

***PARENT/STUDENT
HANDBOOK***

"First Comes Learning"

Revised July 2014

Student/Parent Handbook

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“First Comes Learning” is our guiding mission. From this simple statement flows a dramatic amount of information used to shape our school. In an effort to make this mission a reality, the Belle Creek Charter School must produce students with more motivation toward learning, better retention, more self-esteem, more positive interpersonal relationships, and students who are more likely to succeed and continue into education/careers beyond high school. This idea fosters problem-solving, investigation, inference making, and analysis...all critical skills in today's world. The ideal teaching environment is horizontally and vertically integrated. Students, parents and teachers working together within a framework of mutual respect and personal integrity are a basis for success in our educational system.

We ask our students to become thoughtful participants in their education and development so that they can guide their own learning for the rest of their lives. The aim is to foster independence, responsible behavior, and wisdom. Classroom work flows from the students' desire and choice. Students are involved in solving the problems that arise in the classroom. The teacher is a collaborator, team leader, and guide in modeling successful behavior, attitude, and values.

Students must have the highest academic integrity. They must strive to master all mandated academic skills and are asked to go deeper into the subject and relate it to other material. **Students are always working at the edge of their competence; so unsuccessful attempts are seen as opportunities for learning and constructive change.**

Small group work and teamwork that involves and gives importance to students are central. There is an honest, ongoing evaluation of the skills acquired and content mastered by the student, by fellow students, and by the teacher and parents.

Our families are highly encouraged to participate in the education of their student because we know it improves the knowledge of each and every student. Even though we expect students not to arrive until 8:15 AM and leave by 4:00 P.M every day, teachers will be available for assistance should your student need extra help.

School personnel are mandated by Colorado State Statute to report all suspected cases of abuse or neglect of minor children to the Colorado Department of Social Services. This includes excessive tardies or absences from school.

The Belle Creek Charter School encourages you to evaluate your own health insurance and disability insurance coverage for any injuries your child might sustain while participating in school activities. **Please be advised that the Belle Creek Charter School does not carry insurance for your child on your behalf.** The school may have no or only limited liability for injuries that occur at school or during school activities, pursuant to the Colorado Governmental Immunity Act.

Belle Creek Charter School students will excel because:

- We have established attainable goals that complement high expectations. Excellence is expected from students, parents, and staff.
- Core Knowledge Curriculum
- Learning will always be our highest priority.

All parents/guardians and students are responsible for reading and knowing the contents of this handbook as well as the Code of Conduct. Your signature acknowledges and affirms your complete understanding of the policies and expectations of students attending Belle Creek Charter School. An acknowledgement form will be presented to you at the time of registration.

FIRST COMES LEARNING

BELLE CREEK CHARTER SCHOOL WELCOMES YOU!

On behalf of the Belle Creek Charter School, welcome. We are committed to provide high quality education and care. The Belle Creek Charter School Handbook is designed to help students and parents become a part of the BCCS school community and to integrate into our culture of caring and success. We are all responsible for knowing the contents of the handbook and for working hard to find our place at BCCS. Although this handbook does not cover every situation or question, it is designed to be your guide through the most common situations.

General Expectation

At Belle Creek Charter School, we believe that communication is paramount to the success of our students, and we believe that parents are essential in the communication process. Therefore, we ask that all members of the school community adhere to the following guidelines.

- Keep up-to-date with our communication
 - Check the school website (www.bellecreekcs.org) at least weekly for updated information
 - Check Infinite Campus frequently to stay apprised of your student's grades
 - Read BCCS emails and communication updates
 - Check your student's planner daily
 - Check class websites at least weekly
- Treat our faculty and staff with respect – This includes school events, emails, telephone conversations, and in the classrooms during and outside of school hours. Our students are held to a high standard in this regard and they truly need to see this modeled by all adults in their lives.
- Respect our learning community – Enrolling your student at BCCS indicates your commitment to supporting and respecting the rules outlined in this handbook. Cooperative relationships provide the win-win support that all of our students need to be able to focus on their education.

1.1 Contact Us

If you need assistance from any of these individuals for any reason please do not hesitate to contact them. The phone number at Belle Creek Charter School is 303.468.0160.

Personnel:

Belle Creek Charter School

Ms Irene German, Executive Director
Ms Jacolyn Fields, VP
Dr. Allen Polson, VP
Ms Wendy Garrison, Secretary
Ms Erica Sievers, Secretary

igerman@bellecreekcs.org
jfields@bellecreekcs.org
apolson@bellecreekcs.org
wgarrison@bellecreek.org
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1.2 School Hours

School hours are as follows:

Kindergarten and 1st grade begin at 8:30 a.m. and end at 3:20 p.m.
2nd-3rd grade begins at 8:30 a.m. and end at 3:30 p.m.
4th-8th grade begins at 8:25 a.m. and end at 3:30 p.m.

Students arriving prior to 8:15 a.m. will be **unsupervised** as no personnel are on duty. Staff is on duty at 8:15

a.m. School personnel will supervise student pick-up after school until 3:45 p.m. After 3:45 p.m. teachers and staff may be involved in meetings and planning sessions. All students not picked up by 4:00 p.m. **must exit** the building unless involved in extracurricular activities.

Students enrolled in the **"Before School Program"** may enter the building at **6:30 A.M.** through the **cafeteria** door. At the end of the school day students participating in **After School Programs** must report **immediately to the designated area** for instructions.

Students participating in the breakfast program may enter through the cafeteria door between 7:45-8:15 A.M. Breakfast will not be served after 8:15.

2.1 GENERAL INFORMATION

2. 1 Enrollment

The rules for enrollment at the Belle Creek Charter School state that applications will be taken from the designated neighborhood area, followed by students residing in the 27J district, and finally any out of district students. **All out of district students must make annual application.** Belle Creek Charter School is open to any student residing in Colorado, however, the school reserves the right to determine if we can support the individual needs of a child. Belle Creek Charter School will not make any distinction on the basis of disability, race, creed, color, gender, national origin, religion or ancestry of any students who seek admission. Belle Creek Charter School holds a lottery to determine student enrollment priority. The Principal sets this lottery.

Enrolling your student at BCCS indicates your commitment to supporting and respecting the rules outlined in this handbook. Cooperative relationships provide the win-win support that all of our students need to be able to focus on their education.

2. 2 Compulsory Attendance Age

Every child who has attained the age of **six (6)** years and is under the age of 17 is required to attend public school with such exceptions as provided by law.

Every parent of a child who has attained the age of **six (6)** and is under the age of 17 shall ensure that child attends public school unless the child is enrolled in an independent or parochial school or a non-public home-based educational program.

The courts may issue orders against the child, child's parent, or both compelling the child to attend school or the parent to take reasonable steps to assure the child's attendance. The order may require the parent, child, or both to follow an appropriate treatment plan that addresses problems affecting the child's school attendance and that ensures an opportunity for the child to obtain a quality education.

2. 3 Classroom Placement

Students shall be assigned to classes, subjects and teachers on the basis of how the students can best realize their maximum potential while at the same time fulfilling the objectives of the instructional program.

Grouping for instructional purposes may take a variety of forms in order to enhance individual learning. The emphasis in the educational program shall be on Board-adopted content standards with provision made in the school and in all classes for students with special needs.

2. 4 Before and After School Program

Belle Creek Charter School offers before school care for children who must be dropped off before 8:15 a.m. For information regarding this program contact Bright Horizons at 303.286.1822.

After school programs are for Belle Creek Charter School students in grades K-8th whose parents are unable to pick them up at 3:30 p.m. There are two options to choose from: Bright Horizons at 303.286.1822 or Springboard at 1.800.341.3177 or www.springboard.com.

2. 5 Dress Code

BCCS's uniform policy has been established to help facilitate the education of our students, to ensure their safety, and to allow parity among them. This policy will be reviewed and updated as deemed necessary by the administration. Approved uniform vendors are listed on our website.

Shirts, Sweatshirts, Sweaters

Shirts, sweatshirts and sweaters must be a solid color of hunter green, navy blue, gray or white and must have the Belle Creek logo embroidered on the upper left of the shirt. Shirts may be either polo or a crew neck t-shirt. Crew neck sweatshirts and sweaters may be worn. If v-neck sweater is worn an approved uniform shirt must be worn underneath. Shirts, sweatshirts, and sweaters must be free from holes and tears and must not be excessively tight or baggy. Hooded sweatshirts/sweaters may not be worn in the building.

Pants, Skirts, Shorts

Pants must be a solid color of khaki (tan) or navy blue and have a flat or pleated front (no painter's pants or cargo pants are allowed). Pants must fit the waistline and not sag in the crotch. The cuff of the pants must be hemmed and may not touch the ground. Pants may not be so large that the shoelaces cannot be seen. Pants may not be excessively tight – may not show any descriptive lines of the body.

Leggings may not be worn as pants. Pants or shorts with exterior side pockets may not be worn. Sweatpants and nylon warm-ups are not allowed. No logos on any pants. No denim. No holes or tears.

