



Family and Student Handbook (K-6)

Office: 276-6050 Attendance: 276-6052

<https://www.canoncityschools.org/schools/ces/index>

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Explorer Pledge

I am an Explorer.

I make choices which guide my life.

I am curious and creative.

I am respectful and responsible.

I am resilient and keep trying even in difficult times.

I have dreams for the future and work to reach my dreams every day.

I believe every person is capable of success, no exceptions.

I believe together we make a difference for ourselves, our families,
and our world.

WE ARE:

Encouraging

Enthusiastic

Empowering

Dreamers

Flexible

Planners

Thinkers

Passionate

Helpful

Dedicated to making a difference

Trustworthy

Synergy

Finding the joy

Organized

Service oriented

Humorous

Open minded

Purposeful

Collaborative

CES Vision: Empowering lifelong learners through relevant exploration, choice, and personal responsibility to become compassionate and innovative citizens who contribute to the community.

CES Mission: While living in a culture of Choice Theory, CES fosters curiosity and creativity through skills/ traits and multiple intelligences in multi-age settings. Explorers deepen conceptual understanding through explorations as they navigate personal responsibility making a difference for themselves, their family and their world.

We are a Caring Community

We want parents to be partners in learning. Please visit, volunteer, and contact us if you have questions or concerns.

CES NEED-TO-KNOW INFORMATION

School hours: 8:00-3:15

(Breakfast drop-off 7:30)

Half Day: 8:00-11:30

Delayed Start Hours: 10:00-3:15

Front Desk- 276-6050

Attendance and Health Office- 276-6052

Address- 2855 N. 9th Street, Canon City CO 81212

Fax- 276-6080



PEANUT AWARE SCHOOL

For the safety of children with nut allergies, Canon Exploratory is a peanut-free school. Therefore, please **do not send any items with peanuts** to school for snacks or in lunches. As a general rule, if the ingredients say “may contain peanuts,” do not send them. We need your help to keep all of our peanut allergic students safe this year. Thank you for your help. If you have any questions, please call Trisha Sallie, RN at 276-5718.

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, School District Fremont RE-1 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law. Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district employees and members of the public: Director of Human Resources 101 N. 14th Cañon City, CO 81212 719-276-5700 jamie.davis@canoncityschools.org

Cañon City Schools Nutrition Services

We are excited to share that **ALL Canon City School students will receive free school breakfast and lunch in 2023-24 through the Healthy School Meals for All program!**

Please know ONLY students eat free. Non-staff adults pay \$4.00 for lunch and \$3.00 for breakfast.

This new statewide program, approved by Colorado voters, is helping Colorado children and teens have access to nutritious food at all Canon City Schools and provides a great cost saving to our families! Our menus are available at www.ccsnutrition.org. Sign up to [Go Green](#) and you will automatically receive an electronic menu each month for your child's school.

Even though meals will be provided for free, we will need families to continue to complete household income information forms that we will provide in order for our school to receive full access to federal funding to support the new program. These additional funds will go directly back to our schools to help cover the cost of meals, and will also support after school activities and other nutritional programs. Plus, families who qualify may receive discounted school fees, class materials, bus passes, utilities support and more! As always, all household income information will be kept confidential and protected by law. Immigration, migrant, citizenship or refugee status is not required when completing the form.

- The income information form will be provided at registration and throughout the school year at www.canoncityschools.org. Please be sure to complete the form we provide as part of your back-to-school registration! If you have questions or would like additional support, please reach out to our nutrition department at 719-276-5813 for more information.

A Little About the Exploratory Model

We believe students learn best through experience and exploration. We weave traditional learning with hands-on experiences and real world activities as much as possible. The Exploratory Model is based on C.A.R.E. —Community, Achievement, Responsibility/Respect, and Exploration

The Philosophy

The Exploratory School model was designed by Molly Merry in 1992 upon the research based principles of:

- project-based learning
- multiple intelligences
- multi-age classrooms
- Choice Theory

We individualize for the learning needs of each student through:

- multi-age classrooms (grouped accordingly: 1st and 2nd grades, 3rd and 4th grades, 5th and 6th grades)
- project based learning
- differentiating instructional levels
- subject acceleration
- extra support through interventions, MTSS, volunteer help, or adjusted curriculum

School Culture and Achievement

School culture is based on Glasser's Choice Theory and Quality School model. We expect our students to:

- be personally responsible for everything from dressing appropriately, to homework and personal learning goals
- complete quality work (80% or better)
- make healthy choices according to our school culture.

Students enjoy attending school due to a safe and nurturing environment. School culture instruction includes:

- acceptance of all learning styles, multiple intelligences, and diverse backgrounds
- personal responsibility attitudes and skills (Caring vs. Deadly Habits, and leadership skills)
- 3 P's—Polite, Prepared and Positive Mental Attitude (PMA)
- healthy life choices.

We view parents as partners in education and expect parents to:

- participate in Culture Night workshops (1 night per year), family night activities
- support caring habits at home and school
- promote student personal responsibility for learning and behavior
- communicate and collaborate with their child and staff members

The School motto is “Together We Make a Difference.” We participate in community outreach programs.

Yearly, all students give back to our community by:

- participating in school community activities (classroom buddy days, special events, school clean up days, daily duties)
- participating in a local community activity
- collaborating with a community group such as CASA (Court Appointed Special Advocates) to help promote their cause.

Explorations

Students create an individual project around a “passion area” which honors students’ natural curiosity. Students:

- ask driving questions, complete research, create visuals, and formally present their findings to classmates and other audiences
- arrange speakers, field trips, and activities to accompany their projects!

These presentations frequently inspire driving questions for classmates’ future projects. It is a wonderful way to motivate students and give them a desire to discover new learning.

Field Trips

Students participate in exploratory learning through multiple field trips during the year.

Field trips might be:

- to the library
- to the local eco park and the river walk
- to the Mining Museum or Children’s Museum
- to other places related to quarterly classroom conceptual units
- from traveling programs such as hands– on presentations

We are a learning community; we dine together, we play together, we work together, and we learn together! We CARE!

What does Exploratory learning look like?



The Choice Theory Culture:

- Is an expected way of being or living
- Encourages positive choices which lead to healthy relationships
- Is relationship based and collaborative
- Is not about controlling behavior, rather promoting personal responsibility & empowering healthy choices.

Multi-age instruction is:

- Differentiated learning based on universal concepts and essential learning
- Differentiated according to student needs and data
- Accesses state standards as a guide and district curriculum as teaching tools.
- Is not two preparations for two different grades in every subject

Multiple intelligence instruction is:

- Purposeful and connected to key learning
- Not paperwork oriented (but paperwork can be a part of MI instruction)
- A hands-on, engaging method for integrating standards
- Not extra activities

Exploratory Learning is:

- Based on students' natural curiosity and desire to learn
- Is standards based and process based
- Incorporates all 21st Century learning skills
- Not an add-on or fluff

Conceptual-based units are:

- Whole-classroom "project based" learning centered on universal concepts
- Based on state standards, student interests and needs
- Usually centered around Science and/or Social Studies concepts
- Not a favorite unit on "trees"

Exploratory learning is:

- Inquiry based
- Constructed by the learner and facilitated by the teacher
- Hands on, interactive, or experience based (like field trips)
- Sometimes messy and noisy
- Not chaotic or aimless

Exploratory learning:

- Intertwines universal concepts, state standards, and the district curriculum
- Expects teachers, students, and parents to employ 21st Century Skills
- Uses data to drive instruction
- Differentiates for student needs and interests
- Requires Quality work of 80% or better
- Develops compassionate, responsible, independent and productive citizens

We are a Learning Community

Dignity and Respect

Here at Cañon Exploratory School we are fortunate to have a close school community. This gives us the opportunity to develop close relationships with all the members of our community, students, staff, families, and our neighbors. Because we all work so closely together, we set very high expectations for how we treat each other. We want our school to be a safe place physically and emotionally. We recognize that all children have a natural developmental process in learning how to work with other people. Our focus is on treating each other with dignity and respect, learning to solve problems positively, setting goals, and being responsible for our actions without blaming others. We talk about behavior using a personal responsibility line, with all behavior falling either above or below this line. Each classroom will have a personal responsibility line chart. Our students also have personal responsibility expectations throughout the building. We encourage all community members—staff, students, parents and extended families to practice and support above the line behaviors. We call it, “Walking the Talk.”

