

Washington Elementary

Parent & Student Handbook

2023-2024



Principal - Kelli Jones

606 N. 9th St.

Cañon City, Colorado 81212

P: (719) 276-6090

F: (719) 276-6130

www.washingtonbears.org

A Little Bit of Washington History...

Washington sits at the heart of Cañon City on the corner of 9th and College. Generations of learners have walked through our previous school's doors as it was built in 1951. In the Fall of 2020, thanks to a BEST Grant and our voters, the New Washington Building opened its doors. People in the community often remind us that they were once a Washington Bear and are pleased that their child or grandchild is able to continue the family tradition of attending our school. Our school colors are Royal Blue and White and our mascot is a Black Bear.



Washington School Day Times

Student playground supervision is available starting at **7:45 a.m.**

Students may not be on the playground prior to that time.

Students Arrive & Report to Door #30 (even if not eating breakfast)	7:20 a.m.
Breakfast Served in Cafeteria	7:20-7:45 a.m.
Morning Recess on Playgrounds (K-1 North & 2-5 South)	7:45-7:55 a.m.
First Bell Rings - Students Line Up @ Exterior Classroom Doors	7:58 a.m.
Tardy Bell Rings - School Day Starts	8:00 a.m.
School Day Ends - Dismissal	3:15 p.m.
Half Days of School - Dismissal	11:30 a.m. (no lunch served)
No School Fridays	See district calendar on page 6

Student Drop Off

- Parents must check in at the office for a visitor's pass to enter the breakfast area (Door #13)
- Parents and younger siblings who do not attend Washington are asked to stay off the playground any time during school hours, including recess before school.
- After 8:00, or once the classroom door is closed, parents should bring their child to door #1 for an attendance pass from the Health Technician before going to their classroom.
- All non-staff members or students must enter the building through the office, Door #1, at all times and show a valid ID.

Student Pick Up

- Kindergarten students are dismissed from door #3 and picked up on the East side of the building.
- First grade students will be released out of exterior Door #2 and picked up on the West side of the building.
- Second and Third grade students will be released out of exterior Door #11 on the South side of the building.
- Fourth and Fifth grade students will be released out of exterior Door #13 on the West side of the building.
- Older students picking up younger students must be dismissed outside and then go around the building to the pickup spot for the younger student.
- If picking up your child please:
 - arrive no earlier than 3:05
 - wait outside of the playground areas for dismissal
- An early pickup within the last 30 minutes of the school day is considered tardy.
- After the playgrounds have cleared, they will re-open for public use at 4:00 p.m.

Students who are either **tardy** or have an **early dismissal** must always be signed in/out at the office by a parent.

Table of Contents

(Click on a title to jump to a section)

General School Information	5
Principal's Message	5
Cañon City Schools District Calendar	6
PBIS Framework at Washington	7
Title I Parent Involvement Agreement/Compact	7
Washington's Annual Unified Improvement Plan	8
Staff List	9
Washington School Specific Information (alphabetical by topic)	10
After School Care Options (Kids Klub or Boys & Girls Club)	10
Allergy Awareness	11
Attendance	11
Behavior	12
Bicycles	12
Birthdays	12
Campus Portal & Communication	12
Class Placement - Request for Teacher Deadline	13
Conferences	13
Curriculum & Special Services Offered	13
Deliveries	15
Dress Code	15
Emergency Planning	15
Family Assistance	17
Field Trips	17
Food and Drinks in the Classrooms	19
Gifted & Talented Education (GATE)	20
Health Technician (School Nurse)	20
Lost & Found	22
Nutrition Services	22
Parent Visits to the School	23
Parent Volunteers	23
Personal Items at School	23
Pets at School	23
Phones & Electronics at School	23
PTO & Accountability Team	24
Recess	24
Report Cards and Testing	24
School Supply Lists	25
Social-Emotional Health of Students	25
Staff Qualifications	25
Student & Student Records Access	25
Technology	25
Cañon City Schools Policy Information	26
School Board Policies	26
Non-Discrimination Statement	28

General School Information

Principal's Message

Welcome to Washington Elementary School!

I am so excited to begin a new school year with the Washington Elementary School community! I am blessed to be a part of such a wonderful school with amazing staff and students. This is my 2nd year serving as the leader of this outstanding school and my 21st year in education overall. Previously, I was an elementary teacher, K-5 interventionist, and the Literacy Coach at Washington Elementary School for four years before stepping into the role of District Elementary ELA Coordinator.



My husband (Jake) and I are proud to call Cañon City our home, along with our children. Our son is a 10th grader at CCHS and our daughter is a 3rd grader here at Washington. Having a child that attends Washington allows me to experience the parent perspective of our school. I am originally from this community and graduated from Cañon City High School.

Washington will continue to teach students the skills and traits that make successful leaders and that align with the district. We will also continue our Positive Behavior Interventions and Support framework at Washington to help students and staff focus on the positive behavior happening throughout the building.

Our staff is very excited to implement some new math interventions this year during our WIN (What I Need) intervention time for each grade level. As always, we will continue to provide extra reading support during those times for students who need it. The staff is also excited to plan some extra field trips this year to support students with hands-on learning experiences that align with their units of study.

Make sure you stay current with school news on our Facebook page. Feel free to reach out to me any time!

Sincerely,

Kelli Jones

719-276-6091

kelli.jones@canoncityschools.org

Cañon City Schools District Calendar

Please go to the link below for the [district calendar](#). This year we do not have any early release Fridays, but there are some Fridays where there is no school.

