

# Washington Elementary

Parent & Student Handbook

2022-2023



**Principal - Kelli Jones**

606 N. 9th St.

Cañon City, Colorado 81212

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[www.washingtonbears.org](http://www.washingtonbears.org)

## A Little Bit of Washington History...

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



### Washington School Day Times

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

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

Students Arrive & Report to Door #30 (even if not eating breakfast)	7:20 a.m.
Breakfast Served in Gym	7:20-7:45 a.m.
Morning Recess on Playgrounds (K-1 North & 2-5 South)	7:45-7:55 a.m.
First Bell Rings - Students Line Up @ Exterior Classroom Doors	7:55 a.m.
Tardy Bell Rings - School Day Starts	8:00 a.m.
School Day Ends - Dismissal	3:15 p.m.
Early Release Friday Dismissal Time	1:15 p.m.

## Student Drop Off

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

## Student Pick Up

- Kindergarten students are dismissed from door #3 and picked up on the East side of the building.
- First grade students will be released out of exterior Door #4 and picked up on the East side of the building.
- Second grade students will be released out of exterior Door #11 on the South side of the building.
- Third, Fourth, and Fifth grade students will be released out of exterior Door #12 on the West side of the building.
- Older students picking up younger students must be dismissed outside and then go around the building to the pickup spot for the younger student.
- If picking up your child please:
  - arrive no earlier than 3:05
  - wait outside of the playground areas for dismissal
- An early pickup within the last 30 minutes of the school day is considered tardy.
- After the playgrounds have cleared, they will re-open for public use at 4:00 p.m.

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

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## General School Information

### Principal's Message

Welcome to Washington Elementary School!

I am so excited to begin a new school year with the Washington Elementary School community! I am blessed to be a part of such a wonderful school with amazing staff and students. This is my 1st year serving as the leader of this outstanding school and my 20th year in education overall. Previously, I was an elementary teacher, K-5 interventionist, and the Literacy Coach at Washington Elementary School for four years before stepping into the role of District Elementary ELA Coordinator.



My husband (Jake) and I are proud to call Cañon City our home, along with our children. Our son is a 9th grader at CCHS and our daughter is a 2nd grader here at Washington. Having a child that attends Washington allows me to experience the parent perspective of our school. I am originally from this community and graduated from Cañon City High School.

Washington is transitioning away from Leader In Me this year. We will continue to teach students the skills and traits that make successful leaders and that align with the district. We will also implement a Positive Behavior Interventions and Support framework at Washington this year to help students and staff focus on the positive behavior happening throughout the building.

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

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

Sincerely,

Kelli Jones

719-276-6091

[kelli.jones@canoncityschools.org](mailto:kelli.jones@canoncityschools.org)

# Cañon City Schools District Calendar

**Cañon City Schools - District Calendar**  
**2022-2023**

Approved 03/28/2022

**AUGUST**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**SEPTEMBER**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**OCTOBER**

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**NOVEMBER**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**DECEMBER**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**JANUARY**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**FEBRUARY**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**MARCH**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**APRIL**

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**MAY**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**2-4** REGISTRATION OPEN AT ALL SCHOOLS