Children learn what they live.

Our Choices Determine our Lives

ABOVE THE LINE choices combine personal responsibility, safety and respect of self and others.

Above the line behaviors include:

- Being safe and having fun
- Respecting self and others
- Doing our best and completing quality work
- The 3 Ps: Polite, PMA-Positive Mental Attitude, Prepared
- Together we make a difference.



BELOW THE LINE choices and behaviors are considered as any choice not above the line. Serious below the line choices which may result in suspension or other consequences are:

- Fighting or bullying
- Disrespecting any community member
- Using profanity or inappropriate language
- Refusing to prepare assignments or to participate in class
- Possessing weapons or other dangerous object
- Possessing or using tobacco or controlled substances
- Conduct or dress that interferes with the learning of others
- Behavior contrary to school district policies (see web site for school/district behavior policies)

If a student chooses one of these behaviors, the natural consequence will be removal from the situation and a plan to avoid the same choice in the future. We understand students will make some mistakes and want mistakes to become learning opportunities. We need parental support to help children learn to make healthy life choices. Because we believe in personal responsibility and value parents as partners, we will often have your child call to let you know of the choice they have made and will ask parents to be an active partner in the learning plan. **On the second offense of any of the below the line behaviors listed above, CES transfers may be revoked.** Thanks so much for supporting your child in making healthy life choices.

We are a Responsible Community

Children Learn What They Live.



The 3 P's

Parents, please support and model the 3 P's for your child. Encourage your child to be:

Prepared, Polite, and to have PMA-Positive Mental Attitude

Prepared: Encourage your child to take personal responsibility in being prepared mentally, physically, and emotionally for a great school day!

Polite: To make a positive difference for others, we use polite words and actions.

Remember, if you wouldn't say or do it with your grandma in the room, you probably shouldn't say or do it!

PMA- Positive Mental Attitude: We all have bad days or challenging moments. Those are the times we need to use our PMA to see the positives, to overcome negative thinking, words and actions and to turn a "bad" day into a "good" one. We choose our thoughts, words, and actions. Make them count!

Choice Theory

Choice Theory is our school culture foundation. It is based on the idea that every choice results in a reality, good or bad. We make choices to attain our "Quality World," which is based on meeting five basic needs; survival, fun, freedom, love & belonging, and power. Instead of using external control methods (rewards, punishments, bribery or threats) to control student behavior, students learn internal control. It isn't about being good or bad, or about being "in trouble." It is about learning from our mistakes. Students learn, "I can only control myself. I make choices which guide my life. I can make a positive difference in my life and in my world."

Realistic behavior conferences help students realize whether their choices are working well or not. Choice theory teaches students to learn WHY they make the choices they do, and which of the five basic needs they are trying to meet by making those choices. Once we discover what the student is attempting to gain through their behavior, we plan positive ways for the child to meet the needs both at school and in life. Using Choice Theory questioning and reality strategies give students the tools they need to learn how to control themselves and make healthy choices in their behavior, learning, and life.

Choice Theory not only supports a safe and healthy school culture, but also helps students learn to be personally responsible for both their behavior and their learning. When students recognize they choose their reality, they become owners of their learning. They become empowered students who learn because they want to, not because they HAVE to.

Collaborative Management Steps for School, Parents and Students

- **Step 1**-Conference between student and teacher.
- **Step 2**-The student will develop a plan of action for correcting the behavior. This plan will be monitored by staff and will be signed by parents.
- **Step 3**- Parents conference with teacher and student
- **Step 4**- Follow steps as described in the "Student Conduct and Discipline Code" which contains School District Fremont School Policies.
- **EMERGENCY**-Any behavior which cannot be addressed due to severity or danger of physical or emotional violence will require immediate parent notification. Parents will be asked to take the student home for the remainder of the day. This may or may not be considered a form of suspension, but should result in parents working with their child to re-establish appropriate behavior.

We are a Responsible Community

WE DRESS FOR SUCCESS!

Student K-8 Handbook Dress Code: *Reference District File JICA*

A safe and disciplined learning environment is essential to a quality educational program. Standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems and improve school order and safety. Building Administrators will be sensible in their approach to handling the school dress code and will enforce it equally among the entire student population. Consequences handed out for dress code violations will be sensible, consistent, and fair.

The following clothing is appropriate for school:

- Clothing that covers all private parts of the body (chest, belly, back, and buttocks).
- Clothing that is clean and fit properly.
- Clothing without rips, tears or holes in areas covering all private parts of the body.
- Clothing that respects school culture and is not a distraction to the learning environment.
- Footwear that protects a student's feet.

The following clothing/items are **NOT** appropriate for school:

- Bare feet, slippers, socks without shoes.
- Sheer, tight or low-cut clothing.
- Clothing that exposes private parts of the body (chest, cleavage, belly, back, and buttocks). This includes jeans with holes above the knee.
- Artificial nails
- Clothing, jewelry, body art (including make-up), or any other type of dress that is disrespectful, disruptive or impeding. Including but not limited to items that contain inappropriate messages, pictures or sayings, references to alcohol, tobacco, weapons, are of a sexual nature, gangs or drugs.
- Sunglasses, hats, caps, or stocking caps worn inside the building.
- Tank tops with spaghetti straps, crop tops, off the shoulder tops, or tops with large arm holes.
- Bagging/sagging pants.
- Low cut shirts of a revealing nature.

Parents are expected to support this policy and review the expectations with their child(ren). In the event a student's parents cannot be reached, students will be provided something to wear by the school.

We dress responsibly

Please help your child be responsible in dressing appropriately for the weather or school activities. The children do go outside for recess each day. If you have extra hats, mittens or jackets and would like to donate them to the school for use in emergencies, please bring them in.

We are a Responsible Community

Communication is Key

Part of your child's responsibility is to make sure school information gets to you. Your child is the connection to communication!

- Have a specific place in your home for your child to put daily paperwork.
- Check Friday folders each week. Look for teacher comments.
- Thank your child for being responsible with papers and school information.
- Teach your child that you *expect* them to be responsible for sharing their papers and communication from the school every day. Take time each night to ask your child specifics and review the contents of their backpack.
- Let the school know if you are not receiving information or if you feel communication is inadequate.
- Read both paper & electronic communication (check teacher and school websites).

We work hard to keep you informed about what is happening at Canon Exploratory School. We send home your child's work, newsletters, fliers, and other announcements. Your child is the critical element as the "postal carrier." Please reinforce this responsibility at home and we will reinforce the importance of this job here at school! We also update our school and teacher websites frequently. Please visit the sites and check Parent Portal.

