

# CAÑON CITY

## MIDDLE SCHOOL



**S.O.A.R**

**Jesse Oliver, Principal**  
**Cortney Richardson, Assistant Principal**

**2023-2024**

1215 Main Street  
Cañon City, Colorado  
81212

Phone (719) 276-5740  
Fax (719) 276-5795

[ccms.canoncityschools.org](https://ccms.canoncityschools.org)

# Welcome to Cañon City Middle School!!

Falcons,  
Welcome to Canon City Middle School. We are a 6-8 comprehensive middle school serving just under 400 students. Our students engage in rigorous core content classes and Life Skills classes daily. Our teachers and support staff are energetic and passionate about middle school students and their unique strengths and needs. We support the development of the "Whole Child" which includes academic, social, and emotional growth. We offer support for these areas through our academic schedule, counseling office, extra-curricular sports and clubs, and other unique events and activities. I strongly encourage every student to get involved with as many teams, activities, clubs, and organizations as possible. Middle School is a time for trying new and interesting things. Try them all!

Please read all of the information in this handbook carefully. **Students and parents are expected to understand the contents of this handbook.**

Thank you for choosing Canon City Middle School as your place to receive a high quality education in a safe and welcoming environment. We look forward to the journey ahead.

Falcons S.O.A.R.,  
Jesse Oliver - Principal of Canon City Middle School

## CCMS Vision Statement

*Canon City Middle School will empower ALL Falcons to SOAR towards academic and personal growth in a secure environment.*

## CCMS Mission Statement

*We are Falcons. We strive to show **Success**, take **Ownership** for our behaviors, have a positive **Attitude**, and give **Respect** to all. When we do our best CCMS will SOAR.*

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## **School Day**

The school day for students begins at **7:50 a.m.** and ends at **3:25 p.m.** **Students should not arrive earlier than 7:25 and no later than 7:45 a.m.** Students are allowed to go to the cafeteria to eat breakfast beginning at 7:25 a.m. but no other part of the building unless prearranged with a staff member as proper supervision of your child will not be available. Bus students will load at 3:25 p.m. and leave at 3:32 p.m. Students who are not involved with after school activities should not loiter around the building and be off campus by 3:40 p.m. There are designated pick up and drop off points for parents dropping off and picking up their students.

## School Closing or Delayed Start Due to Bad Weather

If school is canceled or a delayed start of school is required, the decision will be announced by 6:00 a.m. on the local radio and television stations. It is also posted on the District website at [www.canoncityschools.org](http://www.canoncityschools.org). A message will also be sent out to your phone number on file with the information.

The following radio and television stations will be given information regarding school closures, delayed starts and early dismissals:

RADIO: KRLN (1400) OR 103.9 AM and 104.5 FM

TV: KOAA (Channel 5), KKTU (Channel 11), and KRDO (Channel 13), and Channel 19 Cablevision.

If no report is given, it can be assumed that school will be held on regular sessions. **If a two-hour delay is required, be aware that students are required to be on campus by 9:50 am, with the first bell to ring at 9:55 am. Parents are asked not to call the school or district office.** Telephone lines must be kept open for emergencies.

## Attendance Expectations

The staff and faculty of Cañon City Middle School are strongly committed to providing a quality educational setting whereby each individual student can realize his or her maximum potential. Accordingly, we fully support the intent of mandatory attendance.

### ABSENCES WITHOUT PRIOR ARRANGEMENT

**Normal excused absences are those resulting from illness of the student or family emergency.** Any other absences **must be** excused through prior arrangement with the office of the principal and with permission of the parents.

1. Parental contact with the office indicating the reason for the absence and the date(s) on which the absence occurred is required. A phone call from parents or guardians on the day of the absence or a note signed by the parent or legal guardian when the student returns to school will be sufficient. **Failure to contact the school within 2 days will result in the student receiving an unexcused absence.**
2. **Medically excused absences when a student is temporarily ill or injured:** If a student provides a doctor's medical note specifically stating that the student was unable to attend school due to injury, illness, medical/dental procedure, or mental health appointment, he or she will be considered excused. **A parent may medically excuse a student up to six times in a school year, for an absence of any part of a day, without a doctor's note.** After reaching the sixth parent-excused medical absence, the student will only be considered excused by a doctor's note or by the school nurse.
3. **A student who misses the first 10 consecutive days of school at the beginning of the year will be dropped from enrollment and have to re-enroll.**
4. **Students have one day for each day of absence plus an additional day added to the overall total to make up for any missed work.**
5. **Both unexcused and excused absences require missing work to be made up within the allowed timeframe.**

### TRUANCY

**Truancy is defined in Board Policy #809 as, "absence from or leaving school without the parent's and/or the school's knowledge or permission, a pupil is subject to disciplinary action for truancy."**

1. Parent/guardian and student should be aware that the law provides for academic penalties for classes missed due to truancy/unexcused absences (C.R.S.22-33-104).
2. Parent/Guardian and student should be aware that the law states (CRS 22.33.107) that a student is entitled to 4 unexcused absences in a month period, 10 unexcused absences in a year. Failure to comply will result in truancy letters sent to the parent/guardian. If the behavior continues, then the student will be referred to the district Truancy Board followed by action before the Juvenile Court.
3. If anytime it becomes apparent that a student is truant, the principal or his designee shall attempt to contact the parent or guardian without undue delay and advise them of the situation.