**3-5/8** NEW LICENSED STAFF ORIENTATION - AUG 8 CLASSIFIED ORIENTATION

**10** AM-DISTRICT KICKOFF - ALL REPORT/PM - PD FAIR

**11** DISTRICT/BUILDING PD

**12** DISTRICT/BUILDING PD

**15** TEACHER WORKDAY

**16** FIRST DAY/FULL DAY K-9/CCMS 6TH ONLY

**17** FIRST FULL DAY OF SCHOOL [K-9TH ONLY]

**18** FIRST FULL DAY OF SCHOOL - CCHS 10TH, 11TH, & 12TH

**19** NO SCHOOL DISTRICTWIDE

**26** EARLY RELEASE/STAFF PD

**2** NO SCHOOL DISTRICTWIDE

**5** \*LABOR DAY

**9** EARLY RELEASE/STAFF PD

**16** NO SCHOOL DISTRICTWIDE

**23** EARLY RELEASE/STAFF PD

**30** NO SCHOOL DISTRICTWIDE

**3** OCTOBER COUNT (30th day)

**7** EARLY RELEASE/STAFF PD

**13** END OF 1ST QUARTER

**14** NO SCHOOL DISTRICTWIDE

**17** START OF QUARTER 2

**21** EARLY RELEASE/STAFF PD

**28** NO SCHOOL DISTRICTWIDE

**4** EARLY RELEASE/STAFF PD

**7** END 1ST TRIMESTER

**11** \*VETERANS DAY

**18** EARLY RELEASE/STAFF PD

**21** PT CONF MAKEUP DAY

**22-25** THANKSGIVING HOLIDAY \*24-25

**2** EARLY RELEASE/STAFF PD

**9** NO SCHOOL DISTRICTWIDE

**18** EARLY RELEASE/STAFF PD/Capstone Grading

**23-26** CHRISTMAS HOLIDAY \*23-26

**2** \*NEW YEARS DAY OBSERVANCE

**9** END OF 2ND QUARTER

**9** DISTRICT PD/ TEACHER WORKDAY

**10** START OF 3RD QUARTER - STUDENTS RETURN TO SCHOOL

**13** EARLY RELEASE/STAFF PD

**16** \*MARTIN LUTHER KING, JR. DAY

**20** NO SCHOOL DISTRICTWIDE

**27** EARLY RELEASE/STAFF PD

**3** NO SCHOOL DISTRICTWIDE

**10** EARLY RELEASE/STAFF PD

**16** END OF 2nd TRIMESTER

**17** NO SCHOOL DISTRICTWIDE

**20** \*PRESIDENTS' DAY

**24** EARLY RELEASE/STAFF PD

**3** NO SCHOOL DISTRICTWIDE

**10** END OF 3rd QUARTER

**10** EARLY RELEASE/STAFF PD

**13-17** SPRING BREAK

**20** START OF 4TH QUARTER

**24** NO SCHOOL DISTRICTWIDE

**31** EARLY RELEASE/STAFF PD

**7** NO SCHOOL DISTRICTWIDE

**14** EARLY RELEASE/STAFF PD

**21** NO SCHOOL DISTRICTWIDE

**28** EARLY RELEASE/STAFF PD

**25-26** KINDERGARTEN ROUNDUP

**10** BUDDY DAY

**5** NO SCHOOL DISTRICTWIDE (BLOSSOM FRIDAY)

**8** FLEX SNOW DAY - DETERMINATION MADE BY 4/1/2023

**12** EARLY RELEASE/STAFF PD

**17** CCHS GRADUATION\*HS TEACHERS REPORT

**19** NO SCHOOL DISTRICTWIDE

**26** LAST DAY OF SCHOOL - HALF DAY K-11

**29** \* MEMORIAL DAY

**Days per Quarter:**

Q1	Q2	Q3	Q4
38	41	38	44
Sem 1		Sem 2	
79		82	


**RETURNING TEACHER DAYS:** 166

**NEW TEACHER DAYS:** 170

**STUDENT DAYS:** 161

**\*12-MONTH EMPLOYEE HOLIDAY**

**\*JULY 4 12-MONTH EMPLOYEE HOLIDAY**



## **PBIS Framework at Washington**

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

## **Title I Parent Involvement Agreement/Compact**

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

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

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

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

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

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

## **School Responsibilities**

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

## **Parent Responsibilities**

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

- Make attendance a priority
- Make sure that homework is completed
- Go to the teacher directly (email, text, phone call, or conference) before deferring to an administrator.
- Volunteering in my child's classroom upon completion of Canon City Schools' volunteer process
- Participating, as appropriate, in decisions relating to my children's education including attending conferences
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate
- Serving, to the extent possible, on Washington School's Accountability Committee

## **Student Responsibilities**

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

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

## **Washington's Annual Unified Improvement Plan**

### **Washington Elementary School's Unified Improvement Plan**

As required per the Colorado Department of Education each year

This was Washington's 21/22 Unified Improvement Plan. Input for Washington's 22/23 Unified Improvement Plan will be sought from our Instructional Program Review, staff input, and parent input through PTO and Accountability meetings.

#### **Goal 1 - School Culture**

Washington Elementary School will utilize The Leader in Me to promote a positive school climate and culture and core belief #1

#### **Goal 2 - Social/Emotional Needs**

Washington Elementary School will utilize a whole-child, by name-by need approach to provide services and programming to students to address social/emotional needs.

#### **Goal 3 - Three Pillars of Instruction**

Washington Elementary School will implement lessons to address the three pillars of instruction: a rigorous learning target, effective use of strategies that actively engage all students in achieving the daily learning target, and use of a variety of effective formative and summative assessments to measure student learning and guide further instruction.