PBIS Framework at Washington

This is the second year Washington will implement the Positive Behavior Interventions and Supports (PBIS) framework designed to help students become leaders utilizing the district traits and skills. PBIS is a proactive approach to discipline that promotes appropriate student behavior and increased learning by teaching and reinforcing consistent, expected student behaviors across the building. In addition to other aspects of the program, we incorporate two important components of the PBIS framework. Our firm commitment to the **BEARS Expectations** will be evident school-wide. All students learn, practice, and receive feedback on these traits and skills throughout the school year.

Be Safe and Kind

Exhibit Excellence

be Accountable

be Respectful

Seek Solutions

Title I Parent Involvement Agreement/Compact

Washington Elementary School will hold **Accountability meetings the 2nd Thursday of each month immediately preceding PTO during the academic school year**. The following items will be addressed:

- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Involve parents in the development of any school-wide Title I program plan in an organized, ongoing, and timely way.
- Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

Washington Elementary School will **hold parent/teacher conference sessions once per year in October, but parents may schedule meetings with teachers any time**. At these meetings, the following items will be shared:

- Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- Provide to each parent an individual student report about the performance of their 3rd through 5th grade child(ren) on the State assessment in reading, writing, and math.

Washington Elementary School will provide a **variety of appropriate written correspondence through parent letters, monthly newsletters, parent/student handbook, and Canon City Schools /Washington website in English (Spanish upon request)** for the following items:

- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

School Responsibilities

- Washington Elementary School will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards
- 100% of staff will be highly qualified according to term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).
- Perception surveys will be distributed annually to parents and students to inform changes necessary to the school.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide the following:
 - Progress reports/report cards, and annual IEP reports will be sent home.
 - Provide contact information, and assistance when possible, to other local agencies such as pre-school programs, Cañon City Metropolitan and Recreation District, Gateway to Success, etc.... when it is in the best interest of the child/family.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Parent/teacher conferences in October
 - By scheduling appointments at the school through the front office
 - By contacting the teacher directly via school telephone, home/school folder, email, or Class Dojo
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - Volunteer at school upon the completion of Canon City School District's volunteer process
 - Volunteer during pre-approved, one-time only, specific events such as fundraising events, presentations, field trips, family nights, etc....
 - Attend trimester awards assemblies
 - Visit their child during lunch
 - Participate/volunteer for evening events such as reading and math night(s), band concerts, etc....
 - Attend Back-to-School events held in August

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Make attendance a priority
- Make sure that homework is completed
- Go to the teacher directly (email, text, phone call, or conference) before deferring to an administrator.
- Volunteering in my child's classroom upon completion of Canon City Schools' volunteer process
- Participating, as appropriate, in decisions relating to my children's education including attending conferences

- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate
- Serving, to the extent possible, on Washington School’s Accountability Committee

Student Responsibilities

As a student, I share the responsibility to improve my academic achievement and achieve the State’s high standards. Specifically, I will:

- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Complete my homework every day and ask for help when I need to.
- Read at least 20 minutes every day outside of school time.

Washington’s Annual Unified Improvement Plan

Washington Elementary School’s Unified Improvement Plan

As required per the Colorado Department of Education each year

This was Washington’s 22-23 Unified Improvement Plan. Input for Washington’s 23-24 Unified Improvement Plan will be sought from our Instructional Program Review, staff input, and parent input through PTO and Accountability meetings.

Goal 1 - School Culture

Transition school-wide culture by providing common language, trusted resources, and effective communication.

Goal 2 - Three Pillars of Instruction

Supporting and building capacity for engaging and inspiring learning environments

Goal 3 - Family and Community Connections

Create supports, structures, and resources to facilitate community connections and deeper learning opportunities.

Staff List

CERTIFIED STAFF		EMAIL ADDRESS
Principal	Kelli Jones	kelli.jones@canoncityschools.org
Dean of Students	Stephanie Veatch	stephanie.veatch@canoncityschools.org
Kindergarten	Renee Gutormson	renee.gutormson@canoncityschools.org
Kindergarten	Joni Sullivan	jonice.sullivan@canoncityschools.org
Kindergarten	Shana Thorson	shana.thorson@canoncityschools.org
1st Grade	Trever Ford	trever.ford@canoncityschools.org
1st Grade	Makenzie Konty	mackenzie.konty@canoncityschools.org
1st Grade	Ashley Martin	ashley.martin@canoncityschools.org
2nd Grade	Tracy Hash	tracy.hash@canoncityschools.org
2nd Grade	Anna Goodin	anna.goodin@canoncityschools.org
2nd Grade	Peppi Cline	peppi.cline@canoncityschools.org
3rd Grade	Kim Gauna	kimberly.gauna@canoncityschools.org
3rd Grade	TBA	
4th Grade	Amanda Coppa	amanda.coppa@canoncityschools.org
4th Grade	Aaron Cash	aaron.cash@canoncityschools.org
5th Grade	Laura Sandoval	laura.sandoval@canoncityschools.org
5th Grade	Kerry Nott	kerry.nott@canoncityschools.org
Music	Christopher Kanapackis	christopher.kanapackis@canoncityschools.org
P.E.	Toni Pierce	toni.pierce@canoncityschools.org
Art	Kellen Dunn	kellen.dunn@canoncityschools.org
Technology	Annette Nimmo	annette.nimmo@canoncityschools.org
SPED Case Manager	Linda Hanenberg	linda.hanenberg@canoncityschools.org
K-2 Mild/Moderate SPED	Ashley Koen	ashley.koen@canoncityschools.org
3-5 SPED	Donna Biemiller	donna.biemiller@canoncityschools.org
2-4 Mild Needs SPED	Monica Duresky	monica.duresky@canoncityschools.org
Title I	Jennifer Newton	jennifer.newton@canoncityschools.org
School Counselor	Sherry Miller	sherry.miller@canoncityschools.org
School Social Worker	Tansey Kurth	tansey.kurth@canoncityschools.org
GATE	Nikki Laughlin	nichole.laughlin@canoncityschools.org
ELL	Monica Gomez	monica.gomez@canoncityschools.org
Occupational Therapist	Rebecca Delametter	rebecca.delametter@canoncityschools.org
OT Assistant	Christine Holt	christine.holt@canoncityschools.org
Speech Therapist	Jasmine Riley	jasmine.riley@canoncityschools.org

