

# Grand Peak Academy



## Family Handbook

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# **SCHOOL OVERVIEW**

## **GRAND PEAK ACADEMY MISSION STATEMENT**

The mission of the Grand Peak Academy is to develop students of great character, who are culturally aware, accepting of diversity, appreciators of history, arts, mathematics, and sciences, and are prepared to meet the challenges of the world today. We value parental partnership through direct involvement in classroom and school activities and community stewardship through our support of local charities and hosting of community events.

## **GRAND PEAK ACADEMY VISION AND GOALS**

We provide cultural immersion through coherent, cumulative, knowledge-based curriculum by exposing our students to the diversity of the greater world around them. Our engaging athletics program teaches students how to overcome adversity through teamwork, individual introspection of effort, and develops qualities of leadership and sportsmanship. Our music and arts program offers students the possibilities to explore their imagination and celebrate the value of creativity and expression. We expect and encourage our parents to volunteer and engage in all areas of their child's educational career.

The goals for Grand Peak Academy align with the state of Colorado's academic and non-academic priorities, as well as our Mission and Vision.

## **ADMINISTRATIVE GOALS**

Grand Peak Academy believes that quality teachers and staff are an essential ingredient for high student performance. The school's goal is to employ staff who are mature, academically prepared, and professionally skilled, who are ethical role models, love children, and who can build positive relationships within the school community. Role modeling, as well as values imparted as a result of classroom interaction, has a significant effect on students. A well-defined structure of discipline is imperative to the development of children. Discipline, tempered with love and empathy, produces freedom, responsibility, and encourages virtuous character. Children learn by the way we live, not just by what we say. Walking our talk is critical to the mission of the school.

## **PLAN FOR SUCCESS**

Grand Peak Academy's decision making is guided by the Plan for Success. This plan defines who we are and differentiates us from other charter schools. It shapes the culture of the school and forms the framework to shape school goals and priorities. This plan assures the continued operation of a quality school that serves to partner with parents in educating their children. The Plan for Success is:

- Academic Success
- Economic Sustainability
- Character Growth

## **CLOSED CAMPUS**

Grand Peak Academy has a closed campus policy in which students must stay on the campus from the time they arrive until dismissal or until they are signed out by a parent/guardian. Students who arrive after the start of school must be signed in by their parent/guardian and receive a tardy slip before attending class. Students who leave during the school day due to appointment or illness must also be signed out in the front office by the parent/guardian. Grand Peak Academy will not release any children during the final 15 minutes of the school day as students are receiving final instruction from their teachers and packing up for end-of-day procedures.

## **SCHOOL/OFFICE HOURS and SCHOOL CALENDAR**

School hours and calendar can be found at [www.grandpeakacademy.org](http://www.grandpeakacademy.org).

## **STUDENT MORNING DROP-OFF TIME**

Students should not be dropped any earlier than fifteen (15) minutes before school starts since supervision is not provided before that time. Students may enter the building when it opens, fifteen (15) minutes before the school day, and need to be in their seats by the starting bell to avoid being tardy. Late arrivals interrupt the learning environment. Consistent late arrivals may lead to a conference between the Parent, Student, and Administration.

## **STUDENT AFTERNOON PICK-UP TIME**

Students are to be picked up promptly upon dismissal. Until teachers become familiar with parents/vehicles, parents should carry identification and show upon staff request. Parents who wish to park and walk to pick up the student in the designated area must also have proper identification that shows they are allowed to pick up that child. Students must be picked up no later than fifteen (15) minutes after dismissal. Before a student can be released to walk home at the end of the school day, the parent/guardian must complete a “Walker Release” form. Please see the Walker section below for more information regarding students that walk home.

Parents with a Middle School Student should plan to arrive no earlier than three minutes after the middle school day ends.

## **CARPOOL**

When in carpool, parents are asked to abide by the following rules to ensure the safety of our students and contribute to the consistent flow of traffic:

- Follow directions by staff members when in the carpool lanes
- Please refrain from cell phone use
- Students should exit and enter cars on the passenger side only
- Parents should not exit their vehicle while in carpool lanes
- Pull forward as directed
- Siblings should go to the youngest’s place in the carpool. The youngest sibling’s pick-up location is where all siblings will meet to be picked up.

## **BICYCLES & OTHER FORMS OF STUDENT TRANSPORTATION**

Students may ride bicycles/scooters to school as long as they are proficient enough to be safe. Students must walk the bike/scooter once on school grounds, and they must be parked in the racks provided. Bikes/scooters are not to be in the building or the parking lot at any time during school hours. Once bikes/scooters are in the racks, they are not to be removed until the student is ready to go home. Each student is responsible for locking his/her bike or scooter. For safety and liability reasons, in-line/roller skates, shoe skates, and skateboards are not allowed on campus at any time, including when school is not in session.

## **WALKERS**

Students are categorized as a “walker” when a “Walker Release” form has been completed. “Walkers” are students who ride the D49 bus or for families living within walking distance. Students without approved walker release forms are treated as a carpool student. Walker release forms can be found on our website, <https://www.grandpeakacademy.org/forms/>

## **DAY CARE BUS RIDERS**

Please provide the front office with the following information if you have chosen a daycare provider to pick up your student: 1) student’s name, 2) daycare provider, 3) days of the week to ride the daycare bus, and 4) status if not riding the daycare bus (the presumption is “carpool”). Throughout the year, you must contact the front office AND the daycare provider if you need to make a change.

## **PRESCHOOL SIBLINGS**

For families with a preschool student AND an older Grand Peak Academy student, the older student will be dismissed to carpool, and wait for their parent(s)

## **INDOOR RELEASE**

Indoor release means that students stay in their homeroom, and the parent goes to each homeroom to pick up each student. Indoor release is communicated via email, Facebook, and mobile app after parking, and parents may enter the building at 3:00 pm (3:10 pm for middle school students) and make their way to the student’s classroom, present an ID (required), and pick up the student. Lightning, heavy rain and wind chills are the primary factors that guide the decision to call an indoor release. Since weather conditions change quickly, an indoor release will be called as soon as conditions permit. An indoor release does take more time than a regular release.

***Walkers with an Indoor Release:*** With an indoor release, “walkers” are released as usual unless the parent calls the school to make a change; or in the case of extreme inclement weather, “walkers” will be held until we deem the weather is safe to release.

***Day Care Bus Riders with an Indoor Release:*** Same process as outlined above under Day Care Bus Riders.

## **SNOW DAYS or DELAYED START**

Grand Peak Academy follows the School District 49 decision to close or delay school due to inclement weather. When the school is closed or delayed, several radio stations and television stations are contacted to broadcast the fact, listed as “D-49 closed” or “D-49 two-hour delay” in the television scroll. School closures and delays are communicated on the school’s Facebook page (be sure to “like” Grand Peak Academy to receive the notices). In most cases, the decision to close or delay school is made by 5:00 am. If school is canceled, all scheduled school activities are canceled. Parents should keep an eye on the daily weather forecast and should make prior arrangements for daycare services if released early.

# **GENERAL SCHOOL INFORMATION**

## **PARENT SURVEYS**

It is very important to us that you have made the choice to place your students in Grand Peak Academy and we are committed to ensuring our relationship in educating your children is a long-term one. A critical tool in evaluating whether or not we will continue to be your choice is by evaluating the results we receive on our Parent/Guardian Survey. The information gathered from the survey will assist us in evaluating and improving our school operations and productivity.

## **BEFORE and AFTER SCHOOL CARE PROGRAMS**

Grand Peak Academy partners with Champions ([www.discoverchampions.com](http://www.discoverchampions.com)) to provide before and after school care (6:30am-8:00am, 3:00pm-6:00pm). Champions provides coverage from 8:30am-10:00am on days when District 49 conducts a two-hour delay. However, Champions does not provide care when the campus is closed due to weather. Please contact Champions regarding days when school is not in session. There are several providers that offer bus service to and from Grand Peak Academy.

All before and after school clubs must have the approval of the Administration and be chaperoned by an approved adult sponsor. Clubs are to be financially self-supporting.

## **CELL PHONES and OTHER PERSONAL ELECTRONIC DEVICES**

Grand Peak Academy recognizes the value of personal electronic devices such as cell phones, personal digital assistants, MP3 players, etc. Such devices are useful to organize information, access information, and as a communication tool. However, these devices are banned from use during the school day so that they may not be used to disrupt learning in any way or be a distraction to students, staff, or others in the school. These devices should be kept in the student's backpack and/or locker throughout the day. The school does not accept any responsibility or liability for electronic devices brought to school. If electronic devices are seen during the school day by staff, these devices may be confiscated. When an electronic device is confiscated, it may become the responsibility of the parent to retrieve the device from the school office.

## **CHILD ABUSE**

**NOTICE TO ALL PARENTS/GUARDIANS OF GRAND PEAK ACADEMY STUDENTS:** Grand Peak Academy is obligated by federal, state, and local laws to inform all parents/guardians of the following statutes concerning alleged child abuse and/or neglect:

1. By Law, the El Paso County Department of Human Services has the prerogative to make an unscheduled visit to Grand Peak Academy and require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents/guardians of the student or seek permission from the parents/guardians to conduct the interview;

2. Legally, Grand Peak Academy needs to inform parents that any Grand Peak Academy employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect is legally REQUIRED to report or cause a report to be made of such fact to the Department of Human Services (DHS) immediately. Therefore, if a discussion between a Grand Peak Academy employee and a parent/guardian concerning a student leads the employee to a conclusion that there is reasonable cause to suspect that the student has been subjected to abuse or neglect, the employee is REQUIRED BY LAW to report the parent/guardian to the DHS immediately.