## **Staff List**

### **CERTIFIED STAFF**

### **CLASSIFIED STAFF**

<b>Principal</b>	Kelli Jones	<b>Secretary</b>	Norma VanGorder
<b>Kindergarten</b>	Renee Gutormson	<b>Head Custodian</b>	Kyle Stevens
<b>Kindergarten</b>	Joni Sullivan	<b>Evening Custodian</b>	TBD
<b>Kindergarten</b>	Shana Thorson	<b>Evening Custodian</b>	Ryan Pruett
<b>1st Grade</b>	Trever Ford	<b>Student Sweeper</b>	TBD
<b>1st Grade</b>	Makenzie Konty	<b>Title I Para</b>	Stephanie Carnahan
<b>1st Grade</b>	Ashley Martin	<b>Title I Para</b>	TBD
<b>2nd Grade</b>	Tracy Hash	<b>Title I Para</b>	LaDonna Taylor
<b>2nd Grade</b>	Michelle Nethercot	<b>Special Education Para</b>	Tandy Garruto
<b>3rd Grade</b>	Amanda Coppa	<b>Special Education Para</b>	Delores Comstock
<b>3rd Grade</b>	Michelle Zimmerly	<b>Special Education Para</b>	Julie Payne
<b>4th Grade</b>	Kacey Hayes	<b>Special Education Para</b>	Rebekah Nelson
<b>4th Grade</b>	Erica Norville	<b>Media Specialist/ ISS</b>	Christine Lee
<b>5th Grade</b>	Kerry Nott	<b>Health Technician</b>	Dana Downey
<b>5th Grade</b>	Laura Sandoval	<b>Kitchen Manager</b>	Rhonda Gilliom
<b>5th Grade</b>	Patricia Stott	<b>Kitchen Server</b>	TBD
<b>Music</b>	Julie Rustand	<b>Kitchen Server</b>	TBD
<b>P.E.</b>	Toni Pierce	<b>Crossing Guard/ Recess Helper</b>	Richard Carta
<b>Art</b>	Kellen Hafner		
<b>Technology</b>	Annette Nimmo		
<b>SPED Case Manager</b>	Linda Hanenberg		
<b>K-2 Mild/Moderate SPED</b>	Jacki Nott & TBD		
<b>3-5 SPED</b>	TBD		
<b>Title I</b>	Jennifer Newton		
<b>School Counselor</b>	Sherry Miller		
<b>School Social Worker</b>	Tansey Kurth		
<b>GATE</b>	Nikki Laughlin		
<b>ELL</b>	Monica Gomez		
<b>Occupational Therapist</b>	Rebecca Delametter		
<b>OT Assistant</b>	Christine Holt		
<b>Speech Therapist</b>	Jasmine Riley		

## Washington School Specific Information *(alphabetical by topic)*

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

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

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

### Allergy Awareness

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

### Attendance

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

#### **Absences**

- 1) Parents are to notify the school health tech at **276-6090** by 8:00 AM of any absence.
- 2) A parent may excuse a student up to **eight** times in the 22/23 school year, for an absence of any part of a day, without a doctor's note. **After reaching the eighth parent-excused absence, the student will only be considered excused by a doctor's note or by the school health technician.**
- 3) Prearranged absences are to be submitted to the principal on the Washington Pre-arranged Absence Form (located at the office) and should be for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours. Submitting the form does not guarantee the absence will be excused. Refer to board policy JH.
- 4) A student who is absent for an extended period due to physical, mental or emotional disability, or is recovering from surgery, is to submit a doctor's note to the school.
- 5) Per state law, the maximum number of unexcused absences a student may incur before judicial proceedings may be initiated to enforce compulsory attendance is **4** in a **30-day period** or **10** within a **school year**. CRS 22-33-107(3)(a).

#### **Tardies**

- 1) Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Students showing up more than 30 minutes late to a class shall be marked as absent. Because of the

disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate consequences may be imposed for excessive tardiness. **Six** unexcused tardies shall equal **1** full-day unexcused absence. Parents or guardians shall be notified each year of all consequences regarding tardiness. Students who leave a class less than 30 minutes before it ends will be deemed tardy.

## **Truancy**

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

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

## **Behavior**

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

[Washington Elementary Progressive Discipline Matrix](#)

## **Bicycles**

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

## **Birthdays**

Children may bring a small treat to share with the class when celebrating their birthday. **Nut snacks are discouraged due to nut allergies. Healthy snacks are encouraged.** Please coordinate your celebration with your child's teacher **before** bringing treats. Students are asked not to distribute invitations for home parties at school unless **every** child in the class is invited. Invitations are to be distributed at the 3:15pm dismissal bell.