Shorts and skirts must be a solid color of khaki (tan) or navy blue and free of logos. Shorts must fit at the waistline and not sag in the crotch. No denim. No holes or tears. The cuff of the shorts must be hemmed and must be knee length or longer. Skirts must be knee length or longer but may not touch the ground. Spandex or tightly fitting shorts/pants or skirts are not allowed.

School sponsored activities, including band and choir, and special events may have specific guidelines concerning appropriate dress.

Those families who qualify for free or reduced lunch can apply for clothing uniform assistance. Please contact the front office for details.

Standard Appearance Guidelines for All Students

All articles of clothing should appear neat, clean and in good condition and repair.

Clothing will not be worn that causes or is likely to cause disruption of the educational process.

Apparel advertising tobacco, alcohol, illegal substances, and/or offensive slogans are not acceptable attire at school-sponsored activities. Clothes making statements with sexual innuendoes are not allowed.

The wearing of clothing, jewelry or a style of grooming that is identified with membership in a gang will not be tolerated in school or at any school sponsored activity. Apparel that interferes with or endangers self or others while participating in school or school sponsored activities is not allowed.

Hats or sunglasses may only be worn or seen before or after school hours. No hats or sunglasses in class. Hats include visors, scarves and bandannas.

Purses or handbags may only be seen before of after school hours. No purses or handbags in class.

Outerwear and boots that are worn for warmth to and from school and at outside recess cannot be worn in the classroom.

Shoes must be as specified and in a matching pair and are required at all times and must have non-marking soles. No beach shoes. No Crocs. No shoes with wheels. Open toed shoes and open heeled shoes can be a

danger hazard. Based on this fact, these shoes are not to be worn to school. To receive an exemption regarding footwear, the student must present a signed letter from a medical doctor.

Socks/tights must match and be a solid uniform color (navy, white, khaki, hunter green, gray).

Belts are not required, but if worn, must be functional and belt ends are to be no longer than 6" and tucked in. Buckles shall be plain and belts should be in a basic color (black, brown, or navy). Belts with prints, designs, beaded gemstones will be not be allowed.

No undergarments may show at any time, nor should they be worn as outer garments. Undershirts are only acceptable if worn under the appropriate dress code shirt.

Hair must be clean, neat and styled traditionally. Only natural colors are allowed. No radical hairstyles, including but not limited to Mohawks and designs cut into hair. **The final decision rests with the administration.**

Makeup must look natural. Black nail polish and lipstick are not acceptable.

Modest jewelry is allowed. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. bicycle chains or collars). No more than two necklaces may be worn at one time. Earrings will be limited to two per ear and may not pose a safety hazard (no dangling or hoop style). No more than two bracelets may be worn at one time. Sweatbands may not be worn.

Tattoos must be covered at all times. Jewelry may not be worn in a piercing besides the ear. No body art defined as drawing on the skin made by the student with a writing utensil.

Final decisions with respect to the dress code are made at the discretion of the Principal, or his/her designee, including items not specifically referred to in the above policy but are considered inappropriate, unsafe or a distraction from the learning environment. The Principal or his/her designee must approve any exception to this code due to a medical or religious reason.

Compliance with the dress code is mandatory. Dress Code violations will be dealt with in the following manner:

- 1st -Student will call parent to bring change of clothes or be picked up. When in violation of the dress code, student will not be allowed back into the classroom.
- 2nd -A Student will call parent to bring change of clothes or be picked up and an after school detention
- 3rd -1 day suspension.

2. 6 Pick-up & Drop-off

Because of the traffic patterns at the school, it is vitally important that you follow the rules and regulations set by the school principal.

2. 7 Lockers

Belle Creek Charter Schools provides locks and lockers for some of its students. Lockers are school property and do not belong to individual students. Students will be held responsible for any excessive damage to their lockers. Belle Creek Charter School has the authority to search lockers when deemed necessary even if it requires removal of the lock. All non-school locks will be cut off!

- Students are not allowed to decorate the inside of lockers with posters, pictures or anything else which advertises sex, drugs, suicide, cults, alcohol or promotes other negative or derogatory messages as determined by Belle Creek Charter School staff.
- Lockers must be kept closed when not in use to maintain the integrity of the fire corridors and avoid careless accidents. Items outside lockers or on the floor may be removed and disposed of.
- It is the student's responsibility to keep lockers secured. **Locker combinations are not to be given to anyone else.** Belle Creek Charter School cannot be held responsible for valuables that are taken and/or damaged from lockers.

Problems with lockers should be reported to the office.

2. 8 Gum/Candy

Neither candy nor gum is permitted on the bus, playground or in the school. Candy may be consumed during approved classroom parties or approved fundraisers. **Gum is forbidden at all times.**

2. 9 Public Display of Affection

Display of affection is not appropriate or permitted at Belle Creek Charter School. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.

2. 10 Skateboards, Scooters, Wheelies and Rollerblades

Students must walk with skateboards, scooters, wheelies and rollerblades after reaching school property. These items may be carried into the school but must be kept in locker/cubby until the end of the school day. No riding on school sidewalks or property is allowed during school hours. For the safety of all, parental cooperation is requested in enforcing these rules. Violation of this rule may cause confiscation and/or a more severe consequence. Belle Creek Charter School shall not assume responsibility for theft, loss or damage of any such items, including those that have been confiscated and will not be responsible for investigation of such incidents.

2. 11 Personal Possessions

Toys, personal sports equipment, electronic games, trading cards and similar items of personal property are not permitted at school unless approved by a teacher for a specific school/classroom activity. These items cause a distraction to the learning process. Students in possession of such will have the items confiscated. **The first time items are taken, they will be returned to parents at their request. Any items taken a second time will not be returned until the end of the school year.** Students are asked not to leave money unattended. Money should be turned in to the teacher or carried on person. Belle Creek Charter School is not responsible for theft, loss, damage or confiscated items and will not be responsible for investigation of such incidents.

2. 12 Cell Phones/Smart Watches/Electronic Devices

Belle Creek Charter School has determined that cell phones/smart watches have limited or no educational value and their use may create a distraction to the learning environment. Student possession of a cell phone/smart watch at Belle Creek Charter School is only allowable subject to the following rules and regulations. Strict adherence to these rules and regulations are required. Additionally, the School prohibits the use of other communication devices (i.e., two-way radios, pagers, PDA's and laptops with two-way messaging capabilities) by students. An exception to this rule would be a student who is using a laptop for educational purposes, but who is not using the two-way messaging capability and/or wireless transmittal capability. **An additional exception would be made for those students whose IEP's require them to use electronic devices as part of their educational plan.** Further, the School prohibits the use of iPods, MP3 players, hand-held games, CD players, and other similar electronic devices during any and all instructional time. The School reserves the right to define the educational value of any new electronic wireless devices that may become available in the future, and to prohibit or allow their use accordingly. Communication with parents/guardians may be facilitated through the school's main office.

Students shall be personally and solely responsible for the security of their cell phone, smart watch, and/or electronic device(s). Belle Creek Charter School shall not assume any responsibility for theft, loss, or damage of a cell phone or electronic devices(s), including those confiscated; nor will the School assume any responsibility for unauthorized calls made on a cell phone/smart watch. No administrative time will be used in an attempt to recover lost, stolen or damaged cell phones, smart watches, or electronic devices. A student or his/her parent/guardian may contact the police department for appropriate action if necessary.

A smart watch is defined as a wearable device that is able to communicate with another device. This does not include fitness trackers/GPS watches/child locators unless it has the ability to make or receive a call or send a SMS message.

Use of Cell Phones/Smart Watches/Electronic Devices on School Grounds

Student use/possession of a cell phone, smart watch, and/or electronic device depends on the grade level of the student. The following categories outline the grade levels and authorized use/possession of cell phones, smart watch, and/or electronic devices by students:

1. **Elementary: Kindergarten – Fifth Grade:** Student use of cell phones, smart watch, and/or electronic devices is prohibited. If a student is asked to carry a cell phone and/or smart watch by parents (i.e., the student walks home and phone is for safety), the phone/smart watch must be concealed, secured in a locker, or in a backpack if lockers are not available and must be powered completely off, until the end of the day.
2. **Middle School: Sixth-Eight Grade:** Students may use cell phones, smart watch, and/or electronic device after school, as long as they do not create a distraction or a disruption. Use of cell phones, smart watches, and/or electronic devices during the school day is prohibited and they will be powered completely off, concealed and secured in lockers during the academic day.

Devices powered on, heard, or in view of others are considered “in use”. Staff shall confiscate any cell phone/electronic device found in violation of this rule. Parent may contact administration for information on their return. **The second offense by a student for any infraction of this rule will result in confiscation of the item(s) for the remainder of the school year and disciplinary action may be taken.**

Camera or Picture Cell Phones/Smart Watches

It is the Belle Creek Charter School’s position that camera or picture cell-phones/smart watches pose threats to freedoms of privacy. Additionally, picture phones/smart watches can be used to exploit personal information and compromise the integrity of educational programs. **Accordingly, the camera function of a cell phone/ smart watch is strictly prohibited on school premises at all times.** Students who violate this provision of the policy will have their cell phone/smart watch confiscated and a parent/guardian will be required to meet with the chief administrative officer or his/her designee before the phone is returned. **Transmitting inappropriate material, on or off school property, via cell phones/smart watches is prohibited.**

2. 13 Lost & Found

Found items are kept in a “Lost & Found” site near the front office. Items that can be identified with the child’s name will be returned. Parents are encouraged to label child’s belongings and to check “Lost & Found” for ~~missing items.~~ All unclaimed or unlabeled items will be donated to charitable organizations in the community.

