

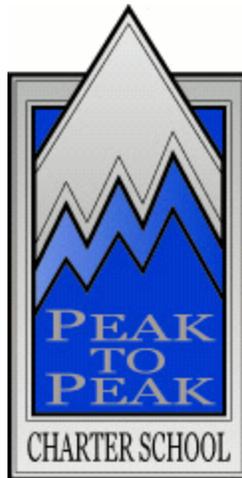


**Peak to Peak Charter School  
Home of the Pumas**

**Elementary  
Student Handbook  
2018-2019**

**800 Merlin Drive  
Lafayette Co 80026**

**Main Office – (303) 453-4601  
Attendance Information – (303) 453-4605  
South Building Fax Number – (303) 453-4613**



**This Handbook Belongs to:**

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**Grade: \_\_\_\_\_**

# ABOUT PEAK TO PEAK CHARTER SCHOOL

## **About Our School**

Peak to Peak is a K-12 public charter school offering a liberal arts, character-based, college preparatory curriculum. It is designed from the ground up for graduates to meet or exceed the entrance requirements of top colleges and universities. Students at Peak to Peak who demonstrate a mastery of knowledge and skills are challenged through appropriate placement in each subject area. The school is small enough to ensure that each student is known and valued but large enough to provide a variety of academic, athletic, and extracurricular activities.

Peak to Peak's rigorous elementary program focuses on standards-based learning. Peak to Peak believes that students should be placed according to their abilities rather than by strict age levels, so students are ability-grouped in math and reading classes. Teachers also use clustering and differentiation to meet all students' needs.

Students entering middle school enroll in courses specifically designed to prepare students to take and succeed in Peak to Peak's advanced courses. Peak to Peak's high school features the "Peak Scholar Award." Designed to challenge students who desire a well-rounded high school experience, the Peak Scholar Diploma indicates to highly selective colleges the Peak Scholar's commitment to excellence.

## **Honor Code**

Peak to Peak's Honor Code states: "I will strive to achieve excellence in scholarship and character."

## **Character Development**

At Peak to Peak, we believe that the first and primary source for teaching character to children is in the home. We are committed to furthering this development of good character by reinforcing that teaching at school. Good scholarship and good character collectively prepare a student for success in life.

Character development in the school creates a culture that emphasizes and supports universally shared character qualities such as respect, responsibility, honesty, kindness, perseverance, and self-control. These common character traits transcend our differences in race, religion, and socioeconomic status and unify rather than divide. Peak to Peak supports the separation of church and state and will not promote any religious or political agenda.

The strength of character development is derived from the common language of character that is used among families, schools, and communities to identify and promote core values. True character development must comprehensively include understanding good character, valuing good character, and behaving with good character. The Character Development Team in the elementary, middle, and high school settings seek to intentionally infuse character throughout the culture of the school, rather than through a stand-alone curriculum. Although the details of implementation vary according to school level, students learn character through the mutually reinforcing aspects of teacher and staff role modeling, the character education lessons, behavior and discipline codes, and school and community service projects.

Peak to Peak parents/guardians are asked to support and encourage their students' growth in character and to support Peak to Peak's efforts to continue this growth.

## **Mission Statement**

Peak to Peak's mission is to:

- Provide broad access to an exemplary K-12 liberal arts, college preparatory education that challenges students to achieve their academic potential
- Be a community that values and recognizes scholarship, academic achievement, and creativity
- Provide an environment in which each student is known, respected, and valued as an individual of great potential and promise
- Prepare students to become active and responsible citizens of an interdependent world

**Vision Statement**

The Peak to Peak Community will inspire students to fulfill their academic dreams for college, to develop their creative passions and athletic talents, and to become responsible citizens.

**Elementary Lunch and Recess Schedule**

**K-2** Recess 10:30-10:50 am                      Lunch - 10:50-11:15 am  
**3-5** Recess 11:00-11:20 am                      Lunch - 11:20-11:40 am

**Peak to Peak Elementary follows PAWS:**

- Positive Attitude
- Active Learner
- Wise Choices
- Safe behavior

HAVE FUN TOGETHER!

**Elementary School Grading Policy**

The elementary school abides by a standards-based grading system, recognizing student achievement toward established grade level standards. This grading format is typically used for assignments and tasks throughout the year, and is reported out as a final grade each trimester. The system is based on a 1-4 rating as follows:

Academic Performance Levels for Content Standards				
4	3	2	1	blank
Advanced Achievement of Standard	Proficient Achievement of Standard	Partial Achievement of Standard	Does not Meet Standard	Not Addressed this Grading Period

**Grade Reports**

Peak to Peak’s elementary academic calendar is divided into three trimesters. Grade reports (report cards) are distributed three times each school year.

**STUDENT SERVICES**

**Counseling Center**

The Counseling Center serves the personal and academic needs of students in elementary, middle and high school. The Counseling Center operates on an open door policy. However, students are encouraged to set up appointments ahead of time and must receive a pass from the Counseling Center or a teacher prior to coming to the Counseling Center.

The primary goal of the Peak to Peak counseling program is to promote and enhance student growth and learning. As a department we provide services to all students and acknowledge that diversity is a valuable component of our community. We address the needs of the whole person by helping students develop competencies in the following three areas: academic, career, and social/emotional development. As a counseling center, we strive to achieve a balance among all three areas of student development.

**Library Media Center**

In support of the Peak to Peak mission and vision, the Library Media Center’s (LMC) mission is to help each student excel and achieve maximum potential by creating a 21st century learning environment, fostering a love of reading, and promoting the effective use of information and

communications technology. Through collaboration, the LMC faculty partners with the larger Peak to Peak community to empower students in becoming life-long learners, responsible citizens, and industrious problem solvers.

### **Health Services**

The health office is located in the south building, adjacent to the front office. All health room staff members are CPR/First Aid certified. BVSD Health Services requires P2P health room staff to attend trainings on safe medication administration. BVSD Health Services provides a RN as the Peak to Peak School Nurse Consultant. Please contact the School Nurse Consultant if your child has a health condition that requires a health care plan. We take our responsibility to your student seriously and strive to build confidence in our ability to care for all students.

The health room is responsible for organizing the Vision Hearing Screenings each year. In addition, each year we are required by BVSD to document that every student is current on the State required immunizations or have a completed immunization waiver in our health room records. Colorado State Law gives Peak to Peak the right to hold your student out of school until their immunization records are complete.

Whenever possible Peak to Peak requests that parents/guardians administer any necessary medication to children at times other than school hours. If your student needs a daily medication during school hours please contact the health room to make arrangements. The school will only administer medication upon a parent/guardian's request through a completed "Medication Administration Authorization" form and receipt of properly labeled medication. Students are only allowed to carry inhalers or an Epi-Pen if a health care provider has given approval. All other medications must be kept in the health room. If the health room has medications in our cabinets, we will provide those for field trips. Please refer to the health room web page located on the parent tab of our website for all the necessary forms and instructions.

Students who need to go to the health office must obtain a pass from their teacher. When returning to their classroom, they must bring a health room pass back to their teacher. Health room staff members are required to follow BVSD Health Services guidelines for sending a student home. Your student is required to go home if they have a temperature above 100 F, fever, vomiting, diarrhea, and cold symptoms that are interfering with class work, pink eye, strep throat, a rash that is spreading or head lice. Your student should remain home until 24 hours after symptoms have subsided. The student must wait in the health room until a parent or guardian has arrived and signed the student out at the attendance window.

If you have any questions, please call us at 303-453-4616 or refer to the health room website located on the parent page. We look forward to taking care of your students!

### **BAASC**

From the moment this school began, Peak to Peak has offered a Before and After School Care program for families of Peak to Peak. BAASC is designed to assist working parent/guardians by providing a safe, fun, and educational program for their children before and after the regular school hours. For further questions regarding this program, please call the main office or visit the Peak to Peak website at [www.peaktopeak.org](http://www.peaktopeak.org).

## **TRANSPORTATION/ TRAFFIC FLOW**

### **Traffic Plan**

The front entrance and circle are intended for drop-off and pick-up for students in grades K-5. Puma Drive connecting to the north drive along the high school and gymnasium are intended for grades 6-12. Please see the traffic plans for each below:

#### K-5 Traffic

All K-5 traffic should enter campus at the intersection of Merlin Drive and Spaulding Street at the front entrance. K-5 drop-off and pick-up should occur in the front circle. The south lane on the front driveway is reserved only for entering campus, and the two north lanes are reserved for exiting campus. When driving to campus, please plan routes that cause the least disturbance of traffic flow in our neighborhood. We suggest the following routes:

- ▶ From Boulder: Take Baseline Rd. to Public Rd. to Spaulding St., or South Boulder Rd. to Merlin Dr.
- ▶ From Broomfield: Take Dillon Rd./144<sup>th</sup> to 120<sup>th</sup> to South Boulder Rd. to Merlin Dr.
- ▶ From Lafayette: Take Emma St. to Merlin Dr., or South Boulder Rd to Merlin Dr.
- ▶ From Erie: Take Hwy 7 to 119<sup>th</sup> to Emma St., then west to Merlin Dr.

