



2019-2020

Harrison K-8 School
920 Field Avenue
Cañon City, Colorado 81212
Phone (719) 276-5970

Marne Autobee, Principal
Sheryl Wiseman, Assistant Principal
Adam Combs, Assistant Principal

Harrison K-8 School

"Building positive relationships, one student at a time."



Our Mission

At Harrison K-8 School, we are committed to building quality lives and strong communities through service, character, and leadership.

Our Vision

We are committed to excellence - helping all to be the best version of themselves.

Welcome Harrison Families to the 2019-2020 school year!

We are excited to serve the Harrison students, staff, and families. The goals for this school year are to refine our school's vision to ensure it is student-centered and supports a positive school climate, continue implementation of instructional resources and best practice research-based strategies for effective literacy instruction, and ensure all staff adhere to the district's three pillars of instruction (effective learning targets, increased student engagement, and formative assessment).

We encourage you to be involved in the school, and in your child's education. It really does take a village to raise a child! We look forward to us working together to make Harrison the best school it can be!

Sincerely,

Marne L. Autobee, M.A.Ed.
Principal

Sheryl Wiseman, M.A.
Assistant Principal

Adam Combs, M.A.
Assistant Principal

Please read and understand this handbook. It will assist you in being a successful part of the Harrison family.

Our RISE focus for our students and staff:

Responsibility
Integrity
Service
Encouraging Optimism

SCHOOL HOURS

Students should not arrive at school earlier than 30 minutes prior to start time. Adult supervision will not be provided prior to 7:15 a.m. or after 3:30 p.m. Please ensure that your child is picked up from school on time, or that they know where to go if they ride a bus or walk home.

Elementary K-5th Grades : 8:00 a.m. - 3:15 p.m. (Breakfast at 7:45 a.m.)
Middle School 6th-8th Grades: 7:45 a.m. - 3:15 p.m. (Breakfast at 7:40 a.m.)

EARLY RELEASE FRIDAYS Dismissal Time K-8: 1:15 p.m.

**Twice per month, school will be dismissed two hours early for
Staff Professional Development and Committee Meetings.**

These are the hours for those days:

Elementary K-5th Grades: 8:00 a.m. - 1:15 p.m.
Middle School 6th-8th Grades: 7:45 a.m. 1 1:15 p.m.

The dates for these early release days are:

9/6, 9/20, 10/4, 10/18, 11/1, 11/15, 12/6, 12/20, 1/10, 1/24, 2/7, 2/21, 3/6, 3/27, 4/10, 4/24, 5/8

Twice per month on Fridays and on holidays, school will not be in session.

The dates that school is not in session are:

9/2, 9/13, 9/27, 10/11, 10/25, 11/8, 11/22, 11/25-11/29, 12/13, 12/23-1/3,
1/17, 1/20, 1/31, 2/14, 2/17, 2/28, 3/13, 3/16-3/20, 4/3, 4/17, 5/1, 5/15

May 22 Half-Day Dismissal Time K-8: 11:15 a.m.

GUESTS AT THE BUILDING/SAFE SCHOOL CHECK IN

Guests and volunteers are always welcome at our school. All guests and volunteers must report to the office with a driver's license or state ID upon entering the building. Only those who provide an ID and receive a visitor pass will be allowed into the main building. All guests and volunteers should enter only through the front door that leads to the office (off South St.). Contact your child's teacher for an appointment prior to arriving to ensure their availability.

ATTENDANCE POLICIES

When your child is going to be absent from school, please contact the attendance clerk as soon as possible @ 276-5972.

Because one criteria of a student's success in school is regular and punctual attendance, as per District Policy JH (Student Absences and Excuses), a parent may excuse their ill or injured student up to six times in a school year, for any part of a day without a doctor's note. After the sixth parent-excused absence, a doctor's note will be required. Prearranged absences shall be approved by the principal for appointments and circumstances of a serious nature only, which cannot be taken care of outside school hours.

There shall be a minimum of one day allowed for make-up work for each day of absence. Your child's teacher will provide you with information regarding his/her policies for late assignments, incomplete or unacceptable work, and retaking tests.

If your child is absent for more than three school days, and you have not contacted us, the District's Truancy Coordinator will be notified. If no contact has occurred regarding your child's absence, you must provide the school with a written explanation for your child's absence, submitted to the Attendance Office within 24 hours of your child's return to school. **Unexplained absences will be recorded as "unexcused."**

If your child needs to be exempt from P.E. or recess activities, a physician's written order is required. If your child requires special accommodations, please contact the school.

If a student is tardy, he must report to the office before going to class. Students more than 30 minutes late to a class shall be marked as absent. Students who leave a class less than 30 minutes before it ends will be deemed tardy. **Six unexcused tardies shall equal 1 full-day unexcused absence.**

The school administration is the final authority for determining the classification of all absences.