2. 14 Lunch Prices

Lunch prices are based on market analysis and cost of production. Belle Creek Charter School provides ~~nutritious lunches with a~~ variety of options at reasonable prices.

2. 15 Student Fees

The free use of textbooks and books used in the classroom for reference will be provided on a loan basis to students enrolled in the school. However, students shall be assessed fines for careless breakage, lost/stolen/damaged/defaced books (including those checked out from the library), and lost/stolen materials or equipment. The fines will be for the replacement cost amount of the loss.

A \$20 **non-refundable** annual registration fee is required. The fee helps cover the cost of planners, copying, consumable supplies, locks etc. The registration fee must be paid at the time of student registration. Replacement cost of planners is \$5.00 per planner; replacement cost of locks is \$10.00 per lock.

Students participating in activities which are not required or used in the determination of a grade may be required to pay charges covering the cost of the activity. Such charges may include but are not limited to admission fees, food costs and transportation costs on field trips. However, the teacher/principal will make every effort to be sure no student is denied the right to participate in trips or other enrichment activities because of lack of funds. Fees will also be assessed to cover costs of cleaning items necessary for participation in extra curricular activities.

All fees and other charges shall be waived for indigent students; however, fines for careless breakage, lost/stolen/damaged books, and loss of materials or equipment may be assessed through special arrangements such as student work at the school. For purposes of determining if a student is able to pay, an indigent child is defined as any child who is eligible for a free or reduced price lunch under the poverty income guidelines.

Student fees are used to provide additional educational opportunities for specific courses. Fees must be paid in the Front Office at the time of registration.

Beginning August 2013, students who have not paid all appropriately assessed fees will not be allowed to participate in athletics or extra-curricular activities until ALL outstanding fees/fines are paid.

2. 16 Damage to School Property

Parents/Guardians shall be responsible for willful damage done to school buildings, furniture, grounds or other property of the schools by their child or ward. The damage shall be assessed by the principal and arrangement must be made by the parent/guardian to pay for the damages.

2. 17 School Closure & Delay

In the case of inclement weather or unforeseen situations that will not allow school attendance, we will broadcast school closing on Channel 9 TV, only. Do not call the school. Calling the school "clogs" the lines and prevents us from making necessary and important calls.

If weather worsens during the school day and a parent feels a need to pick up their student early, they must sign students out at the main office. It is extremely important during these periods to not bypass this rule. We must know where your child is at all times!

Only in the most serious conditions will we contact the parents and ask that the students be picked up early. *Even in the worst weather the school is one of the safest places for your child.*

If the school is closed due to bad weather, activities such as sports, music, or other after school activities will be cancelled.

2. 18 Property Building Use

The Belle Creek Charter School facilities are available during after school hours for programs that provide academic, social or athletic enhancement to the students, faculty, parents or Belle Creek Charter School approved organizations. For details on how to obtain an application, contact the front office. Rental fees may apply.

2. 19 Asbestos Management Plan

In compliance with Regulation No. 8, Part B of the Colorado Department of Public Health's regulation Belle Creek Charter School has an asbestos management plan and can be viewed in the office during school hours.

3.1 SCHOOL INFORMATION

3. 1 Curriculum

The K-8 curriculum will follow the Core Knowledge Sequence. This includes math, science, language arts, social studies, art and music. The core concepts are organized to spiral through the grade levels, becoming more sophisticated and detailed in each successive grade. This curriculum was developed to provide students with a rich vocabulary and broad knowledge base on which future instruction can build. Students develop self-confidence and knowledge necessary for higher levels of learning.

Belle Creek Charter emphasizes the teaching of basic skills with a traditional approach in reading and mathematics. Emphasis is placed on the basic foundations necessary for an academically sound education. Our curriculum also includes physical education and technology.

In addition to the Core Knowledge curriculum, BCCS will follow the new Colorado State Standards. The Colorado Academic Standards are clear statements of what students are expected to learn at each grade level to graduate prepared for a fast-moving, ever-changing and increasingly globally-connected world.

The Colorado Academic Standards exemplify the mantra "all students, all standards"; the development process created new standards for each of our ten content areas: Colorado Arts – Music, Visual Arts, Theatre, Dance; Comprehensive Health and Physical Education; Mathematics; Reading, Writing and Communicating; Science; Social Studies and World Languages. Our standards for mathematics and reading, writing and communicating incorporate the **Common Core State Standards** while maintaining the unique aspects of the Colorado

Academic Standards, including 21st century skills and prepared graduate competencies.

As Colorado is continually improving its education system to advance student learning, our school is also focused on doing what is best for kids and giving them the knowledge and experiences they need to be prepared for college and careers in the 21st century. By having focused, coherent and rigorous standards our students successfully meet the necessary goals and remain competitive.

Teaching Controversial Issues

Controversial issues are defined as problems, subjects or questions of a political or social nature where there are differences of opinion, and passions may run high. Controversial issues will only be explored when emanating from some part of the curriculum. When these subjects come up, teachers will present an impartial view of both sides of the issue.

Teaching Human Sexuality

We will teach the Core Knowledge Sequence in the fifth grade, which includes a discussion on the reproductive organs and reproduction, in a gender-separated environment.

Teaching Evolution

Much of modern biology rests on the theory of evolution. The Core Knowledge Sequence introduces the theory of evolution in 7th grade. We will adhere to the Core Knowledge Sequence. **The theory of evolution in relation to human origins will not be taught at this time.**

Teaching of Religion

Belle Creek Charter School will encourage all students, parents and staff members to appreciate and respect each other's religious views. When it is educationally appropriate (as it occurs within the established curriculum) discussion of religion will be conducted in an open, objective and respectful manner.

Important procedures include:

1. The school's approach to religion is academic.
2. The school may expose students to a diversity of religious views, but may not impose any particular view.
3. The religious beliefs of the staff, students and their families will be respected.
4. When the study of a world religion occurs in the curriculum or as a logical extension of the curriculum, the discussion and teaching of the religion will be conducted in a manner consistent with the above guidelines.
5. Historical accuracy demands that teachers pay special attention to truthfully representing history, even when it involves motives and foundations based on religion. Examples of this would include being historically accurate in describing the Pilgrim's reason for immigrating to America (religious freedom), or the strong motivation provided by the faith convictions of the forefathers of the United States.
6. Room parents and party planners should be aware of these guidelines.

Video Viewing Policy

From time to time, video or other media may be used to support a lesson. To be used in class, the teacher must preview videos to ensure that they are appropriate. Below are the defined categories based on the student's grade:

- K-3 Only G-rated movies will be used.
- 4-6 Only G or PG rated movies will be used.
- 7-8 Only G or PG rated movies will be used. If a PG-13 movie is to be used, the teacher will seek parental permission.

3. 2 Exemptions from Required Instruction

The Board recognizes the right of an individual parent to request that his/her child be excused from reading or using given instructional materials provided a written request is made to the administrator.

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

Exemptions from required instruction do not excuse a student from approved alternate classes or activities.

3. 3 Assessment

Belle Creek Charter School follows the Brighton 27-J District timeline of state standardized testing. The Colorado State Assessments are administered to students in 3rd through 10th grade. Tests will be administered in reading, writing, and math in 3rd – 8th grade each year. 4th and 7th grade will be tested in Social Studies and 5th and 8th grade will be tested in Science. Results are scheduled to be released between May and July, depending on grade level and subject matter.

NWEA/MAP

Each year, student assessments are given within the first quarter of school. The NWEA/MAP assessment is one of them. This assessment helps determine which students have learned key components of the curriculum and what knowledge each student has retained. This enables teachers to understand which subject areas need to be covered for each child.

Students achieving at a rate above 95 percent on a given assessment have more challenging standards set for them. Students whose grades fall below 39 percent are given extra assistance in concept mastery. Colorado READ Act

The Colorado Reading To Ensure Academic Development Act (Colorado READ Act) was passed by the Colorado Legislature in 2012. The READ Act repeals the Colorado Basic Literacy Act (CBLA) as of July 1, 2013. The READ Act focuses on students identified with significant reading deficiencies in K-3 literacy.

Appropriate State approved assessments will be given to each student in K-3. If the student is identified as having a significant reading deficiency an appropriate plan will be developed and implemented. Additional information is available at www.cde.co.us/Read Act.

3. 4 Response to Intervention (RTI)

Belle Creek Charter School is committed to helping students succeed. We have many ways to help children who are struggling to learn and need additional supports to be successful. Response to Intervention is one form of support.

What is RTI?

RTI is a multi-step process for providing educational support and instruction to students who are struggling learners. Individual student's progress is monitored and results are used to make decisions about further instruction and interventions. RTI is most commonly used in addressing problems with reading and math but can be used in other areas as well.