#### 6-12 Traffic

All 6-12 secondary traffic should enter campus at the intersection of Emma Street and Puma Drive. From 7 AM – 4 PM, Puma Drive is a one-way two-lane entrance into campus. The west lane must turn right into the front parking lot. The east lane must turn left onto the north driveway and should be used to drop-off and pick-up students along the north side of the high school and gymnasium. All vehicles using the north drive must exit campus via Canterbury Drive, which is a one-way two-lane exit. The right lane must turn right onto Emma Street heading west, and the left lane must turn left onto Emma Street heading east. Please note that student drivers **must** access the school via 120th Street when arriving to or departing from the campus. When driving to campus, please plan routes that cause the least disturbance of traffic flow in our neighborhood. We suggest the following routes:

- ▶ From Boulder: Take Baseline Rd. or South Boulder Rd. to 120<sup>th</sup> St. to Emma St. to Puma Dr.
- ▶ From Broomfield: Take Dillon Rd./144<sup>th</sup> St. to 120<sup>th</sup> St. to Emma St. to Puma Dr.
- ▶ From Lafayette: Take Emma St. to Puma Dr., or South Boulder Rd. to 120<sup>th</sup> St. to Emma St. to Puma Dr.
- ▶ From Erie: Take Hwy 7 to 119<sup>th</sup> St. to Emma St. to Puma Dr.

Other traffic guidelines include:

- The front parking gates are closed from 7:30–8:00 AM and from 2:50–3:20 PM.
- Be patient and courteous to our neighbors and the teachers and volunteers directing traffic. This is a great way to demonstrate positive character traits to your children and our students.
- Please stagger your pick up and drop off times. You may drop off as early as 20 minutes before the start of school and pick up as late as 20 minutes at the close of school.
- There will be no parking in the west driveway or circle at any time. The only parking allowed on Merlin will be on the east side north of the driveway. South of the driveway is reserved for those cars turning right into the school and for the RTD bus. This will allow for continuous northbound flow on Merlin. There is no parking on the west side of Merlin or in the private drives along Spaulding Street.
- Student drivers must have a permit for parking on campus (parking is not allowed on the streets). Additionally, students must purchase a parking permit from the Dean of Students and must park in the designated student parking lot, which is the western  $\frac{3}{4}$  of the front parking lot. We made a promise to our Lafayette neighbors when we moved to this campus in 2002 that we would carpool and/or use public transportation, so please use these options. We desire to be good neighbors.

#### **RTD Bus Service**

There is great access to several key Regional Transportation District (RTD) bus routes, and Peak to Peak encourages students to use the bus service when appropriate and available.

The “Jump” bus service provides public transportation directly to the Peak to Peak campus at the corner of Spaulding Street and Merlin Drive. The route runs between Lafayette and Boulder, providing service to many Lafayette neighborhoods along Arapahoe Road, in old town, and the Lancelot Park neighborhood. Additional RTD routes that serve the Lafayette Park and Ride include the 225, the 227, and the L routes. These bus routes connect students who live near Baseline Road, South Boulder Road and Broomfield to the Park and Ride facility, which is located near Public Road, just south of Spaulding Street, about a half mile walk from Peak to Peak. You may check RTD’s schedule to determine if there is a good connection to the Jump bus on its return trip to the school. Please contact RTD at 303-299-6000 or <http://www.rtd-denver.com> for route information.

RTD has the “Bike and Ride” program, which encourages riders to connect to their final destination using bicycles. This program provides a good transportation option for students who live near the 225, 227, and the L routes. Additional information can be obtained by calling RTD at 303-628-9000. Students who plan to use RTD are encouraged to purchase RTD’s Teen Bus Pass from Peak to Peak’s front office of the south building at the rate of \$49.00 per month, subject to change.

#### **Riding Bicycles and Walking**

Walking and riding bicycles are forms of transportation that reduce traffic impacts. Parents must discern whether their children are mature enough to handle the responsibility of safely walking or riding to school. Students who walk must be aware of their environment and take appropriate precautions to arrive safely. Bicyclists must follow the same rules as persons who drive automobiles

(ex: stop signs, traffic signals, speed limits, etc.). Bicycle racks are available near both buildings. Students should bring a lock and chain as Peak to Peak cannot be responsible for lost or stolen bicycles.

BVSD provides the following advice in Regulation JHF-R:

In developing proper safety habits, parents should encourage students to:

- Start for school early enough to arrive on time without rushing.
- Walk on the sidewalk, or, if there is not sidewalk, on the left side facing oncoming traffic.
- Cross only at intersections and school crosswalks.
- Refuse to enter or approach strangers in automobiles.
- Proceed directly to school or home before beginning to play.

For the sake of student safety, parents should ensure children do not arrive so early that no school personnel will be on hand to supervise them. Please contact the Lafayette Police Department if you would like additional information about applicable traffic laws and safety information.

## PROCEDURES AND REGULATIONS

### Attendance Policy

Attendance Line: 303-453-4605

Email: [p2p.attendance@bvsd.org](mailto:p2p.attendance@bvsd.org)

Understanding that participation in the classroom is a vital aspect of a student's academic performance, it is the parents'/guardians' responsibility to assure that their children attend school. Consistent attendance in all classes is essential to academic success. Excessive absences disrupt the flow of curriculum and make it difficult for the student to learn the required skills. All absences have a negative effect on instructional continuity, regardless of the cause of the absence or the attempts to make up missed work. The school cannot teach pupils who are not present and the classroom experience can never be duplicated with assignments outside of school. The Peak to Peak Attendance Policy has been developed to both meet state requirements and to maximize the student's ability to receive a quality education.

Regular attendance is the responsibility of the student and parent/guardian. Parent/guardians are expected to help their students accept this responsibility by adhering to the attendance policy. Parent/Guardians are encouraged to help the school by not excusing their students frivolously or for reasons not medically necessary. It is the responsibility of parent/guardians and students to track the student's attendance. This can be done through the Parent Portal, as well as the Student Portal on Infinite Campus. Absences will be defined by the following guidelines:

#### I. Excused Absences (Labeled In Infinite Campus as EXC or ILL)

1. Any absence due to temporary illness or injury that is excused by the parent/guardian without documentation from a doctor
2. Any absence due to inclement weather
3. Any absence due to the attendance of medical and dental appointments which cannot be scheduled outside the regular school day
4. Any absence due to physical, mental, or emotional disabilities with documentation from a doctor
5. Any absence due to religious observances

Only parents or legal guardians are allowed to excuse a student's absence. To avoid receiving the automated attendance message, please call or e-mail by 8:30 AM. Parent/Guardians have 48 hours to make any corrections to a student's attendance record. As a guideline, once a student has accumulated ten excused absences, documentation will be required for all subsequent absences. If documentation is not provided, the absence will be marked as unexcused. Documented absences and activities/athletics absences (see below) will not count toward the ten excused absences.

#### II. Documented Excused Absences (Labeled In Infinite Campus as DOC, PRE, SUS, ISS or ADM)

1. Any absence due to illness documented by letter from the student's doctor
2. Any absence which occurs when the student is in the custody of a court or law enforcement authorities or for a court appearance and has provided documentation to the Attendance Office as proof
3. Any absence for college visit, as long as documentation of attendance at the college visit is provided
4. Any absence due to a death in the family
5. Any absence as a result of suspension
6. Prearranged absences, if approved by a Peak to Peak Administrator. Peak to Peak encourages families to take their vacations during scheduled school vacation times. However, the school recognizes that a rare vacation may not fall within the scheduled time frames. Peak to Peak encourages teachers to work with families in these situations, particularly if the absence is related to expanding a student's educational experience; however, teachers cannot be expected to arrange student work prior to a prearranged absence but will keep a file of missed work during the absence. Extended absences of three or more days must be cleared with the principal in writing. Prearranged Absence forms can be obtained from the Attendance Office or from the Peak to Peak website. The form must be completed at least one week prior to the scheduled absence. Students are responsible for making up missed work upon their return.