SCHOOL CANCELLATIONS AND DELAYED STARTS

If school is cancelled, or a delayed start is required, the decision will be announced by 6:00 a.m. If a delayed start is implemented, all school starting times will be 2 hours later. School bus stops will also be approximately 2 hours later. The following radio and television stations will be given information regarding school closures, delayed starts, and early dismissals: Radio - KRLN (1400/AM or 104.5/FM), TV - KOAA (Channel 5), KKTU (Channel 11), and KRDO (Channel 13). You may also check the school website at www.canoncityschools.org. If no report is given, it can be assumed that school will be held on regular sessions. **Please do not call the school or district offices. Telephone lines must be kept open for emergencies.**

EMERGENCY PROCEDURES

In the event of a school emergency, please check the district website or tune in to local radio stations. Cañon City Schools utilizes the "I Love U Guys" Foundation's Standard Response Protocol (SRP). Emergency drills are practiced throughout the school year. In the event that the building would have to be evacuated, students will be released to parents or a person designated in emergency contacts using the SRP Reunification Method. In the case of a school lockdown or lockout, parents/guardians will not be allowed inside the building nor be able to take their child until everything is determined to be clear and safe. Please go to www.canoncityschools.org -> Parents -> Notify Me to learn more and to subscribe for notifications via text and/or email.

SAFETY

Bicycle Riders/Scooters/Skateboarders:

Students in grades 1-8 are permitted to ride their bicycles to school. Please review the following safety rules: 1. Observe all traffic laws and signs. 2. Always ride with traffic. 3. Look in all directions when crossing intersections and leaving a driveway or parking place. 4. Never carry additional riders. 5. Never "hitch" rides on motor vehicles. 6. Never enter bus lanes. 7. Always give walkers the right of way. 8. Always wear a helmet. 9. Always walk your bicycle/scooter/skateboard/longboard when you are on

school grounds. 10. Park and lock your bicycle in the racks that have been provided. Students must obey these rules to retain their riding privileges. Please remember that the school cannot assume responsibility for bicycles or other personal property that is lost or stolen. Always lock your bike!

Bus Riders:

Students riding the bus to school are required to practice safety both at the bus stop and while on the bus. Bus drivers will review bus safety rules with their riders. Students must obey these rules to retain their riding privileges. School district policy does not permit students to ride a bus other than their own or to ride a bus home with another child. If your child is a bus rider, we will place him/her on the bus each afternoon unless we receive advance notification from you advising us of other arrangements.

Car Riders (Drop Off): PLEASE USE THE PROVIDED CROSSWALKS

There are two locations to use for dropping your child off for school. Use the appropriate entrances off of South St. (elementary) or Field Ave. (middle school) and then follow the arrows in the appropriate direction to exit the parking area. The loop next to the school entrances are for drop off only. IF YOU PLAN TO WAIT WITH YOUR CHILD, PLEASE PARK IN THE PARKING LOT. Please limit your speed to 5 mph while driving on school property and watch for other children. Personal vehicles are not allowed in the bus loop on the north side of the building.

Car Riders (Pick Up): PLEASE USE THE PROVIDED CROSSWALKS

Kindergarten: All kindergartners need to be escorted by a guardian/family member/contact person (registered in Parent Portal) from the Kindergarten playground. If you are picking your kindergartner up, park in the parking lot, use the provided crosswalk, and meet your child at the playground. The classroom teacher will then excuse your child to you. DO NOT PARK IN THE PICK UP LANE AND VACATE YOUR CAR. You must be parked in a parking space in the parking lot to vacate your vehicle. If an older sibling or family member is going to pick up your kindergartner, please make arrangements with your student's teacher.

Elementary: You are to use the PICK UP lane (closest lane to the building) at the SOUTH Main Entrance that winds around the north side of the school to pick up your child. The students are to enter the passenger side door. If assistance is needed, a member from the Harrison staff will help. If you wish to pick up your child and walk with them, you must park your car in the designated parking lot and use the crosswalk.

Middle School: You are to use the PICK UP lane (closest lane to the building) at the WEST Entrance to pick up your child. The students are to enter the passenger side door. If assistance is needed, a member from the Harrison staff will help. If you wish to pick up your child and walk with them, you must park your car in the designated parking lot.

OUR GOAL IS TO KEEP OUR STUDENTS SAFE. WE KNOW IT CAN BE FRUSTRATING WHEN YOU'RE IN A HURRY TO LEAVE THE SCHOOL GROUNDS. HOWEVER, WE ASK THAT YOU FOLLOW OUR RULES TO ENSURE THAT ALL OUR STUDENTS REMAIN SAFE. WE WILL RECRUIT THE AID OF LAW ENFORCEMENT FOR THOSE WHO VIOLATE THESE SAFETY RULES.