4. Following a confirmed truancy, a parent conference must be conducted prior to readmission of the student (Board Policy 809).
5. **A student who has 4 unexcused absences of any kind will receive a courtesy letter from the truancy officer.**

### **PRE-ARRANGED ABSENCES**

We recognize that on occasion a student must be gone from school with parents. (i.e., vacations which occur when school is in session, doctor's appointments, funerals, etc.)

1. In these situations, the parent or guardian should notify the attendance office in writing at least three (3) days in advance.
2. The attendance office will process the completed application with teacher comments. The completed form will be forwarded to an administrator for approval.
3. In considering the approval of an absence by prior arrangement, the following criteria will be used:
  - Prior attendance record
  - Current academic standing
  - Student discipline record
  - Whether past assignments for excused absences were turned in on time – **which is the first day back to school**
  - Hunting/Family Vacations are strongly discouraged

### **EXTENDED ABSENCES DUE TO ILLNESS/INJURY**

When it becomes known to a parent or guardian that a student will be absent from school in excess of any thirty (30) day period on a continual basis, notification must be given to the principal or designee at the earliest possible date. In many instances, a home tutor can be provided if the absence is for medical reasons and is verified by a doctor's statement.

### **CHRONIC ABSENCES**

The principal or designee utilizing the provision of C.R.S. as a guideline has the authority to determine if the absence of the student shall be classified as excused or unexcused. In those instances where a student is frequently absent and it becomes apparent in the opinion of the principal that a problem may exist, the school may:

- Inform the parent that a doctor's note is necessary to confirm the necessity for frequent absences and any future absences.
- Require a parent conference to clarify the reason for the frequent absences, if other than illness.
- A meeting with team teachers may be held to discuss academic implications, regarding what is causing the chronic absences, and how to correct it.
- If the matter is not resolved by a conference, the principal or designee will refer the matter to the School District Attendance Office for investigation and/or legal action before the Juvenile Court.
- Absences that are not excused will become an unexcused absence.
- Students on a transfer waiver may face revocation of the transfer.

### **TARDIES**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness.

Students are expected to be at their first hour class when the 7:55 a.m. bell rings. For each class, students are expected to be in their seats ready to work with appropriate materials. **Students who are tardy more than 30 minutes to a class will result in an unexcused absence.**

**Unexcused tardies** - Students more than 10 minutes tardy to school must have a tardy slip from the attendance office to be admitted to class. All other tardies are to be handled by classroom teacher, according to the following guidelines:

1. Tardies 1 and 2 – warning conversation
2. Tardies 3 and 4 – Parent contact
3. Tardy 6 – office referral

***Excused tardies*** - will be allowed if there is a valid excuse by the parent/legal guardian. Tardies will be excused for illness, appointments, family emergencies, or extenuating circumstances accepted by the attendance office. Excessive tardies may result in additional verification being requested by school administration.

### **PASSES**

Passes may be required for the following:

- **Tardy to school** - report to the attendance office for a tardy pass.
- **Tardy to class** - report to class without a pass or get a pass from your last teacher. Frequent unexcused tardies may result in disciplinary action.
- **Leaving school early** - obtain an early dismissal pass from the attendance clerk after presenting a note from your parent/guardian, or receiving a phone call from parent/legal guardian indicating the reason for the early dismissal.

## **Academic Expectations**

### **HONOR ROLL**

Each quarter, the names of students who have met the requirements for the honor roll and honorable mention will be published in the newspaper. Eligibility for membership:

- Honor roll requires that a student must have a 3.6-4.0 academic average in all classes taken, including Life Skills classes.
- The requirements for honorable mention are a 3.0-3.59 academic average.

### **REPORT CARDS AND GRADING SYSTEM**

Report cards will be mailed at the end of the second/fourth quarters. Cards are not to be returned to school. The letter grades of ***A, B, C, D, and F*** are given for each subject. Evaluation of student's effort and conduct will be reported for each subject as well. If a student has an outstanding fine, they will not receive their report card until the fines are paid in full. (Board Policy 847)

### **FRIDAY SCHOOL OPPORTUNITY**

Friday School is an opportunity offered to students who are missing assignments and have an F or D in a core course. They attend the no school Fridays from 8:00 to 12:00. Teachers will be available to assist with assignments and students may leave early once all missing work has been completed or at the end of the time. Parents and students will be notified by Wednesday if a student is being recommended for Friday School that week.

### **Mid Term Grades**

Midway through the grading period, mid-terms will be accessible through Infinite Campus. These reports are intended to provide parents with current information on their student's academic progress and performance.

### **STUDENT PROMOTION POLICY**

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

Students can earn one credit per semester in each course. Students take courses in the core areas (for example – math, English/language arts, science, social studies), and in the exploratory areas (for example – P.E., band, music, art, and technology education).

Promotions from grade six to seven, seven to eight and eight to nine require the accumulation of credits in the core and exploratory areas prior to the start of the next academic year. The specific number of credits required each school year will be identified in writing during the registration process at the beginning of each school year.

## Expectations for Student Conduct

We believe that only when children feel safe and have a feeling of belonging will they be able to learn effectively. A good discipline policy has standards and expectations, which promote appropriate behavior and focus on self-control, responsibility, and respect for oneself and others. We exist in a community that must work together to model, learn, and teach appropriate behavior. Students will be expected to be courteous and mannerly in the halls, classrooms, cafeteria, online, and on the grounds at all times. These behaviors will be supported by the behavior matrix.