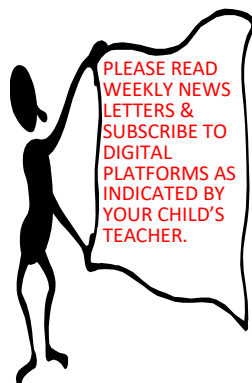
Prepared for learning and life

We asked that all students be prepared physically, mentally and emotionally to learn. Please support your child in taking personal responsibility to be prepared for school, by bringing the appropriate supplies, assignments, etc. If students come unprepared, with teacher permission, they may use one "rescue" call per semester to ask you to bring forgotten items to school. If your child is unprepared on a regular basis, please work with your child's teacher to develop a plan to help him/her be prepared for learning. Please commend your child for being prepared and responsible.

SAFE 2 TELL 1-877-542-7233

- Safe2Tell CO is for students who need to report threats to themselves or others - in a way that keeps them SAFE.
- Safe2Tell CO is ANONYMOUS - this means your identity is UNKNOWN. Anonymity is protected by Colorado state law.
- The Toll-Free number is: 1-877-542-7233 (SAFE).
- Reports also may be made using the anonymous Safe2Tell Colorado mobile app available on the [Apple Store](#) and [Google Play](#).

Safe2Tell CO is for serious reports *only*. It is NOT for pranks or hang-up calls. False reports and blatant misuse of the Safe2Tell CO resource will be investigated.



Contact:
Cañon Exploratory
School 2855 North
9th Street
Cañon City, CO
81212
(719-276-6050)

We are a Caring Community

Canon City School District Community Behavior Standards

COMMUNITY BEHAVIOR STANDARDS

TOWARD SELF:

- ➔ be responsible for your own actions
- ➔ be self-motivated
- ➔ respect your body, mind and spirit

TOWARD OTHERS:

- ➔ be nonviolent in what you say and do, reach out to others in an empathic, compassionate and honest way
- ➔ respect authority
- ➔ influence others positively
- ➔ honor others

TOWARD PROPERTY:

- ➔ respect your environment and personal property
- ➔ respect the property of others

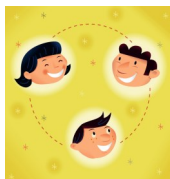
COLLABORATIVE MANAGEMENT

When students, parents, and staff choose to be a part of the Exploratory School, they choose to be active participants in the rights and responsibilities that accompany a safe, secure, and effective learning environment.

Our Relationship Habits

Deadly Habits (Hurt Relationships)

Criticizing
Blaming
Complaining
Nagging
Threatening
Punishing
Bribing



Caring Habits (Help Relationships)

Listening
Supporting
Encouraging
Respecting
Trusting
Accepting
Negotiating



Which Habits
do you use?

We are a Responsible Learning Community

Responsibility with Technology

All technology is supplied for school purposes and all Canon Exploratory above the line expectations apply to the use of technological equipment. Please help us teach children to use technology responsibly.



District SOP 839 states student use of internet and electronic communication devices is a privilege, not a right. Failure to follow policy use procedures will result in the loss of technology privileges. The school district may deny, revoke or suspend access to district technology or close accounts at any time. Parents and students must sign a use agreement for student technology access.

Phones and Electronic Devices

To help children learn responsibility and to plan ahead, students use the classroom telephone to handle urgent problems only. Students can not use the phone or smartwatch for planning visits with friends, etc. The office phone must be kept free for business calls. If you wish to get a message to your child, an adult will deliver it to him/her in the classroom. Please plan after school transportation for students in the morning prior to school. In emergency situations, the office will relay after school instructions to your student. Please make these plans *in advance* when possible.



If a student owns a cell phone it must be turned off from 7:30 a.m. until 3:15 p.m. (bell to bell). Cell phones are to remain in backpacks during school hours. If a cell phone rings during school hours, it will be turned into the office for the parent to pick up. On school buses and at school-sponsored activities students may carry these devices and turn them on at the teacher's discretion. If individuals abuse this privilege, the devices will be confiscated.

**** Some exceptions may be allowed for class related work.**

Electronic communications devices include, but are not limited to, cell phones, mobile devices, smart watches and all similar electronic paging devices and any electronic device that could disrupt the educational setting or process. Violation of this policy will result in confiscation of these devices. Confiscated devices **shall be returned to the student only after a conference** with the parent/guardian, student, and school personnel.

Computers - Chromebook Tech Fee

All Canon Exploratory students submit a \$25.00 technology fee to support the use of an on campus Chromebook. This fee is required for each student. All technology fees are applied to the CES Three Year Technology Refresh Plan to ensure continuation of the 1 to 1 Chromebook program. Students use Chromebooks daily for spelling, math, language arts, science and social studies. Students also use their devices to complete project research and culminating products. The devices are an integral part of the exploratory program. Families with limited financial resources may contact the office for payment plans.

Social networking sites– Did you know?

Facebook, Snapchat, Instagram etc- Canon City schools adhere to COPPA (Children's Online Privacy Protection Act) laws meant to protect children on the Internet. The government considers anyone under the age of 13 to be a "child." It is against COPPA for children 12 and under to have a Facebook, Snapchat or Instagram account of their own even with parent's consent. Please help your child be safe by visiting kid-friendly sites. Discuss what to do if they accidentally land on an inappropriate site.

We are a Responsible Community

Toys, Electronic Devices, Skateboards and Athletic Items

Students need to leave personal toys, electronic games, and other playthings at home

as these items tend to disrupt the education process. The only exception to this rule is by teacher request, relating to curricular projects or "Show and Tell". Items brought to school should always be marked with the student's name. Other items to remain at home are: base-balls, bats, hard balls, rollerblades, Heelies, and skateboards.

Lost and Found

Lost and Found is "The Giving Wall". At the end of each week, lost and found items are tagged with a color and put on a rack that is located in the hall outside of the Middle School area. Each week, remaining items are tagged with a new color and moved to a different rack. By the end of the month, remaining items are moved to the "Giving Wall" which is located in the dining room (cafeteria) and remain there for the next month. Once items are on the Giving Wall, they are up for grabs for anyone who needs that item and they may take it and call it theirs. After a month of being on the Giving Wall, remaining items are given to charity.

Pets at School

No pets are not allowed on school grounds due to an entire school district Policy.



Field Trips

As part of the Exploratory philosophy, we believe in exploring the world. We take several field trips throughout the year to extend the curriculum beyond "the walls" of the school. Notices will be sent home regarding field trips. All permission slips need to be signed and returned to school for a child to participate. When going on field trips, all students are expected to ride the bus with their class to the location of the trip; they may not be transported by parents if they are to be counted as in attendance for school. If parents would like to take their children from the field trip, a release of responsibility form must be filled out and students' attendance will be marked accordingly. Parents may be asked to chaperone on trips only if they have obtained their volunteer status. **YOUNGER SIBLINGS OR SIBLINGS IN OTHER COMMUNITIES ARE NOT ALLOWED ON FIELD TRIPS.**



Library Media Center

All Canon Exploratory students have the opportunity to check out books from the school library. The loan period is two weeks. Students may renew a book if they need additional time to finish it, providing there is not a waiting list for the book. We do not issue fines for overdue books, but we do provide students with a written reminder that they need to return these materials. If the overdue materials are not returned in a timely manner, we assume that they are lost. Students will be charged for lost or damaged library materials. Student report cards are held at the end of the school year if lost or damaged materials have not been returned or paid for. Library loan privileges can be suspended for students with unpaid library charges. Enjoy a good book – and please take care of it!