Classified Staff		EMAIL ADDRESS
Secretary	Norma VanGorder	norma.vangorder@canoncityschools.org
Full Time Substitute	Kim Schlarbaum	kimberly.schlarbaum@canoncityschools.org
Head Custodian	Kyle Stevens	kyle.stevens@canoncityschools.org
Evening Custodian	Lance Smart	lance.smart@canoncityschools.org
Evening Custodian	Ryan Pruett	ryan.pruett@canoncityschools.org
Student Sweeper	Brad Chan	brad.chan@canoncityschools.org
Title I Para	Robin Pedzinski	robin.pedzinski@canoncityschools.org
Title I Para	LaDonna Taylor	ladonna.taylor@canoncityschools.org
Special Education Para	Kirstie Crawford	kirstie.crawford@canoncityschools.org
Special Education Para	Delores Comstock	delores.crawford@canoncityschools.org
Special Education Para	Julie Payne	julie.payne@canoncityschools.org
Special Education Para	Michaelynn Clifton	michaelynn.clifton@canoncityschools.org
Media Specialist/ ISS	Christine Lee	christine.lee@canoncityschools.org
Health Technician	Dana Downey	dana.downey@canoncityschools.org
Kitchen Manager	Rhonda Gilliom	rhonda.gilliom@canoncityschools.org
Kitchen Server	Carlotta Campbell	carlotta.campbell@canoncityschools.org
Kitchen Server	TBA	
Crossing Guard/Noon Aid	Cecelia Cash	cecelia.cash@canoncityschools.org

Washington School Specific Information (*alphabetical by topic*)

After School Care Options (Kids Klub or Boys & Girls Club)

Kids Klub is available after school and on no school Fridays, if there is a minimum of 5 students enrolled. Kids Klub is provided by the Cañon City Recreation and Parks District for a fee. Please visit <https://ccrec.colorado.gov/> for registration or contact CCRD directly at 275-1578, located at 575 Ash Street in Cañon City.

The Boys & Girls Club of Fremont County provides their After School Program for youth ages 6-18. The Canon Clubhouse is open every day after school until 6:00pm for youth ages 6-12, and until 7:00pm for youth ages 13-18. It is located at 129 N 4th Street in Canon City. After school transportation is available from most schools. Please call to confirm and set up payment options at 719-345-4038.

Allergy Awareness

Please communicate with our school health tech if your child has any food or environmental allergies. We will take steps to provide a safe environment for your child while they are at school.

Attendance

To succeed in school, both academically and socially, students must attend regularly and arrive on time. One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent to ensure that every child under his/her care and supervision receives adequate education by attending school if the child is of compulsory attendance age.

Absences

- 1) Parents are to notify the school health tech at **276-6093** by 8:00 AM of any absence.
- 2) A parent may excuse a student up to **eight** times in the 23/24 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 health technician.**
- 3) Prearranged absences are to be submitted to the principal on the Washington Pre-arranged Absence Form (located at the office) and should be for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours. Submitting the form does not guarantee the absence will be excused. Refer to board policy JH.
- 4) A student who is absent for an extended period due to physical, mental or emotional disability, or is recovering from surgery, is to submit a doctor's note to the school.
- 5) Per state law, the maximum number of unexcused absences a student may incur before judicial proceedings may be initiated to enforce compulsory attendance is **4** in a **30-day period** or **10** within a **school year**. CRS 22-33-107(3)(a).

Tardies

- 1) Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Students showing up more than 30 minutes late to a class shall be marked as absent. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate consequences may be imposed for excessive tardiness. **Six** unexcused tardies shall equal **1** full-day unexcused absence. Parents or guardians shall be notified each year of all consequences regarding tardiness. Students who leave a class less than 30 minutes before it ends will be deemed tardy.

Truancy

- 1) Prior to recommending court action, parents may be called to attend a Truancy Board Meeting to brainstorm how the school and district might support the family in improving attendance or tardiness for their student.

The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law. **See Complete Board Policy: JH Student Absences and Excuses**

Behavior

Washington School takes a **proactive** approach in dealing with disruptive behaviors on and around the school campus. Using the Positive Behavior Interventions and Supports framework combined with the district traits and skills, we are certain the BEAR Expectations will lead students on the right path. These skills and traits offer our students valuable life lessons in appropriate social etiquette that will help ensure their development into productive citizenship. Unfortunately, there are situations that arise where reactive consequences occur. Two such steps are: classroom consequences and office referrals. If a child's behavior necessitates an office referral, the school principal will assign consequences that are restorative in nature and contact parents. (For examples, see district policies 524, 524B, and 811). Students who are assigned in school suspension (ISS) will be required to agree to the P.A.W.S. room expectations. P.A.W.S. stands for Positive Alternative to Washington Suspension.