Walkers:

Students walking to school will walk on the sidewalk or path available. Student walkers should leave the school grounds as quickly as possible after the bell rings at the end of the day. School staff provides supervision for school crosswalks before (at 7:15) and after school (until 3:30). Students are required to use the marked crosswalks. Students should not skate, bike or ride skateboards while on school grounds.

TOBACCO/VAPING FREE ENVIRONMENT

It is both state and federally mandated that all tobacco, e-cigarettes, and vaping products are banned from all school premises at all times. This applies to the entire school grounds, including the parking lot. Please honor this law and model the correct adult behavior for our students. Violators may be cited by law enforcement.

ANIMALS

It is the policy of Cañon City Schools that live animals are prohibited on any Cañon City School Campus or District Property with few exceptions. Exemptions to this policy include the following:

1. Fish in an aquarium
2. If the inclusion of an animal(s) in a given lesson/classroom is directly aligned to a specific educational objective, and is approved by the applicable administrator*
3. Service animals**

*Permitted Animals On Campus

If an animal is permitted on a school campus or district property, the use of the animal must not jeopardize the health and/or safety of students or staff. Further, at no time will animals which are considered dangerous be brought on a school campus or district property. The building administrator has the authority to determine if the purpose of the animal's presence is educational and appropriate. If approved, the individual requesting the animal to be brought on to a school campus or district property is responsible for ensuring the animal is properly restrained at all times.

HEALTH SERVICES

In the event that a student experiences an accident or becomes ill at school, our staff will immediately try to contact parents. If the parents cannot be reached, emergency contacts will be called. Please assist us by providing at least two emergency contacts. It is very important that this information is kept up-to-date. Please notify the school immediately of any changes. **When your child is obviously not feeling well, is vomiting, or has an elevated temperature, please keep him/her home.** A full-time health technician is available to assist children who become ill or injured and to dispense medications. A registered nurse is also available by appointment to consult with parents regarding health-related concerns. Children who are ill will be sent home according to *Infectious Diseases Guidelines in Child Care and School Settings*.

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, and 7. We maintain health records on each of our students. Please keep the health office informed of immunizations and any health conditions that may affect your child's performance at school.

Colorado State law requires all students to be immunized before allowed to attend public school. A current immunization record needs to be on file with the health office. If immunizations are incomplete, please see the health office for plans to become compliant. The health office can assist with personal, religious, or medical exemptions. Children who are non-compliant can be excluded from school after 14 days without a plan in place with the health office to become compliant.

All prescription and non-prescription medication must be brought to school in the original container with a matching medication permission form filled out by a health care provider and parent/guardian. Medication permission/authorization forms are available from the health office. **Medication authorization forms are ONLY valid for the current school year.** Students MAY NOT keep medication in their personal possession and cannot carry medication refills into the building.

Individual Health Care Plans may be required from a health care provider for chronic health conditions and long-term medications. See the health office for specific Health Care Plan forms.

Some children may be allowed to self-carry and self-administer asthma and anaphylaxis medications in school, but require written permission from Health Care Provider, parent, and District Registered Nurse. Specific forms are available from the health office.

Non-prescription medications are available with the written permission of the parent on the annual health history and permissions form. This list may change at any time. These medications can include, but are not limited to: Acetaminophen (headaches, pain); Bacitracin topical cream (cuts, abrasions); Burn-free pain relief gel/Lidocaine (minor burns); sting-kill swab (insect bites/stings); Ibuprofen (pain, headaches), menthol throat lozenges (sore throat/cough); calcium carbonate (stomach upset).

NUTRITIONAL SERVICES

Children who eat a healthy breakfast and lunch everyday have better attendance, less discipline problems, higher test scores, are more attentive, and have energy to participate in school day activities. These are great reasons to participate in the Cañon City RE-1 School District's National School Breakfast and Lunch Programs. We also welcome parents and guardians! **Please note that energy drinks are not allowed at Harrison School.**

Meal Information, Times and Pricing:

Breakfast and Lunch are offered daily. Service times are:

Middle School 7:40-7:50

Elementary School 7:45-8:00

- Student Breakfast - No charge for **ALL** students.
- Student Lunch - No charge for students who qualify for free or reduced meal benefits; \$2.50 for students who do not receive free or reduced meal benefits.
- Adult Breakfast - \$3.00, Please check-in at the front office to join your child.
- Adult Lunch - \$4.00, Please check-in at the front office to join your child.
- Milk- Available for ala carte purchase. \$.60 milk

Menus/Meal Payments/Charging:

- Menus will be sent home monthly with your child and are also available at www.ccsnutrition.org. You may also have the menu emailed each month. Just look for the *GO GREEN* link on our website to sign up.
- We encourage parents to make advance on-line meal payments. Account can be created and automatic low balance email alerts can be set at www.payforit.net.
- Cash or check may also be delivered to our kitchen staff for your child's account.
- Check can be sent with your child to school.
- No charging of meals is permitted. Please ensure your child has funds on their account.
- When meal account falls below \$5.00, a reminder will be sent home with your child.
- If account runs out of money, child will be offered a small alternate snack.
- If non-payment continues, parents/guardians are asked to provide a meal from home until payment can be made.
- Each student receives a PIN number in kindergarten and keeps that number regardless of what Canon City School they attend. Please ensure your student knows their PIN.