*...A student's job is to develop self-control, learn to talk about problems, and try different problem solving alternatives that support learning... We Will Treat Everyone with Honor and Consideration.*

**At Cañon City Middle School, our students exhibit S.O.A.R.  
The Falcon Pledge states:**

**I am a falcon, I strive to show Success, take Ownership for my behavior, have a positive Attitude, and give Respect to all. When I do my best, CCMS will S.O.A.R.**

Show **Success** in all aspects of school.

Take **Ownership** for your actions and words in all aspects of the educational environment.

Have a positive **Attitude** when attending school and events as a member of CCMS.

Show **Respect** for students, adults, self and facility.

Students will have the opportunity to earn S.O.A.R cards that can be used at the SOAR store. Students who earn all four of the S.O.A.R. cards during a quarter will be eligible to participate in the SOAR trip reward at the end of that quarter.

S.O.A.R cards are earned by students when they display the specific behaviors without being prompted by staff members. Students can also use S.O.A.R cards to purchase things from the student store, including off campus passes, and still use the SOAR cards for the end of the quarter reward.

### **CHROMEBOOK CARE**

**You are responsible for the Chromebook that has been issued to you.** Always transport Chromebooks with care by using two hands. Never lift the Chromebook by the screen. Always place the Chromebook on a flat surface when storing or using it. Do not place anything in your case, sleeve, or backpack that will press against the Chromebook cover. Do not put pressure or anything heavy on the top of a Chromebook when it is closed. Ensure there is nothing on the keyboard before closing the lid (e.g., pens, pencils, earbuds, cardboard). Don't open your Chromebook screen past the angle that is needed for reading. It is not good for the hinges. Chromebooks must remain free of any writing, drawing, stickers, and labels - inside and out (except for silver Sharpie name on device and charger.) Chromebook skins/cases are allowed. Chromebooks should never be loaned to another student or individual during the school day or otherwise. Students should not handle or carry another student's Chromebook at any time. Only use the School District charger for your Chromebook. Other chargers might damage your device. Food and liquids must not be on the same surface as the Chromebook at the same time. Do not remove the service tag# label from the bottom of the Chromebook. Do not remove the keyboard grid or try to fix loose keys. Bring the Chromebook to the library for any repair. Keep your Chromebook clean by wiping it with a soft cloth that is slightly damp with water. Only use light pressure when cleaning the touchscreen.

## **MEDIA CENTER/LIBRARY**

Students may come to the Media Center during the day with a pass from their classroom teacher. Students are asked to come prepared with the necessary materials to complete their work. Students are expected to work quietly while in the Media Center.

Books are due two weeks after checkout. We do not charge for overdue materials; however, we do ask that library materials be returned on time. The rule of care of all Media Center materials is the same as for texts.

## **NON-INSTRUCTIONAL ITEMS**

Students will be expected to keep all items that can cause harm or disruption away from school. If a student does bring such an item to school, it will be confiscated. The confiscated item and the student will be sent to an administrator.

**Students will secure all technology such as cell phones, iPods, earbuds, smart watches, etc. in their locker from the second bell to lunch and from lunch to the dismissal bell, with the exception of when staff want students to use cell phones or other technology for instruction. This must be communicated to administration via email a minimum of 24 hours before planned use for instruction that is directly connected to curriculum. Students will be allowed to use cell phones and other technology at lunch as long as the use is school appropriate.** Any violations of this expectation may result in the item being confiscated. Any inappropriate use of technology (bullying, sexting, etc.), or excessive violations of this policy will result in loss of privileges at the discretion of school administration. Confiscated items may be picked up after school by the parents.

***CCMS is NOT responsible for any lost or stolen electronic items.***

***When electronic items are taken away from a student, the following will be used to track and return phones:***

***1<sup>st</sup> offense - The student will come to the office and pick it up at the end of the school day.***

***2<sup>nd</sup> offense - The student will come to the office to pick it up at the end of the school day and parents will be contacted.***

***3<sup>rd</sup> offense the students' parents will be contacted to come pick up the device—if parents cannot retrieve the device that day, CCMS will hold the device until parents can come to the school.***

***Any further infractions, the students will be required to check the device into the main office every day.***

Any hazardous items such as smoke bombs, stink bombs, Chinese stars, handcuffs, firecrackers, bullets, knives, nunchucks, chains, guns, laser pointers or other potentially harmful items will be confiscated and not returned. *Possession or use of any such items may result in proceedings for suspension or expulsion immediately.*

## **VISITORS**

**All visitors to our campus must report to the front office to obtain a visitor's badge.** State issued identification is required to obtain a badge so please bring it with you each time you come on campus. Student visitation will be very limited and for special academic reasons only. If you have a specific request to visit your child's class, you must provide written documentation to the principal at least 48 hours in advance. During emergency situations or fire drills no parent/guardian will be allowed in the building. Call Central Office for guidance.

## **Hands-Off Policy**

We have a hands-off policy at CCMS which means that there will be NO inappropriate contact, including, but not limited to, kicking, hitting, slapping, pushing, pinching, tripping and horseplay. Violators will be referred to the office for disciplinary action. Additionally, students are not allowed to exhibit PDA (Public Display of Affection) such as kissing, hand-holding, hugging, etc. and may be referred to Administration if in violation of this policy.