[K-5 Elementary Progressive Discipline Matrix](#)

Bicycles

Bicycles, scooters, skateboards, and other forms of transportation involving "wheels" are not allowed to be used on the school grounds between 7:20 a.m. and 3:30 p.m. Students are asked to walk on school grounds during this time period. Bike racks are provided and students are asked to walk their bikes onto the school grounds and use the racks. Skateboards and other transportation involving "wheels" may be stored in the classrooms during the day.

Birthdays

Children may drop off a small **store bought** treat to the office and it will be delivered to the classroom to share with the class at the teachers' discretion. **Nut snacks are discouraged due to nut allergies. Healthy snacks are encouraged.** Please coordinate your celebration with your child's teacher **before** bringing treats. Students are asked not to distribute invitations for home parties at school unless **every** child in the class is invited. Invitations are to be distributed at the 3:15pm dismissal bell.

Campus Portal & Communication

Please ensure you always have access to your Campus Portal account. If you are unable to log in, please see the front office for assistance. Parents are responsible for keeping their contact information and communication preferences updated in Campus Portal at all times. We will NOT allow anyone unauthorized (not listed in Campus Portal) to take your child from the school. Changes in custody or parenting plans should be communicated with paperwork to the office as soon as possible so that we can follow whatever legal guidelines might be in place for your child.

Please don't hesitate to reach out to the school as soon as possible if you have concerns with the school or if your child comes home distressed about a school situation. We are always open to working toward solutions with our families to solve problems. Together we can solve problems as a team dedicated to your child's success above all else!

<https://www.canoncityschools.org/campusportal>

Class Placement - Request for Teacher Deadline

Parents may request a teacher for their child prior to the next school year. Requests must be written or emailed directly to the principal no later than **April 15th**. The request must be in writing with the date, student name, teacher requested, a positive educationally-based reason for the selection, and signature (if written). Every attempt will be made to accommodate requests, but no guarantees are given as teachers work to ensure balance in class enrollments with respect to student needs.

Conferences

Required: Parent/Teacher conferences are held in the fall for each child. Please look for communication from the school on the dates and times for this year's conferences. Additional conferences may be set up with your child's teacher.

Curriculum & Special Services Offered

GENERAL EDUCATION

Cañon City Schools offers curriculum that is grounded in the following:

- At least 90 minutes of literacy instruction each day. This includes reading, oral and written language, spelling, grammar, and literature
- At least 60 minutes of math instruction each day
- 90 minutes of Social studies and science instruction weekly
- 15 minutes of handwriting instruction K-3 each day
- At least 30 minutes of writing instruction each day

LIFE SKILLS EDUCATION

Students are provided experiences with Life Skills classes beyond the basic subject areas:

- Art
 - Students will have art class where they will learn the use of multiple art mediums. The art teacher works to build an appreciation for art to engage students. There will be an art show to showcase the work done throughout the year. Students will have art class on a **weekly** basis.
- Technology
 - Students will have technology on a **weekly** basis and be supported throughout core content utilizing our one-to-one devices.
- Media Center
 - It is a privilege to check out books from the school library. The Media Specialist works with students to support a love for reading by finding literature that is at an appropriate reading level. Students are responsible for taking care of and returning their library books on time. Classes have the option to visit the Media Center on a **daily** basis.
- Music - Vocal
 - Students will have music class where they will learn the basics of singing, reading music, and experiences with Orff instruments. The music teacher works to build an appreciation for music and utilizes creative dramatics to engage students. Various vocal music concerts are given throughout the school year. Students will have music class on a **weekly** basis.
- Music - Band

- Fifth grade students are encouraged to participate in the band program. school. Information on renting instruments will be provided by the music/band teacher at the beginning of the school year. Band is held on a **daily** basis with each section meeting on their designated day.
- Physical Education
 - PE is a key part of our students' total educational development. Students learn how to cooperate with teammates, work together toward common goals, and how to practice our district trait of civility. Good sportsmanship is taught consistently through many different types of active lessons both in the gym and on the Washington campus when the weather is nice. Students experience PE on a **weekly** basis.
- Choices
 - Our school counselors lead this Life Skills class. In Choices, students learn what it means to be a great friend and member of the Washington community. Students learn the importance of communicating clearly and working through conflict. All students at Washington have Choices on a **weekly** basis. Additional small group counseling sessions and one-on-one counseling sessions are available upon request.

SPECIAL SERVICES

Students at Washington are provided support with their academics and other skills when necessary, and as mandated by Individualized Education Plans, Read Plans, or Advanced Learning Plans:

- Special Education
 - For children needing special help, our special education programs offer a valuable service. Work is adapted, or specific techniques applied to remediate a difficulty. Children spend varying amounts of time in this program according to their plan. They received personalized help from qualified instructors. Washington services students with mild and moderate needs.
- Speech
 - A Speech Language Pathologist works with children who have IEPs focused on speech. Children either spend one-on-one time or work in a small peer group with this specialist. The time scheduled varies with the child's needs as defined in their IEP.
- Occupational Therapy
 - Either an Occupational Therapist or Occupational Therapist Assistant works with students who have this need identified in their IEP. Students typically receive one-on-one support from these specialists. Parents are updated on progress during annual IEP meetings.
- Title I Reading
 - Title I Reading personnel assist students during reading small group instruction so as to reduce the pupil to teacher instructional ratio. They also provide Tier II and Tier III reading support to students in small groups during our 'WIN' (What I Need) times throughout the day. Additionally, Title I staff work to ensure all students are benchmark tested each year with district-level assessments.
- Gifted & Talented Education (GATE)
 - Students who are identified with an Advanced Learning Plan have been determined to be gifted in one or more areas. Please see Page 18 for more information.