### **III. Activities/Athletics Absences (Labeled In Infinite Campus as ACT)**

1. Absences due to participation in activities or athletics
2. Field trips prearranged by the teacher
3. Other school related activities

### **IV. Unexcused Absences (Labeled In Infinite Campus as UNX, TRU)**

1. Any absence for a reason not listed above is considered an unexcused absence. Unexcused absences may lead to disciplinary action, as defined below.
2. Student has been at school (elementary) or in an individual class period (secondary) but has left campus or individual class without permission of school administration or notification from parent.
3. During state testing all absences not due to illness or emergency will be unexcused.

### **Consequences for Unexcused Absences**

Any unexcused absence will result in students making up the time missed. Students who accumulate four unexcused absences in a class will be required to meet with their parent/guardian and the Dean of Students to develop an attendance contract. A student can only be placed on an attendance contract once per school year. Continued unexcused absences may lead to further disciplinary action and a referral to truancy court as required by the Colorado Compulsory Attendance law.

### **Sequence of Notification Concerning Unexcused Absences during a Semester**

*1st & 2nd* – Phone call from the automated attendance line.

*3rd* - Phone call from the automated attendance line; and a formal letter from the attendance office detailing the student is in danger of becoming an habitual truant.

*4th* - Phone call from the automated attendance line; a formal letter from the principal detailing your child is an habitual truant; a conference will need to be scheduled with the principal in order to establish a course of action.

### **Attendance on Special Days**

Attendance on college visit days, wellness days, cultural awareness days, etc. is required for all students. Parents/Guardians are encouraged to support the school in our efforts to educate students on these important days by requiring that your student be in attendance and not excusing them unless absolutely necessary. Failure to attend these events without appropriate documentation will result in an unexcused absence for the entire day.

In the event of a dispute regarding absences, a school administrator has the final authority to determine whether an absence is excused or unexcused.

### **Tardy Policy**

Any student that is not in class, sitting in their assigned seat ready to work when the bell rings, is considered tardy. Tardy minutes will accumulate to be included in the calculation of absences. A tardy is limited to five minutes late to class. If a student arrives more than five minutes late, it is considered an absence. Students are still expected to attend the class to remain current on course content; the time of arrival will be noted. All students who are late to school must sign in at the Attendance Office and obtain a late slip to enter the class.

### **Dismissal during the School Day**

Parents/Guardians are encouraged to schedule appointments outside of school hours. If it is absolutely necessary for a student to leave campus during the school day, the following guidelines will apply. The parent must sign the student out for the absence to be excused. If the student returns to school after being released, the student must sign back in at the Attendance Office and obtain a pass before going to class. High school students may not sign younger siblings out at any time. A parent or legal guardian 18 years of age or older must be present to dismiss the student. Phone calls, written notes, or faxes will not be accepted in lieu of the parent physically signing out the student.

### **Truancy**

Attendance at school is vital to ensure academic success. State law requires daily attendance (C.R.S. 22-33-104 (2006)), to ensure regular school attendance for children under the age of seventeen years, with the exception of a limited number of excused absences. It is the parents'/guardians' responsibility to see that the child complies with this law. A student absent without the consent of his/her parent/guardian and the school administration is considered truant. If truancy has been confirmed, a parent/guardian cannot reverse the attendance code at any time. The law provides that a legal petition must be filed when a student establishes a pattern of truancy. We ask for parental support in reinforcing attendance expectations. If a pattern of excessive absences develops, a doctor's verification of illness may be required.

### **Make up Opportunities**

Students are responsible for all class work missed due to any absence. Credit for class work missed due to excused absences shall be allowed when satisfactorily completed. However, credit may be lost when the student fails to complete course requirements and/or the Principal or designee considers the student's absences so excessive as to prevent that student from meeting course requirements. Students who have been absent are responsible for the arrangement of make-up work with their teachers. As a guideline, students have two days for each day of absence to make up missed assignments.

### **Telephones**

No student will be allowed to use school telephones except for school business. A school official must grant permission before a student is allowed to use the school phones. Public telephones are provided in the north and south building lobbies for student use. Phone calls will be held to a maximum of three minutes and will not be permitted during class time unless teacher permission has been granted. Personal business should be taken care of either before school, during breaks, or after school. No student will be allowed out of class to make a phone call, unless preapproved by a teacher or administrator.

### **Cell Phones**

At elementary cell phones are not allowed to be used or seen on campus during the school hours. Cell phones can only be used before or after school (not during 7:50 am- 3:05 pm).

## **TECHNOLOGY GUIDELINES**

### **Internet Use -General Statement**

Peak to Peak Charter School provides Internet use to its students in keeping with the Peak to Peak mission: providing broad access to an academic environment fostering achievement, scholarship, and creativity, as well as to prepare students to become responsible and active citizens. Peak to Peak receives its Internet service through the Boulder Valley School District. The district uses

Internet filters on all Internet connections, thus Peak to Peak also uses Internet filters on all Internet connections.

### **Student use of the internet and electronic communications**

© Boulder Valley School District October 2012

Boulder Valley School District (BVSD) is pleased to offer students access to district computers, communications systems, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for her/his use of technology, whether personal or district provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology. Please read BVSD Board Policy JS, Student Use of the Internet and Electronic Communications, carefully before signing your registration packet. BVSD reserves the right to modify the terms and conditions of this document at any time. The latest version of this document is available from the BVSD web site at [www.bvbsd.org](http://www.bvbsd.org). Password and Email Retention requirements are outlined below.

#### **Password Requirements:**

Students are required to use strong passwords for accessing District technology and email. Requirements for strong passwords include:

1. At least 8 characters in length; and
2. They must satisfy 3 of the 4 following requirements:
  - a. At least one uppercase character
  - b. At least one lowercase character
  - c. At least one number
  - d. At least one special character (a special character is anything other than a letter or number)

IT changes the passwords for grades K-3 every 180 days. Students in grades 4-12 are required to change their password every 90 days.

Email Retention: Deleted emails may be purged immediately.

At the elementary level, electronic communications are not made available to students unless requested by a teacher, connected to a specific curriculum unit, explicit parent/guardian and principal permission is acquired, and close supervision by adults is provided. All students, regardless of age, must have this acknowledgement signed by a parent or guardian in order to access technology resources at school.

#### **Responsibility, Accountability, Liability**

Access to instructional technology demands personal responsibility along with an understanding of acceptable and unacceptable uses of such tools. Student use of technology -- including access to the Internet and electronic communication -- is a privilege, not a right. This means that students must honor Peak to Peak and Boulder Valley School District policies to qualify for continued use of technology at school.

The Internet makes available materials and information from ever-changing sources including some that may be harmful. While it is impossible to predict what information students might locate, the school shall take reasonable steps to protect them from accessing material and information considered harmful to minors.

Besides maintaining web and email filtering software on Boulder Valley School District's network, administrators, teachers, and staff also have responsibilities to define educational goals for instructional technology and monitor students' progress toward those goals. Students shall consequently have no expectation of privacy when using instructional technology provided at school or via the school's network. Furthermore, students shall take responsibility for their own device use, including district computers and computer systems, to avoid contact with material that may be harmful.

In short, similar standards of behavior apply in the virtual world of the Internet as in the actual school buildings themselves. Students should remain in charge of what they say and do via technology as if the interactions were in person, and they should always strive to do what they know is right. In the event of intentionally or mistakenly misusing technology, students must own the consequences and work to repair them. Students who misuse technology may find themselves dealing with repercussions that naturally fit the circumstances and could include (but are not limited to):

- Restricted technology access at school
- Temporary confiscation of device
- Parent contact
- Referral to an administrator
- Classroom-specific consequences
- Restitution/restoration (including possible reimbursement to cover loss, damage, or other technology-related expenses)

Students are not required to bring their own personal electronic device to school, and it is important to note that Peak to Peak Charter School is not responsible for lost or stolen personal items. Students should always secure their personal electronic devices in a safe place to avoid loss or theft.

\*\*\*Adapted from and consistent with Boulder Valley School District Board Policy JS-E1 & JS-E2. In addition to Peak to Peak's Technology Protocol, students are expected to follow BVSD's Appropriate Use of Technology Resource regulation (JS-R at <http://bvsd.org/policies/Policies/JS-R.pdf>)

### **Privacy and Security**

Students must use district technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

### **Online Assessments**

Student assessments may be conducted using technologies such as the Internet or audience response systems. Normally, students will use these technologies as a part of their instructional day. Privacy and security, as defined above, along with confidentiality of assessment responses, are expected.