## Student Attire

Student K-8 Handbook 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 items are deemed disruptive to the middle school classroom environment or to the maintenance of a safe and orderly school and are not acceptable in middle school buildings, on school grounds during the instructional day and may be enforced after school hours at events:

- Shorts, dresses, skirts or other similar clothing that does not cover all private parts of the body.
- Sunglasses and/or hats worn inside the building
- Sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts (the 4B's)
- Tank tops or other similar clothing with straps or large arm holes that **expose undergarments** or traditionally **private parts of the body**.
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons or of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous that threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct or otherwise disrupt the teaching-learning process

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, students will be provided something to wear by the school.

### **Consequences:**

**1st Offense** - With an adult present, the student will call home to have a parent bring school-appropriate clothing. If not available, the student will be provided clothing from Lost and Found.

**2nd Offense** -With an adult present, the student will call home to have a parent bring school-appropriate clothing. If not available, student will be placed in ATS for the remainder of the day.

**3rd Offense** -Student will be placed in ATS for 1 day and a conference with the parent(s) will be held.

**Additional Offenses** - Will result in an office referral for noncompliance and appropriate additional disciplinary action will be administered.

**Note:** The building administration has the responsibility and authority to impose reasonable regulations concerning student dress and cleanliness. CCMS dress regulations are in compliance with board policy #812 “Dress Code” which is outlined in the “Student Conduct and Discipline Code” (Addendum to the student handbook)



## **Tobacco Policy**

In order to promote the general health, welfare, and well-being of students and staff, smoking, chewing or any other use of tobacco products, e-cigarettes, or vapor products, and the possession of tobacco products by students while in or on school properties or under the school's jurisdiction during school hours or while participating in a school-sponsored event is prohibited. The following guidelines are in accordance with the file #815 in the "Student Conduct and Discipline Code". Students are not to bring tobacco or e-cigarettes or liquids in any form to school. If a student does have tobacco in his/her possession it will be confiscated and destroyed.

## **Drug and Alcohol Policy**

Fremont School District RE-1 shall promote a healthy environment for students by providing education, support, and decision-making skills in regards to alcohol and controlled substances and their abuse. The consumption or dispensing of alcoholic or fermented malt beverages and/or the use of dispensing of any type of illegal drug or narcotic substance of any type, to any degree, while attending or participating in any function or activity related to or sponsored by the school, including extended day, night, weekend, or out-of-town activities, is prohibited (File 814 and 816).

### **PROCEDURES**

If a teacher suspects a student of coming to school under the influence of a drug or alcohol, that teacher should notify an administrator immediately.

A school administrator will immediately call the student to the office. If there is a strong indication that drugs or alcohol have been or are in use, the school nurse will be called in for verification.

Should the nurse verify the presence of drugs or alcohol, the parents of the student would be contacted and requested to come to school immediately.

Drug and/or alcohol testing may be requested before the student returns to school.

From this point on, students determined to be under the influence of drugs or alcohol will be dealt with according to written board policy.

If a teacher suspects a student of being a seller, pusher, or distributor of drugs or alcohol, that teacher should notify an administrator immediately. The administrator will then deal with the student according to the written board policy.

When evidence shows a student being a seller, pusher, or distributor of drugs on any school campus or school function in School District Fremont Re-1, it is recommended:

- Immediate notification of parents and Law Enforcement Officials.
- Student will be immediately suspended from school for five (5) days or until the next meeting of the Board of Education and may be recommended for expulsion.

The following consequences will be implemented for students in possession of or using drugs on campus or at a school activity:

- Students violating this policy shall be subject to disciplinary action, which may include suspension and/or expulsion from school and referral for prosecution.
- Students who violate this policy can be expelled out-of-school for 45 school days. A parent of such child must complete an application for placement in an appropriate alternative school program if available.
- Conference with parents, law enforcement officials, and an administrator.
- Recommend referral to proper legal and medical authorities to obtain professional help as needed in drug education.

***Students may come forward without fearing any disciplinary action and ask for assistance if he/she has a drug problem. Proper steps with parents, legal and medical authorities are then taken to provide the help needed.***

**SCHOOL DISTRICT FREMONT RE-1 CAÑON CITY SCHOOLS DOES NOT DISCRIMINATE IN ANY OF ITS PROGRAMS, ACTIVITIES, OR EMPLOYMENT WITH REGARD TO SEX, DISABILITY, RACE OR NATIONAL ORIGIN.**

**Title IX, Section 504 and Americans with Disabilities Act Coordinator**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, School District Fremont RE-1 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for students, parents, employees and members of the public.

The following person(s) have been identified as the compliance officer for the district employees and members of the public:

Director of Human Resources 101 N. 14th Cañon City, CO 81212 719-276-5700 [jamie.davis@canoncityschools.org](mailto:jamie.davis@canoncityschools.org)

The following person(s) have been identified as the compliance officer for the district students and parents:

Director of Special Services 101 N. 14th Cañon City, CO 81212 719-276-5700 [tim.renn@canoncityschools.org](mailto:tim.renn@canoncityschools.org)

Complaints may be filed verbally, in writing or anonymously.

If you wish to file a complaint using the district complaint form, please visit the Human Resources link at [www.canoncityschools.org](http://www.canoncityschools.org) to access the form or see policy AC-E-2.