Guidelines for Volunteer Field Trip Chaperones

Cañon Exploratory School

Thank you for your interest in being a field trip chaperone. The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. These guidelines help ensure that school district sponsored field trips result in safe and rewarding experiences for all participants. As a community we would like this form to be filled out and submitted prior to each field trip.

Please read and initial that you have read and understand each guideline. Then sign and return the form to a community teacher.

Guidelines for Chaperones

- Familiarize yourself with the general instructions and expectations given to the students prior to the field trip and enforce these instructions throughout the trip. _____
- Be safety conscious at all times. You are responsible for the continuous monitoring of your group's activities. So please refrain from cell phone use, unless in the event of an emergency. _____
- Do not give meds to any student. Students who need medical attention will need to be seen by a teacher. _____
- You have the authority to enforce the rules and expectations for behavior. The responsibilities for assigning consequences rest with the school staff. Report any major and/or continued infractions to the teacher as soon as possible. _____
- For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student. _____
- Keep your assigned group of students with you throughout the field trip. Never allow individuals to leave the group, except in emergencies and then only with a partner, (ie. bathroom trips). _____
- Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher. _____

I have read, understand, and agree to comply with the guidelines to be a field trip chaperone.

Signature: _____

Printed Name: _____

Date: _____

To access the District's SOP regarding SCHOOL SPONSORED FIELD TRIPS AND ACTIVITIES, which includes instructions for chaperones, transportation and parent involvement click the following link:

https://drive.google.com/file/d/19da9AaMvqdPXWvge-qR5CUXqvdm_lmuk/view?ts=646f6a82

We are a Safe Community

SCHOOL GROUND SAFETY

Drop off and Pick up areas

To insure student safety and minimize traffic jams, specific drop off and pick up areas have been designated for each learning community. Please transport your child to their designated community area for the safety of all.

Breakfast drop off —All Communities main loop or north loop

Designated after school pick up areas

Kindergarten and Rangers—Use north loop (Washington Street entrance)

Voyagers & Adventurers—Use main loop

Wanderers—Use Family Center Drive north side of road

Middle School—Use Trailblazers door



Please honor your child's safety and learning time
by being prompt in arrival and dismissal times.



Playground Supervision

After school playground supervision ends 10 minutes after the bell.

Students on school grounds before or after these times will not be supervised on the playground.



Visitor Safety

We love to have parents, grandparents, families and volunteers in our school!

For community safety, all visitors must check in at the front reception area. Any adult working with children must complete the volunteer process through the district administration office.



Fire and Emergency Drills

In keeping with good safety habits, students are instructed in the quickest and safest way to leave the building in case of fire or other emergency. This instruction includes actual practice in filing out, moving to safe distance, and remaining calm and quiet until the “all clear” is given. Our school also has a plan in place to deal with “critical incidents,” such as lock downs, lock outs, tornado, and evacuation and reunification drills.

We will periodically review and practice these procedures with our students.

We are a Healthy Community

Health and Safety Requirements

- *Before entering 6th grade, 5th grade* students are required to have a Tdap immunization to attend public school

Ask about personal, medical or religious exemption forms at registration.



School Health/Attendance Policies

A health technician is available at each school to assist children who may become ill or injured, as well as to dispense needed medications. A registered nurse is also available by appointment to consult with parents/ guardians regarding health-related concerns. Children who are ill at school may be excluded based on the Infectious Diseases Guidelines in Child Care and School Settings. Contact your health care provider when a recurring health problem is impeding your child's attendance or performance at school. Please inform the health office of any diagnosed health conditions that may affect your child's performance at school. Per Colorado state law, general vision and hearing screenings are conducted on all new students, those with teacher or parent concerns, and those in grades K, 1, 2, 3, 5, 7, and 9. Individual Health Care Plans may be required from a health care provider for chronic health conditions and some long-term medications.

Colorado law requires all students attending Colorado schools and licensed child cares to be vaccinated against certain diseases, unless an exemption is filed. If immunizations are incomplete, please see the health office for plans to become compliant. The health office can assist parents/ guardians with a plan to become compliant and/ or exemptions via the state website. Per Colorado state law, children who are non-compliant may be excluded from school 14 days following notification of non-compliance.

Some prescription and non-prescription medications can be administered at school when administration cannot reasonably be accomplished outside of school hours. Medications to be given at school should be presented to the health office in the original container with a matching medication authorization form completed by a health care provider and parent/ guardian. Medication authorization forms are valid for the current school year. A new authorization form is required each school year and for any changes in medication, dosage, time, or route. Only the required amount of medication needed at school should be sent. Students may not keep medication in their personal possession and may not transport medication into or out of the building.

Some children may be allowed to self-carry and self-administer asthma and anaphylaxis medications in school. There is to be written permission from the Health Care Provider, parent, and Registered Nurse. Typically, this medication is not handled by school personnel, nor is it stored in the school medication storage area.

Protocol comfort medications are available at most schools through the authorization of a local health care provider with prescriptive authority, and the signed permission of the parent/ guardian via registration. This list may change at any time. These medications can include, but are not limited to;

- Acetaminophen (headaches, pain)
- Sting kill swabs (insect bites)

- Menthol throat lozenge (sore throat or cough)
- Bacitracin topical cream (cuts or abrasions)
- Ibuprofen (pain, headache)
- Calcium Carbonate (stomach upset)
- Burn gel (minor burns)

The Pulse School Based Health Center (SBHC) is a convenient option for students to access primary care so that students can minimize health related absences.

SBHC's are staffed by a multi-disciplinary team of medical and mental health professionals. The Pulse is available to all staff and students of the Canon City School District. The Pulse will also be open to children of staff, and siblings of enrolled students, ages 0-5. Absences for visits to the Pulse will be recorded in Infinite Campus.

Services offered may include;

- Physical exams, including sports physicals
- Immunizations
- Management of chronic conditions such as asthma, allergies, and diabetes
- Acute, minor injury, and illness
- Psychotherapy/Mental Health Services
- Routine laboratory testing and throat cultures
- Prescriptions and medications
- Health and wellness education
- Reproductive health
- Dental treatments
- Referral to community providers and agencies
- Insurance enrollment assistance

Consent to Services

The Pulse will require the parent/guardian's signed consent form(s) prior to the minor child accessing services. Unless prohibited by law, parents will be informed about their student's visit to the health center. By law, minors age 12 and over can access some forms of treatment without parental consent.

How do school staff "support" students who request information on services from The Pulse, to include minor consent.

1. Provide a copy of informational pamphlet
2. Provide a copy of minor consent law

*Information is also provided to families at the beginning of each school year and is available on the school district website.



Excused Absences

The following shall be considered **excused** absences:

- A student who is temporarily ill or injured. **If a student provides a doctor's medical note specifically stating that the student was unable to attend school due to injury, illness, medical/dental procedure or mental health appointment, he or she will be considered excused.**
- A parent may excuse a student up to EIGHT times in THE 2023-2024 school year, for an absence of any part of a day, without a doctor's note. After reaching the eighth parent-excused absence, the student will only be considered excused by a doctor's note or by the school nurse.
- A student who is absent for an extended period due to physical, mental or emotional disability, or is recovering from surgery. A doctor's note must be provided to the school.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- A student who is suspended or expelled.

Prearranged absences shall be approved by the principal for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.

Six tardies equal one non-excused absence. Students who are later than 30 minutes from the start of the day or who leave more than 30 minutes before the end of the day, are considered absent.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose consequences, which relate directly to classes missed while unexcused. Consequences may include a warning, school detention or in-school suspension

Make-up Work Policy

All students will receive make-up work after they return to school. It is the **student's** responsibility to get his/her assignments from each teacher and return it completed within the prescribed number of days. Students are given an equal number of days they were absent, plus one, to complete and return their assignments. Students with unexcused absences may not be allowed to make up work.