Free and Reduced Meal Benefits:

- Benefits are available to families who meet household income requirements.
- Applications and information is available at www.ccsnutrition.org or your child's school.
- Applications must be completed, processed and approved before benefits are received.
- Please allow up to 10 days for the processing and approval of your application.
- You will be sent a notification letter advising you of your benefits or call 276-5814.
- Families must provide \$5.00-\$10.00 for meals until your application is approved.
- K-8 students who qualify for reduced meals, also receive breakfast & lunch at no charge.
- New applications must be completed each school year.

STUDENT SERVICES

Harrison School has several special services available for students and their families. Our counseling program offers a wide range of services. The counselors and School Health Professional regularly teach developmental guidance lessons focused toward improving students' communication, decision-making, and conflict-resolution skills. Both individual and group counseling are available for students who may benefit from these services. Parents may also consult with the counselors regarding concerns that they may have about their child.

In the event of a crisis situation, Cañon City Schools reserves the right to provide crisis intervention services to students and staff. These services may be psychoeducational or psychological in nature and be provided within small groups or individual

sessions. Our crisis intervention teams may at times be supported by regional mental health agencies crisis response teams. Parents may opt their student(s) out of crisis intervention services through written request.

Response to Intervention services are available. We also offer a variety of Special Education services within our school. Our elementary students benefit from a school-wide Title I program. This program provides students who are not achieving grade level proficiencies in reading with additional instruction and classroom support. Parents who believe their child may benefit from these programs may contact the school office to initiate a referral.

GIFTED and TALENTED EDUCATION (GATE)

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

Gifted and talented students are capable of:

- High Performance
- Exceptional production
- Exceptional learning behavior

Identification is through a body of evidence which includes:

- Teacher/parent recommendation
- Gifted testing scores in the top 5th-8th percentile
- Achievement testing in the top 5th-8th percentile
- Academic/Artistic achievement and performance in the top 5th-8th percentile
- Demonstrates accomplishments/portfolios

District-wide gifted screenings occur at 2nd and 3rd grade. Student re-evaluations occur at 5th and 8th grades. GATE resource teachers are available at all grade levels. For more information, contact Shyla Christiansen 429-3839 or by email at shyla.christiansen@canoncityschools.org.

THE ACADEMIC PROGRAM

All students will participate in Language Arts (reading, writing, and spelling instruction) as well as science, social studies, and mathematics classes. Students also participate in a life skills block that provides a balanced program of art, music, physical education, computer, and library time. Developmental guidance classes are available to elementary school students, and middle school students have a skills development period to meet their individual needs. Elementary students have the opportunity to begin their band experience in fifth grade, which takes place during the regular school day. Instruments may be rented or purchased from area music stores. More information will be available regarding specific middle school classes from each teacher's class syllabus or class scope and sequence.

ASSESSMENT

A variety of assessment instruments are used to measure students' progress toward attainment of the established district and state standards. Students in grades 3-8 complete various components of the Colorado Measures of Academic Success (CMAS), including math, reading, writing, science, and social studies. We also use a variety of other assessments with students at all grade levels. The information from these assessments will be included in each student's cumulative folder as a means of monitoring their progress across grade levels and will be communicated at parent-teacher conferences. A universal assessment in the social-emotional domain will be administered twice annually, fall & spring, to all students, grades 6-12. Data outcomes will be used to provide students with additional Social-Emotional supports and targeted professional development for staff, etc. Parents may Opt-Out their students, if requested. More about the assessment programs can be found on the District website at [Section I: Instruction](#)

HOMEWORK (please see Board of Education policy ADK)

The amount and type of homework your child may have will vary across grade levels. The amount of homework your child has may increase significantly if he/she is having difficulty completing assignments in class. Under these circumstances work will be sent home for completion. If you have concerns about the amount of homework your child is completing, please visit with his/her teacher. Students should strive to always turn in homework by the expected due date. As students get into the older grades, late homework may result in a lower grade or not be accepted.

Elementary Homework Guidelines (as per Board of Education policy):

- Homework may be assigned four nights per week and will not be assigned on weekends or during holiday periods, except in extenuating circumstances.
- A minimum of 20 minutes nightly free reading is encouraged. In addition to nightly reading, the following guidelines are followed:
 - K-1: Up to 10 additional minutes
 - 2-3: Up to 20 additional minutes
 - 4-5: Up to 30 additional minutes

Middle School Homework Guidelines (as per Board of Education policy):

- Homework may be assigned on Fridays for secondary students. It is encouraged that homework not be assigned during holiday periods unless due to extenuating circumstances.
- A minimum of 20 minutes nightly free reading is encouraged.
- Teachers should remain cognizant of student commitments to extracurricular activities.