## **Searches**

### **Search of School Property**

All school property (lockers, desks, etc.) assigned to students is the property of Cañon City Schools. The student is given a temporary right to use the property, and this right may be revoked at any time.

School property will not be used to store any contraband or other prohibited materials, objects, etc. that are in violation of school rules. **The school principal or designee may at their discretion authorize the search of any school property without the permission of the student or the presence of the student.** The school principal or designee may remove from lockers any articles that are prohibited at school or could be used to interfere with or disrupt the educational process.

### **Search of Student's Person/Possessions**

No person attending a school-sponsored event may conceal on his/her person, or in a purse, handbag, etc., any weapon, narcotic, dangerous drug, alcohol, or any other substance or object that is in violation of local or state ordinances or school rules. The principal or designee may authorize the search of a student's person or personal property and seize illegal or harmful items in the student's possession. There must be a reasonable suspicion to believe the student is in possession of an item, the possession of which constitutes a crime or a school rule violation.

Procedures regarding searches are as follows:

- Search must be done in a manner that avoids humiliation to the student. Search shall be done by an administrator and at least one other authorized person.
- Under no circumstances shall a strip search be conducted.

School authorities may seize illegal items or other substances reasonably determined to be a threat to the safety or security of others. **NOTE:** Refusal to submit to a search, when reasonable suspicion exists, may result in discipline.

## **Energy Drinks, Coffee, Sodas, and Gum**

Energy or enhanced drinks contain a high percentage of caffeine. Heavy intake of caffeine by children may lead to many short term side effects such as agitation, difficulty concentrating, and hyperactivity. Studies have also linked excessive caffeine in children to elevated heart rates, hypertension, anxiety, headaches, ulcers, stomach cramps, dehydration and interrupted sleep patterns. **Therefore, students are not allowed to possess or consume canned or bottled energy drinks, enhanced drinks** Energy drinks, coffee or brought onto school grounds will be confiscated. Unopened cans may be picked up in the office by parents.

Sodas may only be consumed outside. Only clear water can be consumed in areas other than the cafeteria. Gum may be chewed in non-carpeted areas only and must be disposed of correctly if impeding the learning environment.

### **Sexual Harassment**

Fremont Re-1 School District has a legitimate and compelling interest in assuring that no employee or student is subject to sexual harassment. Further, this institution has an obligation to discipline those who engage in sexually harassing behavior. Person's accused of sexual harassment have an interest with regard to their reputation. Fremont Re-1 School District must strive to balance the interests of all persons accused of sexual harassment against the rights and feelings of one who believes he/she has been the victim of harassment, and make every effort to find the truth.

*Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature may constitute sexual harassment* when such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment. File #837 outlines specific procedures when a sexual harassment issue arises as outlined in the "Student Conduct and Discipline Code" (Addendum to the Student Handbook).

### **Student Suspension/Expulsion Process**

The Board recognizes its responsibility to give all reasonable support to teachers and administrators as they perform their duty to maintain a safe and desirable environment for learning. Part of a safe environment is the creation of an atmosphere where all are free from the fear of arbitrary or capricious action and the fear of assault and/or battery. To promote this atmosphere, the student/expulsion policy has been adopted.

The Board of education shall provide due process of law to students, parents, and school personnel through written procedures consistent with law for the suspension of expulsion of students and the denial of admission.

**Students will be subjected to the CCMS approved disciplinary matrix; this matrix emphasizes a progressive style of discipline that will increase in severity for each offense or multiple offenses.**

### **Student Social-Emotional Wellness**

Students should receive a minimum of 30 minutes, ideally 45 minutes, of instruction every week that utilizes curriculum reinforcing skills around Social-Emotional Learning, Healthy Choices, and Growth & Development. Growth & Development will be taught during the months of January-March. Parents may Opt-Out their students if requested.

A universal assessment in the social-emotional/behavioral health domain will be administered twice annually, Fall & Spring, to all students, grades 6-12. Data outcomes will be used to provide students with additional Social-Emotional/Behavioral Health supports and targeted professional development for staff, etc. Parents may Opt-Out their students if requested.

A universal, school-based suicide prevention program designed for middle and high school students that is endorsed by SAMHSA's National Registry of Evidence-Based Programs and Practices (NREPP) and The Suicide Prevention Resource Center. Through a video and guided discussion lesson, students learn to identify warning signs of suicide and depression in a single class period. At the end of the lesson, students complete a seven-question screening for depression to further encourage help-seeking and connect students at risk with trusted adults. Parents may Opt-Out their students if requested.

In the event of a crisis situation, Canon City Schools reserve the right to provide crisis intervention services to students and staff. These services may be psychoeducational or psychological in nature and be provided within small groups or individual sessions. Our crisis intervention teams may at times be supported by regional mental health agencies crisis response teams. Parents may opt their student(s) out of crisis intervention services through a written request.

## General Campus Expectations

### **STUDENT ID BADGES**

Students are required to wear their Student Identification Badges at all times when on campus. A temporary badge will be issued on the first day of school along with a lanyard until new badges are created following Picture Day. Students who leave their badges at home or lose them need to report to the Main Office before school begins in order to receive a temporary badge for that day.

Fees for ID badges are as follows: \$1 for a temporary sticker and \$5 for a replacement ID.