## **Campus Portal & Communication**

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

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

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

## **Class Placement - Request for Teacher Deadline**

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

## **Conferences**

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

## **Curriculum & Special Services Offered**

### **GENERAL EDUCATION**

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

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

### **LIFE SKILLS EDUCATION**

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

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

dramatics to engage students. Various vocal music concerts are given throughout the school year. Students will have music class on a **weekly** basis.

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

## **SPECIAL SERVICES**

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

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

## **Deliveries**

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

## **Dress Code**

*Reference District File JICA*

A safe and disciplined learning environment is essential to a quality educational program. Standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems and improve school order and safety. Building Administrators will be sensible in their approach to handling the school dress code and will enforce it equally among the entire student population. Consequences handed out for dress code violations will be sensible, consistent, and fair.

The following clothing **is** appropriate for school:

- Clothing that covers all private parts of the body (chest, belly, back, and buttocks).
- Clothing that is clean and fits properly.
- Clothing without rips, tears or holes in areas covering all private parts of the body.
- Clothing that respects school culture and is not a distraction to the learning environment.
- Footwear that adequately protects a student's feet.

The following clothing/items are **not** appropriate for school:

- Bare feet, slippers, socks without shoes.
- Sheer, tight or low-cut clothing.
- Clothing that exposes private parts of the body (chest, cleavage, belly, back, and buttocks).
- Clothing, jewelry, body art, hair color or any other type of dress that is disrespectful, or disruptive to the learning environment, including but not limited to items that contain inappropriate messages, pictures or sayings, references to alcohol, tobacco, gangs or drugs.
- Sunglasses, hats, caps, hoods, or stocking caps worn inside the building.
- Tank tops with thin shoulder straps or large arm holes.
- Bagging/sagging pants.
- Low cut shirts of a revealing nature.

Parents are expected to support this policy and review the expectations with their child(ren). In the event a student's parents cannot be reached when a dress code violation has occurred, students will be provided clothing by the school.

## **Emergency Planning**

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

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

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

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

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

# IN AN EMERGENCY TAKE ACTION



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

### **STUDENTS**

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

### **ADULTS**

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



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

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



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

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



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

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

### **ADULTS**

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



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

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

### **ADULTS**

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

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## **Family Assistance**

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

## **Field Trips**

Parents wishing to attend field trips must check in at the office and wear a Visitor's Pass for the duration of the trip. Due to supervision and safety reasons, siblings not enrolled at Washington may **not** attend any field trip/experience. Please refer to Parent Volunteers on Page 21 for more volunteer information.

## **Gifted & Talented Education (GATE)**

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

*Those persons between the ages of four and twenty-one whose aptitude or competence in abilities, talents, and potential for accomplishment in one or more domains are so exceptional or developmentally advanced that they require special provisions to meet their educational programming needs. Gifted children are hereafter referred to as gifted students. Children under five who are gifted may also be provided with early childhood special educational services. Gifted students include gifted students with disabilities (i.e. twice-exceptional) and students with exceptional abilities or potential from all socio-economic, ethnic, and cultural populations. Gifted students are capable of high performance, exceptional production, or exceptional learning behavior by virtue of any or a combination of these areas of giftedness:*

***General or Specific Intellectual Ability***

***Leadership Abilities***

***Specific Academic Aptitude***

***Visual or Performing Arts, Musical or Psychomotor Abilities***

***Creative or Productive Thinking***

The GATE (Gifted and Talented Education) program for Cañon City Schools provides programs and programming for academic and arts identified GATE students. At the elementary level, GATE students benefit from GATE pull out classes that center around critical thinking, creative problem solving, leadership, and social-emotional development. Gifted services at the middle school and high school level occur during the regular school day through advanced classes and content extensions. Other extended activities for GATE students include school and district science fairs, experiential field

trips, and SPLASH! (Summer Program Learning for Advanced Students) summer school held in June each year! Additionally, district-wide screening of all second-grade students occurs in the spring of each school year. Please contact Shyla Christiansen, GATE Coordinator, at [shyla.christiansen@canoncityschools](mailto:shyla.christiansen@canoncityschools) or visit the GATE website for more information: <https://www.canoncityschools.org/departments/gifted-talented-education/index>

## **Health Technician (School Nurse)**

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

### **Students Sick at School**

If your child gets ill at school, the nurse will call you to pick up your child. Let us know if you have made special arrangements for someone other than you to pick up your child from school. We will NOT ALLOW ANYONE UNAUTHORIZED to talk to a child or take a child from school. If there are any questions, we will call the custodial parent or guardian. No student may call home to excuse themselves for the day due to illness. All illness-related excusals must go through the Health Technician.