## **CODE OF CONDUCT**

### **Posting of Materials**

Students may not post material without the consent of an administrator. Students will not post material that is slanderous or inappropriate. Students found posting such material will be subject to disciplinary action from the Dean of Students.

### **Building Pride**

We are all very proud of our beautiful buildings. Therefore, we urge each and every student to take pride in our school and its campus. All of us working together can keep our school and campus one of the attractions for tourists and visitors to observe as they visit our community. Each of us must take his/her share of the responsibility in beautifying our campus and building and keeping them from becoming unattractive. Penalty for Vandalism or destruction of school property is as follows:

Minor - Clean or correct vandalism, payment for damages, and parent notification, Restorative Justice.

Major - Clean or correct vandalism, payment for damages, parent notification, suspension, and/or subject to Juvenile Court.

## **ACADEMIC HONEST AND INTEGRITY**

### **SECTION I: INTRODUCTION AND RATIONALE**

Peak to Peak is a learning community that encourages students to develop their character while growing academically. Our honor code calls on students to seek scholarship through creativity and determination. By submitting works of their own creation and giving credit to the ideas of others, students reinforce that gaining knowledge, not simply getting high grades, is the goal of education. We ask students to celebrate each other's' areas of strength and passion. Students will lead, teach, and serve the community whenever possible. All students, by attending Peak to Peak, agree to act with integrity and support the honor code in their academic work.

Peak to Peak Honor Code: I will strive to achieve excellence in scholarship and character.

## SECTION II: DEFINITIONS

Academic Integrity: Compliance to accepted ethical standards

Academic Dishonesty: Deliberate, unacceptable behaviors that include but are not limited to: misrepresentation, obtaining unauthorized information, and tendering of information.

Misrepresentation: Students misrepresent their work by handing in the work of someone else:

- Plagiarizing: unacknowledged use of information, ideas, or phrasing of others. This includes copying exact words of another writer without proper documenting of source, stealing or passing off words, graphics, and artwork that is not one's own
- Purchasing a paper from a service or other sources
- Reproducing another person's paper and submitting it as one's own
- Having someone else take an exam
- Inventing of information or citation in an academic exercise and misquoting or quoting out of context
- Submitting a reproduction of another person's work
- Signing of another's name to an official document and/or submission of information known to be false

Obtaining unauthorized information: Information that is obtained dishonestly:

- Copying homework
- Working with another student on work that is intended to be done independently
- Downloading and submitting term papers from on-line resources
- Sharing answers through data storage devices
- Using cell phones or PDA devices to take electronic pictures of exams
- Text-messaging answers of academic work
- Stealing materials for teachers or classmates

Tendering of information: Students giving or selling their work to another person who plans to submit it as his or her own:

- Giving work to another student to be copied
- Giving someone answers to an exam during an exam
- Discussing an assessment with students who have not yet been assessed on the material
- Giving or selling a written assignment to another student

## SECTION III: INFRACTIONS AND CONSEQUENCES

In order to maintain a reasonable level of consistency within a school, consequences for academic dishonesty will be applied by the teacher after consultation with a school administrator. The general magnitude of an infraction will be considered before consequences are determined. Teachers will confer with administration about the possibility of the student making up the assignment for reduced credit on a case by case basis, but a zero grade may be given on an entire assignment for any

instance of academic dishonesty. If a high school student has a second infraction of academic dishonesty of any magnitude, a suspension may be enforced.

Possible consequences to any infraction may include:

- Parent/Guardian conference with teacher(s) and/or administration
- A certified letter to be signed by the parent/guardian
- A failing grade for the assignment
- Redo the assignment within a given amount of time
- Suspension
- Restorative Justice
- Suspension of Internet access
- Suspension of Network privileges
- A failing grade for the class
- Ineligibility for groups/activities
- Community service

Students should be reminded that a violation of copyright law carries criminal penalties. Appeals related to this regulation should follow the process outlined in BVSD Policy KL and KL-R, *Public Complaints*.

## **STUDENT DISCIPLINE**

Peak to Peak adheres to the Boulder Valley School District Discipline Policy. District Policy JFC, rev. 11/13/01. While on school grounds, in school facilities, in school vehicles, or at school-sponsored activities, students shall comply with all policies and regulations pertaining to student conduct. Specifically:

1. Student conduct shall at all times reflect consideration for the rights and privileges of others; cooperation with all members of the school community is required.
2. Students shall maintain high personal standards of courtesy, decency, morality, and honesty in their relationships with others.
3. Students shall respect the authority of school staff and officials. This includes compliance with school regulations, District policies, and Colorado law.
4. Diligence in study and achievement commensurate with ability is expected of all students. Respect for scholarship should be encouraged and scholastic integrity shall be maintained. Students are expected to be prompt and regular in their attendance of school and classes and are responsible for work missed due to excused or unexcused tardiness or absence.
5. No student shall engage in or encourage behavior which poses a clear and convincing threat of disruption of the school operations.
6. No student shall engage in or encourage behavior which is detrimental to the welfare or safety of students, teachers, or school personnel on or off school property.
7. Students shall not use, bring, carry, possess, buy, sell, or exchange alcohol, narcotics, or other dangerous or restricted drugs or controlled substances.
8. No student shall use, possess, bring, or carry any dangerous weapon of any kind or a knife of any blade length on school property, in school-approved vehicles, or at school-sponsored activities without prior permission of the school principal or designee or the Superintendent or designee.
9. Students shall not cause or attempt to cause damage to school or private property, nor steal or attempt to steal school or private property.
10. No student shall engage in bullying behavior in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events.

Violations of Colorado law, district or school rules of conduct will result in disciplinary action, which may include suspension or expulsion.

Peak to Peak has adopted a policy for Codes of Conduct that is based on common sense, not zero tolerance. In individual cases, teachers and administrators reserve the discretion to enforce this

policy using logic, not the letter of the law. The following items are in addition to Colorado Law and BVSD policies items or further clarify Peak to Peak's position on certain matters:

- Students, school staff, and volunteering parents are expected to show respect through words and actions for all people, including themselves, other students, and those in a position of authority, as well as for private property, school property, and the environment.
- Destruction of property and acts of vandalism will result in the perpetrator making reparation and could result in suspension or expulsion from school.
- Possession or use of tobacco, alcohol, and/or illegal substances is strictly forbidden on or near school grounds or at school related functions. Students who bring any of the above to school or are found to be under the influence while on school grounds will be suspended or expelled.
- The sale, distribution, exchange or purchase of a drug or controlled substance will result in expulsion.
- Students suspended due to alcohol or substance use or possession or other serious violations, may lose the privilege of being a member of a club or organization and leadership role.
- Possession of dangerous weapons or weapon facsimiles is strictly forbidden on school grounds. Bringing a dangerous weapon to school will result in expulsion from school for a period of time not to exceed twelve months.
- Other weapons not meeting the district definition of "dangerous weapons" are not allowed in school or on school grounds at any time. Bringing any weapon or item intended to be used as a weapon to school will result in suspension or expulsion.
- Peak to Peak does not allow harassment of students or staff – physical, verbal or sexual. This behavior may result in suspension or expulsion from school. Acts of physical aggression will result in suspension from school for a period of up to ten days and possible expulsion from school.
- Students and staff are expected to be in the classroom and ready for class activities to begin at the designated starting time of each period.
- Teachers will establish individual classroom rules and students will be expected to abide by them.
- Students will bring necessary materials to class every day.
- Students are expected to be honest. Students will not receive credit for work that is not their own (see Plagiarism/Cheating Procedures).

### **Discipline Philosophy**

The goal of the Peak to Peak Discipline Philosophy is to create a safe, respectful, and nurturing environment where learning can take place. The Peak to Peak faculty will use its discretion in its choice of disciplinary measures depending upon the child's age, his or her specific infraction, and general pattern of behavior. Peak to Peak's philosophy is that children feel more secure and act more responsibly when expectations are clear and understood. Therefore, the school community will support this philosophy through the integration of character education in the curriculum and the daily life of the school. We also believe that good discipline requires the concerted effort of students, parents and teachers, the result of which will be a more positive and productive learning environment. Regular review of expectations in the classroom and at faculty meetings will encourage the ongoing implementation of the philosophy throughout the school. Key principles that allow teachers to teach, children to learn, and students to become self-disciplined include:

- We provide messages of personal worth, dignity, and strength through choices and the development of problem-solving skills.
- We set enforceable limits through enforceable statements.
- We provide consequences with empathy rather than antipathy.
- We foster responsibility toward self and others.

## **STUDENT SUSPENSION/EXPULSION**

District Policy JGD/JGE, 6/26/07

For certain misbehaviors, a student may be prevented from attending school and participating in school activities for a specified and limited period of time.