## **CHILD CUSTODY**

In most cases, when parents are divorced, it is the responsibility of the parents to provide to the school office a copy of the most recent custody agreement and/or court order which limits the rights of the other parent in matters such as custody, records access, or visitation. Unless such documents are on file with Grand Peak Academy, the school must provide equal rights to both parents. The school strives to meet the needs of divorced parents. In general, one parent-teacher conference will be scheduled; however, if necessary, an additional conference may be scheduled to accommodate the other parent. Parents may access student progress and report cards through online web-based portals. Please contact the school for information regarding the current student portal.

## **EMERGENCY PROCEDURES**

Grand Peak Academy has specific emergency procedures for all types of emergencies. These have been developed in cooperation with emergency personnel and are designed to keep students safe. Sometimes, the school will be in a “lockdown” or “lockout” where all doors are locked, and no one, not even parents, is allowed inside the building. In some emergency situations, cell phones are not permitted in order to keep lines open for emergency personnel. Parents are always welcome to come and review the emergency procedures handbook if they have questions about what the school will do in emergency situations. If parents are notified to pick up their child through a reverse 911 notification, please understand that the school will ask that you show a picture ID when picking up a child. In the case that our community needs to leave the campus, Grand Peak Academy’s parent-child reunification location is Vista Ridge High School on 6888 Black Forest Road, Colorado Springs, CO 80923.

## **FAMILY CONFERENCES**

Please see the most current school calendar for dates. The conversations that take place during these conferences between the teachers and families (parents/guardians and students) are critically important to student achievement and student success. ***100% attendance by families is required at our family conferences.*** All efforts will be made to work with family schedules.

## **FIELD TRIPS**

Field trips are an integral part of the Grand Peak Academy program, and attendance is required (students must wear the “field trip” shirt when participating in any/all field trips). All students must turn in a signed permission slip (and fee, if necessary) from their parents/guardians before

being permitted to attend the field trip. In most cases, buses will be used for transportation. Standard uniforms are to be worn on all field trips unless specifically announced otherwise by the teacher.

From time to time, classes may wish to take “walking” field trips to the local park, for example. Field trip permission slips are still required for such field trips.

## **LOST AND FOUND**

Any/all student items (e.g., coats, sweaters, lunch boxes, backpacks) must be labeled with the last name and phone number in case the item is lost. The Lost and Found is located in a designated area near the front office. Periodically, items in Lost and Found will be donated. Grand Peak Academy will make every effort to notify parents before the donation.

## **OBSERVATIONS**

In order to create a consistent school atmosphere for learning, it is recommended that 24-hour notice be given if an observation is desired. A parent wishing to observe a class must arrive before class begins. Each class will have available seating for observers. Observing parents do not participate in classroom activities unless invited to do so by the teachers, and observers must not interrupt teachers and/or students. Observers may take notes; however, computers, audio/video recording, etc. may violate privacy laws, and are not permitted.

## **PETS**

Animals, including leashed pets, are not permitted on school grounds unless they are part of the Canine Companion Program or Dog Therapy Program. However, children may bring their pet dog/cat or other small animal to school for “show and tell” as long as the teacher grants prior approval and appropriate pet control methods are maintained (leash, cage, kennel, etc.). Allergies may prevent pets from coming to school.

## **PLAYGROUND EXPECTATIONS**

- Follow the playground aide/and or teacher’s directions at all times and stay within the playground boundaries.
- Use equipment safely and for its intended purpose.
- No tackling, grabbing clothes, or rough play.
- All games are encouraged to be designed to include anyone who wishes to play.

## **SCHOOL LUNCH AND NUTRITION**

The Grand Peak Academy lunch program is provided by School District 49, and the menu corresponds to the District-wide menu, as does the pricing scale. Students perform at their best when they have eaten a nutritious and balanced meal. Grand Peak Academy participates in the National School Lunch Program, which provides free or reduced lunches to eligible students. Parents must complete the Free and Reduced Meals application which is available in the front office or through D49.

As an organization, Grand Peak Academy encourages healthy eating habits for students while on campus. Most grade levels give students time for a snack (provided by the parents) to keep their energy levels stable. Snacks should be nutritious, such as a whole fruit or vegetable, popcorn or cheese. Snacks, lunches, and party treats should have minimal non-natural sugar, low preservatives, and little food coloring. Soft drinks or other high-sugar or caffeinated drinks are not encouraged. For class/birthday parties and snack days, arrangements should be made with your child's teacher prior. Snacks must be purchased from a store. For more information, please see School District 49 Wellness and Nutrition Policy.

## **SEXUAL HARASSMENT**

Families today find it increasingly difficult in our society to protect their children from sexually explicit messages or images either on the television, computer screen, radio, or grocery store check-out line. The immediate impact of these images and messages on our children is most evident in the way that we see young people either speak to or treat others in ways that have strong sexual undertones. It is our goal at Grand Peak Academy to counteract these images by nurturing a vision of friendship.

As a school, however, we are prepared to deal with sexual harassment, which is defined as sexually-oriented remarks, behavior, or jokes that make a person uncomfortable. This inappropriate behavior is a violation of our Code of Conduct and must be reported to a Teacher or Administrator as soon as possible.

## **REGISTERED SEXUAL OFFENDER DATABASE**

All visitors are scanned through our Raptor System to ensure the safety of our students. To obtain information, parents can contact the Colorado Springs Police Department.

## **STUDENT RECORDS**

The school maintains important files of information on each student. Parents/guardians and students may review such records with reasonable advance notice to the school. Parents have the right to challenge any educational record on the grounds that it is inaccurate or misleading. School officials may obtain access to student records for educational purposes. All individually identifiable educational information is confidential except for "directory" information. Directory information includes the student's name, date of birth, place of birth, participation in officially recognized sports and activities, height and weight (for athletic teams), dates of attendance, degrees, and other honors awarded.

## **STUDENT VALUABLES**

Students should not bring toys, radios, cameras, CDs, electronic games, large amounts of money, etc. to school. At all times, students are to keep track of glasses, watches, and other valuables. Students, not the school, are responsible for their personal property. If it is necessary to bring a valuable item to school, please bring it to the office for safekeeping. Do not keep valuable items in desks. When an item is lost, the student should report it to the teacher or the office. The school

staff will attempt to help the student locate the item, but the school is not responsible for supervising personal property, locating it, or paying for lost personal property. The school does not file claims for lost personal property with the police department on behalf of parents or students.

## **TELEPHONE USAGE**

Classrooms will not be disrupted to deliver phone messages, or to call students to the telephone to respect the educational opportunity of all students. Students are not to use the telephones without prior permission from a Grand Peak Academy staff member. Please be sure that you have your daily pick-up plans as well as inclement weather pick-up plans established with your child. Passing phone messages along to students during the school day is extremely disruptive to classroom instruction.

Students will not be allowed to call home to retrieve forgotten homework, lunch, or other items. Natural consequences for forgotten items will help the child to remember such items in the future. Forgotten items delivered to the school for a student will be left in the office. The student may check during breaks such as recess or before/after lunch. The teacher or office staff is not responsible for retrieving or delivering forgotten items to the student. Parents are not to disrupt class to deliver forgotten items.

## **TOBACCO FREE CAMPUS**

Grand Peak Academy prohibits the use of tobacco products on school property. This prohibition applies to staff, students, and members of the general public. Grand Peak Academy discourages students from using tobacco by providing positive adult examples and may present effective anti-tobacco educational programs.

For purposes of this policy, the following definitions apply; fuller definitions may be found in state law.

1. "School property" shall mean all property owned, leased, rented or otherwise used by the school, including but not limited to the following:
  - a. The interior portions of any building or other structure;
  - b. All grounds over which the school exercises control, including areas around any buildings, playgrounds, athletic fields, recreation areas, and parking areas;
  - c. All vehicles used by the school.
2. "Tobacco" shall include all kinds and forms of tobacco as well as cloves or any other product packaged for smoking, including "vapor pens" and e-cigarettes.
3. "Use" shall mean lighting, chewing, inhaling, or smoking any tobacco product.
4. Paraphernalia shall include any product or device used for the ingestion of tobacco or any substance deemed inappropriate for school by Administration.

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 this policy. Any member of the general public considered by the principal or his designee to be in violation of this policy shall be instructed to leave school property immediately.

## **VISITORS**

Grand Peak Academy invites parents to be partners in their child's education and in the school. Parents are welcome to visit in classrooms and volunteer in a variety of ways throughout the school. **For any classroom visit, please give the teacher advance notice to ensure that the educational process will not be disrupted by the presence of adults in the classroom.** To maintain a safe school environment, the office must know who is entering the school and for what purpose. Parents must sign in at the front office whenever they are in the building. Visitation by other students, including friends and relatives, is not permitted without prior permission. The front office will issue a visitor badge for each visitor and must be worn by the visitor at all times while in the building. A driver's license or other form of identification is required the first time any visitor is issued a badge. Should the frequency of visits or behavior during visits disrupt the classroom, the school Administration or designee may restrict visitation. Grand Peak Academy utilizes Raptor.

## **WEAPONS AT SCHOOL**

Any student carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds, or at any school-sponsored event may be recommended for expulsion. The following are dangerous weapons: firearms (including air guns and pellet guns – loaded or unloaded, operable or inoperable), firearm facsimiles, fixed blade knife, spring-loaded or pocket knife, any knife used to threaten harm to others, brass knuckles, bludgeons, or any other device or substance intended to be used to inflict serious bodily injury or death.