### **Immunizations**

The State of Colorado, Department of Public Health recommends that all students be immunized for the following before being allowed to attend elementary school:

1. Polio
2. DPT—Diphtheria, Pertussis, Tetanus
3. Measles, Mumps, Rubella (MMR)
4. Hepatitis B
5. Chicken pox or date of disease

Effective August 2007, Kindergarteners must have 2 varicella (chicken pox) vaccinations. The Colorado Department of Public Health and Environment added these vaccinations because of present outbreaks of these very serious and contagious illnesses. Following the Department of Health suggested schedule, exemptions from immunization may be medical, religious or personal. The appropriate immunization exemption forms are available from your doctor or the school nurse.

### **Health Records**

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

### **Medication at School**

The State Pharmacy Law requires that we have written permission from the physician and parent for prescription medication which needs to be given at school. The medicine **must** be brought to the health tech office in the original pharmacy-labeled container by a parent or guardian.

*The pharmacy label should indicate that the medication needs to be given during the school day. i.e. Medication ordered to be given twice a day, three times a day, or morning and evening can be given before and after school. If it needs to be given with lunch meals or at specific times that are within the school day, it should be specified as such on the label.*

Students are not allowed to carry any medication with them while at school. The medicine must be kept in the nurse's office.

Non-prescription, over-the-counter medication will be given only with written permission of the parents and must still be kept in the health technician's office. Your child will receive only those for which you give permission. The following non-prescription medication is available at school:

- Tylenol and/or Ibuprofen (for headaches or pain)
- Campho-phenique (for insect bites or cold sores)
- Sting Kill swabs (for insect bites)
- Cepacol lozenges (for sore throat or cough)
- Antibiotic Cream
- Tums
- Burn Gel

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

A school-based health center (SBHC) brings the healthcare provider into a school so that students can avoid health related absences and receive the support they need to succeed in the classroom. SBHC's are staffed by a multi-disciplinary team of medical and mental health professionals. The Pulse will be open to all staff and students of all schools in the Canon City School District. The Pulse will also be open to children of staff, and siblings of enrolled students, ages 0-5. Services offered may include;

- Physical Exams, including sports physicals
- Immunizations
- Management of chronic conditions such as asthma, allergies, and diabetes
- Acute, minor injury, and illness
- Counseling services/ mental health services
- Routine laboratory testing and throat cultures
- Prescriptions and medications
- Health and wellness education
- Reproductive health
- Dental treatments
- Referral to community providers and agencies
- Insurance enrollment assistance

The Pulse will require the parent/ guardian's signed consent form prior to the minor child accessing services. With signed consent to treat, a child aged 12 years and up may access the SBHC without a parent present. Students under 12 years of age must have a parent/ guardian present. Unless prohibited by law, parents will be informed about their student's visit to the health center. By law, minors age 12 and over can access some forms of treatment without parental consent.

## **Lost & Found**

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

## **Nutrition Services**

The federal funding that provided lunch at no charge to ALL students during the pandemic is no longer available. For the 22/23 school year we will return to normal operations and charge for lunch. Please contact 719-276-5813 with any questions.

Free meals will still be available to those families who apply for and qualify for FREE or REDUCED MEAL BENEFITS. Families who do not qualify will be responsible for paying for their students' meals. Meal and program information is provided below:

### **Meal Times and Pricing:**

- Student Breakfast - Due to our high percentage of students who qualify for free and reduced meal benefits, Washington does have **free breakfast** for the 22/23 school year.
- Student Lunch - No charge for students who qualify for free or reduced meal benefits; **\$2.50** for LSST students who do not qualify for free or reduced meal benefits.
- Staff Adult Meals - Lunch, \$3.00 Breakfast, \$2.00.
- Community Adult Lunch - \$4.00 Please check-in at the front office to join your child. Adult Breakfast \$2.00.