### **Grounds for Suspension and Expulsion**

Students may be suspended or expelled for the following behaviors while in school buildings, on school grounds, in school vehicles or at school-sponsored activities. (In appropriate circumstances a student may be suspended or expelled for behavior off school property.):

1. Serious violations, as determined by the principal, including but not limited to fighting, initiating or participating in bomb scares or false alarms; improper sexual contact; the unauthorized use, possession, exchange or sale of alcohol or controlled substances; and being under the influence of alcohol or controlled substances.
2. Carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, for which expulsion is mandatory. "Dangerous weapon" means: (a) a firearm, whether loaded or unloaded; (b) any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; (c) a fixed-blade knife with a blade longer than 3 inches in length or a spring-loaded knife or a pocket knife with a blade longer than 3-1/2 inches; or (d) any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury. A student may, but need not, be expelled for the behavior described in this paragraph if, as soon as possible upon discovery that he or she is in possession of the dangerous weapon, the student notifies and delivers the weapon to a teacher, administrator or other authorized person.
3. The sale of a drug or controlled substance for which expulsion is mandatory.
4. The commission of an act which, if committed by an adult, would be robbery under the criminal law, for which expulsion is mandatory.
5. The commission of an act which, if committed by an adult, would be first or second degree assault under the criminal law, for which expulsion is mandatory.
6. Continued willful disobedience or open and persistent defiance of proper authority, including, but not limited to, repeated violations of school district policy and repeated instances of misconduct, no single occurrence of which might otherwise constitute a ground for suspension or expulsion.
7. Willful destruction or defacing of school property.
8. Behavior on or off school property which is detrimental to the welfare or safety of the student, other students, or of school personnel, including behavior which creates a threat of physical harm to the student or other students.
9. Declaration of the student as habitually disruptive for which expulsion shall be mandatory. "Disruptive behavior" means behavior by the student which is initiated, willful, and overt. After the first and second suspension of a student for disruptive behavior, the school must develop a remedial discipline plan for the student. The district will encourage the full participation of the student's parents in the development of any such remedial discipline plan. Expulsion is mandatory upon receiving the third suspension for disruptive behavior.
10. Repeated interference with the school's ability to provide educational opportunities to other students.
11. Assault upon, disorderly conduct toward, harassment of, making knowingly false allegations of child abuse against, and any criminal offense against a teacher or school employee, or damage to property of a teacher or school employee which occurs on school premises. A minimum of three days' suspension is mandatory for such behavior.
12. Use or possession of any tobacco product.
13. Unauthorized absence from school for all or any portion of the school day.
14. Stealing or attempting to steal property belonging to the school district or to a private individual.
15. Vandalism, damage or destruction of property belonging to the school district or to a private individual.
16. Sexual harassment of students or staff.
17. Violation of rules concerning proper use of school district computers and/or concerning Internet access.
18. Trespassing onto district property or remaining on school district property after being requested to leave by an authorized school official.
19. Gang-related activity.
20. Violation of any school or district policy or regulation governing student conduct.

Suspension is viewed as a very serious step in the discipline and intervention process. A school principal or designee may suspend a student for up to five school days for grounds 6-20 listed above and may suspend a student for up to ten school days for grounds 1-5 listed above. The superintendent or designee may extend the suspension if necessary, according to policy JGD/JGE. In no event may the total period of suspension exceed twenty-five consecutive school days.

“Classroom suspension” means the exclusion of a student from the classroom by a teacher for causing a material and substantial disruption in the classroom through behavior that is initiated, willful, and overt on the part of the student.

“In-school suspension” means the exclusion of a student from the classroom and from participation in regular school activities, with continuous supervision and instruction in a location separate from the regular school environment.

#### **Procedure for Suspension:**

- Due process takes place at an informal hearing at which the principal or designee shall give the student written or oral notice of the charges against him/her. The student will be provided an opportunity to present his/her side of the story.
- At this informal hearing, the student does not have the right to secure counsel, to confront and cross-examine witnesses, or to call witnesses to verify his/her version of the incident. There need be no delay between the time notice is given and the time of the hearing.
- The informal hearing should precede removal of the student from school, unless an emergency or threat of substantial disruption requires immediate removal, in which case the informal hearing should follow as soon after the student’s removal as practicable.
- The principal or designee shall, as soon as possible, notify the parent that the student has been suspended, the grounds for the suspension, and the time and place for the parent to meet with the principal to review the suspension.
- The student’s parent or guardian must be notified in writing of each suspension. Suspension letters should clearly state whether the suspension is being counted toward declaration of the student as habitually disruptive.
- A student suspended for more than ten continuous school days may request a review before a school leadership director or designee.

In lieu of suspension, a principal or designee may, in his or her discretion, with consent of the student’s teachers, permit the student to remain in school on the condition that the student’s parent, guardian or legal custodian attend class with the student for a period of time established by the principal or designee. In the event that the parent, guardian or legal custodian cannot or will not attend class with the student, or this alternative would be or becomes disruptive to the educational process, this alternative shall be terminated and the student shall be suspended. (This alternative is not available if expulsion proceedings have been or will be initiated.)

Expulsion is the exclusion of a student from school and participation in school activities for a specified period of time, not to exceed one calendar year.

#### **Procedures for Expulsion:**

- Prior to starting the expulsion process, procedures for suspension must be followed.
- The student and parent or guardian will be given written notice of the charges against the student.
- For students with disabilities, a conference will be held to determine whether the behavior is a manifestation of the disability.
- If requested by the student’s parent(s), an expulsion hearing may be held before the Superintendent or designee.
- Information about hearing procedures will be provided in writing at the time of notification.
- The Superintendent will review the findings and will make a decision.
- In the event of a decision to expel, the student will be advised of the right to appeal to the Board of Education.

For any infraction, continued and willful persistence in the behavior after interventions may result in a recommendation for expulsion. In some instances, particularly those affecting the safety of other students, expulsion will be recommended earlier in the sequence of consequences.

\* The above guidelines are the minimum based on Colorado Revised Statutes. Peak to Peak follows added guidelines based on Boulder Valley School District and Peak to Peak policy (see below).

#### **Drug and Alcohol Policy**

Peak to Peak is a Drug Free Zone. The school's policy is based upon these facts:

- Possession, use, distribution, and sale of drugs and alcohol by adolescents is illegal by Colorado statutes.
- Substance use has proven to be psychologically and physiologically harmful.
- Student involvement with drugs and alcohol is damaging to the school community and incompatible with the learning environment of the school.

Peak to Peak charter school will not tolerate the possession, use, sale, purchase, or exchange of drugs or alcohol by its students at any time. If off campus use or distribution of drugs or alcohol is determined to be affecting a student's behavior during school hours, the student will be sent to the Dean. A student at school, in transit between school-related functions, or at any school-related function found to be providing, using, or possessing drugs, drug paraphernalia or alcohol, or under the influence of drugs or alcohol, will be suspended from school. The sale, purchase, or exchange of drugs on school property or during a school related activity will result in automatic expulsion. If off-campus use draws attention to the school or results in legal action against the student, the school reserves the right to take disciplinary action.

The school will support, generally without the threat of disciplinary action, any student who voluntarily seeks help for a substance-related problem. The school will work to form a support structure that may include any or all of the following: ongoing discussions with a teacher, professional assessment, professional counseling, or participation in a rehabilitation program. Parents play an important role in developing the support plan for a student seeking help.

### **Student abuse of alcohol and other drugs**

District Policy JFCH/JFCI-R, 01/31/03

Students are subject to immediate suspension for use, possession, distribution or sale of illicit drugs, including alcohol and anabolic steroids, or drug-containing paraphernalia. For purposes of disciplinary actions, student infractions of this policy will be cumulated for a three-year period.

The administrator will determine if the student is under the influence of alcohol or an illegal substance based on a body of evidence, which includes, but is not limited to, the student's behavior, odor, physical appearance or witness statements.

First offense (use and/or possession):

The student will be suspended from three to five days pursuant to policy JGD/JGE, student suspension/expulsion. If the student is suspended beyond three days, alternatives to suspension must be offered for days four and five.

Second offense (use and/or possession):

The student will be suspended from school for five days pursuant to Policy JGD/JGE, Student Suspension/Expulsion

Third offense and subsequent violations (use and/or possession):

The student will be suspended for five days and a recommendation will be made for more severe disciplinary action, including, but not limited to, extended suspension.

### **Consequences**

Your student is not allowed to have or use alcohol, illegal substances or paraphernalia on school grounds or at any school event or activity.