What does the process look like?

The RTI process used at Belle Creek Charter School has three tiers. Each tier provides differing levels of support.

- Tier I – all students receive high quality curriculum and instruction in the regular education classroom. The teacher assists all learners.
- Tier II – interventions are provided to students who need more support than they are receiving from the general curriculum
- Tier III – students are given individualized instruction

What are the components to the RTI process?

- 1) All children receive high quality curriculum and instruction in the regular classroom (Tier I)

- 2) All students receive universal (school-wide) screenings. Universal screenings review the progress of all students through state scores or other academic screenings given to the students. (CSAP; NWEA-MAP; Dibels) This information helps teachers identify students who may need more support or other types of instruction.
- 3) Students not making adequate progress in the regular classroom in Tier I are provided with increasingly intensive instruction matched to their needs on the basis of levels of performance and rates of progress. Intensity varies across group size, frequency and duration of intervention. These services and interventions are provided in small-group settings in addition to instruction in the general curriculum. There are many different kinds of interventions and instruction that can happen in the classroom, outside the classroom, in small groups or one-on-one instruction.
- 4) Progress monitoring is continuous monitoring of student progress during the interventions, using objective information to determine if students are meeting goals. Progress monitoring helps determine whether an intervention is successful or needs to be changed.
- 5) When the child meets the goals developed by the teacher, interventions are no longer needed and the child continues to receive support from the general education curriculum.

When progress monitoring indicates that a student is not responding to the intervention another approach or intervention may be implemented. However, when a higher level of support is needed, students are given more individualized instruction which further focuses on the supporting the skills they need to become successful learners. This individualized support may include a referral for special education.

3. 5 Homework & Reading Time

Homework is considered an integral and significant part of the student's overall performance and of the teacher's evaluation of a student's mastery of the academic program. Failure to complete homework satisfactorily often affects the student's performance on quizzes and major tests.

Homework's immediate educational purpose is:

- the reinforcement of skills and concepts learned in class
- the increased development of study skills and knowledge in ways that are not readily available in the classroom
- Information provided to parents that allows them to know what is being taught in the classroom

In addition to regular classroom assignments, we would like each student to read, or be read to, at least three times a week, and preferably every day. When you read in front of your child or make your child read, you model good habits and reinforce your expectations. We believe that becoming a competent reader is critical to being a good student and the first step to being able to explore the world. The following is the recommended amount of time students should spend studying each evening:

Kindergarten	10 minutes plus family reading time
Grade 1	10 minutes plus family reading time
Grade 2	20 minutes plus reading time
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time
Grade 5	50 minutes plus reading time
Grade 6	60 minutes plus reading time
Grade 7	70 minutes plus reading time
Grade 8	80 minutes plus reading time

The recommended time serves as a guideline and may vary depending on the work assigned on a given day, the student's organizational skills and study habits, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor by providing a quiet place, free of distractions, for study and homework completion.

Homework will be assigned with coordination among teachers and consideration of the importance of student participation in family activities and responsibilities. Teachers will make assignments, evaluate and differentiate

them according to the ability and maturity level of the student, and relate them to the course objectives. If a student is consistently not completing homework in the allotted time, parents should contact the student's teacher(s). Similarly, if a student is completing homework too rapidly, parents should contact the student's teacher(s).

For poor or incomplete work, teachers may require students to redo an assignment. Whether credit is given for work redone is at the discretion of the teacher.

The school will implement mandatory intervention measures and strategies for those students who choose not to complete or turn-in assigned work or projects. These interventions/strategies include but are not limited to after school programming, phone calls home to parents, and/or conferences with parents.

In order to stay updated on your child's assigned work, please refer to Infinite Campus. The teachers will update assigned work/projects and tests regularly.

3. 6 Internet Use Policy

Belle Creek Charter School is pleased to be able to offer students access to our computer network and the Internet.

The intended purpose of the school's network and access to the Internet is to promote educational research and enhance learning. Access to the Internet enables students to explore thousands of libraries, databases and bulletin boards, while exchanging messages with Internet users throughout the world. While the school's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials, as well. It is the school's position that the benefits to students in the form of information resources and opportunities for collaboration exceed the potential disadvantages.

It is in the interest of providing clear guidelines for the use of the Belle Creek Charter School network and the Internet by parents, students, and staff that we have developed the following:

1. Belle Creek Charter School reserves the right to monitor any and all activity on the Network.
2. Belle Creek Charter Schools reserve the right to block any material on the Internet.
3. Security on the Network is a high priority. The Chief Administrator or designee shall establish procedures that will maximize the computer system security.
4. No warranties are made or given with respect to any service, any information, or any software contained within the Network.
5. Opinions, advice, services and all other information expressed by students, staff, information providers, service providers or other third party personnel on the Network provided by Belle Creek Charter Schools are those of the individual and do not represent the position of the Belle Creek Charter Schools.
6. School staff members are responsible for supervising student use of the Network and the Internet.

Internet/Computer Usage Violations will result in the following:

- Loss of user privileges due to violation of the Acceptable Use Agreement will result in one of the following:
 1. from a warning up to 90 school days while enrolled at school
 2. up to 180 school days while enrolled at school or
 3. up to permanent loss of privileges while enrolled in school
 4. revocation of computer privileges and recommendation for suspension/expulsion from school

3. 7 Field Trips

Field trips held during the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. The Principal or his/her designee must approve any of these events at least two weeks in advance.

A permission and emergency medical form must be completed for each field trip. These forms will be sent

home prior to the scheduled trip to be completed and returned to the school **before** a student may participate. **Phone permission is not sufficient and will not be accepted.**

If the field trip requires parental transportation, each parent that will be driving must fill out an authorization form. Belle Creek Charter School will check the individual's driving record and complete a background check. This form along with a copy of insurance coverage must be filled out at least two weeks prior to the date of the trip. Forms are available in the school office.

Participation in field trips is a privilege, not a right, and may be revoked due to safety concerns based on behavior and/or attendance. Students are representatives of their school while on field trips and should behave according to school rules.

Fees associated with specific field trip opportunities will be the responsibility of each student.

3. 8 Sports Eligibility

The Belle Creek Charter School Board has provided strict guidelines for participation in extracurricular activities. Those guidelines are available in the school office and may be obtained through each of our coaches. The purpose is to maintain our FIRST COMES LEARNING philosophy. In addition to the rules set down by the Colorado Athletic Association, each coach, with the agreement of the Principal, may develop additional rules specific for his/her team.

If a Middle School student wishes to participate in the sports program there is a \$20 nonrefundable fee per sport. This is payable before the student is allowed to practice with the team. There is a maximum of \$75 per sport per family.

3. 9 Grades

Kindergarten through 2nd grade

E	Exceeds Expectations, Excellent Progress
S	Meets Expectations, Satisfactory Progress
N	Needs Improvement

3rd through 8th Grade

A+	98-100
A	94-97
A-	91-93
B+	88-90
B	84-87
B-	81-83
C+	78-80
C	74-77
C-	71-73
D+	68-70
D	64-67
D-	61-63
F	60 and below

Grades are based on class work, homework, class participation, quizzes and tests. A student's attendance in school and/or tardiness may also affect their grades.

Student progress and grades can be monitored online by each parent utilizing Infinite Campus. An email will be sent to parents when quarter grades are available on Infinite Campus.

3. 10 Academic Integrity

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in all classes. The attempt of any student to dishonestly present work as his/her own will be regarded as a serious offense which will result in a grading penalty and/or disciplinary action.

3. 11 National Junior Honor Society

The National Junior Honor Society chapter of Belle Creek Charter School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member faculty council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each spring.

3. 12 Promotion & Retention

The Belle Creek Charter School faculty and administration will decide promotion and retention of students. Promotion is to be viewed and determined on multiple levels including but not limited to academic performance, emotional/social readiness; attendance; physical development, reading level, etc. Students who show significant and documented deficiencies in academic and/or social areas will be considered for retention.

If a teacher is considering retention of a student, the parents and Principal should be informed as soon as possible. In any case, this recommendation or consideration should come no later than the end of the third quarter. Notification should be made in writing as well as verbally during conferences.

It is important under the Colorado READ Act and the academic expectations of the Belle Creek Charter School that primary grade students demonstrate a satisfactory level of academic achievement in order to be promoted from one grade to the next, and ultimately to be promoted from the eighth grade.

In both the primary grades and the middle grades, it will be necessary for the student to be in compliance with State of Colorado laws and Belle Creek Charter Schools policies such as school attendance and student behavior in order to be considered for promotion to next grade level and/or to graduate from the eighth grade.

3. 13 Release of Students

Students may **NOT** be taken from the school or playground unless parents have signed them out in the office. For the protection of students, parents are required to sign out students from the office when they are picked up for early dismissal. If a parent desires to take his/her student at the completion of an activity, written notification must be given to the teacher. **No child will be permitted to leave the school with any other adult unless the parent has given written permission to release the child to that person's custody. This policy will be strictly enforced.**

If your student must be excused early in the day, we ask that you come to the office and sign him/her out. Do not go directly to the classroom as this could result in your student being marked absent for longer than he/she was actually missing from school and could affect their attendance records. If he/she returns to school the same day, your student must also be checked back in at the office.