### **Menus/Meal Payments/Charging:**

- Please click [here](#) to sign up to receive an electronic menu emailed to you each month. You can also access menus at [www.ccsnutrition.org](http://www.ccsnutrition.org).
- We provide an online payment system to place money on their child's account for meals. Accounts can be created and automatic low balance email alerts can be set at [payschoolscentral](#). If preferred, payment can also be sent with your child to school.
- No charging of meals is permitted. Please ensure your child has funds on their account.
- Each student will be provided with an ID badge that will be used with our scanner system to account for their meal. [www.payforit.net](http://www.payforit.net)

### **Free and Reduced Meal Benefits:**

- Benefits are available to families who meet household income requirements.
- Applications and information is available at [www.ccsnutrition.org](http://www.ccsnutrition.org) or your child's school.
- Applications must be completed, processed and approved before benefits are received.
- Please allow up to 10 days for the processing and approval of your application.
- You will be sent a notification letter advising you of your benefits or call 276-5813.
- Families must provide \$5.00-\$10.00 for meals until your application is approved.
- Students who qualify for reduced meals, lunch at no charge.
- New applications must be completed at the beginning of each school year.

## **Parent Visits to the School**

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

If parents wish to have breakfast or lunch with their child, they must follow the same visitor process as stated above. Visitors are not allowed to go to recess with their child.

## **Parent Volunteers**

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

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

## **Personal Items at School**

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

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

## **Pets at School**

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

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

## **Phones & Electronics at School**

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

\*Any student found to be using phones or electronic devices will be given a warning to put them in their backpacks. If there is a second offense the device/phone will be kept in the office until a parent or guardian can pick it up.

## **PTO & Accountability Team**

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

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

### **PTO OFFICERS & ACCOUNTABILITY REPRESENTATIVES**

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

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

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

## **Recess**

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

## **Report Cards and Testing**

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

### **TESTING**

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

## **School Supply Lists**

Every grade level team has identified the supplies needed for the 22-23 school year. A detailed list is linked below.

<https://drive.google.com/file/d/1Nnj2nHulkxsNjHAgR-bPMjciCswLLN8M/view?usp=sharing>

## **Social-Emotional Health of Students**

A universal assessment in the social-emotional/behavioral health domain will be administered each fall and spring for K-5 teachers to complete. Data outcomes will be used to provide students with additional social-emotional/behavioral health supports and targeted professional development for staff, etc.

## **Staff Qualifications**

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

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

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

- Teacher licensing credentials
- Paraprofessional qualifications

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

## **Student & Student Records Access**

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

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

## **Technology**

Terms and Conditions for Technology

Cañon City Schools has implemented a 1:1 mobile device initiative, whereas every student K-12 will be provided a device to use during the school year for academic purposes. **A mobile device insurance fee of \$25 is required** for each

district student and will be collected each year at registration. A device may not be issued to your student until this fee is paid. If finances are a barrier, please contact the principal directly to work out a solution. **Students are NOT allowed to decorate their devices with stickers, markers, etc. because these will be cleaned and reused every year.**

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

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

## Cañon City Schools Policy Information

### School Board Policies

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

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

Policy File	Policy Name
<a href="#">AC, AC-R, AC-E</a>	Nondiscrimination/Equal Opportunity (and complaint process)
<a href="#">ADC</a>	Tobacco Free Schools
<a href="#">ADE</a>	Local Wellness Policy
<a href="#">EBCE</a>	School Closings and Cancellations
<a href="#">IHAMR</a>	Health and Family Life/Sex Education (Exemption Procedure)
<a href="#">IHCDA</a>	Concurrent Enrollment
<a href="#">IKA</a>	Grading/Assessment Systems
<a href="#">IKF-2</a>	Graduation Requirements (Beginning with Class of 2021)
<a href="#">IMB</a>	Teaching about Controversial Issues and Use of Controversial Materials
<a href="#">IMBB</a>	Exemptions from Required Instruction
<a href="#">JB</a>	Equal Education Opportunity
<a href="#">JBB</a>	Sexual Harassment
<a href="#">JH</a>	Student Absences and Excuses
<a href="#">JHB</a>	Truancy
<a href="#">JIC</a>	Student Conduct
<a href="#">JICA</a>	Student Dress Code
<a href="#">JICC</a>	Student Conduct in School Vehicles
<a href="#">JICDA</a>	Code of Conduct
<a href="#">JICDD</a>	Violent and Aggressive Behavior
<a href="#">JICDE</a>	Bullying Prevention Education
<a href="#">JICEA</a>	School-Related Student Publications
<a href="#">JICEC</a>	Student Distribution of Non Curricular Materials
<a href="#">JICF</a>	Secret Societies/Gang Activity
<a href="#">JICH</a>	Drug and Alcohol Involvement by Students

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

## **Non-Discrimination Statement**

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

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