# ACADEMIC PROGRAM

The Colorado state standards and the Core Knowledge Scope and Sequence are the foundation for all curricula at Grand Peak Academy. Teachers create a yearlong curriculum map that outlines the standards students are expected to master for each subject/unit. Assessments are used to determine if the student has mastered the subject. All students are expected to master the content and skills and be able to use the information and skills independently. Grand Peak Academy expects students to master the standards in the following:

- Reading • Writing • Mathematics • Science • Geography • History (American and World)
- Economics • Civics • Music • Art • Physical Education • Technology

Parents can view the state standards at the following website:

[www.cde.state.co.us/cdeassess/documents/olr/k12\\_standards.html](http://www.cde.state.co.us/cdeassess/documents/olr/k12_standards.html)

Also, the Colorado Department of Education (CDE) includes definitions that will guide parents and students in determining if mastery has been reached:

[www.cde.state.co.us/cdeassess/documents/csap/csap\\_plds.html](http://www.cde.state.co.us/cdeassess/documents/csap/csap_plds.html)

## CHARACTER EDUCATION

Grand Peak Academy seeks to provide not only a solid academic foundation but also a firm grounding in moral and ethical values; this begins with clear standards for personal conduct – basic expectations for appearance, behavior, and attitude – that both enhance the school’s learning atmosphere and prepare children for life in a world of other individuals with their own needs, opinions, and expectations.

Grand Peak Academy believes that a focus on character education through modeling, direct instruction, clear expectations, and consistent follow-through help children learn how to become model citizens.

Grand Peak Academy’s goal is to help each child develop a strong character based on respect for authority and the rights of others, and the responsibility to take care of his/her own and other’s property. This includes regular attendance, few or no discipline referrals, and behavior that will match the expectations of the school.

## CLASSICAL EDUCATION

The Classical approach to education is about 1,000 years old and has been experiencing a revival of popularity over the last hundred years. The basis for the Classical approach to education is called the Trivium ([www.triviumeducation.com](http://www.triviumeducation.com)). The Trivium’s function in a student’s education has multiple meanings at different stages of development. It encompasses the stages of academic development as well as specified pedagogical approaches with all academic disciplines. The three Trivium Arts Stages are the Grammar stage, the Logic stage, and the Rhetoric stage, occurring in that order. All students in grades K-12 experience these stages, but each stage is emphasized at different developmental levels of a student’s education.

## **CORE VIRTUES**

Each month, Grand Peak Academy emphasizes a different core virtue, such as responsibility, respect, joy, diligence, and so forth. These core virtues are discussed explicitly throughout the grade-level curriculum (literature, history, etc.). In addition, regular assemblies are held to showcase these core virtues and award students who exemplify these traits.

## **GRADING POLICY**

Grades are one indicator of a student's performance. They indicate how well a student has mastered a particular subject. We believe that all students are capable of learning to accept responsibility for their own learning. Effective grading practices should provide accurate, meaningful, and consistent communication to a student and parent about what a student knows and is able to do as a result of their school experiences. The ultimate goal is to provide grades that are accurate, consistent, meaningful, and provide support and opportunity for ongoing learning. Teachers will check regularly (frequently) on how students are progressing, what they've learned, and what problems or difficulties they're experiencing. Grading allows for teachers to communicate the achievements of students to parents and others, provide incentives to learn, and provide information that students can use for self-evaluation. Grades ensure that students, families, teachers, counselors, and support specialists have the detailed information they need to make important decisions regarding a student's education. Grades measure, report, and document student progress and proficiency against a set of clearly defined content-area standards and learning objectives collaboratively developed by the administration, faculty, and staff. Grades measure, report, and document academic progress and achievement separately from work habits, character traits, and behaviors so that educators, counselors, and support specialists can accurately determine the difference between learning needs and behavioral or work habit needs. Grades also ensure consistency and fairness in the assessment of learning, and in the assignment of scores and proficiency levels against the same learning standards, across students, teachers, assessments, learning experiences, content areas, and time. Grades are not used as a form of punishment, control, or compliance.

### **Grading scales used at Grand Peak Academy are:**

- Kindergarten and 1st grade:
  - E - excellence (90 - 100%)
  - G - good (70 - 90%)
  - P - progressing (50 - 70%)
  - N - needs improvement (50% and below)
- 2nd grade through 8th grade:
  - A - 90% and above
  - B - 80 - 89%
  - C - 70 - 79%
  - D - 60 - 69%
  - F - 59% or below

## **PROGRESS REPORTS**

Grand Peak Academy provides progress reports to families and students once per quarter. Progress reports should be seen as a snapshot of a student's progress towards their mastery of content and standards. Please refer to the Grand Peak Academy school calendar for dates when progress reports are to be expected. Progress reports and/or updated grades will be provided via PowerSchool Parent Portal.

## **REPORT CARDS**

Grand Peak Academy provides a report card to families and students at the end of each quarter. Report cards will reflect a recording of a student's current progression/status regarding their mastery of the content and standards. Please refer to the Grand Peak Academy school calendar for dates when report cards will be sent home at the end of each quarter. Report cards will also be available via PowerSchool Parent Portal.

## **GRADING – TEACHER EXPECTATIONS**

- Teachers will grade and update PowerSchool within three (3) school days or 72 hours of an assignment, project, and/or assessment being submitted.
- Teachers will conduct frequent checks for understanding as well as regular assessments (formative and summative) that can be used to inform their teaching as well as provide students with an opportunity to monitor their progress.
- Teachers will communicate with students and families their grading categories and/or weights for categories if applicable to their specific class or subject area.
- Teachers may assign (short/quick) homework to students with the expectation that it is completed at home and then reviewed and used the next day in class to guide instruction. Homework assignments may also be entered into the gradebook without a numerical value assigned, instead, a symbol will be used to show completion.
  - Teachers will communicate with students and families when homework and/or classwork completion is habitually missing. Further concerns may result in a parent and student meeting with the teacher and administration to determine next steps.
- When group work is completed in class, teachers will use a rubric to assess students individually on the work that they have completed and contributed to their group.
- When a student is absent, teachers will accept missing work from that student upon their return to class or when determined appropriate by the teacher. Please refer to the attendance procedure in the family handbook regarding student absences.
- Should a student have a missing assignment, the teacher will mark the assignment as “missing” in PowerSchool, along with a comment stating the reason for the missing assignment that will include any pertinent information that will aid in the understanding behind why the assignment is missing.
- Teachers will complete and send home progress reports once per quarter according to the Grand Peak Academy school calendar.
- Teachers will complete and send home report cards at the end of each quarter according to the Grand Peak Academy school calendar. Teachers will also have printed report cards available for families during parent/teacher conferences.
- Teachers will enter into PowerSchool at least one grade per current subject area per week.

- Teachers will provide students with a variety of assignments and tasks in order to support students' efforts to demonstrate mastery. When assigning long-term assignments, teachers should provide students with checkpoints on progress.
- Teachers will assign work for academic reasons to provide practice, reinforcement, and attempts for students to demonstrate mastery.
- When assigning work, teachers will provide clear directions for assignments, the format of the assignment, and the due date for the assignment.
- Teachers will adhere to the progress report calendar dates and update their grades and gradebook prior to progress reports being released.

## **GRADING – STUDENT EXPECTATIONS**

- Students will complete all assigned work and submit their work on the due date given by their teacher.
- Students will communicate with their teacher/s when they are unable to complete an assignment by a given due date, for example, an unexpected absence.
- Students may have to complete work at home that was not finished at school in addition to any homework that their teacher may assign.
- Students will be responsible for checking their PowerSchool account for any grade updates and will complete their own progress monitoring towards their goals. Questions regarding scores and/or grades should be directed to their teacher.
- Students will read the comments in PowerSchool for applicable assignments so that they can proactively correct any missing or late assignments.
- Students will understand and adhere to the late work acceptance policy for their grade level. If questions should arise, students will communicate in a timely manner with their teacher.
- Students should complete assignments neatly and on time
- Students should schedule their time wisely to meet assignment deadlines.

## **GRADING – PARENT AND FAMILY EXPECTATIONS**

- Parents should provide an appropriate place and atmosphere for their student to complete their assignments.
- Parents should provide support to their student(s) when setting aside time for homework and reading time nightly.
- Parents are expected to be aware of their students' progress and grades by logging into the PowerSchool Parent Portal on a weekly basis.
- Parents should check with their students often about their progress and how they are doing with the subjects and content they are currently working on.
- Parents will directly contact their child's teacher if they have any questions regarding grading, late work, etc.
- Parents will make every effort to attend parent/teacher conferences. If they are unable to attend, parents will communicate with their child's teacher about other conference options.

## **HOMEWORK**

At Grand Peak Academy, the teachers and Administration strongly believe that homework contributes to the academic success of children. Homework serves as a link between the child, the home, and the classroom. Homework fosters positive school attitudes, good study habits, effective time management, and personal responsibility. While recognizing the usefulness of homework, Grand Peak Academy staff also strive to minimize homework loads, realizing the need to maintain a balance in students' lives. Homework may be a daily activity for some students. Students who use their class time responsibly should not have excessive amounts of homework (see chart below). If students are consistently overwhelmed, parents should contact the teacher.

Homework Time Guidelines	
Kindergarten - 1st Grade	10 minutes
2nd Grade	20 minutes
3rd Grade	30 minutes
4th Grade	40 minutes
5th Grade	50 minutes
6th Grade	60 minutes
7th Grade	70 minutes
8th Grade	80 minutes

## **READING AT HOME**

In addition to homework, students are also expected to read 20-30 minutes every evening; this will include parents reading to their child and/or a child reading independently. Teachers may recommend books for the children to read and may also send home a book for the parent and child to read together. Research indicated there is a correlation between time spent reading and performance on standardized tests. Students performing above the 90th percentile read an average of 20 minutes per day.