We are a Healthy Community

We keep a health record on each student and appreciate notification when your child has any serious injuries or new immunizations. **PLEASE UPDATE CURRENT PHONE NUMBERS FOR YOU AND EMERGENCY CONTACTS THROUGH PARENT PORTAL .**

If you are going to be out of town, please let us know whom to contact in case of an emergency.

Safe and Healthy Lifestyle:

Canon Exploratory School has an active approach to learning. Students participate in PE and walking field trips on a regular basis.

If your child is sick or injured please write a note that states the type of injury, if or when your child will visit a physician, treatment, activity limitations and any other concerns. PLEASE LET US KNOW!

Colorado law states that every student will participate in 30 minutes of physical activity each school day.



Medication Policy:

According to the Colorado Pharmacy Act, prescription medication may no longer be given at school without a written order from the child's doctor. The order must state the name of the medication, the amount of medication and when it is to be given. Parents must also write a note giving the school permission to administer. The medicine must be sent to school in the original bottle. Over-the-counter or non-prescription medication may still be given at school with a note from the parent which states the name of the medication and the dosage instructions (amount and time). All non-prescription medications must come to school in the original container. **All medications are administered in the Health Office only.**

Student Check-Out Policy

To pick up a student, you must meet one of these three conditions:

- Be the parent/guardian of the student you wish to pick up.
- Be a person whose name is on the emergency contact list for that student.
- Be a person who is authorized by the parent/guardian by being listed in Infinite Campus as an emergency contact. Please be ready to provide identification.

When you arrive at school, please check in at the front desk. Your name will be checked against the list of people authorized to pick up the student. You will complete the Check-Out Log. The student will then be called over the intercom to be released to you.

Universal District Assessment:

The Board promotes healthy schools by supporting student wellness and social-emotional learning, including good nutrition and regular physical activity as part of the total learning environment. Schools contribute to the basic health status of students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and educational success, as children who eat well-balanced meals and are physically active are more likely to be engaged and learn in the classroom and less likely to be absent. Cañon City Schools supports maintaining healthy bodies and nurturing healthy minds of both our staff and students.

1. Students should receive a minimum of 30 minutes, ideally 45 minutes, of instruction every week that utilizes curriculum reinforcing skills around Social-Emotional Learning, Healthy Choices, and Growth & Development. Growth & Development will be taught during the months of January-March, unless otherwise communicated. Parents may Opt-Out their students if requested. At the high school level, this instruction is exclusive to the freshman class and occurs in a quarter-long mandatory Health and Wellness course.
2. A universal assessment in the social-emotional and behavioral health domain will be administered twice annually, fall & spring, to all students, grades 6-12. Data outcomes will be used to provide students with additional Social-Emotional/Behavioral Health supports and targeted professional development for staff, etc. Parents may Opt-Out their students if requested.



We are a Responsible Learning Community

We learn in many ways.

Gifted and Talented Education (GATE)

Gifted and talented students between the ages of 4 and 21 show exceptional performance and outstanding abilities or demonstrate potential for in-depth advanced programs. The Canon City School District is committed to providing an educational program that recognizes the unique abilities and dynamic needs of these students, while promoting adequate yearly progress from their point of entry.

Gifted and talented students are capable of :

High Performance, Exceptional Production, Exceptional Learning Behavior

Identification is through a body of evidence which includes:

Teacher/Parent Recommendation, Gifted Testing Scores in the Top 5-8

Percentile, Achievement Testing in the Top 5-8 Percentile

District-wide gifted screenings

District GATE screening occur at 2nd grade. Student re-evaluations occur at 5th and 8th grades. GATE resource teachers are available at all levels, K-12. For more information, contact our GATE Coordinator, Shyla Swisher at 276-6168.

SMART Classes (Sensational Music, Art, Recreation, Technology)

Music and Band

Music is offered to all students Kindergarten through 6th grade. Students learn music fundamentals in a safe and fun environment, while learning how to successfully work in a cooperative group. Various grade levels produce musicals and performances throughout the year and all students get the chance to perform in some venue. In music, students explore the joys of music through song and culture.

All 5th/6th grade students may participate in the band program but it is not required. Band occurs during the school day and no classroom instruction is missed as part of the program. A limited number of school instruments are available for use, but the majority of the students will need to provide their own instruments. If there are any further questions about the program please contact the director.

Physical Education Classes

All Exploratory students are required to participate in a regular program of P.E. If there are any medical or physical reasons why your student should not participate, please inform the P.E. teacher at once. A doctor's statement is needed if a child is to be excused from P.E. for more than a week. Appropriate clothing and shoes are required for PE.



Visual Arts

All Exploratory students receive weekly Art instruction. Students work to develop their artistic skills while using a variety of tools and media, study art history, and participate in art shows.

Technology Lab

All students in grades K-6 have the opportunity to become computer literate in age and task-appropriate technology skills preparing them for the future.

MI Labs

All Exploratory students participate in Multiple Intelligence (MI) Mash-ups on Fridays. Labs offer students learning opportunities through different intelligence modes. Please see "Multiple Intelligence" section for more details.

We are a Family Centered Community

PTO/SAC (Parent Teacher Organization/School Accountability Council)

When your children become part of Canon Exploratory School, you automatically become part of our PTO. We hope you will become actively involved in the school projects this year. PTO is a support group that helps provide opportunities for all the children that they otherwise might not be able to receive. Canon Exploratory and your children need your help. Some of PTO's activities include volunteer opportunities, fund raising projects, school store, spirit days, and school programs. Help us make a difference! **All parents are encouraged to attend Exploratory School PTO/SAC functions.**

PTO meetings are held monthly, specific dates and times are to be determined. Watch for the monthly agenda posted on the door.

All parents will receive more specific information about PTO in September.

Thank you for supporting our children and our school!!

Request Teacher for Next Year

Our staff spends a good deal of time creating class lists and determining what is best for your child. Placements are made according to many educational factors such as: even class size, boy/girl ratio, pull out programs, etc. If desired however, you may request a teacher by submitting a detailed request to the office no later than the April 1st. Only requests received by this date will be considered. Your request should be a letter with the date, child's name, your signature, teacher requested, and your educational reasons for the request. The request will be followed by a face-to-face meeting with the new teacher, student and parent. The teacher and principal will then meet to determine if it is best to move the student or leave them in their current class/community. No further reminders or letters will be sent out regarding teacher requests. Requesting a teacher is not a guarantee your child will be assigned to the requested classroom. Please remember our family/community structure is vital to who we are. Transfers between communities will only be considered if extenuating circumstances exist. Together we make a difference.

Together WE Make a Difference

SERVICE LEARNING

All students and staff share in the opportunity and responsibility for our school, playground and community environments. These service activities include:

- **Custodial duties:** sweeping, washing various surfaces, dusting, mopping and taking out the trash
- **Patrols:** assisting staff with monitoring boundaries, crossing streets, playground safety and safe walking practices
- **Playground:** picking up trash, watering plants, and sweeping
- **Community:** picking up trash on walking field trips and or at the park



COMMUNITY CONNECTIONS

All students and staff share in the opportunity to support a non-profit community cause

- The Exploratory school often partners with community organizations such as Loaves and Fishes, CASA, the Humane Society, Fremont County Hospice and others to encourage students to make a difference for others and their community.
- Students can develop individual community projects with the permission and support of their teachers and the school.
- Please encourage your child to be community minded by supporting these activities and events.

