assistance from the Main Office.

2. **Illegal acts**

If a staff member is aware a student has done or is doing something illegal, the staff member is obligated to refer the situation to the Main Office. The principal must make all decisions regarding whether or not to contact any relevant authorities.

3. **Insubordinate behavior**

Insubordinate behavior is defined as the direct and immediate refusal to comply with a reasonable staff instruction within a specified period of time. Insubordination is a breakdown of communication. When a student has been referred for insubordination, the principal will arrange a conference between the student and the staff member involved. The administrator may or may not include parents or the school counselor in the conference. The purpose of the conference will be to set up a plan to help the student communicate more responsibly in the future.

4. **Improper conduct**

- a. Vandalism or stealing
- b. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school
- c. Engaging in verbal abuse
- d. Behavior on and off school property which is detrimental to the welfare, safety, or morals of students or school personnel
- e. Repeated interference with the school's ability to provide educational opportunities to other students

5. **School policy violations of:**

- a. Dangerous weapons in school
- b. Alcohol or drug use/abuse
- c. Smoking and use of tobacco
- d. Any violation of district policy or building regulations

Office referrals should be reserved for severe and chronic misbehavior.

REFERRALS AND RECORD KEEPING

The principal and office staff will keep records on all office referrals.

The administration will notify the staff member making the office referral and student's parent(s) of the consequence.

When the principal is in the building, he/she will handle the office referrals. When the principal is not in the building, an alternate will be designated. The school

secretaries will always know who the acting disciplinarian is in the event of a crisis situation.

IN-SCHOOL SUSPENSION (ISS) / OUT OF SCHOOL SUSPENSION (OSS)

The principal will manage the ISS/OSS. Students will be assigned to ISS/OSS by the administration. ISS/OSS will be used sparingly and only for severe and chronic problems. Separate lunch and break time will be arranged by the principal for the student.

When a student is to be placed in ISS/OSS, the student's teacher will be notified by the principal and asked to provide assignments for the student to work on during the assigned time. Work must be completed before returning to regular classes. Students will receive full credit for work completed while in ISS/OSS.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

Appropriate discipline for special education students shall be determined by the student's individual education plan. The special education teacher shall be contacted prior to the use of any disciplinary measure which is not authorized by the student's individual education plan in accordance with the District's responsibilities under state and federal laws.

REVIEW BY PRINCIPAL

The principal is required to collect data pertaining to the number of students who are removed from class during the year. This information will be reported to the public on the safety section of the school report card. While there are a variety of factors to consider when analyzing this data, an unusually high number of formal documented student removals from any one teacher may be cause for concern. The principal shall review this data with teachers at least annually.

A student may be removed from a classroom by a teacher only in accordance with the requirements of this policy and the applicable provisions of state and federal law. All teacher actions under this policy shall be subject to evaluation and supervision by the teacher's supervisor as provided in school district policies and procedures.

IN CASE OF BAD WEATHER

INFORMATION CAN BE FOUND ON THE FOLLOWING STATIONS AND WEBSITES IN CASE OF BAD WEATHER (SNOW DAYS OR TWO-HOUR DELAYS)

TV STATIONS (COLORADO SPRINGS)

KOAA CHANNEL 5/30
KKTU CHANNEL 11
KRDO CHANNEL 13

TV STATIONS (DENVER)

KWGN CHANNEL 2
KCNC CHANNEL 4
KMGH CHANNEL 7
KUSA CHANNEL 9
KCEC CHANNEL 50 (SPANISH)

RADIO STATIONS

KVOR 740 AM
KCBR 1040 AM
KRDO 1240 AM
KBZC 1300 AM
KCMN 1530 AM
KWYD 1580 AM
KTLF 90.5 FM
KSPZ 92.9 FM
KILO 94.3 FM
KRDO 95.1 FM
KKFM 98.1 FM
KKCS 101.9 FM

KBIQ 102.7 FM

CRIPPLE CREEK-VICTOR SCHOOL DISTRICT WEBSITE:

<https://ccvschool.wordpress.com/>

CRESSON ELEMENTARY SCHOOL (RECORDED MESSAGE)

719-689-9230