***Violation will result in several consequences including:***

- 3-5 day out-of-school suspension
- loss of credit and assignments per district policy for unexcused absences
- removal from activities/leadership roles
- loss of participation in athletics (see posted athletic policy on BVSD website: <http://bvsd.org/policies/Policies/JFCH-JFCI.pdf>)
- possible self-reporting of violation on college applications (specifically to academies)
- could affect acceptance and/or scholarships to colleges
- referral to law enforcement. School administration will determine if a student is "under the influence," in possession of or has used alcohol or illegal substances by a body of evidence which could include, but is not limited to the student's behavior, odor, physical appearance or witness statements.

## **Searches**

District Policy JFGA, adopted June 11, 1987

A student's person and/or personal effects, such as a purse, book bag, back pack, etc., may be searched whenever school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. All lockers, desks, storage, and similar areas provided for student use on school premises are school property and remain at all times under the control of the school. Student use of such areas is subject to the right of school authorities to open or enter into the same and inspect the contents for any reason at any time without notice or student consent.

The interiors of student vehicles may be inspected if a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school rules.

## **Suspension – In school**

Depending on the seriousness of the behavior, a student may be required to be isolated in school for a period of suspension. Students attending in school suspension will be required to do homework or read while in suspension. Students are not allowed to use personal listening devices and must follow all school rules. Students will be given a lunch break, but must serve it in the supervised in school suspension area.

## **Suspension – Out of school**

Students may be suspended per Boulder Valley School District guidelines for behavior which warrants suspension. During the time of an out of school suspension, students are not allowed to be on any Boulder Valley School District campus at any time or for any reason unless asked to by the school principal. Students are responsible for course work missed during any suspension.

## **Academic Discipline**

Teachers in the middle and high schools will require students to attend their office hours, mandating struggling students to take responsibility for their education.

## **Incident Report Procedures**

If an administrator is not in his/her office, the student is to fill out an incident report form and leave it in the administrator's box outside the office door. If they do not return to the office during that period, the student is to return to class. The administrator in charge will seek this student when available and then will report the action taken to the referring teacher or staff member. Parents are encouraged to complete an incident report form if they witness any harassment or bullying activity. A copy of these forms will be available in the main office and outside the bully-prevention coordinator's office.

## **Dress Code**

Peak to Peak is dedicated to maintaining a healthy and productive learning environment. Student dress should conform to standards of decency, safety, modesty and cleanliness without being distracting. The dress code is designed to provide an optimum learning environment for a college preparatory school. If meeting these standards creates a financial hardship for your family, please talk with the principal for assistance.

### **Dress Code Guidelines:**

- Students are required to be neat and clean and to use their good judgment in the matter of dress.
- Clothing that shows obscene, questionable or offensive language, promotes illegal substances, tobacco or alcohol products, or displays unsafe practices is not allowed.
- Any clothing, jewelry, wallet chains, emblems, symbols, bandana, tattoos, make-up, signs or other items that may be considered gang or drug related, contain inappropriate language or images including suggestive or pornographic sayings, or suggest death images, including skulls, are inappropriate and unacceptable.
- Clothing that inappropriately exposes skin or undergarments or any other revealing clothing is not acceptable. Halter-tops and midriffs are not allowed.
- Tank tops and shirts should have at least a three-finger width on the straps.
- Short shorts and short skirts are not allowed. At least a 5" inseam is required.

- Sagging or low cut pants that reveal undergarments are not allowed.
- Footwear must be worn at all times.
- Sunglasses are not to be worn inside the buildings.
- Hoods are not to be worn at anytime on campus.
- Hats and visors are allowed in High School and Middle School.
- Visible tattoos/images or written language on the skin are not allowed. A student with permanent tattoos/carved images or written language on the skin needs to have them covered at all times.
- Visible forms of body piercing (other than ears and single nose studs) are not acceptable and students will need to either remove the unacceptable body piercing or cover the visible body piercing with a naked colored band-aid that is supplied by the student. (Students may not go to the health room for Band-Aids for this purpose.) Cultural and religious exceptions will be respected if pre-arranged with the Dean of Students.

Students determined to have inappropriate clothing will be referred to an administrator. In order to minimize missed class time, the Dean of Students will lend the student a Peak to Peak t-shirt or sweat pants if available. The student must stay in class until a parent provides a change of clothes. Whenever there is a disagreement about appearance, admission to class may be delayed until the issue is satisfactorily resolved with the Peak to Peak Administration. Inappropriate items may be confiscated and returned at the end of the day or week.

### **Discipline of students with disabilities**

District Policy JGD/JDE, 6/26/07

Except as otherwise provided below, students with disabilities may be disciplined on the same grounds and under the same procedures as students who do not have disabilities.

- The principal or designee shall immediately remove a student with a disability from a situation which he/ she poses a threat of physical harm to himself/ herself or to other persons, usually by suspending the student. In some cases, placement in an interim alternative educational setting is permissible even if the disabled student's behavior was a manifestation of his/her disability.
- Students with disabilities may not be suspended in excess of ten consecutive school days (or subjected to a series of suspensions or removals during the school year that constitute a change of placement) unless a determination has been made that the misconduct was not a manifestation of the student's disability.
- Prior to expulsion of a student with a disability, a determination must be made that the misconduct constituting grounds for expulsion was not a manifestation of the student's disability.

### **Student submission to surveys, analyses or evaluations**

District Policy JFJ, 10/24/96

No student shall be required as part of any program funded by the United States Department of Education to submit, without prior written consent, to a survey, analysis, or evaluation (not directly related to academic instruction and that is designed to elicit information about behavioral, emotional, or attitudinal characteristics of an individual or group) that reveals:

- Political affiliations
- Mental and psychological problems potentially embarrassing to the student or his/her family;
- Sex behavior and attitudes
- Illegal, anti-social, self-incriminating and demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Student educational records**

District Policy JO, 8/22/91, JO-R, 9/26/96

The staff and administrators of BVSD safeguard the educational records of students in accordance with the requirements of federal and state laws, and consistent with district policy. Disciplinary information regarding a student may be provided to another school where a student moves, transfers, or makes an application for transfer. Consent of the parent, guardian or student to release the information is not required.

A principal or designee may communicate disciplinary information about a student enrolled in the school to all teachers and/or counselors who have direct contact with the student. The teachers and counselors who receive disciplinary information must keep it confidential and do not have the authority to communicate the information to another person.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the district as an administrator, supervisor, instructor, or support staff member; members of the Board of Education; persons or companies with whom the district has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, therapists and others); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

### **Privacy**

Peak to Peak has adopted a policy to respect and protect the privacy of its students and families from unwanted intrusion. Peak to Peak supports the Family Educational Rights and Privacy Act adopted by the Colorado State Board of Education on April 13, 2000, as well as Colorado HB 1202 concerning access to student information. Therefore, parents/guardians must provide written consent before students participate in any survey, activity, analysis, evaluation or test involving organizations outside of Peak to Peak that reveals information about the student and/or the student's family concerning political affiliations, religious beliefs, income, mental or psychological condition, sexual behavior, parenting styles, substance abuse or any other information that could be potentially embarrassing or considered private by the student and/or the student's family. If your family desires added attention to details regarding privacy, please read and sign the Privacy Form located at the end of this Handbook.

**Communication and Conflict Resolution Philosophy** Peak to Peak Charter School seeks to promote healthy communication among children, parents/guardians and teachers. Within the school, children and adults are to address teachers, staff and parent volunteers with a proper title, such as Dr., Mrs., Ms. or Mr., followed by the person's last name.

As a community, we encourage respect in our daily communication of wishes and concerns. In the case of classroom concerns, it is essential that parents/guardians and teachers work together in support of the students. To this end, it is helpful if parents/guardians and teachers express their concerns to each other directly. If a parent/guardian would like to speak with a teacher, he or she is to arrange a meeting by calling the teacher's voicemail box or sending an e-mail to set up an appointment. A teacher is not to be interrupted in an effort to set up an appointment when he or she is teaching a class or otherwise engaged with teacher duties such as the busy start of the day, while on playground duty or after school in the car line.

**If emotions rise at any time during a meeting, teachers or staff members are instructed to end the meeting and schedule a follow-up meeting which is to include an administrator.** In the case that, after much effort, the parent/guardian or teacher is not satisfied that his or her concern is being heard, either may institute the following Resolution Process.