Students will only be released to their parents or to parties authorized by parents. If the authorized party is new to school staff, identification will be required.

3. 14 Safety Procedures

The Belle Creek Charter School follows strict safety and emergency procedures. An Emergency Management Plan is available for review in the front office.

In order to ensure safe management of your child, each family **must** complete an Emergency Contact form. This form **must be updated** whenever there is a change in address, home or work phone numbers, or emergency contacts. It is vital that parents keep the school office up-to-date with this information in case of

personal or school emergencies.

A regular part of our safety procedures are fire drills, tornado drills, lock-down drills and emergency evacuations.

During all storm warnings, watches, and rumors of such, please **do not phone** the school office. Numerous parents calling our phone lines make it impossible to deal with true emergency situations.

Fire Drills: Each school will hold a fire drill on a monthly basis. Fire drills will be held in accordance with the plans developed in concert with the Brighton Fire Department. The Principal will be responsible for assuring that the fire drills occur and will keep accurate records of each occurrence.

Tornado Drills: The Belle Creek Charter School will hold a formal tornado drill during the spring. The Principal will determine the time schedule for this drill and maintain accurate records of this occurrence.

Building Evacuations: Belle Creek Charter School will not hold any special drill for emergency evacuations. The monthly fire drills will suffice.

In the unfortunate circumstance that the building must be evacuated (gas line leak, bomb threat, unforeseen circumstance) students will move in a pre-determined route away from the buildings and to safe zones. Teachers will escort their students at the time of the evacuation. When students are in the safe zones teachers will take attendance.

3. 15 Student Information Release

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

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.
- (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 is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW Washington, DC 20202-4605.

In addition, classroom activities and events sponsored by the school occasionally are photographed or

videotaped by representatives of the news media for publication in newspapers or broadcast on television.

3. 16 Custodial and Non-Custodial Parent Rights

Parents/Guardians shall have the right to receive information contained in their minor child's school records including, but not limited to their educational records and their cumulative file. Belle Creek Charter School assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions apply, the custodial parent must submit to administration, a certified copy of the court order which curtails these specific rights.

3. 17 Withdrawals

Students who withdraw must be in good standing and have any and all financial obligations completed prior to the release or transfer of records to the next school. Upon withdrawal, teachers will be required to give the student a grade at the point of departure from the class.

4.0 Health Services

4. 1 Illnesses

If your child is ill and must remain at home **you must call the school office by 9:00 a.m.** and provide **written verification** for our records when your child returns to school. Limited health services are available at school. Do not bring sick children to school. Please note that it is the parent's responsibility to notify the office if a child may need special health considerations at school. **Please keep school records up to date; especially phone numbers and emergency contacts.**

When a child becomes ill at school:

1. The parents will be notified that their child must be picked up.
2. If a parent cannot be reached, the emergency contact person listed on the emergency card will be called.
3. In case of a more serious injury or illness, "911" will be called for medical assistance and the parents will be notified immediately. Emergency personnel will determine if the child should be transported to the closest hospital.
4. he/she should report to the school nurse who will then contact the parent/guardian.

4.2 Extended Illness

Extended illnesses will require verification from your physician.

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

Exemptions from required instruction do not excuse a student from approved alternate classes or activities.

4. 3 Emergency Information

Each student must have a current emergency procedure card on file indicating persons to be called in case of illness or emergency. It is important that the school be informed of home and work phone numbers, or other contact numbers that change. This information is kept on file in the office in the event of an emergency. Phone numbers are not given out at school so if you have an unlisted phone number, it is kept confidential. We must have a specific number to reach you in time of need, so please include this number. Please list local friends or relatives for emergencies who are usually available if you should not be.

It is essential that parents keep their child's emergency card updated at all times. The school must have a home or work number where the parent can be contacted in the event of an emergency. Important minutes can be lost calling disconnected numbers. When you change jobs, residence, or your phone number, please call the office or send a note with new information.

4. 4 Medication

No medication, whether prescription or over-the-counter will be given to a student by any school personnel, including the nurse, except on written orders of the parents and physician. Students may not self-medicate at school. A health plan must dictate any exceptions concerning chronic conditions or emergency medications. When medication is to be given at school, a physician or dentist's instructions are required prior to the administration of the medication. All medications must be in a pharmacy-labeled container including the student's name, name of the drug, dosage, name of the physician, and current date. Medical Request Forms are available in the front office.

4. 5 Immunizations

Colorado law requires that Brighton Charter Schools have on file a certification stating that students have received immunizations against communicable diseases as specified by the Colorado Department of Health at the time of enrollment. **Immunization records must be current for students to remain in school.**

Exemptions from this ruling can be given upon:

1. Receipt of a written statement from your doctor that immunization might be harmful to your child.
2. Determination that the parents of the child have a religious belief opposed to immunizations and written documentation to back-up this information.
3. Determination that the parents of the child have a personal belief opposed to immunizations and appropriate documentation to document such belief.

4. 6 Emergency Care

No treatment of injuries except first aid shall be permitted in the school. First aid is that immediate help given by the best qualified person at hand in case of accident or sudden illness. The Board feels that it is proper and lawful for school personnel to give emergency care to sick and injured children whenever the illness or injury comes to the attention of school personnel on school property (including buses), in group school supervision or adjacent to school surroundings consistent with administrative procedures.

Whenever the situation requires additional attention beyond the first aid measures given at the school, references on the student data sheet shall be contacted. When no adult listed on the student data sheet can be reached or if such urgent care is needed that time does not permit several telephone calls, the local ambulance shall be contacted by phone. These procedures shall be followed for all emergencies and at athletic events unless a physician is in attendance at the latter to direct the handling of such emergencies.

Any person who in good faith provides emergency care or assistance without compensation at the place of the emergency or accident shall not be liable for any civil damages for acts or omissions in good faith.

4. 7 Allergies

The school must be informed of any **serious** allergies diagnosed by your physician.

4. 8 Student Wellness/Nutrition

The Board promotes healthy schools by supporting student wellness, good nutrition, and regular physical activity as part of the total learning environment. Schools contribute to the basic health status of students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential, as children who eat well-balanced meals and are healthy are more likely to learn in the classroom.

5.0 Student Attendance and Tardies

5. 1 Excused Absence

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost

importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent to insure that every child under his care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

The school may require suitable proof regarding the above exceptions, including written statements from medical sources.

5. 2 Unexcused Absence

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. Attempts will be made by school staff to notify the parents or guardian of the student receiving an unexcused absence.

Continued absences, excused or unexcused will result in school staff exploring concerns and alternatives with parents. Options may include counseling, referral to alternative programming, or reporting to social agencies a petition to compel attendance may be filed with the district court after a substantial number of unexcused absences other than absences due to suspension or expulsion have accrued. Ultimately, the student may be recommended for expulsion for chronic unexcused non-attendance.

5. 3 Missed Assignments and Projects

Credit for make-up work may be allowed for excused absences or other absences upon the decision of the administrator. Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day he/she returns to class. There shall be two days allowed for make-up work for each day of absence, unless the absence is preplanned and work can be made up beforehand. Teachers shall be available before and/or after school to work with students on make-up work. For extended illness lasting 3 days or longer parents may request homework. Homework will be made available for parent pick-up at a single designated location within twenty-four (24) hours of the request.

5. 4 Late Arrival/Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the nontardy student to uninterrupted learning; penalties, disciplinary action, or other alternatives shall be imposed for excessive tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy.

The provisions of this policy shall be applicable to all students attending the school.

5. 5 Truancy

If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. **A “habitual truant” shall be defined as a student of compulsory attendance age who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences during the school year.** Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to insure that all children of compulsory attendance age attend school. Parents shall be required to acknowledge in writing, awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When students fail to report on a regularly scheduled school day and school personnel have received no indication that his/her parent is aware of the absence, school personnel shall make a reasonable effort to notify the parent.

When a student is declared habitually truant, the school shall either require a meeting or other forms of communication between the student’s parent and appropriate school personnel to review and evaluate the reasons for the student being habitually truant. A plan shall be developed for a student who is declared habitually truant with the goal of assisting the student to remain in school. When practicable, the student’s parent, guardian or legal custodian shall participate with school personnel in the development of the plan. The student may be suspended up to three days for truancy. No credit shall be permitted for any student for any portion of a class during which time the student is truant.

5. 6 Early Dismissal

We MUST Know the Whereabouts of our students AT ALL TIMES. Elementary and Middle School Students who must leave school during regularly scheduled hours must bring a note from the parent/guardian stating the time the student needs to be excused. The note must indicate if someone other than the parent or guardian (or other designated individual such as a grandmother) will be picking up the student. A student may be released to either parent unless a custodial parent supplies the administration with a copy of a court order or divorce decree that states otherwise. The student must give the note to the teacher as early in the school day as possible to allow the teacher to make appropriate plans to get the student to the office. At the appointed time, the student will go to the office and the student will be “checked out” by the office personnel. It is important for parents to note that it is not acceptable to pick your child up from the playground, cafeteria, or hallway without informing the office. If the person picking up the student is not recognized by the office staff, identification will be required and certifying phone calls may take place.