## **MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)**

When teachers notice that a student is not making appropriate progress in the classroom, they will attempt a variety of strategies, or “intervention” within the classroom to help support student success. These interventions are tracked through progress monitoring or data collection regularly to determine the students’ “response to interventions” or the success of these strategies. If the student is making better progress with these strategies in place, the interventions will be continued, and the student’s progress will continue to be monitored. Should these strategies not prove to be effective, a new intervention and/or increased intensity of interventions will be employed, and further progress monitoring will take place. Should you have questions about your child’s progress

and the need for strategies, please contact your child's teacher.

## **PLACEMENT AND PROMOTION CRITERIA**

Grand Peak Academy's primary goal at the elementary level is solid literacy. A child cannot go on to more complex studies if he/she does not have adequate reading skills. In addition to literacy, students must have attained competence in all the core subjects (English, including reading, spelling, grammar, composition; History; Math; Science) over the course of the year. Competence is attained by not only knowing the material but by completing assigned work. Completion of work demonstrates not only the ability of the student in the various subjects but also the mastery of study skills necessary for academic and personal achievement. Students whose grades or skills fall below the requirements of their grade level and if evidence indicates the student will not be successful with the more rigorous studies at the next grade level, these students will be considered for retention. Grand Peak Academy will work with the parents and the student to evaluate progress in academics, social skills, work habits, emotional maturity, physical maturity, and family support of retention. Based on a review of the evidence, the teacher and parent will make a recommendation to the School Administration or Designee. The school Administration or designee makes all final decisions about retention.

Students will be placed in the grade that is most appropriate for the child. Upon registration, the school will obtain information about the child's performance level from the parent and previous school. Some pretesting will also be done if there are questions about which grade placement will be best for the child's successful experience at school. School Administration or designee makes all final decisions about grade placement.

## **SPECIAL EDUCATION PROCEDURE**

With the implementation of interventions, the goal is for a student to make progress. However, if this does not happen, even with increasing the intensity of interventions, a referral for Special Education testing may be suggested. We use the MTSS format in supporting the needs of students. Before testing, parents will be contacted; no testing will take place without parent approval. Following the testing, a meeting between the parent, teacher, Special Education staff members, and Administration will be called to determine if the student qualifies for Special Education services. If a student qualifies, an Individual Education Plan (IEP) will be written to set student goals and create a plan for achieving them.

## **TEXTBOOKS AND CHROMEBOOKS**

Textbooks and Chromebooks are the property of Grand Peak Academy, and students are responsible for the care of their items. All books are to be covered with an appropriate book cover. Damaged or lost materials are the responsibility of the student to whom they are issued. Any material that is damaged or lost will be paid for by the student at full replacement cost. It is possible that student permanent files may be held if all costs are not paid. Under no circumstances should a student write in a textbook.

**Parents and students must sign the Student Device Agreement form in order for the student to be issued a Chromebook.**

**Charge for damaged textbooks and Chromebooks (replacement cost plus 25% for processing, shipping and handling.)**

# ATTENDANCE PROCEDURES

Regular, daily attendance in class is extremely important to the educational process. According to state law, it is the obligation of every parent or guardian to ensure that every child under his or her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Absences may be classified as either excused or unexcused. Parents/guardians must notify the school office via phone or email before 9:00 am to report an absent student on the day of the absence for the absence to be considered excused. A doctor or health care provider note should be provided when possible. Although students may not be required to make up all work assigned during an illness, they will be held accountable for the content when tested. For each day of absence, two make-up days will be given. Extended illness that is validated by a physician may receive special consideration with Administration approval. Work that is missed as a result of an unexcused absence may be turned in for partial credit.

After an accumulation of four (4) absences, parents/guardians will be notified by letter. After an accumulation of seven (7) absences, parents/guardians will receive a second notification. After an accumulation of ten (10) absences, students will be placed on an attendance contract that will include parent input when possible. If compliance with an attendance contract becomes a challenge, the student may be referred to the District Truancy Officer and/or Truancy Court.

Students will be allowed no more than fifteen (15) absences per school year. Once the number exceeds the approved number of absences, written documentation from a doctor or health care provider may be required for the absences to not only be considered excused but also to address the reasons for the excessive absences. The absences may, therefore, be considered unexcused until the appropriate documentation is provided to the school's administration.

## EXCUSED ABSENCES

The following are considered excused absences:

1. Absences because of temporary illness or injury
2. Absences for an extended period due to physical, mental or emotional disability
3. Absences due to attending any school-sponsored activity or activities of an educational nature with advance approval by the Administration
4. Absences by those who are in the custody of court/law enforcement authorities
5. Those determined by the school Administration to be excusable, such as doctor's appointments or juvenile court appearances

## UNEXCUSED ABSENCES

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parent/guardian of the student receiving an unexcused absence will be notified orally or in writing. Parents/guardians must notify the school within 48 hours of the absence for the absence to be deemed excused by the school administration. According to School District 49, El Paso County, Colorado policy, and in accordance with the law, the school may impose academic penalties that

relate directly to classes missed while unexcused. The Administration shall develop regulations to implement appropriate penalties.

## **PRE-ARRANGED EXTENDED ABSENCE**

When family needs result in a student's extended absence, advance written permission must be submitted. Written permission for an extended absence will be completed via the Pre-Arranged Extended Absence Form that can be found on the Grand Peak Academy website. Pre-arranged extended absences will count against the fifteen (15) day maximum allowance for absences per school year. Daily assignments may be excused at the discretion of the teacher. However, students will always be accountable for the material taught during their absence. Students should turn in missed work the day they return to school. Please notify the teacher as well regarding an extended absence, however, understand that teachers may choose to collect missing work for your student to collect and complete upon their return. Teachers and students should coordinate this expectation and determine appropriate due dates for assignments.

Ultimately the student is responsible for securing her/his make-up work from individual teachers.

1. Missed Test: Pre-announced and scheduled tests that are missed due to an excused absence will be administered on the day after the student returns to class.
2. Missed Quiz: Pop or unannounced quizzes due to an excused absence will be made up at the discretion of the teacher.
3. If a student "skips" school, he/she will not receive any credit for the required work.
4. If a student is unable to participate in class due to absences of more than ten (10) days in a semester, he/she may be asked to repeat the grade or attend summer school.
5. Students absent due to school-related activities (field trips, sports, rehearsals) must contact each teacher before the scheduled event to submit assignments due, schedule makeup tests, and complete a Pre-Arranged Absence Form for make-up work.
6. Grand Peak Academy does not recommend that parents remove students from school for long trips, such as extended family vacations, summer camp, mission trips, etc. during the school year. Those absences will negatively impact the student's academic experience at Grand Peak Academy, and they will count against the fifteen (15) day maximum allowance for absences per school year. Whenever possible, please use scheduled breaks and summer vacation for these purposes.

## **END-OF-YEAR ABSENTEEISM**

If a student is absent from school at the end of the year and does not return for the last five (5) days of school AND the student has ten (10) or more absences in the semester, the student is considered withdrawn from Grand Peak Academy, effective the last day he/she attended classes. Filling out a Pre-Arranged Absence form, will not prevent the withdrawal from being processed.

## **TARDIES**

Punctuality is of great importance to Grand Peak Academy. Tardiness interferes with student achievement both for the tardy student and for that student's classroom. Excessive tardiness shall result in a conference to include a parent/guardian, the student, and the Principal. A plan will be developed and expected to be followed. If a child arrives after the start of the school day, the person dropping the child off must escort the student into the school office and sign the child in, and the child must receive a tardy slip from the front office before attending class for the day; this shall indicate to the teacher that the student has checked in at the front office. If a tardy child is NOT signed in, then they will have an unexcused tardy. When a tardy occurs due to an appointment, Grand Peak Academy should be notified in advance if possible. The office will not attempt to distinguish "excused" or "unexcused" tardiness. Carpooling arrangements must be made to ensure students arrive at school with adequate time to be prepared for their first activity. If you are tardy for school, please do not take your child to the classroom without first obtaining a tardy slip from the office and signing your child in. The teacher will only admit the student if the parent has signed the child in at the office, and the child has obtained a tardy slip.

# DRESS CODE

Grand Peak Academy is dedicated to creating a positive environment that is conducive to learning.

The purpose of having and enforcing a dress code is to:

- Foster an environment conducive to learning, free of unnecessary distractions and comparisons
- Ensure an orderly and safe learning environment
- Promote neatness and modesty
- Avoid pitfalls of “cool” fads/trends/styles
- Encourage virtues of moderation and consideration of others

Students are expected to be well-groomed, dressed in a manner reflecting respect for themselves and those around them, and to use good judgment in the choices they make.

Uniforms are mandatory for all Grand Peak Academy students. Uniforms must be worn during school hours, including field trips, except under special circumstances or as announced; for all before and after school programs; all tutoring and enrichment sessions (except on occasions when costumes may be required for dress rehearsals or when gym clothes may be required for athletic activities). Uniforms are not required for evening or weekend activities unless specified.

Students/parents are responsible for ensuring students arrive at school in the proper uniform. Within the school, the dress code will be enforced by the classroom teachers, other staff members, and Administration. Dress code decisions are at Administration’s discretion. Teachers will be checking students’ dress regularly, upon entering the classroom, and throughout the day.

Clothing should be neat, clean, well-fitted, and age-appropriate; it should neither be too tight nor too baggy; not ripped or torn; and reflect a simple style - no adornments such as lace, frills, ruffles, tulle, sequins, rivets or sparkles. If you have a question about an item, please call the school before purchasing it. The school is not responsible for school clothing purchases that do not comply with the dress code.

If at any time, due to medical needs, a student is unable to comply completely with the dress code, a written note from a physician is needed, and a conference with the student and his/her parent/guardian may be required in order to determine the best way a student may honor the dress code and remain comfortable and healthy.