SCHOOL ACTIVITIES ELIGIBILITY

Participation in school activities is a privilege and students must meet eligibility requirements to attend. If a student is failing one or more class (Core or Life Skill), has one or more behavior referrals to the office, or is absent from school on the day of the event, that student is ineligible.

WEEKLY ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

- A student may lose playing/participation time due to unsatisfactory conduct in class. This is subject to the discretion of school administrators and/or team coaches.
- A behavior referral to the office will result in the loss of competing in one game/performance.

PLEASE NOTE THAT STUDENTS HAVE A TREMENDOUS RESPONSIBILITY IN REPRESENTING HARRISON SCHOOL IN A SATISFACTORY WAY. Good sportsmanship and citizenship are expected of participants at all times including at home, in school, at practices, at home and away contests, and in the community. Any disrespect to an adult, another participant, or any violation of behavioral expectations may result in removal from the situation and/or suspension/permanent removal from the activity.

Any participant that is found to be in violation of the sexual harassment policy held by the school or district will be removed immediately from the activity until an investigation is completed. If disciplinary action is required from the school or police, the participant will be suspended from activities for a length of time to be determined by the school administration.

All participants must be passing all of their classes to participate in a contest and/or travel with the team. Eligibility will be checked by the Athletic Director and sent to coaches every Thursday. **If a student is deemed ineligible (having an "F" in one or more classes) on a Thursday, he/she will remain ineligible until the next Thursday eligibility check. Ineligible participants will be allowed to practice with the team unless otherwise decided by the coach.**

If it is determined that a participant violates any of the above policies and/or expectations, the coach will notify a parent/guardian of the infraction and subsequent consequence. If parents/guardians wish to appeal a coach's decision, they may set up a meeting with the coach and athletic coordinator.

ELEMENTARY GRADING

Elementary Students will receive report cards every 13 weeks. Report cards are sent home with students or accessible on Parent Portal. Students in grades K-4 do not receive letter grades. Their progress is indicated using a developmental continuum highlighting important skills and areas of knowledge at each grade level. Students in grades 5-8 receive letter grades for all the academic subjects. The following grading scale is utilized for assigning letter grades: A = 90% - 100%, B = 80% - 89%, C = 70% - 79%, D = 60% - 69%, and F = 59% and below. Grades for level of skill development in elementary life skills classes are indicated using a 4-point grading system. The conduct grades are N=needs improvement, S=satisfactory and O=outstanding.

ELEMENTARY SCHOOL STUDENT PROMOTION

Per House Bill 12-1238 (The Colorado READ Act), students not reading at grade level by the end of 3rd grade may be retained per administrator's recommendation and without parental consent. Conversations about retention must be made prior to the beginning of a student's 4th grade year if there is evidence to prove that retention might be a successful intervention.

MIDDLE SCHOOL GRADING

Middle School students will receive report cards every nine weeks. Report cards are sent home with students or accessible on Parent Portal. The following grading scale is utilized for assigning letter grades: A = 90% - 100%, B = 80% - 89%, C = 70% - 79%, D = 60% - 69%, and F = 59% and below.

MIDDLE SCHOOL STUDENT PROMOTION

Advancement from one grade to the next at the middle school level shall be determined by the student's successful accumulation of the minimum number of credits for the school year.

Students can earn a $\frac{1}{4}$ credit per quarter in each course. Although eligible for credit, courses such as Academic Enrichment, Office Aide, Teacher Aide, Study Hall, and Credit Recovery will be scored with Pass/Fail.

The middle school credit system requires that students must pass (D or better) 26 out of 28 class sections in order to promote to the next grade level successfully.

Additionally, if a student fails two or more quarters in a single core content area (e.g. Student fails any two quarters of mathematics) he or she must make-up credits through the Credit Recovery Program (offered on Fridays) or Summer School to be promoted to the next grade level.

ACADEMIC EXCELLENCE

Students are expected to complete all work assigned and produce their personal best work. All written work is to be accurate, neatly organized, and legibly written.

Elementary students awarded with Gold Honor Roll status are those that receive all grades of "A" with no unsatisfactory grades in their life skills classes. Silver Honor Roll status is granted to those students receiving no lower than 2 grades of "B" with no unsatisfactory grades in their life skills classes.

Middle school students awarded with Gold Honor Roll status are those that sustain an overall grade point average of 3.6-4.0 for each grading period. Silver Honor Roll status falls between 3.0-3.59.

Presidential Gold and Silver Awards are given to 8th grade students demonstrating exemplary academic achievement over the course of middle school. Gold status is for cumulative grades 4.0 during that span. Silver status is for cumulative grades between 3.5-3.99 during that span. Elementary 5th grade students have the opportunity to receive a Presidential Gold Award if they have received all grades of "A" in 4th and 5th grades with no grades of unsatisfactory in their life skills classes.