Students who leave 1 1/2 hours before dismissal are considered as being absent one half day. Students must be in attendance for the entire school day to be eligible to participate in any extracurricular activities at any time on that given day.

The Principal, based on situations deemed as acceptable, may grant special consideration to attendance matters. However, under no circumstances can the Principal grant this special circumstance unless given adequate advance knowledge on the situation.

6.0 Student Discipline

Belle Creek Charter School is committed to providing a safe, caring, positive educational setting for all students and staff. We must all- students, teachers, administrators, staff and community members-show pride by doing our share to make our school a better place in which to learn and work. Good behavior is a key to the success of the school and each individual. To have a quality program and maximize the learning potential, classrooms and schools must be free of disruptive behavior. Any act of misconduct is subject to disciplinary action.

Positive Behavior Support: Belle Creek Charter School has adopted a positive school-wide discipline program to support the behavioral success of all students. Implementation of Positive Behavior Supports (PBS) involves commitment from the entire staff to teach, enforce, and acknowledge appropriate student behaviors. At all times, staff, students and visitors are expected to: **Be Safe – Be Responsible – Be Respectful** By working together, we will be able to build a safe and orderly school where everyone feels welcome. A set of universal expectations have been developed for various locations in the school.

Discipline action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. Based on the philosophy that all students are individuals and that the circumstances surrounding any situation are varied, what is fair does not necessarily mean “the same consequence” in every case. The principal and/or designated school official reserves the right to decide what’s most appropriate for each individual case. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline action will be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of the misbehavior, the student’s attitude, the effect of the misconduct on the school environment and the presence of a disability and requirement of law.

6. 1 Discipline of Special Education Students

Appropriate discipline for special education students shall generally be determined by the student’s individual education plan (IEP). The special education coordinator shall be contacted prior to the use of any disciplinary measure which is not authorized by the student’s IEP as additional procedural considerations are required in accordance with the school’s responsibility under state and federal law.

6. 2 Notification of Disciplinary Action

Students have the right to fair treatment and to be made aware of any actions taken against him/her. In cases where disciplinary action is taken the following exist:

- Notification of consequences to the student
- When a student denies behavior/activity, the student will be given the opportunity to explain his/her version of the incident to an administrator prior to a decision
- In the case of detentions/suspensions, parent/guardian will be notified by phone or in writing
- In case of recommendations for expulsion, a mandatory hearing will be conducted according to Board/District policy.

6. 3 Student Code of Conduct

Students are expected to come to school and participate within our program with the expressed intent of learning and reaching their full potential. Students are expected to:

- Respect school property, one’s own property and the property of others;
- Respect the personal space of all people. No inappropriate contact;
- Obey all school and classroom rules;
- Speak in a respectful manner to all staff members and to fellow students;
- Respect the rights and privileges of students, teachers, staff and volunteer
- Be prepared for classes; take appropriate materials and assignments to class; do their homework and participate in classes to the best of their ability;
- Attend all classes regularly and on time;
- Behave in a responsible manner, always exercising self-discipline and
- Adhere to the requirements of the Student Code of Conduct

If their behavior infringes on their ability to learn, the ability of others around them to learn, or their teacher’s ability to teach in an unrestricted manner, they are in violation of the Student’s Code of Conduct.

6. 4 Prohibited Student Conduct

The following actions will be considered major disciplinary infractions in which the Principal or his/her designee **shall suspend** for a period of time not to exceed ten days, with recommendation for expulsion in accordance with state and federal law. Legal authorities will be notified with possible charges filed when appropriate.

Examples of these violations are:

- Disorderly Conduct- display of aggressive acts or engaging in any willful act which disrupts the normal operation of the school community.
- Insubordinate Conduct- direct and deliberate refusal to obey a directive by a staff member or person in authority.
- Disruptive Conduct- behavior that's disruptive to the educational process or that substantially interferes with the teacher's authority over the classroom.
- Violent Conduct- inflicting or threatening to inflict physical, emotional injury or discomfort upon a teacher, administrator, another student, other school employee or any other person lawfully on school property.
- Conduct that endangers the safety, health or welfare of others- the possessing, consuming selling or distribution of alcoholic beverages or illicit substances and the possessing, using or threatening to use any weapons.
- Criminal Offenses- destruction of property, assault, break-ins, arson, rioting, property seizures, possession or use of fireworks or other explosives and any other act in violation of state or federal law.
- Theft/Extortion- the act of taking or acquiring the property of others without their consent.
- Loitering/Trespassing- the act of being in or about any school building, or in specifically restricted areas of a school building or campus at unauthorized times or without specific authorization of school personnel.
- Vandalism- the act of willful destruction of property belonging to others including school property.
- False Alarms- the act of initiating a fire alarm or extinguisher or initiating a report warning a fire, a bomb or other catastrophe without just cause.

The following actions will also be considered disciplinary infractions in which the Principal or designee **may** consult with the students and parents and/or suspend the student up to five days for repeated incidences. Legal authorities will be notified when appropriate. Examples of these violations are:

- Harassment/Hazing- the act of forcing another person to do unnecessary or ridiculous tasks and/or causing torment to another individual; creating an intimidating or hostile environment
- Obscenity- the act of using obscene or profane language in verbal or written form or in pictures or obscene gestures on school property
- Snowballs, Rocks, or other Missiles- the act of throwing snowballs, rocks or other missiles at another individual or at property
- Use of Tobacco products- the act of using tobacco by either smoking or chewing on school property
- Gambling- the act of gambling for money or valuables
- Academic Misconduct- plagiarism, cheating, copying, altering records and assisting another student in these actions.
- Computer/electronic communications misuse- any violation of the school's acceptable use policy for computers, software, or internet/intranet accounts. This includes transmitting or posting inappropriate material on social networking sites.

At the elementary level, administrative decisions regarding suspension, either in-school or out-of-school will be made with consideration for the maturity and the emotional developmental level of the child. The principal may utilize other alternatives to suspension if such alternatives enhance the learning outcomes for the child. In all cases, the parent will be notified of the decision.

6. 5 Disciplinary Procedures

If a student chooses to violate school rules and expectations outlined in the Code of Conduct, one or more of the following actions may be taken until the problem is resolved. Consequences for misbehavior may include, but not limited to:

- Restitution of property and/or damages/ work detail
- School/parent contact or conference
- Confiscation of items that disrupt the educational process
- Verbal corrections
- Loss of privileges, including participation in extracurricular activities
- Out-of-school suspensions

- In-school suspension
- Parent shadowing
- Behavioral Contracts/Remedial Plans
- Supervised Lunch Detentions
- Expulsion
- After school detention
- Referral to an outside agency and/or authority for criminal prosecution in addition to disciplinary measures imposed by school

6. 6 Interrogations and Searches

- School officials may search a student's property with reasonable or probable cause or the student's voluntary consent
- School lockers, desks, cabinets, closets, and the like are the property Belle Creek Charter School. Periodic general inspections of these properties of the school may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.
- Administrators, teachers and other professional personnel may question any student regarding the student's own conduct or the conduct of other students.

Students who engage in more serious acts of misbehavior such as fighting or committing an illegal act are not automatically entitled to a warning before any other disciplinary action is taken.

6. 7 Immunity for Enforcement of Discipline Code

An act of a teacher or other employee shall not be considered child abuse if the act performed in good faith and in compliance with Board policy and procedures.

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from civil liability unless the person is acting willfully and wantonly. It is an affirmative defense in any criminal action that a person is acting in good faith and in compliance with the discipline code.

6. 8 Supervised Lunch Detentions: (Middle School Only)

A supervised lunch detention may be given by classroom teacher for the following:

1. disorderly conduct
 2. insubordinate conduct
- Students meet in Conference or assigned room. Students will be marked tardy if late.
 - Only a sack lunch (one from home or PBJ sandwich/fruit/milk) will be provided for students during lunch detention.
 - At the discretion of administrator, lunch detention may convert to an after school detention or greater, which will go on record.

6. 9 Academic Consequences (P.A.W.):

- Students are assigned to **Project Academic Watch** when he/she does not complete and submit homework or class assignment.
- When assigned, students **must** attend P.A.W. from 3:30 pm to 4:30 every day after school for 3 weeks.
- Students will **only** be excused from P.A.W. if they have an excused absence for the entire day or if granted by an administrator.
- Additional consequences will occur when student misses P.A.W.

6. 10 Detentions:

- Unless prior approval from administration, student is required to serve detention the following school day after incident occurred.
- Removes student privileges.
- May result in removal from cafeteria for lunch or outside recess times

- After school detention will range in time from 30 minutes to 1 hour (3:30-4:30) according to the seriousness of the violation.
- Failure to serve detention when assigned will lead to additional disciplinary action up to and including suspension.
- Takes precedence over any other school activity, including sports practices or games.
- At the discretion of administration, detentions may convert to a one day suspension which is documented and placed in student record.
- Three office referrals, for any reason, within a one month (1) period will result in student being placed on a behavior plan.