## CONSEQUENCES

Parents and students will be notified of dress code violations via the Dress Code Violation Form. Continued and/or willful violations will warrant further actions involving administration.

## **SHIRTS –**

- Shirts must be one of the following styles:
  - Polo Style – long or short sleeve
  - White Oxford button-down
  - Turtleneck
- Shirts must be in one of the following grade-level approved colors:
  - PreK – 5: Black, Gray, Navy, White, Light Blue, Red
  - 6-8: Any solid color
- All shirts must not contain any embellishments, designs, or stripes (includes collar and ring at sleeve) and must be one solid color. (shirts purchased from French Toast – Grand Peak Academy store only; may contain the Grand Peak Academy logo if you choose to purchase that option)
- Shirts must be tucked into bottoms at all times (not cinched, tied, or knotted).
- Undershirts may be worn under uniform shirts but must also be one of the grade-level approved colors.

## **PANTS and SHORTS –**

- All pants, shorts, and jumper dresses must be either black, navy, gray or khaki in color and must be either woven or twill cotton fabric. Denim fabric is **not** permitted for uniform bottoms.
- Capri pants, sweat pants, yoga pants, nylon flight pants are **not** allowed.
- Pants do not have to have belt loops and Uniform pull-on joggers are allowed.
- Belts should be worn if pants are loose around the waist. Pants must stay at the waist at all times. Pants and shorts must not be too baggy.
- Leggings are not a substitute for pants.

## **SKIRTS, SKORTS, and JUMPERS –**

- Must be in one of the following colors:
  - Black
  - Navy
  - Khaki
  - Gray
  - Plaid (must be purchased from French Toast – Grand Peak Academy store only)
- Must be worn with an approved uniform shirt.
- Free of any stripes, designs, and prints.
- Hemlines must be no more than two inches above the knee when standing.
- Uniform style jumpers and skirts only.

## **SWEATERS –**

- Sweaters must be one of the following approved colors, solid, and free of any logos (except Grand Peak Academy), designs, or patterns:
  - PreK – 5: Black, Gray, Navy, White, Light Blue, and Red. (Grand Peak Academy logos are allowed with items purchased through French Toast Grand Peak

Academy Store)

- 6-8: any solid color
- V-neck and crew neck plain knit sweaters or cardigans may be worn over uniform shirt
- Sweaters may have hoods (hoods may not be worn in the building)
- Hem lines must be at hip-level
- Navy Blazers may be worn (purchased from anywhere; however, only from French Toast – Grand Peak Academy Store if you want logo the Grand Peak Academy logo)

## **SWEATSHIRTS**

- Solid Sweatshirts with **no logo** in black, navy, and grey may be worn at any time.
- Grand Peak Spirit wear sweatshirts purchased through authorized vendors may be worn at any time.
- Outerwear including jackets, gloves, hats, and sweatshirts that are not uniform may be worn on the way to lunch, recess or arrival/dismissal or upon return from these places. These items will be removed at the locker before entering the classrooms for middle school and in the classrooms for grades K-5.

## **SOCKS, TIGHTS, or LEGGINGS –**

- Socks must be one of the following approved solid colors: white, navy, gray, black, and brown.
- Leggings and tights may be worn in one of the following approved solid colors: white, navy, gray, black, and brown; non-footed leggings require socks.
- Socks, tights, and leggings must be solid in color, and free of any designs, or patterns of any style.
- Socks must be worn at all times.

## **SHOES –**

- Shoes must be closed-toe and have an enclosed heel.
- Heels/soles no higher than one inch and style must be conservative in style.
- Boots should be no higher than below the knee.
- No lights, roller wheels, crocs, jellies, flip-flops, sandals or slippers allowed.
- Laces must be tied, and straps and buckles must be secured for safety reasons.
- Shoes must be functional and safe for students to wear when playing during recess and participating in PE.

## **SPIRIT WEAR –**

- Solid Sweatshirts with **no logo** in black, navy, and gray may be worn at any time.
- Spirit wear sweatshirts that are considered outerwear or the polo style shirt AND purchased through authorized vendors may be worn at any time.

## **ACCESSORIES –**

- **Belts –**
  - Belts are optional but should be worn if pants are loose; 2nd through 8th grade students will tuck in their shirts except at recess and PE.
  - Belts can be any solid and subdued color with a standard conservative buckle.
- **Ties –**
  - Plaid ties purchased from French Toast – Grand Peak Academy store only and only

may be worn with the white Oxford button down shirt and tie only.

**HAIR/HEADWEAR –**

- Hair should be clean, neat, and worn in a style that is not distracting or that draws undue attention.
- Hair should be natural in color; no unnatural hair dyes such as blue, purple, orange, etc.); cosmetic enhancements to hair must be conservative in nature and cannot draw unnecessary attention or distraction. Shaved designs, symbols, or lettering may not be worn. Students may wear hairstyles commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and head wraps.
- Hair accessories that are conservative in style can be worn. Students may wear hair bands and bows that are in the school shirt colors; Black, Gray, Navy, White, Light Blue, and Red (colors may be combined) in color.

**JEWELRY/OTHER ACCESSORIES -**

- No visible piercings other ear piercings.
- An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. animal chains or collars)
- No visible permanent or temporary tattoos during school hours (except Grand Peak Academy temporary tattoos).
- No scarves to be worn inside.
- Middle school students are permitted to wear natural looking make-up.

# SCHOOL BEHAVIOR & DISCIPLINE

Grand Peak Academy places a great deal of emphasis on the character development of each student. Students are expected to demonstrate an attitude of respect for their peers, adults, and to school property or the property of another. Grand Peak Academy encourages an attitude of individual responsibility towards the quality of life in the school community. Good sportsmanship is expected of all students who participate, either as athletes or spectators, in any form of School-related activities.

Rules and expectations covered in this section are designed to meet the following goals:

- Maintain orderly and safe school operation
- Maintain optimal learning opportunities for students - school facilities and classrooms must be free of behaviors that interfere with teaching and learning
- Help students develop skills and behaviors necessary for healthy social interaction
- Help students learn how their decisions affect the quality of their lives and the lives of others
- Help students develop responsibility and character

## BEHAVIOR AND CONDUCT EXPECTATIONS

Students are expected to show consideration for adults and their classmates by being aware of and understanding the following:

1. Respectful communication should occur.
2. Students are held responsible for damage done to school property, including textbooks and Chromebooks. Actual replacement/repair costs will be assessed on damaged property.
3. Public displays of affection are not permitted at school or school activities.
4. Walk single file on the right side in all hallways.
5. Keep hands and possessions to themselves.
6. Keep their personal space (desk, backpack, etc.) neat and organized.
7. Be in class, on time, and ready to work.
8. Be active participants in the learning process by participating in class discussions, completing assignments, reading on a daily basis, and being open to new ideas and activities.
9. Eat or drink in designated areas only. Students may not chew gum at school.
10. Avoid the areas that are off-limits without adult supervision throughout the building and campus.

## BEHAVIOR IN THE CLASSROOM

Students are expected to:

1. Enter classrooms in an orderly manner
2. Be prepared to work when the bell rings
3. Pick up any trash and help to maintain a neat classroom environment (and campus)
4. Refrain from throwing any objects in the classrooms (or while on campus)
5. Respect the property of others, the classroom, and the teacher.
6. Stay on task and complete assignments as directed by the teacher.
7. Honor the classroom and learning environment and refrain from distracting behaviors such

as passing notes and talking to others while the teacher is talking.

## **BEHAVIOR OUTSIDE OF THE CLASSROOM**

Students are expected to:

1. Follow the lunchroom monitor's directions
2. Sit in the grade-level groupings as assigned, conversations are encouraged at the table (at an appropriate indoor level)
3. Use good manners and pick up after yourself. Individual tables will be dismissed by a lunchroom monitor when the table and surrounding area has been cleaned up
4. Use playground equipment in a safe and appropriate manner
5. Refrain from play fighting and rough play with other students
6. Walk safely in the hallways and maintain an appropriate conversation noise level.

## **DISCIPLINE**

Maintaining an appropriate learning climate facilitates a commitment to individual growth and learning. When student behavior hinders this approach, a clearly-focused disciplinary procedure comes into play. The disciplinary system is based on the Love and Logic philosophy and Restorative Practices that both involve clearly defined behavior expectations, helping the child articulate how his/her behavior was a violation, natural consequences, and refocus time. Reaction to misbehavior requires consideration of several factors:

1. The precipitating events
2. The child's intentions
3. The personality and temperament of the child
4. What actually happened
5. The damage or hurt caused by the misbehavior or rule violation

Discipline is maintained best by those on the front line: the classroom teachers. Individual teachers will handle matters of classroom level misbehavior and discipline. Repeated misconduct will be communicated to parents and families and they will be kept up-to-date regarding progress in the area of their child's behavior and interventions used. In areas of severe or repeated misbehavior and/or misconduct, teachers will contact and collaborate with administration to support both the staff and student.

Compassion and forgiveness are an integral part of student discipline. All discipline is character-focused and based on traditional principles (restorative practice, natural consequences, restitution, apologies, and attitudes).

The following are examples of misbehavior which may lead to disciplinary actions and/or referrals to Administration:

1. Habitual disrespect
2. Fighting
3. Obscene language or gestures
4. Habitual disruption
5. Stealing
6. Vandalism

7. Truancy
8. Weapons
9. Alcohol, tobacco, other drugs
10. Cheating - *Copying or permitting a fellow student to copy, Use of notes or "cheat sheets" , Plagiarism, Looking at or possessing a copy*

**Behavior plans** - The administrative team may develop a behavior plan for any student who has not followed the behavior and conduct expectations for students. The goal of the behavior plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

**Habitually Disruptive Students** - Students who have been suspended three (3) times during the school year in violation of their individual behavior plan shall be declared habitually disruptive, which may result in expulsion.