Deliveries

To protect the learning environment and maximize instructional time for teachers, please minimize all deliveries to students and classrooms during school hours. Drop off any items needing to be delivered to your student at the office and they will be delivered at the end of the school day.

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 fits 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 adequately 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).
- Clothing, jewelry, body art, hair color or any other type of dress that is disrespectful, or disruptive to the learning environment, including but not limited to items that contain inappropriate messages, pictures or sayings, references to alcohol, tobacco, gangs, weapons, or drugs.
- Sunglasses, hats, caps, hoods, or stocking caps worn inside the building.
- Tops with thin shoulder straps or large arm holes.
- Bagging/sagging pants.
- Low cut shirts of a revealing nature.
- Costumes or pajamas

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 when a dress code violation has occurred, students will be provided clothing by the school.

Emergency Planning

Cañon City Schools utilizes Standard Response Protocol (SRP) as our emergency planning system. There are FIVE emergency categories:

- **HOLD!** In your room or area. Clear the halls.
- **SECURE!** Get inside. Lock outside doors.
- **LOCKDOWN!** Locks, lights, out of sight.
- **EVACUATE!** To specified location.
- **SHELTER!** Hazard and safety strategy.

In keeping with good safety habits, students are instructed in the most appropriate SRP for the emergency incident. During these incidents, parents or guests are not allowed in the building. A sign is placed on the front door to alert visitors that we are conducting a drill. This is to ensure that staff can concentrate on the safety of all students and staff.

We conduct **ONE** fire drill each **MONTH** while school is in session. We also conduct **TWO** lockdown drills per **YEAR**.

For more information on Standard Response Protocol, please visit: <https://iloveguys.org/>

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

© Copyright 2009-2020, All Rights Reserved. The "I Love U Guys" Foundation, Conifer, CO. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SRP Terms of Use". SRP TSSSC 2021 Poster_EN | V 4.0 | Revised: 07/14/2020 | <http://iloveguys.org>



Family Assistance

- **Donations**
 - Often around the holidays, local community groups contact us because they are interested in giving gifts to Washington families who may be experiencing difficulty. This includes holiday food baskets, Christmas toys, clothing, shoes, etc. Other groups offer one-time assistance for items such as eyeglasses for students. If you are interested in being contacted by such groups, please let us know.
- **The Backpack Program**
 - Washington participates in a Backpack Program called the Carebear Cupboard, to send students home with basic food items each weekend. Please contact the front office if you are interested in learning more.
- **Homeless Students**
 - There are benefits that students may qualify for if the family is experiencing homelessness. Did you know students receive certain rights if their family is homeless? The following situations may qualify a family as homeless:
 - Living in a shelter
 - Living in a motel or campground due to the lack of an alternative adequate accommodation
 - Living in a car, park, abandoned building, or bus or train station
 - Living with others due to loss of housing or economic hardship
 - Please contact the principal directly if you wish to take advantage of benefits available to homeless families

Field Trips

Parents wishing to attend field trips must check in at the office and wear a Visitor's Pass for the duration of the trip. Due to supervision and safety reasons, siblings not enrolled at Washington may **not** attend any field trip/experience. See below for more detailed information.

SCHOOL SPONSORED FIELD TRIPS AND ACTIVITIES

(Chaperones, Transportation and Parent Involvement)

1. Chaperone requirement for school sponsored field trips:

- Only approved school volunteers shall be considered to participate in a school field trip as a chaperone.
- The Office Human Resources will process all volunteer applications. This process must be complete and approved before a volunteer can begin to chaperone. The Office of Human Resources will notify building principals of approved
- applicants. Chaperones will be responsible to follow school personnel guidelines for the safety of
- all participants.

2. Field Trip Transportation

- All students will be required to ride district transportation with their assigned group to the destination for all school sponsored field trips.
- The only exception to this rule will be if the district requests the assistance of an approved school volunteer chaperone to help transport students in their personal vehicles. Volunteer driving requirements and vehicle insurance inspection (as stated in bullet #6) must be followed. Specific written parental permission from the rider's parents must be obtained.
- If students will drive themselves, the student's parent/guardian must give specific permission.

- If students will drive other students (which is strongly discouraged) volunteer driving requirements and vehicle insurance inspection (as stated in bullet #6) must be followed. Specific written parental permission from both the driver's and the rider's parents must be obtained.
- Private vehicle drivers should provide proof of vehicle insurance with minimum liability limits of \$100,000 per person/\$300,000 per accident and \$50,000 property damage.
- The approved volunteer or student driver will complete the School District Volunteer Driver Checklist form. The Vehicle Inspection portion of this form asks basic vehicle safety questions. The building principal or designee checks the completed form on the day of the trip.
- With building principal approval a parent/guardian may elect to transport their student via means other than arranged by the school district. The parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation and appropriate signed waivers must be completed. The student will not be excused from the field trip until the end of the scheduled trip. Any exception to this may be marked as an unexcused absence.