6. 11 In-school suspensions:

- Students placed in in-school suspension will be counted present at school but not eligible for perfect attendance.
- Lunch shall be eaten in a designated area other than the cafeteria
- Students shall not participate in extra-curricular or after school activities during suspension,
- Student shall be denied recess privileges.
- Teacher shall provide school work for the student.
- Days may be added to the suspension if student refuses to do his/her work or misbehaves.

6. 12 Out-of-school suspensions:

- Student will be removed from school up to ten days depending on the severity of the incident.
- Students are not to be on school campus or participate in any school sponsored activity during the period of suspension.
- Credit for make-up work for a student who has been suspended shall be allowed according to the following procedures:
 1. Homework is made available for parent pick-up at a single designated location within twenty-four (24) to forty-eight (48) hours of the suspension.
 2. To the extent possible, student will take home at the time of the suspension all textbooks that might be necessary for completion of homework assignments.
 3. The parent is notified at the time of the suspension that they are expected to pick up the homework, that they will be informed of the time and location the homework assignments will be ready for pick up, and that additional pick-up times will be scheduled if the length of the suspension requires that.
 4. Homework is due at the completion of the suspension, and is to be turned in to teachers the day the student returns from the suspension.
 5. The student has five (5) school days starting with the completion of the suspension and return to school to make up missed exams, test, and quizzes.
 6. A student will receive one (1) letter grade reduction on any assignment, quiz or test due or completed within the timelines 4 and 5.
- **No student will be readmitted to school after a suspension until a meeting has taken place between the principal or his/her designee to review the suspension and to create a remedial discipline plan or other behavior contract.**

6. 13 Expulsion:

- A student **may** be expelled from school for the following reasons:
 1. Continued willful disobedience or open and persistent defiance of proper authority;
 2. Willful destruction or defacing of school property;
 3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or school personnel including behavior which creates a threat of physical harm to the child or other children
- **Expulsion shall be mandatory** for the following reasons:
 1. If a student is declared "**habitually disruptive**" it means he/she has been **suspended three times** during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events, because of behavior that was initiated, willful, and overt on the part of the child. Student will be placed

- on a **Remedial Discipline Plan** after 1st suspension with the intent of keeping them in school.
- 2. If a student **carries, brings, uses, or possesses a dangerous weapon** without the authorization of the school (see CRS section 22-33-106 for definition of dangerous weapon)
- 3. The **sale of a drug or controlled substance** as defined in section 12-22-203, CRS or,
- 4. The **commission of and act which if committed by an adult would be robbery or third degree assault** under article 3 and 4 of title 18 and under section 18-2-204, C.R.S.

6. 14 Tobacco-Free Schools

The Board believes that the use of tobacco products is injurious to health and that tobacco smoke may be a hazard to non-smokers in the vicinity. In an effort to provide a healthful environment for students and staff in which the maximum opportunity for teaching and learning may take place, smoking and the use of tobacco products is prohibited in school buildings, on school grounds, on or in all school property, in all school vehicles, and at all school functions.

For purposes of this policy, the following definitions shall apply:

- 1. "School property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
 - A. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - B. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - C. All vehicles used by the district for transporting students, staff, visitors or other persons.
- 2. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or other products packaged for smoking. This includes any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
- 3. "Use" shall mean lighting, chewing, inhaling or smoking any tobacco product.

Signs shall be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and board policy.

6. 15 Sexual Harassment

The Belle Creek Charter School is committed to providing a work and school environment that is free from harassment of any kind. In keeping with this commitment we maintain a strict policy prohibiting unlawful harassment on any basis protected by state and federal law. Any reported incidents will be investigated.

Operational Procedures:

All students have the right to study and come to a discrimination-free and harassment environment every day. This policy applies to all students and individuals who have contact with students during the normal contact hours. This policy prohibits harassment in any form, including sexual, verbal, physical and visual harassment.

Definition of Harassment:

Although the Sexual Harassment laws are lengthy, the main definitions the Belle Creek Charter School will use as guiding criteria are:

- a) Sexual Harassment: Our program prohibits sexual harassment in any form. It is a violation of both State and Federal laws. Examples of sexual harassment are:
 - i) Written Examples: Suggestive or obscene letters, notes/invitations.
 - ii) Verbal Examples: Derogatory comments, slurs, jokes, and epithets.
 - iii) Physical Examples: Assault, impeding or blocking movement.

- iv) Visual Examples: Leering, gestures, displaying of sexual suggestive objects or pictures, cartoons, or posters.

The above examples may not be conveyed via the following, but not limited to:

- Sexting
 - E-mail
 - Electronic devices (included cell phones)
 - Social Networking sites (My Space, Facebook, Twitter, etc)
- b) Sexually harassing conduct by adults toward a student, student toward a student or student to adult is prohibited. This includes making unsolicited written, verbal, physical and/or visual contact with sexual overtones.
- c) Sexual harassment cannot be investigated or corrected by the school until school personnel is made aware of such harassment. Therefore, students are encouraged to report all incidences of sexual harassment to a teacher, counselor or administrator.

6. 16 Bullying/Harassment

Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel including intimidation, hazing, bullying, or threatening will not be tolerated. The Board prohibits bullying, which is a form of harassment, where a person(s) willfully subjects another person (victim), whoever he or she may be, to an intentional, unwanted and unprovoked hurtful, verbal, electronic expression, written and/or physical action(s) or gestures which results in the victim feeling oppressed (stress, injury, discomfort) or threatened off school grounds, at any school site, school bus, or school sponsored activity or event. This form of harassment has the purpose of substantially interfering with a student's educational performance and/or creating an intimidating, hostile or offensive environment.

Examples or types of bullying may include, but not limited to:

- **Physical Bullying-** punching, shoving, poking, choking, hair pulling, beating, biting, excessive tickling, tripping and pinching;
- **Verbal Bullying-** such acts as hurtful name calling, teasing, spreading rumors and gossip; or threats directed orally (including by telephone) or in writing
- **Emotional (psychological) Bullying-** rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rate/ranking of personal characteristics such as race, color, creed, religion, sex, marital status, disability, perceived sexual orientation, academic performance, status with regard to public assistance or age, manipulating friendships, isolating, writing comments about a person (e.g., on a bathroom wall), ostracizing and peer pressure.
- **Sexual Bullying-** inappropriate or obscene language or gestures, touching, grabbing, pinching, or exposing "private" body parts.
- **Cyber-Bullying-** tormenting, threatening, taunting, ranking, degrading a target, harassing, humiliating, or otherwise targeting a student or staff member using the Internet, including social networking sites and e-mail, interactive and digital technologies, or mobile phones or inviting others to join in these acts.

The school reserves the right to regulate, review, investigate and discipline students and/or staff for acts of bullying or cyber-bullying, or for other disciplinary violations when such Internet statements, postings, or acts are made while on school grounds, or while made off-campus and such statements, postings or acts threaten violence against another student or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities.

Violations may result in loss of network access; disciplinary actions up to or including suspensions or expulsions; legal actions and/or police interventions.

Bullying cannot be investigated or corrected by the school until school personnel are made aware of such acts. If a student or staff is victim of any form of bullying, the incident must be reported to staff or administration and/or file complaints. All complaints will be promptly and appropriately addressed.

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or

bullying. Similar consequences and remedial action may be imposed for those engaged in such action.

Bully Prevention and Education

Bullying is defined as intentionally, systematically and chronically engaging in any written, verbal or electronic expression, physical act or gesture, occurring on or off school property, which causes distress upon one or more students, and/or which substantially interferes with or impacts another student's or students' educational experience.

A student, or group of students, who engages in any act of bullying is subject to appropriate disciplinary action which may include, but is not limited to, suspension, expulsion, and/or referral to law enforcement. This policy applies not only to student who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. The severity and pattern of each student's behavior, as well as the context in which the alleged incident(s) occurred, shall be taken into consideration when disciplinary decisions are made.

Students will be provided skill-development and training by staff on procedures to immediately implement when bullying behaviors are observed or experienced. The procedures are as follows:

- **STOP** – A universal “stop” signal will be used school wide. If bullying occurs, the students being bullied will use the signal and will say “Stop”. Adults will support students in using the STOP signal and assist students when the signal is observed.
- **WALK** – The student who is experiencing bullying is encouraged to walk away or remove themselves from the situation, as is the bully.
- **TALK** – If the bullying continues, the student will immediately seek help and support from an adult to report the bullying incident.

6. 17 Weapons

The Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel.

Carrying, bringing, using or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. As used in this policy, dangerous weapon means:

- a. A firearm, whether loaded or unloaded
- b. Any pellet, 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 that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches
- 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 including, but not limited to slingshots, bludgeons, brass knuckles or artificial knuckles of any kind

The Principal shall initiate expulsion proceedings immediately for students that violate this policy. **Legal authorities will be notified. Mandatory expulsion in accordance with state and federal law will result.**

Possible suspension or expulsion

The Belle Creek Charter School Board of Directors determined that extra precautions beyond those mandated by state and federal law are important and necessary to provide student safety:

1. The carrying, bringing, using or possessing of any knife, regardless of length of the blade, in the school building, on school grounds, in any school vehicle, or at any school sponsored activity without express authorization from the principal is prohibited.
2. The carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in the school building, on school grounds, in any school vehicle, or at any school sponsored activity without express authorization from the principal is prohibited.