### **LOITERING**

Unless students are participating in a school sponsored activity, they should not be on school grounds after **3:40 p.m.** Students should leave the school and school grounds promptly after classes or activities are dismissed. CCMS staff members are not available to provide appropriate supervision after 3:40 p.m., so **it is important for parents/students to make arrangements for students to be off school grounds by this time.** The school's primary concern is student safety.

No unnecessary "hanging around" before school, between classes, and after school is allowed. Non-students are not permitted on campus at any time unless they have been registered as official guests in the main office.

### **SCHOOL GROUNDS**

Once a student is on school grounds for the school day, they must stay on school grounds unless they have an Off Campus Pass for lunch use only.

### **BUS TRANSPORTATION**

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and submitted to the office. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. ***The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the request of the driver.***

**BICYCLES, SKATEBOARDS, SCOOTERS and ROLLER SKATES (SHOES) ARE NOT TO BE USED ON CAMPUS AT CAÑON CITY MIDDLE SCHOOL.** Students are not allowed to ride these on campus and for the safety of all must walk. Students will be expected to lock bicycles, scooters, and skateboards in designated racks on the school grounds located in the center courtyard.

### **EVACUATION/SECURE STATUS/LOCKDOWN DRILLS**

Drills are held at regular intervals. The signal for a drill is an announcement through the intercom system. When the alarm is sounded, all work should be stopped immediately and people in the school building act according to the procedures for the building, which are posted in all classrooms and discussed by each teacher.

If a student should accidentally activate a false fire alarm, he/she must report to the office immediately and give the location of the broken box. If a student **deliberately activates** a false fire alarm, it is mandatory that the school reports this individual to the police, under the provisions of the criminal law and procedure. Chapter 38, Article 26, Disorderly Conduct, Section 26-1, which may result in a fine, a jail sentence or both. During an emergency situation or drill, no parent/guardian will be allowed in the building. Call the Central Office for guidance at 719-276-5700.

### **HEALTH SERVICE AND MEDICATION POLICY**

A health technician is available at CCMS to assist children who may become ill or injured, as well as to dispense needed medications. A registered nurse is also available by appointment to consult with parents/ guardians regarding health-related concerns. Children who are ill at school may be excluded based on the *Infectious Diseases Guidelines in Child Care and School Settings*. Contact your health care provider when a recurring health problem is impeding your child's attendance or performance at school. Please inform the health office of any diagnosed health conditions that may affect your child's performance at school. Per Colorado state law, general vision and hearing screenings are conducted on all new students, those with teacher or parent concerns, and those in grades K, 1, 2, 3, 5, 7, and 9.

Individual Health Care Plans may be required from a health care provider for chronic health conditions and some long-term medications.

Colorado law requires all students attending Colorado schools and licensed child cares to be vaccinated against certain diseases, unless an exemption is filed. If immunizations are incomplete, please see the health office for plans to become compliant. The health office can assist parents/ guardians with a plan to become compliant and with personal, religious, or medical exemptions. Per Colorado state law, children who are non-compliant may be excluded from school 14 days following notification of non-compliance.

Some prescription and non-prescription medications can be administered at school when administration cannot reasonably be accomplished outside of school hours. Medications to be given at school should be presented to the health office in the original container with a matching medication authorization form completed by a health care provider and parent/ guardian. Medication authorization forms are valid for the current school year. A new authorization form is required each school year and for any changes in medication, dosage, time, or route. Only the required amount of medication needed at school should be sent. Students may not keep medication in their personal possession and may not transport medication into or out of the building.

Some children may be allowed to self-carry and self-administer asthma and anaphylaxis medications in school. There is to be written permission from the Health Care Provider, parent, and Registered Nurse. Typically, this medication is not handled by school personnel, nor is it stored in the school medication storage area.

Protocol comfort medications are available at most schools through the authorization of a local health care provider with prescriptive authority, and the signed permission of the parent/ guardian via registration. This list may change at any time. These medications **can** include, but are not limited to;

- Acetaminophen (headaches, pain)
- Sting kill swabs (insect bites)
- Menthol throat lozenge (sore throat or cough)
- Bacitracin topical cream (cuts or abrasions)
- Ibuprofen (pain, headache)
- Calcium Carbonate (stomach upset)
- Burn free pain relief gel (minor burns)

### School Based Health Center at Canon City Middle School- The Pulse

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.

### **LOCKERS -Corridor**

Every student will be assigned a corridor locker in which to keep books, supplies, and coats. Lockers will be assigned during registration. Lockers are provided as a convenience to students and represent a security system for belongings, which are only as safe as the people who use them. Each student is responsible for the safekeeping of his/her personal property. Lockers should be locked at all times and **no one should share locker combinations**.

**Students are not permitted to share lockers.** You are responsible for keeping your locker in an orderly condition and will be held responsible for any undue damage to your locker. Should your locker malfunction or a loss occur, report the problem to the office immediately. Refrain from keeping money, other valuables in your locker or open drinks.

The locker and lock are the property of the school and the administration reserves the right to search lockers if the need arises.

Any mechanical problems concerning lockers should be reported to the custodian. All other problems should be reported to the front office.

**BACKPACKS:** Backpacks are NOT allowed in the classroom with an exception made for students with special needs. Teachers may use discretion for extracurricular sports bags and other large equipment.