## **CONFLICT RESOLUTION**

As parents, students, and school personnel, we are committed to seeking resolution with others when a wrong, perceived or real, has occurred. Specifically, if a parent has a concern, the parent should meet with the teacher one-on-one as a first step. If a parent/student has a conflict with another parent/student, the parents and the students should notify the staff or Administration to assist in resolving differences/concerns. In general, parents and students are expected to exercise the following steps in resolving conflict:

1. Meet with the teacher and try to solve the problem directly.
2. If no satisfaction is reached, request a meeting with the assistant principal. The teacher and/or parents may or may not be involved in this meeting.
3. If no satisfaction is reached, request a meeting with the school's Principal
4. If no satisfaction is reached after steps 1-3, request a meeting with a member from the Board of Directors.
5. Grand Peak Academy may use techniques attributable to Love and Logic and/or Restorative Practices in attempts at resolving concerns.

## **SERIOUS MISCONDUCT**

If a student commits an act with such serious consequences that Administration deems it necessary, the office-visit process may be bypassed, and suspension or expulsion proceedings imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or adults, gross violence, vandalism to the school facilities/campus, violations of civil law, any act that puts the personal safety and security of the student at risk, or any act in clear contradiction of Grand Peak Academy's policies. Students may be subject to school discipline for serious misconduct, which occurs after school hours.

Any behaviors or consequences not specifically documented here may fall under the guidance of the School District 49 Code of Conduct – JICDA. Administration reserves the right to refer and follow the School District 49 Code of Conduct when deemed appropriate by Grand Peak Academy Administration.

## **SUSPENSION**

Suspension from school is a serious step in the discipline procedure of Grand Peak Academy. Suspension may result from repeated violations of school rules or a single serious violation of school rules. The length of the suspension is determined by the frequency or severity of the offense and could be a half-day to ten (10) days in duration. Certain offenses may receive automatic suspension without prior attempts at mediation. Any suspension will involve communication between parent and Administration and may require a re-entry meeting with or without parents at the discretion of the school Administration.

## **EXPULSION**

Grand Peak Academy follows the School District 49 expulsion policies and procedures found at [www.D49.org](http://www.D49.org).

## **SCHOOL DISTRICT 49 RULES**

Although the information in this section has been previously covered, it is District policy that each year students will receive a copy of the District 49 Code of Conduct. All District 49 Policies and Procedures are posted on their website at: [www.d49.org](http://www.d49.org), listed under Publications.

## **SCHOOL DISTRICT 49 CODE OF CONDUCT**

The principal may suspend/recommend expulsion of a student who engages in any of the following activities while on campus, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off of school property:

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the district's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or building regulations.

11. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm in accordance with state law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free school policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement to the district.
24. Behavior on or off school property that is detrimental to the welfare, safety, or morals of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority, including refusal to obey a member of the district staff.

*The penalties or consequences for violating these rules cannot be excused or changed by local charter school boards or administrative staff.*

# HARASSMENT

Grand Peak Academy is committed to maintaining an environment for its school community, which is free from harassment. The school strongly disapproves of any form of harassment in our community. Complaints of harassment will be handled without delay.

## DEFINITION

The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, or disability. Sexual harassment means unwelcome sexual advances, offensive touching, requests for sexual favors and other verbal, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's grade, status at the School or involvement in any activity;
2. Submission to or rejection of such conduct by an individual is used as the basis for failing such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's School performance; or
4. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive learning environment.

Any sexual advance by a staff member to a student, whether welcome or not, shall be considered harassment.

## REPORTING

Students are encouraged to report all incidents of harassment to a teacher, counselor, or administrator. The Principal will inform the Title IX coordinator, who will oversee the investigation process. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

## CONSEQUENCES

Any student found to have engaged in harassment shall be subject to a range of accountability process outcomes, including, but not limited to, being placed on a disruptive behavior plan, suspension, expulsion, and/or participation in a restorative activity, subject to applicable procedural requirements in accordance with applicable law. Conduct of a sexual nature by adults directed toward students shall, in appropriate circumstances, be reported as child abuse. Retaliation is prohibited for reports of harassment made in good faith.

# SCHOOL BULLYING POLICY

“Bullying” is any act that is directed against another that is, or repeated, targeted and intended to cause harm. This would include any act that may reasonably be perceived as intimidating, hostile, humiliating, threatening, ridiculing, offensive, or otherwise likely to evoke fear of physical harm or emotional distress. Such behavior is considered bullying whether it occurs on or off-campus, during non-school hours, at any school-sponsored event, or in a school bus/vehicle.

- Physical bullying includes, but is not limited to, a pattern of repeated hitting, kicking, spitting on, or pushing another, destruction of property or theft from the intended victim.
- Verbal bullying includes, but is not limited to, insult, ridicule, and teasing. Verbal bullying may be done privately or publicly in order to, among other intentions, humiliate or torture a person.
- Written bullying includes, but is not limited to, insult, ridicule, and teasing.
- Social or Relational bullying involves an effort to destroy a person’s reputation or participation in a social group. It includes spreading rumors and refusing to include the victim in group activities with the purpose of having the target rejected by peers and thereby forcing social isolation. Sexting, which involves sending sexually explicit material or photos by text message, is specifically prohibited.
- Cyberbullying involves the conduct of bullying through electronic means, such as social media, email, camera phones, personal digital assistants (PDA), computers, or other types of technology.

## REPORTING

All staff, administrators, and teachers are required to report any suspected intimidation or bullying to school leadership (e.g., principal, assistant principal and/or Administrative support staff). Students/parents/ guardians may confidentially report suspected/ alleged bullying to Administration. All reports or allegations of bullying will be reviewed and investigated.

No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

## DISCIPLINARY ACTIONS

Bullying will be considered a violation of proper school conduct. All students who admit to or who are found guilty of committing intimidation or bullying will be subject to disciplinary consequences, including mediation, detention, suspension, or expulsion. Any submission of false reporting of intimidation or bullying will be subject to disciplinary action.

Grand Peak Academy follows these general procedures for incidents of bullying:

- Children/adults are to notify a teacher or Administrator if any bullying is occurring.
- The teacher or Administrator will meet with the student(s) involved either separately or collectively. Individual parent meetings may also occur.

- Bullying or perceived bullying will be considered an opportunity to train students on what bullying looks like and how to prevent bullying – no matter what type of bullying is occurring. If the bullying continues and the school is not able to resolve an agreeable plan to stop the bullying, the person doing the bullying may be suspended and/or expulsion may be considered.

# NON-DISCRIMINATION POLICY

Grand Peak Academy affirms that no person shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation (which includes transgender), disability or need for special education services. For further information on notice of non-discrimination, the address and phone number of the office that serves your area, visit the Office for Civil Rights webpage on Ed.gov, or call 1-800-421-3481.

Please direct inquiries regarding the non-discrimination policies to:

Nicole Parker | Title IX Coordinator  
[nicole.parker@grandpeakacademy.org](mailto:nicole.parker@grandpeakacademy.org)  
719-495-7360

Nicole Parker is Grand Peak Academy's designated administrator for monitoring daily alleged incidents of harassment or discrimination, and submitting monthly reports to the district's compliance officer.

## **District 49 Policy Manual: Non-Discrimination Polices**

- [AC – Nondiscrimination/Equal Education Opportunity](#)
- [GBAA – Sexual Harassment](#)
- [JB – Equal Education Opportunity](#)
- [JBB – Sexual Harassment](#)
- [JII – Student Concerns, Complaints, and Grievances](#)

*D49's Policy Manual is located on the BoardDocs platform.*

## **District 49 Grievance Process**

- [Stakeholder Grievance Process](#)

## **ATIXA Training and Certification Materials**

- [Training Materials](#)

# **SCHOOL INTERNET USE**

## **INTERNET ACCESS**

Parents must sign the Internet Use and Rules Agreement before students may use the Internet.

## **STUDENT INTERNET USE**

*(Compliance with Children's Internet Protection Act)* It is the policy of Grand Peak Academy to:

- Prevent user access over its computer network to, or the transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications;
- Prevent unauthorized access and other unlawful online activity;
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- Comply with the Children's Internet Protection Act ("CIPA"). Key terms herein are as defined in the Children's Internet Protection Act (CIPA).

## **ACCESS TO INAPPROPRIATE MATERIAL**

Practical technology protection measures (e.g., Internet filters) are used to block or limit access to inappropriate information via the Internet/other forms of electronic communications.

Specifically, as required by CIPA, blocking shall be applied to audio, visual, or written depictions of material deemed obscene, to child pornography, and any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## **INAPPROPRIATE NETWORK USAGE**

To the extent, practical steps shall be taken to promote the safety and the security of users of the school's online computer network when using electronic mail, social network websites, chat rooms, instant messaging, and other forms of direct electronic communication.

Specifically, as required by the CIPA, school policy shall prevent inappropriate network usage including a) unauthorized access, "hacking," and unlawful activities; b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and c) cyberbullying in accordance with the "Protecting Children in the 21st Century Act" established in August 2011.

The Federal Communications Commission has specifically noted that Facebook is not required to be blocked. Grand Peak Academy will determine whether other social networking websites are harmful.

## **EDUCATION, SUPERVISION, AND MONITORING**

It is the responsibility of all school staff members to educate, supervise, and monitor appropriate usage of online computer networks and access to the internet in accordance with this usage policy, as well as according to the standards of CIPA, NCIPA, and Protecting Children in the 21st Century Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the school's Internet Technology Officer/designee.