### **The Resolution Process**

The Resolution Process provides a means by which conflicts can be resolved. Parents/Guardians, students or teachers may initiate this process. Such a request must be in writing and submitted to a school administrator for further action. The principal will then communicate with those involved in the conflict. A meeting will then take place at the end of which a plan for resolution will be agreed upon. If, after completion of the Resolution Process, the conflict has not been resolved to the satisfaction of the parties involved, it may then be taken to the Board of Directors for a final ruling. The procedure for filing concerns is as follows:

1. Make every attempt to communicate the concern directly to the teacher, administrator, or parent/guardian for resolution. An appointment should be set up where the concern can be expressed in private. Care should be taken to express concerns calmly and respectfully so that an environment conducive to resolution can exist.

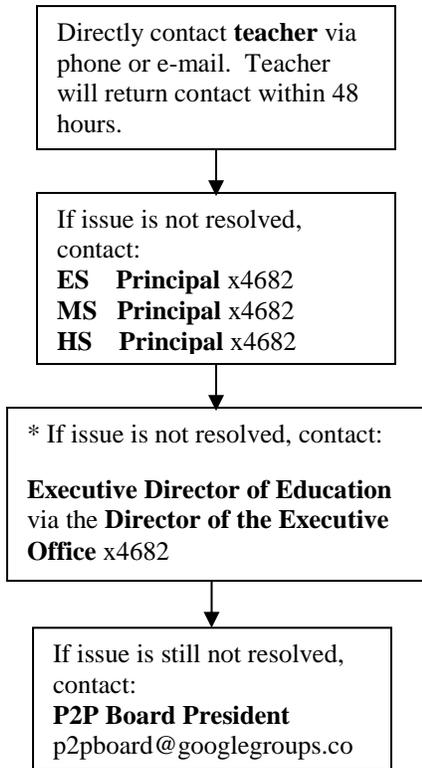
2. If you are unable to come to a resolution, you may file your concern, in writing, with the immediate supervisor. If still unresolved, the issue can be brought to the next level administrator if desired.

3. In cases when the concern has been discussed with the school level Principal and either parent(s)/guardian(s) or teacher(s) remain dissatisfied with the decisions made to resolve the conflict at the Resolution level, they may take their concern to the Executive Director of Education. Such a request shall be made in writing and be given to the Executive Director of Education. If Executive Director of Education is not available, a patron who is dissatisfied with the decision of the central office administrator may appeal to the Peak to Peak Board of Directors. Such appeal shall be in writing and shall include a statement of the complaint, the decisions of the central office administrator and the supervisor, and a statement of the reasons for the appeal. This appeal must be submitted within ten working days after receipt of the decision of the Board President. The Peak to Peak Board of Directors shall review the prior decisions and any records from prior hearings and, at his or her discretion, may convene another hearing or otherwise permit the patron to present further evidence or argument. Within ten working days after completion of this process, the Peak to Peak Board of Directors shall render a written decision and provide a copy to the patron. This decision shall be final unless the Board of Education accepts the matter for review.

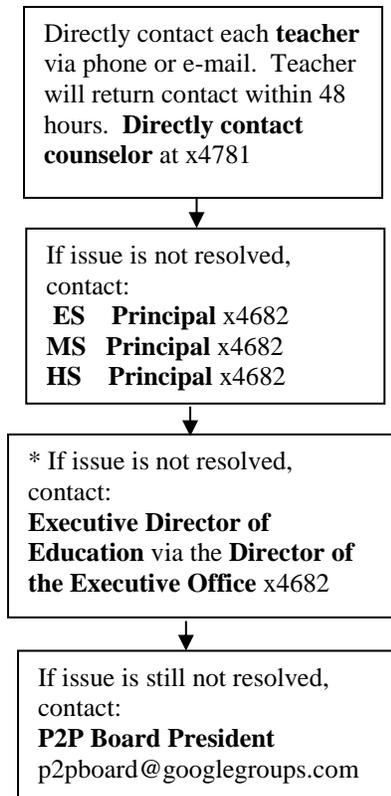
Note: In cases of policy or general school concerns, such concerns may be taken directly to the principal for consideration.

Enclosed is a flow chart outlining the communication structure within Peak to Peak followed by a list of who handles specific issues:

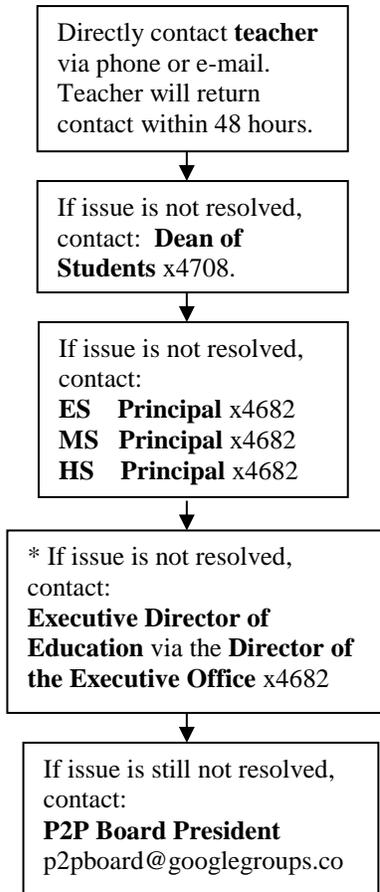
## Single Classroom Issues



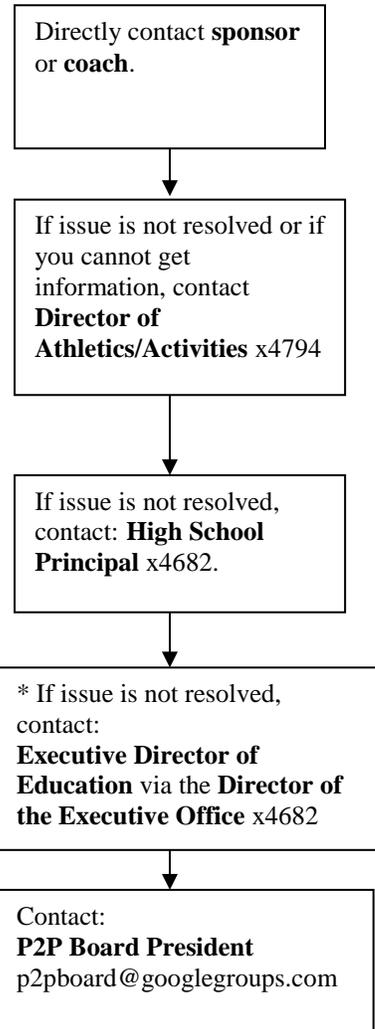
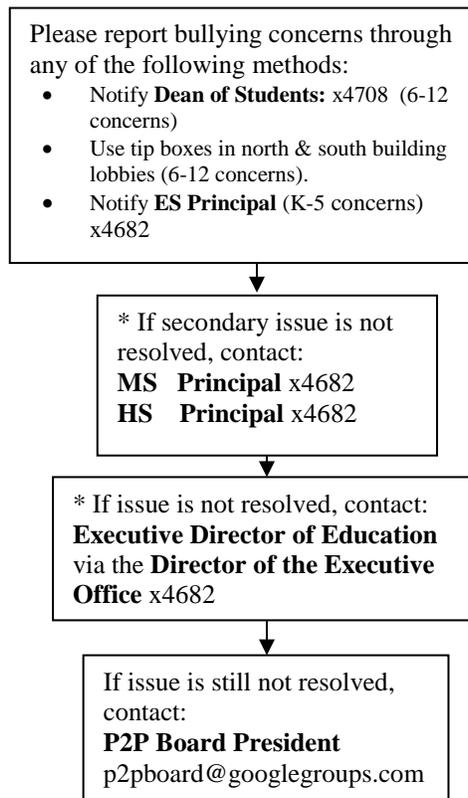
## Multiple Classroom Issues



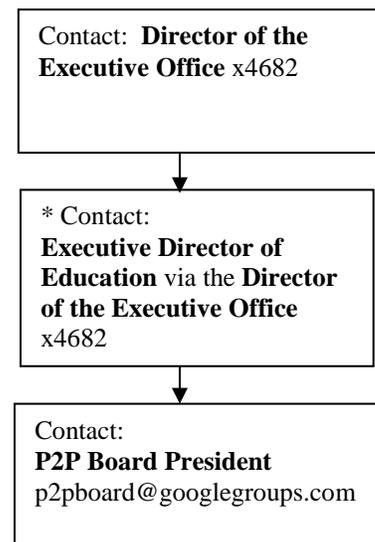
## Discipline Activities/Athletics



## Bullying Concerns



## Policy Questions



# CULTURE

## **Nondiscrimination Policy**

In affirming that there shall be no discrimination, harassment, or violence against anyone in the school system, the Board of Education intends this regulation to define what constitutes a violation of the Board's nondiscrimination policy and to provide processes to prohibit discrimination, harassment, and violence. This regulation is further intended to delineate procedures to resolve conflicts that arise and to ensure accountability.