HIGHLY QUALIFIED TEACHERS & PARAPROFESSIONALS

Harrison School actively encourages and supports having all teachers and paraprofessionals meet the highly qualified specifications detailed by ESSA. This is accomplished by the school hiring highly-qualified teachers in Title I Literacy as well as hiring paraprofessionals that meet "highly qualified" requirements. All teachers are required to be endorsed or licensed by the

state department for the grades and subjects taught. As a parent, you may request information specific to the following: 1) the teacher's college major, whether the teacher has any advanced degrees, and if so, the subject of the degree; or 2) if your child is receiving services from a paraprofessional, and if so, the paraprofessional's qualifications. For any of the above information, please contact the principal or the district human resource office at 276-5700.

LIBRARY MEDIA CENTER

All Harrison students have the opportunity to check out books from the school library. The loan period is two weeks. Students may re-check a book out if they need additional time to finish it, providing there is not a waiting list for the book. We do not issue fines for overdue books, but we do provide students with a written reminder that they need to return these materials. Students will be charged current replacement costs for lost or damaged library materials. Library loan privileges will be suspended for students with unpaid library charges from any district school.

CLASSROOM ASSIGNMENT

Elementary school parents may request a teacher for their child in the month of April. **The request must be submitted no later than the last working day in April.** The request must be in writing with the date, student's name, teacher requested, a positive educationally-based reason for the selection, and your signature. Every attempt will be made to accommodate requests, but no guarantees are given.

STUDENT INTERNET USAGE

Through the use of 1:1 devices at the middle school level, Cañon City School District staff now have the ability, and even greater potential than before, to transform the classroom environment for students on a day to day basis.

A technology rich classroom promotes:

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

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

Canon City 1:1 Agreement

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

Mobile Devices

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

Ownership

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

Important to Know

- The following are restricted-access categories: Adult Content, Alcohol and Tobacco, Illegal Drugs, Pornography, Nudity, Violence and Terrorism, Weapons, and any other material deemed inappropriate by district administrative staff.
- Please know that no web-filtering product is 100% successful or as impactful as a conversation between a student and their parent/guardian over Internet Safety and the expectations of behavior while online. The parents will ultimately be responsible for their child(ren)'s devices where internet security is concerned.
- The Canon City School District employees may install software onto a student's Chromebook that allows them to track or monitor a student's actions while using the Chromebook.
- The Canon City School District is not responsible for any changes that Google makes to their system. In addition, the district will evaluate and implement any options that ensure student safety and proper educational usage.
- Students are responsible for the care of their device. Devices that are broken, damaged, or fail to work properly should be taken to their school building's media center for repair or replacement.
- Students are responsible for bringing completely charged devices to school each day.
- Students using a mobile learning device at school and at home are expected to follow any and all Canon City Schools Technology Mobile Device Guidelines and all district Acceptable Use Policies. (Files JS, JS-E, and SOP 839)

Mobile Learning Device User Agreement Repair Fees / Insurance

This user agreement outlines repair costs and may be subject to changes based on the cost of repairs and/or device acquisition by the district. **Students must pay a \$25 insurance fee at the start of each school year to ensure damaged devices can be repaired.** This covers accidental, not intentional damage, and will be assessed by district staff. Damage due to normal wear and tear of the device (as determined by district staff) will be replaced or repaired by the district at no cost to the student. This fee covers the following:

1. The first repair/replacement at no additional cost to the student. This includes replacements of verifiably stolen or broken devices, as well as broken or lost power adapters/chargers.
2. After the first repair/replacement in a school year, students and/or parents or legal guardians will be required to pay an additional \$25 insurance fee to cover the device for the next repair/replacement. Subsequent repairs will each incur a \$25 fee for the first 3 incidents during a 1 school year period (see item 4 and 5 below). The \$25 fee will also be applied for lost device chargers.
3. Insurance payment will be made either directly to the student's school or via an online payment system found at the district's website (<http://www.canoncitieschools.org>).
4. If a device has been damaged accidentally more than 3 times within a one year period beyond normal wear and tear (device charger replacements not included), whether or not the damage results in the device being rendered unusable as determined by building and/or district administration staff, the full amount of the original purchase price plus any additional associated costs will be charged back to the parent or legal guardian and/or student to replace the damaged device with a new one. A student shall not receive the replacement device until all costs have been received and student and/or parent or legal guardian are in good financial standing with the school and district. Costs for device replacement will range between \$300 and \$400 depending on current market pricing.
5. If any damage was found to be intentional through school investigation, the parent or legal guardian and/or student will be responsible for the full cost for replacement of the device.
6. Fees will be posted to student records using the district's Parent Portal system in Infinite Campus. Unpaid fees will be subject to regular district policies for collection.
7. Students or parents or legal guardians may not substitute repair parts from sources outside of the school district. Using replacement parts or power adapter/chargers not rated for a device could further damage it and may result in full replacement cost charged to the student.
8. All repairs must be completed by school district staff or by an approved 3rd party authorized by the district for device repairs. Bring the device to the school's media center will ensure it is properly repaired.
9. Determining the cause of damage and assessing repair/replacement costs will be the sole responsibility of district staff.
10. Students assigned specific devices for in-school use only (not to be taken off school grounds) will be held responsible damage per the terms described above.