Teachers will provide age-appropriate training for students who use the school Internet facilities. Grand Peak Academy students will have access to Google Apps for Education to include, but not limited to, writing and editing tools, website creation, and email. Students will also have access to additional internet software at the discretion of Administration and the teacher that is grade-level specific. The training provided will be designed to promote the school commitment to:

1. The standards and acceptable use of Internet services as set forth in this Internet Safety Policy:
2. Student safety with regard to:
  - a. Safety on the internet
  - b. Appropriate behavior while online, on social networking Web sites, and in chat rooms
  - c. Cyberbullying awareness and response
3. Compliance with the requirements of the Children's Internet Protection Act

Following receipt of this training, the student will acknowledge that he/she has received the training, understood it, and will follow the provisions of the school's acceptable use policies. This Internet Safety Policy for Students was adopted and approved on October 14, 2011.

# **PARENT AND COMMUNITY INVOLVEMENT**

## **PARENT INVOLVEMENT AND COMMUNICATION**

Grand Peak Academy believes that parental partnership and involvement in their child's education strongly impact a student's academic achievement. The school's goal is to involve each parent as a full partner in the educational program. Grand Peak Academy strives for a high level of parental involvement as decision-makers, providing instructional support to students, and as volunteers in a variety of support functions. It is also the goal of Grand Peak Academy to have a high degree of parent satisfaction with both the education their child is receiving and the operations of the school. The authority and responsibility for the education of children belongs to parents. The role of the school is a supplementary agency commissioned to support not to supplant, to compliment not to compete with, and to reinforce not to replace the home.

Grand Peak Academy welcomes parents to be directly engaged in tutoring, coaching, classroom presentations, preparing resource materials, participating in school-wide task forces and committees, as well as providing other necessary and invaluable assistance. The family naturally provides the most influential and effective context for basic life-long learning and teaching. For this reason, and at the discretion of the classroom teacher or principal, parents are invited to teach or assist with learning projects in all subjects, depending on their interests and expertise. The Core Knowledge Scope and Sequence offers a broad and rich range of content that parents will likely be able to contribute to and enhance classroom teachings.

Parents are also encouraged to spend time reading aloud to children at school and/or in the home, coaching them in skill development, and otherwise contributing time and talents in a variety of ways. Parents with children in a specific grade level will have the opportunity to volunteer in that grade at the teacher's discretion. Grand Peak Academy recognizes that the many valuable and varied contributions of parents increase the overall quality of the school.

## **PARENT INVOLVEMENT AND VOLUNTEERING**

Grand Peak Academy desires to create a balance between encouraging a great emphasis on parent volunteers in this school, while at the same time establishing a learning environment that best serves all of our students. Defined below are general parameters for parents volunteering in our classrooms.

Parents are an integral part of teaching the entire curriculum at home and on campus. The teacher's individual teaching style sets the tone in the classroom, including the delivery of the educational program to classroom management. The teacher has primary responsibility for the classroom and student learning within the classroom. Parents who wish to be volunteers in the classroom need to learn the teaching style of the teacher they wish to assist. If the teacher's teaching style conflicts with the parent's volunteering style, the parent will need to either adjust their style or find a more compatible volunteer role in the school. Under no circumstance is it ever acceptable for a parent/volunteer to confront a teacher or staff member about an issue when students are present; or is it ever acceptable for a parent/volunteer to confront a student about behavior or issues within the classroom.

Grand Peak Academy encourages parents to take special interest in the lives of their children, to act as a mentor and tutor, and to instill in every child a love of learning. Parents work in conjunction with the staff to ensure the most effective education possible. To this end, parents are responsible for knowing and understanding the contents of the Grand Peak Academy Family Handbook and are encouraged, but not required to participate in school committees, and provide other volunteer services, as they are able.

Parents/guardians of each family are asked to serve at least twenty (20) hours per year per household in school volunteer service. Twenty hours of volunteer service each year is the most desirable avenue for our partnership. However, parents who do not fulfill the volunteer hours requirement will be asked to submit a \$200 donation in lieu of their volunteer service.

Parents are welcomed and encouraged to participate in the school and to reasonably observe and/or assist the teacher. However, any parent whose presence or actions are deemed by the teacher and Principal to be a distraction, to exhibit hostility, or to interfere with the instruction or learning of the students, could be asked to serve in other valuable capacities outside the school environment.

## **VOLUNTEER CODE OF CONDUCT**

- Schedule all in-classroom volunteer hours through the classroom teacher.
- Be on-time and reliable in fulfilling volunteer commitments.
- Please exercise kindness while volunteering for Grand Peak Academy.
- Respect and abide by the confidential nature of anything you might see or hear while volunteering.
- Please conduct yourself in a businesslike and fair manner, without partiality to individual students.
- Please motivate children in a positive way to work and help them succeed in school.
- Graciously accept direction and constructive criticism from staff members.
- Acknowledge the teacher as the authority in the classroom.
- Do not confront students regarding behavior, conflict, or other student actions. Any concerns about student issues or behaviors should be brought to classroom teachers or staff members.
- Do not confront a teacher regarding disagreements/differences of opinion in the presence of children.
- Be respectful of the classroom by not disrupting a teacher's instructional time or student learning.
- Dress modestly and appropriately for a school environment (i.e., refer to Dress Code).
- Wear a current volunteer name tag at all times when volunteering at the school.
- Sign in and out at the front office when volunteering at the school. You will be expected to show valid identification before being admitted to the building.
- Record all on and off-campus volunteer hours in the log sheet in the front office.
- Ensure that all children (e.g., younger siblings, non-students) accompanying the volunteer on school premises are supervised at all times. Children may only accompany volunteers in the resource room, lunchroom, hallways, and at recess.

- Arrange for a replacement in the event you cannot meet your scheduled obligations and notify the teacher and front office at least 24 hours in advance.
- Please know that if any conduct is deemed inappropriate, limitations will be set by Administration.

# STUDENT HEALTH AND MEDICATION

The most important step in preventing the spread of illness is to keep sick people away from healthy people. If your child is sick, please keep your child home to help him/her recover and to prevent the spread of illnesses. If your child has a sore throat, persistent cough, runny nose, body aches, vomiting, diarrhea, or a fever over 100 F degrees or 37.7 C degrees, please keep your child home until he/she is symptom-free for 24 hours – without the use of fever-reducing medicine.

The beginning of any infectious illness is usually the time it is most likely to spread to others; this is also the time your student is probably feeling unable to participate in class. Please observe the following:

- Fever, vomiting, or diarrhea: Your student should remain home for 24 hours after symptoms end.
- Colds/respiratory viruses: Students should stay home at the beginning of a cold. When she/he feels better and no longer has a persistent cough, it is permissible to return to school.
- Strep Throat: Students may return to school after taking the antibiotic for 24 hours and symptom-free.
- Chicken Pox: Students should stay home until no new lesions, and all existing lesions have scabbed over.
- Pink eye: Eye infections must be physician treated before the student returns to school. If an antibiotic is prescribed, the student can return to school 24 hours after treatment has begun and free of eye drainage.
- Open sores on skin: All skin lesions must be covered by a bandage or clothing during the school day; this may include impetigo, ringworm, scabies, and other fungal, bacterial, or viral skin infections.
- Generalized skin rash: Any student with an undiagnosed skin rash must be seen by a physician for diagnosis and/or treatment before returning to school with a note from the health care provider.
- Head lice: Your student may return to school only after treatment with lice shampoo.

Children **MUST** be fever-free and not vomiting for **24 hours** without medicine before returning to school.

Parents must bring medications to school and leave them with the nurse/health clerk. Please try to schedule medications to be administered at home. Medications prescribed for administration three times a day should be administered before school, after school, and at bedtime. If medications must be administered at school, please try to schedule that administration during the student's lunch hour.

Prescription and over-the-counter medications must come in the bottle dispensed by the pharmacy. The bottle label must include the following information:

- Student's name
- Prescribing doctor's name
- Name of the drug, dosage, and the time the drug is to be administered

- Prescription date
- Date medication is to be stopped

A Medication Consent form must be completed by the parent /guardian and signed by the Health Care Provider with prescriptive authority and must accompany each medication. Parents should keep copies of this form at home and to take this form to the health care provider's office at each visit.

**NO MEDICATION WILL BE ADMINISTERED IF IT COMES IN A BAGGIE, PLAIN BOTTLE, ENVELOPE, ETC.**

For the safety of your child, *these policies must be followed strictly*; this is not meant to inconvenience parents, but to ensure the health and well-being of all students.

Students may visit the front office if they are ill, injured, or have a health concern. Students must obtain permission from a teacher to come to the office except in the case of an emergency. Students will be permitted to use the office phone to call home. Only parents are permitted to bring in medications.

**SHOT RECORDS – IMMUNIZATION REQUIREMENTS:**

Colorado law requires children in school to have an immunization record on file and to have the required immunizations. Immunizations protect our children from disease. If your child cannot receive immunizations because of medical reasons or because you have a religious or personal reason to exempt your child, contact the Grand Peak Academy health room.

Following are the required immunizations for entering Kindergarten:

- 5 DTP
- 4 POLIO
- 2 MMR
- 3 HEPATITIS B
- 2 VARICELLA (or written verification from your doctor if your child has had the disease)

Following are the required immunizations for 1st through 5th grade:

- 4 DTaP
- 3 POLIO
- 1 \*MMR
- 3 HEPATITIS B
- 1 \*VARICELLA (for 1st, 2nd, 3rd, 4th grade) or written verification from your doctor if your child has had the disease
- \*MMR and VARICELLA – 1st shot must be given after 1st birthday

Following are the required immunizations for 6th through 8th grade 5/4 DTP, DTAP, DT

- 1 TDAP
- 4 POLIO
- 2 MMR

- 3 HEPATITIS B
- 2 VARICELLA (or written verification from your doctor if your child has had the disease)

**NOTE:** First Varicella shot and first MMR shot must be given after 1st birthday. If a student receives their first Varicella shot after the age of 13, a second shot is required within 4 – 8 weeks.