Parent Tips to make a difference at home

- **Plan ahead.** Have your child prepare for school before they go to bed. They can choose an outfit, pack their lunch, and put their backpack by the front door.
- **Make a list.** List of all the things to be done in the morning, permission slips, homework, or notes about how they will be getting home.
- **Make a routine study time.** If they don't have homework, they can read a book, use flashcards, work puzzles, or anything that requires thinking and quiet.
- **Honor study time.** Make sure that it is at a time that will be consistent, 20-30 minutes of daily practice can make a big difference.
- **Get involved.** Review practice materials, be encouraging, and avoid negative criticism.
- **Be a model.** Share what you learn with your child. Have fun learning new things together.
- **Build presentation skills.** Did you know that by listening you can help your child to become a good speaker? Show interest, don't interrupt, be open to their opinions and allow them get involved with discussions regarding current issues.
- **Listen.** Listen to presentations, have your child practice voice projection, eye contact and good posture.
- **Help.** Support your child in putting learning responsibilities first, school and quality work should be a priority, give them responsibilities at home such as watering the plants, feeding pets, cleaning off the table, taking out the trash, and cleaning their room. The best way to learn responsibility is to have responsibility.
- **Be proactive** in contacting your child's teacher. Develop a plan together to help your child succeed!

Parents as Partners

Parent Involvement is key:

Parent involvement is critically important for a child's success in school.

Balance is important, because while parents want to be involved, you must help your child understand that it is **their** education, **their** work, **their** responsibility, and **their** achievement. By creating a strong foundation in elementary school, you create a value that will last throughout their school years. You cannot learn for them, but you can help them develop in the following ways:

- Have high expectations for quality in academic work and behavior.
- Provide a supply of reading materials at home
- Read to and with your child
- Encourage your child to use their academic skills in any way they can.
- Ask lots of questions about the specifics of the school day and subject areas.
- Encourage your child to solve their own problems by showing empathy with support for their abilities.
- Do not rescue your children, it gives them the message that they can't handle problems by themselves.
- Offer suggestion for possible solutions to problems.
- Help your child understand that they always have choices, and with each choice comes a reality....good or bad—and let them own the results.
- Support explorations, but **do not do** the exploration for your child.
- Learn **with** your child, be interested in what they are doing, let them teach you.
- Children learn through experience. At some point in their growing up, you will feel frustrated and disappointed with your child's actions or choices.
- **DO NOT WORRY. CONSIDER DIFFICULT MOMENTS AS OPPORTUNITIES FOR YOUR CHILD TO LEARN AND GROW.**

11 Tips for Communicating with your Child's Teacher and School

- Communication is critical to student success.
- Learn school expectations for behavior, responsibility, and quality work (80% or better).
- Check PARENT PORTAL often and update current phone numbers and address changes.
- **SAVE TIME-READ** information from school to home and check school and teacher websites.
- Ask how you can volunteer. We love having parents in our school!
- Ask your child questions about what is happening in school.
- Inform the school and your child's teacher about any major changes in your child's life.
- Remember your child's teacher has many students and parents with which to communicate. Time may be difficult. Please be patient with the communication process.
- Be calm when problems arise. Remember we are here to help your child become compassionate, responsible, independent, and productive.
- Make appointments with teachers to discuss issues or concerns when issues are small.
- We all want what is best for students which may include uncomfortable learning experiences. Encourage your child's resiliency and perseverance.
- Attend school events. It tells your child you care about what they are learning in school.
- Make school a priority. Kids love hobbies and sports activities, but prioritizing those events ahead of school teaches your child school is less important.



Helpful Terms to Know

CES has 4 [parent handbooks](#) located on their webpage that include in-depth information on the following topics.



QUALITY SCHOOL: The Quality School Theory means setting the highest expectations for student achievement and behavior. All students practice problem-solving, self-control, listening, collaboration, self-evaluation and compassion.

CHOICE THEORY: Helping students to understand that motivation is always an attempt to satisfy one or more of the five basic needs: survival, belonging, power, fun, and freedom. As a result of this understanding, students are led to do quality work and to make choices for quality behavior in their day to day work in the school environment and in life.

MULTI-AGE: Is the practice of teaching children of different ages and ability levels together in the same classroom. Age and achievement differences are accepted as normal. Students are challenged and have opportunities to be self-directed learners.

PROJECT-BASED LEARNING: Student projects are designed to provide students with inquiry, appreciation of academic skills, self-direction, and presentation skills.

MULTIPLE INTELLIGENCES: Refers not to how smart you are but to **how you are smart**. All Children are smart, but they are smart in different ways. Description of the Eight Intelligences are listed below.

- **VERBAL/LINGUISTIC:** This intelligence is demonstrated through exceptional skills in speaking, reading, writing, and listening.
- **VISUAL/SPATIAL:** Children who learn best visually like to see what you are talking about. They organize spatially, they enjoy maps, charts, art, puzzles, anything that catches their eye.
- **BODY/KINESTHETIC:** Children who learn best through movement; games, hands-on activities, or building things.
- **MATHEMATICAL /LOGICAL:** These children prefer logical and sequential activities, children display this intelligence through problem-solving and reasoning. They have strong abilities in subjects relating to math and science.
- **INTRA-PERSONAL:** Children who understand their own feelings and ideas. They tend to be very intuitive, independent, and self-confident.
- **MUSICAL/RHYTHMIC:** Children who learn best through songs, patterns, rhythms, instruments and musical expression.
- **INTERPERSONAL:** Children who are “people persons”. They are social and outgoing. They work well in groups or with other individuals.
- **NATURALIST:** Children who enjoy and can identify a wide array of subjects relating to the outdoors such as; camping, gardening, animals and plants.

COMMUNITY: This refers to the small communities of first/second, third/fourth, and fifth/sixth grade teams.

Words To Live By



- **Shark attack** - When students crowd around someone to ask a question.
- **Catch your own fish, I won't give you the fish** - We use these expressions to explain to students that we won't give them the answers, but expect them to use their skills to find answers and solve problems for themselves.
- **Understandable, not excusable** - We understand the problem and will help think of solutions, but the behavior is not excused.
- **Is that your problem or my problem** - This is to help kids realize they have the resources to solve problems and not to expect their problems to become problems for others.
- **Personal responsibility** - Students understand they are responsible for their choices.
- **Above the line** - Behavior that shows personal responsibility.
- **Below the line** - Behavior that does not show personal responsibility.
- **Refocus** - Taking time to think about behaviors to make corrections independently.
- **The way we live** - Our culture, how we live and behave instead of 'rules'.
- **Ask three before me** - Expectation that students will ask each other as resources before they ask their teacher.
- **What do you think you should do?**
- **What do you need to take care of yourself?**
- **Help me understand.**
- **What are your choices?**
- **Would you like a suggestion?** - Phrases and questions are used to get students to consider the problem and possible solutions.
- **What do you think the consequence should be for your choice?** - Getting students to consider their consequences and part of the solution rather than imposed 'punishments'.
- **3p's** - Skills for success; polite, positive mental attitude, prepared.
- **You're a rock star** - Expression used to tell students they have done an amazing job.
- **Children Learn what they live**—Each day we model for children how to live. They learn from watching us.