### **OFF CAMPUS PASSES**

Off campus passes are provided to students as an incentive or reward. The passes **must** be signed by a parent. The passes may be used to visit Dairy Queen for 6<sup>th</sup> grade, Dairy Queen and Sonic for 7<sup>th</sup> and Dairy Queen, Sonic or Wendy's for 8<sup>th</sup> grade. Students must check out at the office and leave their Chromebook or student ID for pickup when they return. A violation will forfeit future Off Campus pass usage. Off Campus passes are not to be used for the last two weeks of school. When students are not allowed outside due to weather conditions, students will not be allowed to use Off Campus passes. Any food purchased off campus must be consumed by the end of that student's lunch period. Off campus food is not allowed to be brought back into the classroom or hallway.

### **POSTERS**

Any sign, poster or notice directed to the interest of the student body, must be approved and stamped in the Administrative office. Notices pertaining to agencies or activities generally will not be approved. Any poster, sign, or notice posted without the approval stamp will be removed. Only Blue/White Tac is allowed on walls, NO TAPE.

### **STUDENT EXPENSES**

Students will be issued Chromebooks at the beginning of the school year. A \$25 fee is required to cover insurance costs for the computer.

A fees list will be available at registration with details of this years fees.

### **SCHOOL SUPPLIES:**

A school supply list is available on the website [ccms.canoncityschools.org](https://ccms.canoncityschools.org) or [www.canoncityschools.org](https://www.canoncityschools.org).

### **SCHOOL PICTURES:**

The cost of the school pictures will depend on the picture packets chosen by the student.

## **SCHOOL INSURANCE:**

School insurance is available for anyone wishing to purchase the insurance. It is available in full-time accident coverage or school-time coverage, and the premium cost varies each year.

## **YEARBOOKS (annuals):**

Annuals are pre-sold each year and can be purchased at anytime through April 1st.

## **Food Services**

Breakfast and lunch are offered daily to all students. Breakfast begins serving at 7:25 a.m. Lunchtime is divided into three (3) distinct periods of time of thirty-five (35) minutes each. Lunch assignments will be made prior to the beginning of school. Students will be supervised in designated areas (usually outside behind the school) for the first 15 minutes of lunch. Students will then enter the dining area for the remainder of the lunch period.

We are excited to share that ALL Canon City School students will receive free school breakfast and lunch in 2023-24 through the Healthy School Meals for All program!

This new statewide program, approved by Colorado voters, is helping Colorado children and teens have access to nutritious food at all Canon City Schools and provides a great cost saving to our families!

Our menus are available at [www.ccsnutrition.org](http://www.ccsnutrition.org). Sign up to Go Green and you will automatically receive an electronic menu each month for your child's school.

Even though meals will be provided for free, we will need families to continue to complete household income information forms that we will provide in order for our school to receive full access to federal funding to support the new program. These additional funds will go directly back to our schools to help cover the cost of meals, and will also support after school activities and other nutritional programs. Plus, families who qualify may receive discounted school fees, class materials, bus passes, utilities support and more! As always, all household income information will be kept confidential and protected by law. Immigration, migrant, citizenship or refugee status is not required when completing the form.

The income information form will be provided at registration and throughout the school year at [www.canoncityschools.org](http://www.canoncityschools.org). Please be sure to complete the form we provide as part of your back-to-school registration! If you have questions or would like additional support, please reach out to our nutrition department at 719-276-5813 for more information.

## **Activity Program Participation**

CCMS strives to provide a well-rounded activity program for students including sports as well as academic and social enrichments. Students are encouraged to become involved in all of these rewarding activities.

## **SPORTS SCHOOL PHYSICAL**

Students in any of the sports programs will be required to have the following items before they will be allowed to participate:

- Doctor's physical, obtained at the expense of the students, on file with the athletic director.
- Parent permission/proof of insurance card signed and on file with the athletic director.
- Emergency card on file with the athletic director.

## **SPORTS**

7<sup>th</sup> & 8<sup>th</sup> grade students may participate in the following sports:

- Football
- Volleyball (6<sup>th</sup> grade also)
- Basketball (Boys & Girls) (6<sup>th</sup> grade also)
- Wrestling (6<sup>th</sup> grade also)
- Cross Country (6<sup>th</sup> grade also)
- Track & Field (6<sup>th</sup> grade also)
- Girls Softball at Harrison School (6<sup>th</sup> grade also)
- Transportation **TO** Harrison School will be provided from CCMS. There is **NO** transportation afterwards.



Tryouts are required in some sports and student athletes will be placed on teams appropriate to each athlete's developmental level.

### **ATHLETIC PARTICIPATION FEES**

**There is a \$75.00 athletic participation fee for all sports programs. If your student is on reduced lunch, the fee will be \$50.00 per sport. If your student is on free lunch, the fee will be \$25.00 per sport. There will be a district maximum fee of \$300**

### **ELIGIBILITY**

In order to participate in student activities, CCMS students must be eligible. ***Students are ineligible to participate in an activity if they have ANY F's or suspensions (OSS or ATS).*** CCMS will maintain a weekly eligibility check for student activities. They are ineligible for the week (Thursday to Thursday). Students who are referred to the office for discipline will be ineligible for the duration of any suspension.

A formal step-by-step procedure will be followed:

- A list will be compiled of all students in each activity at the beginning of each activity season.
- The list will be compiled through Infinite Campus each Thursday.
- If the poor academic progress and/or inappropriate behavior of a student does not improve, the activity director may remove the student from the activity.

Students not in school on the day of an activity may not participate in that activity. Students who have a medical/professional appointment are excluded. A student may be declared ineligible by the administration for any event(s) because of disciplinary or academic reasons.