Any health concerns not specifically documented here may fall under the guidance of the School District 49 Health and Wellness policies. Administration reserves the right to refer and follow the School District 49 Policies when deemed appropriate by Grand Peak Academy Administration.

# STUDENT LOCKERS (Middle School students only)

Lockers are available for students to use to store school supplies and personal items necessary while at school and remain the property of Grand Peak Academy. Lockers are not to be used to store items which cause, or can be foreseen to cause, interference with the educational program or which are forbidden by state law or school rules. Grand Peak Academy retains the right to inspect the locker to ensure the locker is being used in accordance with this policy and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol, or tobacco. Locker space with a combination lock is provided to each student within the following guidelines:

- Required lockers will be provided for 6th through 8th-grade students. The locker usage fee is included in the student fees assessed for 6th through 8th-grade students. Students must sign-up for locker space.
- Only school issued combination padlocks are permitted. There is a \$5.00 non-refundable fee for the required school provided lock for each locker.
- The school assumes NO responsibility for loss or damage to any item in a locker, locked or unlocked.
- Drinks and food items are not to be kept in lockers at any time.
- Students are not allowed to share lockers.
- Students must respect the property/lockers of other students. Marking/writing on lockers is forbidden. Decals and similar materials are not to be placed on the inside/outside of the locker. Hitting or kicking lockers with or without intent to damage is not tolerated.
- Students who willfully cause damage to any locker will be suspended for a time determined by Administration. In addition, the student's parent/guardian will be responsible for covering the cost of repair or replacement of any damaged locker.
- Lockers should be locked at all times.

## LOCKER RULES

1. Locks: Grand Peak Academy will retain access to student lockers by keeping a master key. Students **may not** use store-bought locks to prevent access to lockers. Any unauthorized locks will be removed without notice.
2. Inspection of all lockers: An inspection of all lockers **may be** conducted if a school/district official reasonably believes that such an inspection is necessary to prevent or reduce the risk of:
  - a. An interference with school purposes or educational function
  - b. A physical injury or illness to any person
  - c. Damage to personal or school property, or
  - d. A violation of state or school rules. Examples of circumstances justifying a general inspection of several lockers include:
    - i. When the school receives a bomb threat;
    - ii. When evidence of drug or alcohol use creates a reasonable belief of an unusually high level of student use;

- iii. At mid-term, end of grading period, and before school holidays to check for missing library books, missing materials, lab chemicals, or school equipment;
  - iv. Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
3. If a general inspection of several lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
  4. Involvement of Law Enforcement Officials: Any school/district official may request the assistance of law enforcement officials to assist in inspecting lockers for purposes of enforcing school policies only if such assistance is required:
    - a. To identify substances that may be found in the lockers
    - b. To protect the health and safety of persons or property, such as to aid in the discovery and the disarming of bombs, which may be located in the lockers.

## **LOCKER MAINTENANCE**

Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out (a) lockers from time to time in accordance with general housekeeping schedule or (b) the locker of the student no longer enrolled in the school. Further, the administration or custodial staff may open a student's locker during any vacation period if they have reason to believe the locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

# **STUDENT RIGHTS AND SAFEGUARDS**

## **INDIVIDUAL DIGNITY**

Every person is entitled to be treated with respect and dignity regardless of her/his race, color, ethnicity, religion, gender, social status, disability, or age. The dignity of each individual is best served when all concerned students and school personnel alike, treat one another as they would like to be treated. In particular, sexual harassment and bullying behavior are not tolerated.

## **FREE FROM DISCRIMINATION**

Grand Peak Academy policies provide that students will not be discriminated against or denied the benefits of educational programs/activities based on race, gender, religion, ethnicity, national origin, age, or disability in any Grand Peak Academy program/activity. If any student believes he/she has been discriminated against, notify the principal.

## **FREE EXPRESSION**

Students have a limited right to free expression. This right is found in the First Amendment to the United States Constitution. In the classroom, this means that students may express opinions orally or in writing. Outside of the classroom, at school, on the bus, or at school activities, students also have a limited right of free speech. The limitation on this right to speak is that such speech must not create a material and substantial disruption to the educational process or harm someone's reputation or create a clear and present danger to others. In addition, the First Amendment does not protect speech that leads to unlawful action, nor does it protect obscenities.

## **FREE ASSOCIATION**

Students are generally free to associate with, join, and participate in groups of their choosing. However, any group, whether school-sponsored or not, that engages in activities that interfere with the rights of others, or which disrupts the educational environment or the educational process, may be subject to disciplinary actions by Administration or appropriate law enforcement agencies.

## **PEACEFUL ASSEMBLY**

The First Amendment to the United States Constitution allows students of a school to peacefully assemble on school grounds. However, such assembly must comply with attendance rules and procedures as well as building regulations.

## **SEARCH AND SEIZURE**

All school property is under the control of the Board and the Principal. A search of school property (including, but not limited to, lockers and vehicles parked on school property) may be made at the discretion of school administration if a reasonable suspicion arises that items considered illegal, disruptive, or a general nuisance to the educational process are being kept at the school. School officials can detain and search a student if there is a reasonable suspicion that a

student has stolen items, tobacco products, drugs, narcotics, weapons, explosives, or other dangerous contraband in his possession, and if such possession constitutes a clear and imminent danger to the safety and welfare of the student, other persons, or school property. Further, school officials will notify parents and the appropriate law enforcement agency of illegal possession of such materials. Under no circumstances will strip searches be conducted at school.

## **INTERROGATIONS**

School administration will make a reasonable attempt to notify parents before permitting any law enforcement official to question or detain a student.

## **WEAPONS AT SCHOOL**

Any student carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds, or at any school-sponsored event shall be recommended for expulsion. The following are dangerous weapons: firearms (including air guns and pellet guns – loaded or unloaded, operable or inoperable), firearm facsimiles, fixed blade knife with a, spring-loaded or pocket knife with a blade of more than three inches, any knife used to threaten harm to others, brass knuckles, bludgeons or any other device or substance intended to be used to inflict serious bodily injury or death. Students who inadvertently bring in a dangerous or deadly weapon may not be punished if he/she immediately, and voluntarily, notify an adult at school and gives up the weapon.

## **VIDEO DISCLAIMER**

Video surveillance shall be used to promote the order, safety, and security of students, staff, and property.

# **SCHOOL RULES THE LOVE AND LOGIC WAY**

## **CORE BELIEFS THAT GUIDE ENFORCEMENT OF SCHOOL RULES AND EXPECTATIONS**

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes dramatically increase when children see a reasonable connection between their behavior and the resulting consequences.

The following core beliefs guide Grand Peak Academy's attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

## **LOVE AND LOGIC CORE BELIEFS FOR GRAND PEAK ACADEMY**

The following list of core beliefs outlines the professional actions and attitudes of all Grand Peak Academy staff members:

- Every attempt is made to maintain the dignity and self-respect of both student and teacher.
- Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
- Students will be given opportunities to make decisions and live with the consequences.
- Misbehavior will be handled with natural or logical consequences whenever possible.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
- Students are encouraged to request an opportunity to share their side of the situation whenever they have a question about the consequences.
- School problems are handled by the school. Criminal activity will be referred to the authorities.

## **LOVE AND LOGIC RULES FOR GRAND PEAK ACADEMY**

- Treat others with the same respect with which you are treated by the adults in this school.
- Your actions, dress, possessions, etc., may not cause a problem for anyone else. If so, however, you will be asked to solve that problem.
- If you cannot or choose not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person(s) involved. Staff members will use their best judgment based on the information they have at the time.
- If a student/parent needs more discussion for a final resolution, a meeting may be called to share information related to the situation. In the event this discussion provides additional information that provides a new perspective, a different resolution may result.

## **CAMPUS RULES (Classrooms, Cafeteria, Hallways, and Playground)**

- Treat all adults and fellow students with the same respect with which you are treated.
- Your actions may cause a problem for anyone else. If so, you will be asked to solve it.
- If a student cannot solve the problem or chooses not to, the teacher will take action.
- What action the teacher takes will depend upon the situation and the person involved.
- If the teacher does something that appears to be unfair, whisper to the teacher, “I’m not sure that’s fair,” and it will be discussed.

# STUDENT FEES

All student fees are non-refundable and are not prorated.

- Student fees and Middle School elective fees are published. Student fees must be paid by the end of the first month of school. Records will not be released in the transition from school until all fees are paid.
- Parents/guardians of each family must serve at least twenty (20) hours per year, per household in school volunteer service. However, parents who are not able to fulfill such a requirement will be asked to submit a \$200 donation in lieu of their volunteer service.
- Other items as identified by each classroom teacher
- Replacement of damaged or lost textbooks and technology – cost to replace book plus 25%

## DISCLAIMER

Administration and Grand Peak Academy Board reserve the right to interpret, change and/or modify this handbook as necessary, without prior or written notice, to promote the safe and efficient operation of Grand Peak Academy. This handbook is not all-inclusive but is intended to provide a summary of many guidelines. While every attempt is made to cover many topics, there might be a few that have been omitted inadvertently. If you have questions after reading this handbook, please speak with Administration.

## HANDBOOK ACKNOWLEDGEMENT FORMS

Please complete the following forms once you have read the Grand Peak Academy Family Handbook; by completing these forms you are acknowledging receipt of the handbook and you agree to its contents. These forms must be completed within two (2) weeks of your child(ren)'s first day of school: [Family Handbook Acknowledgement Forms](#)