11. If you do not wish your child to be allowed to take his/her device from school grounds, please indicate this measure on the parent/guardian contract. These devices must then be checked out from the media center and the beginning/end of each school day. All homework digital requirements must still be met.

The district encourages students to furnish a protective case for their devices to help protect them from damage.

TELEPHONE AND CELL PHONE USE

Students may not use classroom or office phones except in emergencies or staff-approved situations. They must obtain permission from their teacher and/or the school receptionist before using the telephone. **Students may bring cell phones to school but at all times students must turn the power off to their cell phones and store out of sight (not just the ringer off) while on campus during school hours.** Electronic devices may be used with prior approval by a teacher and/or administrator. Cell phones that are improperly used may be confiscated. If a student has his/her electronic device taken by a staff member, a parent/guardian will need to pick it up at the school. Harrison School is not responsible for devices that are lost or stolen. **THIS POLICY ISN'T MEANT TO BE EXHAUSTIVE OR ARBITRARY. MANY ISSUES HAVE ARISEN AS A RESULT OF STUDENTS HAVING CELL PHONES IN SCHOOL (DISTRACTIONS, CYBER-BULLYING, INAPPROPRIATE ACCESS OF CONTENT, INAPPROPRIATE COMMUNICATION EXCHANGES, ETC.). PLEASE HELP US ELIMINATE UNNECESSARY DISTRACTIONS.**

SCHOOL-WIDE CULTURE

We are committed to providing a **SAFE, KIND AND RESPONSIBLE** learning environment for all of our students and staff utilizing a positive relationship-building program called **PBIS** (Positive Behavior Interventions and Supports) supported by the **Kids at Hope** culture framework. To attain the high academic and social standards we have established, teachers must be allowed to teach and students must be allowed to learn. Students are taught to recognize that they make choices regarding their behavior, that they are responsible for their actions at all times, and that they should utilize effective problem-solving techniques to help them work through tough situations. We will help teach them strategies for assessing their own emotional state and ways to address problems in a proactive, positive manner. Students will be recognized for exhibiting the desired **RISE** behaviors: **Responsibility, Integrity, Service, Encouraging Optimism. As a K-8 school, we will maintain a "G-rated environment."**

If suspended, students will be allowed one day for each day suspended to complete the provided schoolwork. A suspended student will not be allowed to participate in extracurricular activities, field trips or special school-related events while suspended. If a student is out-of-school suspended, they must not be on any district or school grounds during the suspension period.

Every incident in which a student is sent to the office will be documented in Infinite Campus, will become part of the student's permanent record, and can be accessed per your request to school administration.

FIELD TRIPS

The purpose of field trips is to provide real-life experiences to enhance learning of specific topics selected by teachers. Students are expected to participate. For all trips, notes will be sent home in advance to announce the trip and any special preparations or payments that may be necessary. Parents/guardians are allowed to chaperone (with district volunteer approval) on most field trips to promote safety and to enrich the learning experience. For liability reasons, however, parents may not bring other children along on the trips. The following behaviors may **PROHIBIT** a student from participating in a field trip: missing homework, decreased academic performance, chronic absences, or discipline referrals. If this is the case, parents will be notified ahead of time to make other arrangements. All bus rules and regulations apply to field trips requiring district bus transportation.

STUDENT DRESS CODE

Students at Harrison are expected to dress appropriately for a learning environment and for current weather conditions.

Students at Harrison **may not** wear:

- Clothing that exposes private parts of the body (chest, cleavage, belly, back, and buttocks)
- Pants that are bagging, sagging, over-sized, or have obvious rips or holes in areas in which undergarments can be seen

- Shorts, skirts, or dresses that are shorter than fingertip length when the student's shoulders are relaxed.
- Clothing or accessories depicting tobacco, drugs, alcohol, weapons, violence or gang association, inappropriate language or sexual innuendo
- Bare midriffs, low cut tops, halter-tops, or spaghetti straps
- Tank tops with low cut armholes or with straps that show undergarments
- Pajamas or slippers (unless a special event)
- Bare feet or socks without shoes
- Trench coats, draped chains, spikes, or belts of excessive length
- Sunglasses, hats, hoods, beanies, or bandanas are not to be worn in the building
- Anything disruptive or distracting to the learning environment of the school consistent with school board policy, "The building administration shall have authority in determining appropriateness of dress and enforcement of policy." Before and after school-related events and field trips are included in this policy as well.