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a dangerous weapon to school.

The Belle Creek Charter School shall maintain records that describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

6. 18 Alcohol Use/Drug Abuse by Students

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare, safety or morals of other students or school personnel for any student to possess, use, sell, distribute or procure or to be under the influence of alcohol, drugs or other controlled substances, including paraphernalia. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any-school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the school or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which shall include suspension and/or expulsion from school. A student will be recommended for expulsion at the first offense if it involves the sale or distribution of drugs or other controlled substances, in accordance with state law.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.

7.0 Parent Information

7. 1 Public Conduct on School Property

Persons using or upon school property for any purpose shall not engage in:

1. Any conduct intended to obstruct, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
2. Physical abuse of or threat of harm to any person or school owned or controlled property or at school sponsored or supervised functions.
3. Threat of damage or damage to property of the school regardless of the location or property by a member of the community or a visitor to the school when such property is located on school controlled premises.
4. Forceful or unauthorized entry to or occupation of the school facility, including both building and grounds.

5. Unlawful use, possession, distribution or sale of drugs and other controlled substance, alcohol and other illegal contraband on school property, at school sponsored functions, on any school bus transporting students or within 1,000 feet of the perimeter of the school grounds. (Persons known to be under the influence of alcohol, drugs, or other controlled substances shall not be permitted to enter the school building or grounds.)
6. Use of tobacco products on school grounds or in the school building.
7. Possession of a deadly weapon, as defined in state law, on school property or in the school building unless the person is an on duty peace officer.
8. Verbally abusive language
9. Willful denial of students or school employees lawful freedom of movement or use of the building, to impede the staff or faculty in the lawful performance of their duties, or to willfully impede students in the lawful pursuit of their educational activities through the use of restraint, abduction, coercion, or intimidation or when force or violence are present or threatened.
10. Any conduct constituting a breach of any federal, state or city law or duly adopted policy and/or regulation of the Board.

Any member of the general public considered by the administrator or his/her designee to be in violation of this policy shall be instructed to leave the property of the school. Any person refusing or failing to leave the property of the school when requested to do so by the school's administrator or his/her designee, if such person is committing or threatening to commit any act which would disrupt or impede the functions of the school, shall be reported to the appropriate law enforcement agency.

The administration of Belle Creek Charter School reserves the right to restrict movements of a person on school grounds.

7. 2 School Visits

Parents are always welcome at school. Visitors must present a State issued photo ID at the front office upon arrival. If the ID is approved the visitor will be issued a printed visitor's badge that must be worn at all times while in the building. The visitor's badge must be returned to the front office upon leaving the building. For building security purposes, all visitors are asked to enter and exit the building through the front main entrances. While visiting the class, parents are asked to:

- Please limit classroom observations to 60 minutes. Extended observations tend to distract children from learning activities. If you want to spend more time in the classroom, call the teacher in advance to let him or her know you are coming. If you want to spend extended time in the classroom, your volunteer services of working with children would be most welcome. The teacher will plan for your active involvement and assistance during any extended time you wish to spend.
- Find an unoccupied chair and make yourself comfortable. Feel free to move around the room and observe quietly the children working independently.
- Keep any observations regarding other children in the classroom confidential.
- Not attempt to carry on a discussion or conference with the teacher when students are in the classroom. The teacher's responsibilities are to the students and the instructional program. Conference appointments may be made with the teacher.
- Return to main office at the end of the visit to sign out.

The Students are not allowed to have students from nearby schools as visitors during the instructional day unless they are willing to enroll. In such case, the counselor or administrator will escort them through the building. Students and parents interested in enrollment may contact the office to schedule a visit.

7. 3 Advertising on School Grounds

All materials posted or distributed on school grounds must be submitted to the office for formal approval before posting or distributing. All items approved will contain a stamp or administrative initials. Any unapproved

material will be removed or confiscated. Materials posted or distributed on school grounds are for informational purposes only and are not endorsed by the school.

7. 4 Community Involvement

Community relations are important to us, and we are all goodwill ambassadors for Belle Creek Charter School. We hope to continue in creating partnerships with local businesses and pursue grant opportunities. Any information or expertise you can offer in this area is greatly appreciated. Belle Creek Charter School may recruit individuals from the community to provide supplementary education experiences for the students. On-site parental volunteer assistance is encouraged and facilitated.

7. 5 Home/School Communication

- Information will be sent with your child on **Thursday** with the youngest or only child.
- Flyers announcing local recreational activities and events are sent home for your information only and are not endorsed by the school.
- If you are concerned about a classroom situation, you should start with the teacher. The teacher has firsthand knowledge of your child's abilities and classroom behavior as well as the classroom standards and expectations
- We ask that parents refrain from calling the classroom during instructional time. Parents may call the office and leave a message for the teacher to return your call. The teacher will then contact parent to set up a mutually agreed upon time to meet.
- You may contact school personnel via email. Expectations routinely applicable to all members of the school community regarding emails are stated below:
 - ◆ **Be transparent.** Do not misrepresent who you are.
 - ◆ **Be reflective.** Think before you communicate online. If you are upset or angry, give yourself time to calm down.
 - ◆ **Be respectful.** Employees, parents and students are a diverse group of people with many different customs, viewpoints and beliefs. Communications that are racist, pornographic, threatening or bullying are never appropriate. Such email will not receive a reply.

7. 6 Telephone Usage

- In order to preserve the continuity of instruction, classrooms may not be disturbed for personal messages to students unless there is an emergency. The front office will convey messages to students if necessary.
- Please remember the school phone is a business phone and encourage your child not to rely on using it. Students will not be allowed to use classroom phones to make outgoing calls.
- If a child needs directions for after school, please make arrangements with your child prior to leaving for school. If there is a real need for a student to use the phone, he or she should always ask front office for permission.

7. 7 Official Posting of Announcements

Committee meeting times and agendas are posted on the bulletin board. Board of Directors meeting agendas are also on the bulletin board in the front office.

7. 8 Parent Communication Process

Belle Creek Charter School firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the administration of the school, that issue should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first, since the teacher always has more direct knowledge of the student than anyone else.

1. **The Teacher:** Parents should schedule a meeting with the teacher. **Under no circumstance is it ever acceptable for a parent to confront a teacher about an issue with students present, including his/her own.**
2. **The Assistant Principal:** If the grievance cannot be resolved with the teacher, the parent should

- schedule a meeting with one of the Assistant Principals.
3. **The Principal** If the grievance cannot be resolved with the Assistant Principal; the parent should schedule a meeting with the Principal.
 4. **The Board of Directors'**: If the issue cannot be resolved after talking with the teacher and the school administrators, a parent must submit the issue in writing to the President of the Board of Directors to be considered as a part of the Regular Board of Directors Meeting.
 5. **Board of Directors Meetings:** Each public meeting of the Board of Director has a specific portion of the agenda set aside for public comments. Because of the lengthy nature of meeting, comments are held to three minutes or less. There are no circumstances that will allow anyone to discuss any item pertaining to negative comments revolving around a parent, student, or staff member. **The Board does not support or endorse the comments of any speaker, and all speakers assume the risk of legal action by BCCS students and staff members in the event such persons believe that any comments about them violate applicable legal standards.**

7. 9 Parent/Teacher Conferences

Interaction between you and your child's teacher is vital to make sure he/she reaches their full potential. We have provided two conference opportunities and urge your attendance to take full advantage to work hand in hand with your child's teacher. Arrangements for additional conferences may be made with your student's teacher before or after school hours.

7. 10 Volunteer Policy

Parent volunteers are an integral part of Belle Creek Charter School. Parents are not only welcome, but crucial if we are to have high quality teaching of the entire curriculum each year. Volunteers must have a signed and current volunteer form on file with the school.

The teacher's individual teaching style sets the tone for the classroom. Parents who wish to volunteer in the classroom need to learn the teaching style of the teacher they wish to assist. If the teaching style conflicts with a parent's volunteering style, the parent will need either to adjust his/her style, or find a more compatible setting within Belle Creek Charter School to volunteer. The teacher has primary responsibility for student learning in the classroom.

Any grievance or concern a parent has with a classroom or a teacher will be handled by the procedures defined in this handbook. Under **NO CIRCUMSTANCE** is it ever acceptable for a parent to confront a teacher about an issue when students are present.

Parents are responsible for their pre-school children. They must remain with them at all times. Belle Creek Charter School encourages every adult, parent, stepparent, grandparent, aunt and uncle to take a special interest in the lives of Belle Creek Charter School students, to act as mentors and tutors, and to instill in every student a love of learning.

Parents work in conjunction with the staff to ensure the most effective education possible for their children. Parents are encouraged but not required, to participate on school committees and provide other volunteer services, as they are able.