Additional Information about Canon Exploratory School can be found below:

School: 2855 N. 9th Street, Canon City CO 81212

Phone: 719-276-6050

School website: <https://www.canoncityschools.org/schools/ces/index>

Parent/Student/Teacher Contract

Parent/Guardian Agreement:

I want my child to develop to his/her fullest potential. I will encourage him/her by doing the following:

- Ensure that my child attends school on time and is prepared to learn.
- Be aware of my child's progress (check in with teacher, child, Parent Portal,) and talk about school with him/her.
- Communicate with teachers and school staff to support and challenge my child.
- Understand and support that my child is responsible for his/her own learning and that sometimes he/she will fail. Failure is an opportunity to learn and at this level the stakes are lower than later in life, so now is a safe time for my child to experience this and to grow.
- Trust my child's teacher and their professional judgement for the benefit of my child--assume best intent.
- Model and support Canon Exploratory School's philosophy and mission statement.
- Have read the handbook and follow the expectations of our philosophy, vision, and mission
- Read school/teacher communication (newsletter, notes, Remind 101, website, blog, etc.)

Student Agreement:

It is important that I do my best. I agree to do the following:

- Make sure that I arrive at school on time and ready to listen, learn, participate, and work hard.
- Strive for excellence in my school work with a minimum standard of 80%.
- Treat others with respect and dignity.
- Make good choices for myself and the people around me.
- Make good choices when using technology and following school and teacher expectations.
- Help others to learn.
- Be resilient in difficult times and with challenges I face.
- Advocate for myself: tell teachers or other support staff when I have a problem at school.
- Read the handbook and follow the expectations of our philosophy, vision, and mission.

Teacher Agreement:

It is important that each student performs to his/her fullest academic potential. I will strive to do the following:

- Provide a rigorous, challenging, and meaningful learning experience.
- Provide a caring and safe environment that allows for positive, regular communication with parents.
- Determine how each student learns best through his/her strongest "smart" (multiple intelligence).
- Communicate with parents about students' progress, behavior, and about school events.
- Provide meaningful homework assignments.
- Model the Canon Exploratory philosophy, vision, and mission.

Parent Signature: _____ Parent Signature: _____

Teacher Signature: _____ Teacher Signature: _____

Student Signature: _____ Date: _____

Canon Exploratory Attendance and Culture Contract

ATTENDANCE: We believe in order for students to be successful in academic achievement and social growth, regular attendance is crucial. Poor attendance and tardiness have a negative impact on student achievement and can disrupt the learning environment.

1. Absences are excused for illnesses (temperature above 100 and/or vomiting)
2. For absences longer than 3 consecutive days, or after 5 separate illness days, a doctor's note is required
3. Seven unexcused tardies are the equivalent of 1 unexcused absence.
4. We encourage parents to set doctor and dentist appointments for breaks or after school hours

Family events or vacations:

1. We believe students can learn from experiences traveling and spending time with family.
2. We expect families to plan vacations during school breaks. If an event occurs that might cause a student to be absent, the school should be notified and a pre-arranged absence form completed previous to the event.
3. A meeting may be held with the student, teachers, and parent to discuss make-up work, and/or work to be accomplished in connection with the event.

Students and parents are expected to work together to create healthy sleep and morning routines. Regular routines facilitate readiness for school each day, and help reinforce the importance of education. If a student has continued absences or tardies, a parent conference will be held with the teacher and/or principal. The purpose of this conference will be to problem solve and discuss the impact of the absence on the student's education.

BEHAVIOR: Cañon Exploratory School is an alternative school of choice. When choosing to attend, parents and students agree to live and work within the school and district standards for respectful, productive behavior, and to support school culture and philosophy. This creates a positive learning environment which allows for quality teaching and learning, as well as a sense of safety and comfort. All students attending CES attend under the conditions of the district transfer policy. (SOP 805)

According to district policy 805:

Any student enrolled at a school with an approved transfer, shall be allowed to remain enrolled in the school or program through the end of the school year unless overcrowding or other undesirable conditions develop. Undesirable conditions include, but are not limited to:

1. Poor attendance or excessive tardies
2. Unsuccessful behavior or grades
3. Violations of the school discipline policy

Canon Exploratory School discipline policy is defined through our School Culture and Community Behavior standards which require personal responsibility, productivity, caring habits, and respectful behavior (CES Handbook pgs.8-12).

A pattern of misconduct will constitute revocation of a student's transfer. It is the responsibility of the principal to communicate to the parent(s) that the attendance, achievement, or behavior of the student could result in the revocation of the transfer prior to the final decision to actually revoke the transfer. Students must attend the school for which they have an approved transfer for at least one semester unless extenuating circumstances can be demonstrated to the principals of the two impacted schools.

Parent Signature

Student Signature

Teacher/Principal _____

Date _____

Canon City School District Fremont RE-1 Mobile Learning Device Parent / Student User Agreement Updated April 11, 2021

Educational Impact

Through the use of a 1:1 device ratio, Canon City School District staff now have the ability, and even greater potential than before, to transform the classroom environment for students on a day to day basis.

A technology rich classroom promotes:

- Deeper student engagement
- Quality and quantity of feedback
- Differentiation through access to resources
- Enhanced collaboration opportunity (peer to peer, student to teacher, teacher to teacher)
- Improved lines of communication
- Critically thinking and problem-solving

Ultimately, our 1:1 initiative allows educators to expose students to real, relevant, and meaningful instructional experiences, focusing on essential skills so that they can compete locally and beyond.

Canon City 1:1 Agreement

The mission of the 1:1 program for the Canon City School District is **to create a collaborative learning environment, through the use of district-approved technology, for all members of the educational community. This environment will enable and support students and staff to implement transformative technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge.**

Mobile Devices

The Canon City School District will be supplying every student with a mobile device. Student access to technology resources is an essential component in the Canon City School District. Use of the district-issued device(s) is a privilege. This device will remain the property of the district during the device's term of use by the student. The mobile device will allow student access to the G Suite for Education, Infinite Campus, Schoology as well as other web-based tools required by the curriculum. The device is not intended for gaming, social media, or high-end computing.

Ownership

The mobile device is considered district property while the student is enrolled at Canon City Schools. Students may be selected at random to provide their device for inspection, and it can be confiscated at any time for any purpose. Students are to turn in their assigned device at the end of each school year prior to summer break or upon leaving the school district. Upon student graduation, at the district's discretion, the device may be sold to the student at a nominally set District determined price.

Important to Know

The following are restricted-access categories: Adult Content, Alcohol and Tobacco, Illegal Drugs, Pornography, Nudity, Violence and Terrorism, Weapons, and any other material deemed inappropriate by district administrative staff.

Please know that no web-filtering product is 100% successful or as impactful as a conversation between a student and their parent/guardian over Internet Safety and the expectations of behavior while online. The parents will ultimately be responsible for their child(ren)'s devices where internet security is concerned.

- The Canon City School District employees may install software onto a student's Chromebook that allows them to track or monitor a student's actions while using the Chromebook.

- The Canon City School District is not responsible for any changes that Google makes to their system. In addition, the district will evaluate and implement any options that ensure student safety and proper educational usage.
- Students are responsible for the care of their device. Devices that are broken, damaged, or fail to work properly should be taken to their school building's media center for repair or replacement.
- Students are responsible for bringing completely charged devices to school each day.