3. Parent Involvement (Non-Volunteers)

- On a school trip to a public place, such as a museum, a parent who is not an approved school volunteer will be able to accompany his or her child while there. However, the parent cannot have any supervisory responsibility over children other than his or her own child.

Guidelines for Volunteer Field Trip Chaperones

Thank You for Your Support! Canon City Schools believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities. In order to help ensure that District-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Because student safety is of paramount concern, The District requires a background check of school volunteers with unsupervised access to children. Contact our Human Resources Dept. 719-276-5701 for volunteer information.

Field Trip Chaperone Responsibilities

- Prior to your field trip, the supervision staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or building principal.
- All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
- In order to comply with District policy, during District sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs or alcohol may not use tobacco in the presence of, or within the sight of, students
 - may not possess any weapon

- may not administer any medications, prescription or nonprescription, to students
- Students must be supervised at all times while at District-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately.
 - Students must stay with you, their chaperone, at all times.
 - Go over use of the buddy system with students under your care.
 - Account for all participants regularly and before changing activities.
- Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
- Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students.
- Ensure that students do not get involved in extra activities not pre-approved by administrators and parents.
- For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
- Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
- Chaperones who transport students in their personal vehicle must complete the School District Volunteer Driver Checklist form. Drivers are expected to comply with District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
- Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

[SOPHJOA- School Sponsored Field Trips and Activities](#)

Food and Drinks in the Classrooms

- **No food or drink is allowed to be taken out of the cafeteria at any time.**
- Students who are running late must check into class and then come to the cafeteria for a quick grab and go breakfast that will be eaten in the cafeteria. This may or may not be the same item served at breakfast.
- Snacks should happen at recess or outside, other than rare classroom parties.
- We appreciate your help with keeping our new school clean so as not to attract mice or unwanted creepy crawly creatures.
- **Water in a spill-proof bottle is the only student drink allowed in classrooms.**
- Energy drinks and/or coffee are not allowed at school.

Gifted & Talented Education (GATE)

The Exceptional Children's Educational Act (ECEA) defines "gifted" children as:

Those persons between the ages of four and twenty-one whose aptitude or competence in abilities, talents, and potential for accomplishment in one or more domains are so exceptional or developmentally advanced that they require special provisions to meet their educational programming needs. Gifted children are hereafter referred to as gifted students.

Children under five who are gifted may also be provided with early childhood special educational services. Gifted students include gifted students with disabilities (i.e. twice-exceptional) and students with exceptional abilities or potential from all socio-economic, ethnic, and cultural populations. Gifted students are capable of high performance, exceptional production, or exceptional learning behavior by virtue of any or a combination of these areas of giftedness:

General or Specific Intellectual Ability

Leadership Abilities

Specific Academic Aptitude

Visual or Performing Arts, Musical or Psychomotor Abilities

Creative or Productive Thinking

The GATE (Gifted and Talented Education) program for Cañon City Schools provides programs and programming for academic and arts identified GATE students. At the elementary level, GATE students benefit from GATE pull out classes that center around critical thinking, creative problem solving, leadership, and social-emotional development. Gifted services at the middle school and high school level occur during the regular school day through advanced classes and content extensions. Other extended activities for GATE students include school and district science fairs, experiential field trips, and SPLASH! (Summer Program Learning for Advanced Students) summer school held in June each year! Additionally, district-wide screening of all second-grade students occurs in the spring of each school year. Please contact Shyla Christiansen, GATE Coordinator, at shyla.christiansen@canoncityschools.org or visit the GATE website for more information: <https://www.canoncityschools.org/departments/gifted-talented-education/index>

Health Technician (School Nurse)

Washington's Health Technician: **Dana Downey 719-276-6090**

Students Sick at School

If your child gets ill at school, the health tech will call you to pick up your child. Let us know if you have made special arrangements for someone other than you to pick up your child from school. We will NOT ALLOW ANYONE UNAUTHORIZED to talk to a child or take a child from school. If there are any questions, we will call the custodial parent or guardian. **After being dropped off at school, no student may call home or text parents to excuse themselves for the day due to illness.** All illness-related excusals must go through the Health Technician even if it is before the bell rings.

Health Services and Medication Procedures

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.

Immunizations

Colorado law requires all students attending Colorado schools and licensed child care 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.

Medications at School

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 healthcare 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)

Health Records

We keep a comprehensive health record on each student in the Washington School Health Office. When your child receives immunizations from your doctor or the health department, please advise us so we can keep our records as current as possible. Our records are audited annually and you will be notified if your child should receive additional boosters. Any student with a significant medical condition should have a “health care action plan” on file. This will detail specific instructions for your child’s needs. This form is available in the Health Technician’s Office.

The Pulse School-Based Health Center at Cañon City Middle School

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

More information about the Pulse can be found at [Here](#)

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](#).

Lost & Found

Lost and found items will be placed in the Cafeteria. Sometimes small and valuable items will be kept in the office. Please put your child's name inside coats, etc., so that they may be identified if found. At the end of each semester, items left will be given to a charitable organization.

Nutrition Services

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!**

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.