Consequences for Dress Code Violations:

- 1st Offense With an adult present, the student will call home to have parent bring school-appropriate clothing. The student will wait in the RISE room until the appropriate clothing arrives. If a parent cannot be reached, the student may be given school-provided clothing. If not available, the student will be placed in an alternative learning environment for the remainder of the day.
- 2nd Offense With an adult present, the student will call home to have parent bring school-appropriate clothing. If not available, place in ISS for the remainder of the day.
- 3rd Offense ISS for 1 day and a conference with parent will be held.
- Additional Offenses Office referral for noncompliance and additional disciplinary action.

COLD WEATHER AND RECESSES

Students will go outside for recess/lunch every day with the exception of when it is raining heavily, or when we are experiencing extreme wind chill conditions. Please assist us by making sure students come dressed properly each day. We strongly recommend layers of clothing to remain comfortable regardless of the weather conditions.

PLAYGROUND REMINDERS & SPORTS EQUIPMENT

- Food is not allowed on the playground at any time. This includes water bottles from the cafeteria.
- Line up immediately whenever the whistle is blown or the bell rings.
- Use the swing in the proper manner... Swing straight, right side up, no jumping off, stay on your bottom, one person only, no flipping or underdogs.
- Throw only approved P.E. equipment. (No rocks, sand, snow, etc.)
- Be considerate of others. (Do not disrupt the play of others.)
- Use appropriate language at all times.
- Use the slides in the proper manner...Climb up the ladder only, one at a time. Slide down on your bottom, feet first.
- Touch/flag football only. When the ball touches the ground it is a dead ball.
- When picking teams, pick players one at a time.
- No bats or hard baseballs may be brought to school from home.
- Never leave the playground without getting permission and a pass.
- Stay away from the classroom windows.
- Always strive to be SAFE, KIND, and RESPONSIBLE on the playground as well as in all areas in and around the school building.

Students wishing to bring sports equipment from home for use on the playground must have items approved for use by the members on duty. Names should be written on personal equipment. Items not approved for use will be confiscated and returned to the student after school. Personal baseball equipment, such as baseballs, bats, etc. is not permitted for use.

LOST AND FOUND

Please label your child's clothing with his/her first and last name. Clothing and other items found on the school grounds are placed on the rack in the hallway. Students are encouraged to check there for missing items. All unclaimed items will be donated to a local charity or will be distributed to students in the building.

BIRTHDAYS/CELEBRATIONS

Elementary students may bring a small **store-bought** treat to share with the class when celebrating a birthday. Please check with your child's teacher before bringing treats, and provide them at the end of the day so they do not interfere with lunchtime appetites. Students are asked not to distribute invitations for home parties at school unless every child in the class is invited.

FAMILY ENGAGEMENT

The **School Accountability Committee (SAC)**, hosted by the Principal, will meet each trimester. The SAC's duties include, but are not limited to the following: recommending to the principal the use of state and federal funds, making recommendations to be included in the unified school improvement plan, and developing ideas to improve family engagement in the school. We look forward to your input. Please notify the school secretary if you are interested in serving.

The Harrison School **Parent-Teacher Organization (PTO)** will meet each month. PTO sponsors many events during the school year and provides financial support for a variety of school projects. These include holiday shops, parent nights, fundraisers, and much, much more. The PTO provides parents with an excellent opportunity to become involved in the school.

School Board Meetings - The Fremont County RE-1 School District School Board meets on the second and fourth Monday of each month. Meetings are held at the district administrative offices (101 North 14th Street) at 5:30 p.m. unless announced otherwise. Interested parents are encouraged to attend.

Parent-Teacher Conferences are held each school year for all students K-8 and provide an important opportunity for you to confer with the school staff regarding your child's progress. Conference request forms will be sent home prior to the actual conference dates, and you will be provided written confirmation of your personal conference time before your conference. Additional conferences can be scheduled whenever you have questions or concerns by calling your child's teacher.

BOARD OF EDUCATION POLICIES

As required by law, the table below provides parents, guardians and students with direct links to the District policies listed.

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

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

CHECK POLICY

Effective January 1, 2005, checks payable to any of the Cañon City schools that are returned for any reason will be collected electronically for the amount of the check plus a return check fee of \$20.00.

DISCRIMINATION POLICY

School District Fremont RE-1 Cañon City Schools does not discriminate in any of its programs, activities, or employment with regard to sex, disability, race or national origin. Complaints may be filed verbally, in writing, or anonymously. If you wish to file a complaint with the district complaint form, please submit to:

Mrs. Misty Manchester
 Title IX, Section 504, and Americans with Disabilities Act Coordinator
 101 N. 14th Street
 Cañon City, CO 81212
 719-276-5700