Students using a mobile learning device at school and at home are expected to follow any and all Canon City Schools Technology Mobile Device Guidelines and all district Acceptable Use Policies. (Files JS, JS-E, and SOP 839)

Mobile Learning Device User Agreement Tech Use and Repair Fees

This user agreement outlines repair/replacement costs and may be subject to changes based on the cost of repairs and/or device acquisition by the district. This fee covers use of the device during the year as well as accidental (not intentional damage) and will be assessed by district staff. Damage due to normal wear and tear of the device (as determined by district staff) will be replaced or repaired by the district at no cost to the student. This fee covers the following:

1. Students / parents must pay a \$25 tech use / damage fee at the start of each school year before a device is issued to the student .
2. The initial \$25 fee will not be refundable.
3. In the event a device is damaged, whether intentionally or accidentally, the initial \$25 fee will go towards the first repair or charger replacement as determined by school and/or district staff. Subsequent repairs will each incur a \$25 fee for the first 3 incidents during a one school year period.
4. Before the repaired or replaced device is re-issued to the student, their Damage Fee Account Balance must be paid in full with a final positive balance equal to no less than \$25.00.
5. If a device has been assessed a damage fee than 3 times within a one year period beyond normal wear and tear (device charger replacements not included) as determined by building and/or district administration staff, the full amount of the original purchase price plus any additional associated costs will be charged back to the parent or legal guardian and/or student to replace the damaged device with a new one. A student shall not receive the replacement device until all costs have been received and the student and/or parent or legal guardian are in good financial standing with the school and district. Costs for device replacement will range between \$300 and \$400 depending on current market pricing.
6. If any damage was found to be intentional by the student and not accidental, the parent / guardian / student will be responsible for the full cost for replacement of the device. Replacement cost will be determined by district staff and current pricing to fully replace the device.
7. All fees must be paid in advance and student balances must be in good financial standing before the student will receive their repaired or replaced device or charger.
8. For replacements of device chargers, a \$25 fee will also be applied for a replacement. Chargers must be replaced by the school district and must not be substituted with off-brand chargers.
9. School administrators will have discretion on what devices, if necessary, will be issued temporary replacement devices and how students will be allowed to use temporary devices in the event of a damaged, lost, or stolen device.
10. Tech fees / repair payments will be made either directly to the student's school or via an online payment system found at the district's website (<http://www.canoncityschools.org>).
11. Fees will be posted to student records using the district's Parent Portal system in Infinite Campus. Unpaid fees will be subject to regular district policies for collection.
12. Students or parents or legal guardians may not substitute repair parts from sources outside of the school district including device chargers. Using replacement parts or power adapter/chargers not rated for a device could further damage the device and may result in the full replacement cost charged to the student. Use of substituted parts including chargers will be assessed the full cost of the correct part plus any additional cost for damages and/or replacement of the device as determined by district staff.
13. All repairs must be completed by school district staff or by an approved 3rd party authorized by the district for device repairs. Damaged devices must be brought to the school's media center where the media specialist staff will submit the device to the district repair program to ensure it is properly repaired.

14. Determining the cause of damage and assessing repair/replacement costs will be the sole responsibility of district staff.
15. Students assigned specific devices for in-school use only (not to be taken off school grounds) will be held responsible for damages as per the terms described above.
16. If you do not wish your child to be allowed to take his/her device from school grounds, please indicate this measure on the parent/guardian contract. These devices must then be checked out from the media center at the beginning/end of each school day. All homework and digital requirements must still be met by the student.
17. If a device is presumed stolen, parent / guardian / student must contact police and file a police report on the stolen device and notification of the report along with the police report number provided to the school. Fees for full replacement of the device may be assessed by the school / district to the student in the school district student information system if negligence on behalf of the student was found to be the cause.
18. If a device is lost, fees for full replacement of the device will be assessed by the school / district to the student in the school district student information system. If the device is later found, then fees will be removed from the student account once proof of the device's return has been provided to the school. The district encourages students to furnish a protective case for their devices to help protect them from damage.

Canon City School District Fremont RE-1
Mobile Learning Device Parent / Student User Agreement 2020-2021 School Year

Student Agreement

I, _____ have read, understand, and agree to abide by the Canon City School District Mobile Device Policies and Procedures Policy. I have also read my school's electronic device policy (if available) that is published in the student handbook. Should I commit any violation or in any way misuse my mobile device, I understand and agree that my use may be revoked and disciplinary action may be taken against me.

If I am under the age of 18, I understand that when I turn 18, this agreement will continue to be in effect and I agree to abide by it.

Signature: _____ Date: _____

Parent Agreement

I, _____, as the parent or legal guardian of the above minor, have read, understand, and agree that my child shall comply with the terms of the Canon City School District Mobile Device Policies and Procedures. Further, I have read my school's electronic device policy (if available) that is published in the student handbook. I understand the use of mobile devices are a necessity in the education of my child but can be revoked if mishandled. I am signing this policy and agree to hold harmless the Canon City School District against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his or her device or violation of the foregoing policies and procedures. Further, I accept full responsibility for supervision of my child's use of the device off school property.

(All must sign) I hereby give permission for my child to use a mobile device assigned by the Canon City School District.

Signature: _____ Date: _____

(Only those who wish this option) I do not wish my student to take his or her mobile device away from school property. I understand that it is my student's responsibility to turn in the device to the media center at the end of each day and pick it up from the media center before school. I further agree that all electronic homework will be accomplished through the use of a parent provided device.

Signature: _____ Date: _____

Cañon Exploratory School
Mobile Device Terms and Conditions

Mobile Device have been instrumental in creating a 21st century learning environment for your child. By signing this form, you (student and parents) acknowledge that you have read and understand the Terms and Conditions established by Canon Exploratory School. Any violation of the Terms and Conditions may result in access revocation, school disciplinary action, and or appropriate legal action. In order for your child/children to continue Mobile Device use in the classroom, please review this policy with your child, sign and return this form to the classroom teacher. Students without a signed Mobile Device Terms and Conditions form will have access to a classroom/library desktop computer for technology-based assignments, but will not have Mobile Device access.

Students:

- I will be responsible for the appropriate care and security of all equipment. I will:
 - Carry the mobile device with two hands
 - shut the lid before moving the Mobile Device from one area to another
 - keep the keyboard free of objects prior to closing the lid
 - keep Mobile Device clear of magnetic objects
 - plug in my Mobile Device at the end of the day &/or bring to school with a full charge each morning (only 5-8 grade will be permitted to bring their Mobile Device s to and from home and school.
 - keep food or drink away from Mobile Device
 - use headphones rather than earbuds with the Mobile Device
 - keep my Mobile Device in my possession at all times during classroom use
 - keep my Mobile Device in original condition (not scratching off serial numbers, altering or damaging in any way)
 - I will use the device on a hard surface only (no laps)
 - I will use the camera only as described and prescribed by my teacher.
- I will be responsible for making appropriate choices when using the internet.
 - I will use the internet for school appropriate activities and materials (no downloading, copyright violations, non-educational surfing, or inappropriate text/pictures)
 - I will keep personal information secure and not share with other users
 - I will send or receive information related to school only
 - I will follow the guidelines of the District Acceptable Use Guidelines SOP 839 and SBP JS.
- I will notify a parent, guardian, teacher, or school staff member immediately in the event of theft, vandalism, damage to the Chromebook, or any technology problems or violations.

Parents:

- I understand Mobile Device use is a privilege used for educational purposes. Mobile Device privileges can be restricted or revoked if the terms and conditions are violated.
- According to District SOP 847, students may be assessed fines for damaged/or defaced equipment. The fines are based on repair/replacement costs.
- If possible, Mobile Device repairs will be made by district employees.
- Students involved in Mobile Device damage will be restricted to classroom/library computer use until replacement/repairs have been paid for in full.

I understand I may review District SOP's 839 and 807 at any time on the District website or at Canon Exploratory School.

I have read and understand the above guidelines.