***If you would like to eat lunch with your child the cost is \$4.00 and if you would like to eat breakfast with your child the cost is \$3.00.**

Parent Visits to the School

All visitors who enter any part of our school during school hours must check in at the front office first. Visitors are required to present a state-issued ID, sign in at the school office, and have permission to visit specific school areas. Upon leaving campus, visitors are required to sign out and return the visitor's pass to the front office.

If parents wish to have breakfast or lunch with their child, they must follow the same visitor process as stated above.

Visitors are not allowed to go to recess with their child.

Parent Volunteers

We strongly encourage parents to volunteer in the school with our students and teachers. This is the best way to send the message to students that we are all committed to quality education. All volunteers must follow the Canon City Schools Volunteer process before beginning to volunteer. When volunteering on an occasional basis for field trips or classroom parties, the School Check-in system is used with required state-issued ID. To become a fully approved volunteer, if helping on a more consistent weekly/monthly basis, register on-line at the website below:

<https://www.canoncityschools.org/departments/human-resources/volunteer>

Personal Items at School

Students **should not** bring personal items such as electronic games, radios, toys, etc. to school, except for the purpose of class displays or other educational purposes with permission from their teacher or principal. This prevents theft, loss or broken items which causes conflicts between students. Students may bring recreational items such as footballs, soccer balls, and tennis balls to school for use during recess. Hard items such as golf balls and baseballs are prohibited. Items should be labeled with the students' name.

Tobacco, vapes, toy weapons, multi-tools, weapons (i.e. knives) or any other potentially dangerous items are strictly prohibited on campus. These items will be confiscated and be reported to the principal for possible disciplinary action.

Pets at School

Animals are not allowed on campus while students are present. Exemptions to this policy include fish and service animals. Service animals are those that are trained to aid an individual with a specific disability. Emotional support animals are not permitted. Refer to School Board Policy EJ for more information:

<https://www.canoncityschools.org/board-of-education/board-policies>

Phones & Electronics at School

- **Cell Phones**
 - If students bring a cell phone to school, the device must remain off and in their backpack for the day.
- **School Phones**
 - The school phone system is for school business and emergency use only. Students are not allowed to make phone calls to parents for personal reasons unrelated to school. In otherwise non-emergency situations, parents may call and leave a message for their child with the front office.
- **Smartwatches or Other Electronic Communication Devices**
 - Students who choose to wear smartwatches or have other communication devices at school may not use them to make calls, send text messages, or browse the internet during the school day unless approved by staff.

*Any student found to be using phones or electronic devices will be given a warning to put them in their backpacks. If there is a second offense the device/phone will be kept in the office until a parent or guardian can pick it up and the student will not be allowed to bring it back to school.

PTO & Accountability Team

Washington School PTO (Parent/Teacher Organization) is a vital part of our school. Parents are encouraged to work with this organization as volunteers. Monies from fundraisers are used to purchase playground equipment, assemblies, library and computer materials, and part of the cost of field trips.

PTO functions will be combined with the Accountability Planning Team. All parents are invited to attend the monthly meetings and to participate in our fundraisers and volunteer activities. Please get involved in this parent/teacher educational partnership. *EVERYONE IS WELCOME!*

PTO OFFICERS & ACCOUNTABILITY REPRESENTATIVES

- **President:** Bailey Owen
- **Secretary:** Kirstie Crawford
- **Treasurer:** Joni Sullivan
- **Staff Representative:** TBD
- **Accountability Representative:** Kelli Jones

The accountability process is an important part of public education. The Accountability Planning Team is led by the principal and reviews the plans and programs of the school system. They gather data about the community views of our schools. They identify needs and recommend actions which should be taken to improve our school.

Our own Washington Accountability Planning Team has been extremely helpful and has become very knowledgeable about all facets of our school. They have been very supportive of the principal and our staff. Interested parents are invited to become members of this team. It meets once a month immediately following PTO meetings. The team has been small enough that anyone interested has been allowed membership. For further information, contact the office.

Recess

Any time the temperature outside is 20° or above (including wind chill), we will go outside for recess. If the wind chill and/or air temperature is below that, or it is heavily raining or snowing, we will have indoor recess.

Report Cards and Testing

Report cards are sent home with students within one week after the end of each trimester. All fees, lost books, Media Center fines, lunch charges, etc. must be in good standing before the report card is issued. All K-5 report cards are standards-based in an effort to show parents the standards-based skills their children are learning.

TESTING

Grades 3-5 participate in the state-level Colorado Measures of Academic Success (CMAS) annually. District-level benchmark assessments will be used K-5 to determine each child's progress. Pertinent information will be given as needed and results will be shared with parents at conferences. Parents can monitor their students' grades, attendance, and missing assignments by signing up for Campus Portal (see Page 12-13).

School Supply Lists

Every grade level team has identified the supplies needed for the 23-24 school year. A detailed list is linked below.

<https://docs.google.com/document/d/1Z4FdkKwk3dZ8OitwQuvALTu20MPJKzfH/edit>

Social-Emotional Health of Students

BIMAS a universal assessment in the social-emotional/behavioral health domain will be administered each fall and spring for K-5 teachers to complete. Data outcomes will be used to provide students with additional social-emotional/behavioral health supports and targeted professional development for staff, etc. Small group and one on one counseling services are available upon request with parent permission.

Staff Qualifications

Washington Elementary School actively encourages and supports having all teachers and paraprofessionals meet the Highly Qualified specifications detailed by Every Student Succeeds Act. This is accomplished by the following:

- Cañon City Schools only hires highly qualified certified staff.
- All teachers are endorsed or licensed by the Colorado Department of Education for their teaching assignment(s).