### **Introduction**

1. It is recognized that discrimination or harassment complaints may arise from a variety of situations and circumstances. Students and adults are encouraged to report concerns of discrimination, whether actual or perceived, so that they may be investigated and resolved, either through discipline or education.
2. It is the intent of these procedures to assure that discrimination or harassment complaints are resolved in a timely, orderly, and equitable manner that serves to fulfill the intent of the Board policy against discrimination. All administrators are required to make a conscientious effort to fully understand the nature and basis of any discrimination or harassment complaint and resolve it or refer it to the appropriate source for resolution in a timely manner.
3. The filing of a discrimination or harassment complaint will not be used as a basis for actions that adversely affect any party's standing in the school system.
4. The School District will support teachers and administrators in promoting high standards of academic scholarship in a safe, non-threatening environment that respects the potential of each student without regard for individual differences. Students will have an opportunity to participate in discussions advocating nondiscrimination. Staff development aimed at the elimination of harassment and discrimination will be provided to all employees in the School District.
5. Support services, such as school counseling, and the nondiscrimination school liaison are available for students who experience discrimination or harassment.

### **Definitions**

#### **1. Harassment**

Behavior toward students or adults based, in whole or in part, on race, ethnicity, national origin, gender, sexual orientation, age, disability, or religion which interferes with a person's school performance or creates an intimidating, hostile, or offensive school environment.

#### **2. Sexual Harassment of Students**

Verbal, visual, or physical sexual or gender-based behavior that occurs when one person has formal or informal power over the other and

- such behavior creates an intimidating, hostile, or offensive educational environment; or
- such behavior interferes with an individual's educational performance or adversely affects an individual's learning opportunities.

#### **3. Violation or Suspected Violation of the Nondiscrimination Policy**

It is a violation of the nondiscrimination policy if, on District property, in District vehicles, or in connection with any District program, activity, or event, a District employee or student

- engages in behavior that has the purpose or effect of creating an intimidating, hostile, or offensive educational environment or that interferes with or intrudes upon an individual's rights or educational performance, opportunities or benefits on the basis of an individual's race, ethnicity, national origin, gender, sexual orientation, age, disability or religion;
- harasses, intimidates, threatens or harms an individual on the basis of the individual's race, ethnicity, national origin, gender, sexual orientation, age, disability, or religion;
- harasses or intimidates another individual or individuals by name calling, using derogatory slurs, or wearing or displaying items or images that, depending upon the facts, circumstances, and context, are reasonably likely to or do create ill will or hatred toward the individual or individuals, on the basis of race, ethnicity, national origin, gender, sexual orientation, age, disability or religion;
- damages, defaces, or destroys the property of any individual because of that individual's race, ethnicity, national origin, gender, sexual orientation, age, disability, or religion; or

- excludes any qualified individual from participation in, denies any qualified individual the benefits of, or otherwise discriminates against any qualified individual in connection with any District program, activity, or event on the basis of the individual's race, ethnicity, national origin, gender, sexual orientation, age, disability, or religion.

### **Procedures to Resolve Conflicts**

Any adult who witnesses a violation of the nondiscrimination policy is expected to take reasonable action to stop the violation at the time the violation occurs, and to report the incident to the appropriate personnel. Students who witness or know of a violation or suspected violation of the policy are encouraged to promptly report to the school principal or another adult staff member. Confidentiality will be maintained throughout the process, with information made available only to persons having a legitimate educational interest in the records of the proceedings.

### **Procedure**

When a violation or suspected violation of the nondiscrimination policy occurs, the Board policies and regulations provide the following procedures for students dealing with an alleged violation:

ACA Nondiscrimination on the Basis of Sex (Compliance with Title IX)

ACB Nondiscrimination on the Basis of Disability under Section 504 and the Americans with Disabilities Act

JFH Student Complaints and Grievances (regarding violation of Board policies or school rules)

Any violation or suspected violation of the nondiscrimination policy, AC, which is not addressed by the procedures specifically provided above, shall be handled by the following complaint procedure. Every effort shall be made to resolve the complaint at the lowest possible level below:

### **LEVEL I Informal Complaint to Administrator/Supervisor**

Students, employees, or members of the public who have personal knowledge of a violation or suspected violation of the nondiscrimination policy that does not fall under the specific procedures listed above, shall initiate a review by contacting the building principal or supervisor as soon as possible after the alleged violation. Students may also report to a teacher or counselor on the school's staff who will act or arrange for a staff member to act as the Student Grievance Liaison. The principal or supervisor shall investigate any allegation of violation of the nondiscrimination policy, and attempt to resolve the matter informally by facilitating a discussion between those involved. If the alleged violation is based upon the conduct of the principal or supervisor of the complainant, the report should be made to that person's immediate supervisor.

In determining whether there has been a violation of the nondiscrimination policy, the principal or supervisor should consider all the facts, the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.

### **LEVEL II Formal Written Complaint to Administrator/Supervisor**

If the matter has not been informally resolved, the complainant may submit the Report Form for Alleged Discrimination, Harassment, or Violence (Form AC-E1) to the principal or supervisor. The form will also advise the complainant about persons who are available to assist the complainant in the process. The principal or supervisor shall make, or shall designate another to make, such additional investigation as necessary to determine the complete facts involved. Any person investigating a complaint at this level is expected to have appropriate training in investigating and resolving complaints of discrimination. He or she shall make a written report within ten school days from the date the written complaint is received. The report shall be made on the Alleged Discrimination, Harassment, Violence Follow-Up Report Form (AC-E2) and shall contain the specific findings and conclusion as to the alleged violation of the nondiscrimination policy. Any report that contains the name of a District student shall be considered an educational record and shall be kept confidential pursuant to state and federal public records laws.

### **LEVEL III District Level Formal Complaint**

If resolution is not achieved, the complainant may file a written appeal within ten days of review of the Level II report at the District level (Assistant Superintendents of Elementary, Secondary Education, the Chief Operations Officer or designee). The written appeal shall state, with specificity, the reasons and facts that support the disagreement with the Level II decision. The appropriate

Director at the District level shall have ten days to review the records of the complaint and investigation and to issue a written decision.

**LEVEL IV Formal Written Complaint to Superintendent/Designee**

If the issue has not been resolved by the Level III decision, a final appeal may be made to the Superintendent of Schools or designee within five days of receipt of the Level III decision. The Superintendent, or designee, based upon an independent investigation, shall issue a written decision as a final resolution of the complaint within ten (20) days of receiving the investigation report. Policy KL (Public Complaints) and its associated regulation (KL-R) provide a procedure for District patrons to pursue complaints concerning the application of this policy.

**Nondiscrimination Regulations Flow Chart**

Level	Decision-Maker	Respondent Action	District Action
I	School principal or immediate supervisor	Report as soon after event giving rise to claim	Resolve informally utilizing District's disciplinary regulations (inappropriate behavior will constitute disciplinary actions). (See BVSD File: JG for reference.)
II	School principal or immediate supervisor	File a formal written complaint ASAP after event giving rise to claim or after failure	Report findings (ten working days) 1. No violation of District Policy; 2. No violation of District's Nondiscrimination Policy; however, inappropriate behavior by respondent (disciplinary action may be taken); or 3. Violation of District Nondiscrimination Policy (disciplinary action must be taken).
III	Assistant Superintendent (elementary, secondary), Chief Operations Officer or designee	File a written appeal within ten days of review of report at Level II *	Written decision sent within ten days of appeal or receipt of external investigation report (if applicable) which may:  affirm; reverse; modify; remand
IV	Superintendent or designee	File a written complaint within ten days of appeal of Level III	Written decision within twenty days of appeal; which may affirm; reverse; modify; or remand. The Superintendent's or designee's decision is final.

The Nondiscrimination Flow Chart will be placed in the student-parent handbook, teacher handbook, and on posters that will be placed in all District buildings.

**Special Provisions**

- Failure on the part of the student/parent/guardian/employee to initiate and/or follow up on a complaint in a timely manner may result in the complaint being considered abandoned. A complaint must be filed within twenty school days of the alleged violation of the nondiscrimination policy.
- In general, students and employees shall continue attendance at school and pursue their studies or employment, as directed, while complaints are pending resolution.
- Records of an ongoing investigation shall be kept confidential pursuant to state and federal law.