## **CAÑON CITY MIDDLE SCHOOL COURSES DESCRIPTIONS**

### **Core Classes:**

**Language Arts**-Students in each grade level will focus on the Colorado Academic Standards for Reading and Writing. This will include an in-depth study of grammar, composition, and a variety of reading genres. Students will also focus on oral and written communication skills that can be applied in the real world.

**Mathematics**-Students in each grade level will focus on the Colorado Academic Standards for Math. This will include an in-depth study of mathematical principles presented in a manner that will benefit the student's current level of performance in math skills.

**Science**-Students in each grade level will focus on the Colorado Academic Standards for Science and learn skills that can be applied in real life. This will include an in-depth study of physical, earth, and life sciences. Students will have the opportunity to engage in various scientific lab experiments throughout the course.

**Social Studies**-Students in each grade level will focus on the Colorado Academic Standards for Social Studies. This will include an in-depth study of the Western hemisphere in 6<sup>th</sup> grade, Eastern hemisphere in 7<sup>th</sup>, and the American Revolution to reconstruction in 8<sup>th</sup>.

Writing Lab-

Spanish-

### **LIFE SKILLS COURSES**

**Physical Education and Weightlifting** - Students in each grade level will participate in lifetime and team sports, as well as, focus on physical fitness. Students are required to dress out and bring their own lock during the course. Dress out clothes consist of shorts that come down close to the knees, cotton or nylon sweat pants, tennis shoes, and a shirt that follows dress code. Physical Education attire will also be available for purchase through the school store at CCMS.



**Art** - Students in each grade level will explore art as a form of communication emphasizing personal expression. Projects will utilize the fundamentals of art, including the elements of art and the principles of design. Students will investigate both 2-and-3 dimensional processes and techniques. Evaluation of projects will consider workmanship, craftsmanship, creativity, and other relevant factors to each individual work. ***There is a required \$5.00 instructional fee for this course.***

**Music** - Students in each grade level will be able to participate in band, choir, or general music class. Each class will allow students to explore musical interests and learn fundamental performing skills. Band students will focus on playing skills, music notation, and key aspects of marching performances. Choir students will enrich their imagination, creativity, and self-expression through practicing a variety of vocal concepts. General music students will explore a variety of musical concepts and experiences. There is a supply list for this class.

**Band** - Students using school-owned instruments will cover the cost of repair for damages for which they are responsible. The student and parent will be asked to sign a form if a school instrument is checked out to the student. Percussion students will be charged for any damage incurred during the school year. This will be after inspecting instruments.

**CTE(Career and Tech Ed)** - Students will develop a basic understanding of carpentry techniques with both hand and power tools, produce individual works and collaborative production pieces, and gain an understanding of frame construction, fasteners, and basic wood products. At higher grade levels, students will increase and refine their understanding of carpentry techniques with both hand and power tools. Students produce individual works and collaborative production pieces. Students also develop skills in advanced joinery and furniture production. Students will learn about business and employment skills including tax issues, and gain a deeper understanding of vocational skills including producing a resume, cover letter, and participating in a job interview. ***There is a required \$5.00 instructional fee for this course.***

**Technology** - Students in each grade level will explore a variety of computer concepts while increasing their level of technology fluency. Students will continue to enhance their keyboarding, Google Suite, and writing skills throughout the course. ***There is a required \$5.00 instructional fee for this course.***

### **Exceptional Student Services (ESS):**

#### **Special Education**

6th, 7th, 8th Grades

Canon City Middle School (CCMS) accepts the responsibility for providing a Free Appropriate Public Education (FAPE) for children grades 6-8, who are eligible for special education and related services. In honoring the central tenets of the Individuals with Disabilities Education Act (IDEA) and the Exceptional Children's Education Act (ECEA) statutes, students have access to the general education curriculum and community with appropriate supplemental aides and services. CCMS offers a continuum of services to students with disabilities based on individual educational needs. CCMS will develop an Individual Education Plan (IEP) for students identified as having an educational disability. The plan will be formulated through an appropriate legal process in cooperation with parents or legal guardians.

#### **GATE: Gifted and Talented Education**

6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Grades

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

#### **Gifted and talented students are capable of:**

- High performance
- Exceptional production
- Exceptional learning behavior

**Identification is through a body of evidence which includes:**

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

District-wide gifted screenings occur at 2<sup>nd</sup> and 3<sup>rd</sup> grade. Student re-evaluations occur at 5<sup>th</sup> and 8<sup>th</sup> grades.

GATE resource teachers are available at all levels, K-12. For more information, contact Shyla Christensen at [shyla.christiansen@canoncityschools.org](mailto:shyla.christiansen@canoncityschools.org).

## **RELEVANT BOARD POLICIES**

<b>Policy File</b>	<b>Policy Name</b>
<a href="#">AC, AC-R, AC-E</a>	Non Discrimination/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="#">JICI</a>	Weapons in School
<a href="#">JICJ</a>	Student Use of Cell Phones and Other Personal Technology Devices
<a href="#">JIH</a>	Student Interviews, Interrogations, Searches and Arrests
<a href="#">JA-1</a>	Student Organizations
<a href="#">JK and JK-R</a>	Student Discipline
<a href="#">JK-2</a>	Discipline of Students with Disabilities

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

A complete list of student related Board Policies can be found [here](#).