As a parent, you may request information specific to the following:

- Teacher licensing credentials
- Paraprofessional qualifications

For more information, please contact the Principal (276-6091) or the District Human Resource Office (276-5700).

Student & Student Records Access

Unless a court order is provided saying otherwise, children of estranged or divorced parents will be released to either natural parent as identified on the child's birth certificate. If applicable, please ensure the office has the most recent documentation of any custodial arrangements regarding your student(s).

Also, according to the Family Educational Rights and Privacy Act of 1974, both custodial and noncustodial parents shall have access to their students' records unless the school is provided with a court order which provides to the contrary. Student records are now available on Campus Portal (see Page 13).

Technology

Terms and Conditions for Technology

Cañon City Schools has implemented a 1:1 mobile device initiative, whereas every student K-12 will be provided a device to use during the school year for academic purposes. **A mobile device insurance fee of \$25 is required** for each district student and will be collected **each year** at registration. A device may not be issued to your student until this fee

is paid. If finances are a barrier, please contact the principal directly to work out a solution. **Students are NOT allowed to decorate their devices with stickers, markers, etc. because these will be cleaned and reused every year.**

Information about the Canon City Schools' Acceptable Use Guidelines **SOP: JS** is available at:

<https://www.canoncityschools.org/board-of-education/standard-operating-procedures-sop>

Mishandling of School Devices

Mobile devices are a tool utilized for learning and a privilege. If students choose to misuse or mishandle their device, a device misuse form will go home for a guardian signature and the discipline matrix will be followed when necessary, depending on the severity of incident and the frequency of misuse.

Cañon City Schools Policy Information

School Board Policies

Various state and federal laws direct school districts to provide policies to students and parents on an annual basis. Policies are distributed because students and parents must have notice of what they can expect when certain circumstances arise during the school year. Access full policies online at:

<https://www.canoncityschools.org/board-of-education/board-policies>

Policy File	Policy Name
AC, AC-R, AC-E	Nondiscrimination/Equal Opportunity (and complaint process)
ADC	Tobacco Free Schools
ADF	Local Wellness Policy
EBCE	School Closings and Cancellations
IHAMR	Health and Family Life/Sex Education (Exemption Procedure)
IHCDA	Concurrent Enrollment
IKA	Grading/Assessment Systems
IKF-2	Graduation Requirements (Beginning with Class of 2021)
IMB	Teaching about Controversial Issues and Use of Controversial Materials
IMBB	Exemptions from Required Instruction
JB	Equal Education Opportunity
JBB	Sexual Harassment
JH	Student Absences and Excuses
JHB	Truancy
JIC	Student Conduct
JICA	Student Dress Code
JICC	Student Conduct in School Vehicles
JICDA	Code of Conduct
JICDD	Violent and Aggressive Behavior
JICDE	Bullying Prevention Education

JICEA	School-Related Student Publications
JICEC	Student Distribution of Non Curricular Materials
JICEF	Secret Societies/Gang Activity
JICH	Drug and Alcohol Involvement by Students
JICI	Weapons in School
JICJ	Student Use of Cell Phones and Other Personal Technology Devices
JIH	Student Interviews, Interrogations, Searches and Arrests
JA-1	Student Organizations
JK and JK-R	Student Discipline
JK-2	Discipline of Students with Disabilities
JKA, JKA-R	Use of Physical Intervention and Restraint
JKA-E-2	Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion
JKBA and JKBA-R	Disciplinary Removal from Classroom
JKD/JKE	Suspension/Expulsion of Students
JLA	Student Insurance Programs
JLCB and JLCB-R	Immunization of Students
JLCD	Administering Medication to Students
JLCDA	Students with Food Allergies
JLDAC	Screening and Testing of Students (And Treatment of Mental Disorders)
JLDAC-E	Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
JLF	Reporting Child Abuse/Child Protection
JLFF	Sex Offender Information
JQ	Student, Fees, Fines and Charges
JRA/JRC	Student Records/Release of Information on Students
JRA/JRC-R	Student Records/Release of Information on Students (Review, Amendment and Hearing Procedures)
JRA/JRC-E-1	Notification to Parents and Students of Rights Concerning Student Education Records
JRCA	Sharing of Student Records/Information between School District and State Agencies
JS	Student Use of the Internet and Electronic Communications
KBBA	Custodial and Noncustodial Parent Rights and Responsibilities
KI	Visitors to Schools

Non-Discrimination Statement

SCHOOL DISTRICT FREMONT RE-1 DOES NOT UNLAWFULLY DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, ANCESTRY, CREED, AGE, MARITAL STATUS, SEXUAL ORIENTATION, GENETIC INFORMATION, DISABILITY OR NEED FOR SPECIAL EDUCATION IN ADMISSIONS, ACCESS TO, TREATMENT, OR EMPLOYMENT IN EDUCATIONAL PROGRAMS OR ACTIVITIES WHICH IT OPERATES.

Complaint procedures have been established for students, parents, employees, and members of the public. Complaints may be filed verbally, in writing or anonymously. If you wish to file a complaint using the district complaint form, please submit to: Ms. Jamie Davis, Director of Human Resources, Title IX, Section 504, and Americans with Disabilities Act Coordinator, 101 North 14th Street, Cañon City, Colorado 81212 – Telephone: (719)276-5700, Email: jamie.davis@canoncityschools.org