



**Peak to Peak Charter School
Home of the Pumas**

**Elementary
Student Handbook
2010-2011**

**800 Merlin Drive
Lafayette Co 80026**

**Main Office – (303) 453-4600
Attendance Information – (303) 453-4605
South Building Fax Number – (303) 453-4613**



This Handbook Belongs to:

Name: _____

Address: _____

City/Town: _____

Zip Code: _____

Phone: _____

Grade: _____

ABOUT PEAK TO PEAK CHARTER SCHOOL

About Our School

Peak to Peak is a K-12 public charter school offering a liberal arts, character-based, college preparatory curriculum. It is designed from the ground up for graduates to meet or exceed the entrance requirements of top colleges and universities. Students at Peak to Peak who demonstrate a mastery of knowledge and skills are challenged through appropriate placement in each subject area. The school is small enough to ensure that each student is known and valued but large enough to provide a variety of academic, athletic, and extracurricular activities.

Peak to Peak's elementary program uses the nationally recognized Core Knowledge program. Students entering middle school enroll in courses specifically designed to prepare students to take and succeed in Peak to Peak's advanced courses. Peak to Peak's high school features the "Peak Scholar Award." Designed to challenge students who desire a well-rounded high school experience, the Peak Scholar Diploma indicates to highly selective colleges the Peak Scholar's commitment to excellence. The

Peak Scholar Diploma demonstrates achievement in the following areas:

- AP courses and exams
- Honor Roll distinction
- A commitment to our community through community service
- Leadership or extracurricular activities

Ideals for Students

In addition to the measurable goals for the school, Peak to Peak has developed ideals for students. Peak to Peak is committed to promoting the attainment of these ideals and will use them to help recall the intent in starting the school and to evaluate the success of the students.

- Develop skills in critical reasoning, creative problem-solving and higher-order thinking
- Obtain a mastery of English and express ideas competently and fluently in oral and written presentation
- Achieve a high degree of fluency in a foreign language
- Master content in each core subject to the best of one's ability
- Internalize and practice the values of citizenship, responsibility, personal and intellectual integrity, and respect for the rights and human dignity of oneself and others
- Participate in the larger community through various activities, such as service projects, internships and artistic performances
- Develop collaborative skills and the ability to move easily between independent work and team work
- Personal commitment to the effort necessary to succeed at Peak to Peak

Honor Code

Peak to Peak's Honor Code states: "I will strive to achieve excellence in scholarship and character."

Character Development

The Peak to Peak Board believes that the first and primary source for teaching character to children is in the home. The Board is also committed to furthering this development of good character by reinforcing that teaching at school. Good scholarship and good character collectively prepare a student for success in life.

Character development in the school creates a culture that emphasizes and supports universally shared character qualities such as respect, responsibility, honesty, kindness, perseverance, and self-control. These common character traits transcend our differences in race, religion, and socioeconomic status and unify rather than divide. Peak to Peak supports the separation of church and state and will not promote any religious or political agenda.

The strength of character development is derived from the common language of character that is used among families, schools, and communities to identify and promote core values. True character development must comprehensively include understanding good character, valuing good character, and behaving with good character. The Character Development Teams in the

elementary, middle and high school settings seek to intentionally infuse character throughout the culture of the school, rather than through a stand-alone curriculum. Although the details of implementation vary according to school level, students learn character through the mutually reinforcing aspects of teacher and staff role modeling, the existing curriculum where applicable, behavior and discipline codes, and school and community service projects.

The students at the elementary level will focus on understanding the foundational traits of Respect, Responsibility, Excellence and Integrity in addition to several other traits that will rotate over a three year period. Middle school students will expand their basic understanding of these traits by learning to value these traits and integrating them into their world. They will have opportunities to apply this understanding through enrichment activities, character recognition and community service. High school students will have numerous opportunities to put these life-skills into action through peer mentoring, peer tutoring, peer counseling, service projects, leadership opportunities and college planning.

In conjunction with character development, Peak to Peak will continue to enhance the already implemented school wide bully-proofing program. The essence of this program is respect for self and others and the development of a community of responsible, caring students and staff.

Peak to Peak parents are asked to support and encourage their students' growth in character and to support Peak to Peak's efforts to continue this growth.

Mission Statement

Peak to Peak's mission is to:

- Provide broad access to an exemplary K-12 liberal arts, college preparatory education that challenges students to achieve their academic potential
- Be a community that values and recognizes scholarship, academic achievement, and creativity
- Provide an environment in which each student is known, respected, and valued as an individual of great potential and promise
- Prepare students to become active and responsible citizens of an interdependent world

Vision Statement

The Peak to Peak Community will inspire students to fulfill their academic dreams for college, to develop their creative passions and athletic talents, and to become responsible citizens.

Peak to Peak Administrative Staff

Executive Principal - Mr. Anthony Fontana	Director of Operations - Mr. Sam Todd
High School Principal – Mr. Kyle Mathews	Athletic/Activities Director - Mr. Peter Chandler
Middle School Principal – Ms. Suzanne Ovelman	Human Resources Manager - Ms. Kristianna Vedvik
Elementary Principal - Ms. Noelle Roni Gebre-Mariam	Facilities Director - Mr. John Wilcox
Elementary Asst. Principal – Ms. April Wilkin	Counselor – Ms. Yana Bourdelais
Executive Office Director - Ms. Traci Schoeneweis	Counselor – Ms. Mary Campbell
Director of Technology/STEM Chair /Programs Coordinator -Mr. Adam DiGiacomo	Counselor – Ms. Kimberly Gannett
Induction Supervisor/Humanities Chair – Ms. Megan Freeman	Counselor – Ms. Andrea Salvo
Advancement Director - Ms. Carolyn Janssen	Counselor – Ms. Alison Silcox
Dean of Students - Mr. Jay Ritter	Counselor – Ms. Sara Zessar
Food Services Director - Ms. Sharon Noel	Counselor – TBA

At Peak to Peak elementary we:

- Respect ourselves and others through words, actions and thoughts.
- Have a positive attitude.
- Bring necessary items.

- Complete all school work.
- Leave distracting items at home.(this includes toys, trading cards, electronic devices & gum)
- Solve Problems Peacefully.
- Respect school and other's property.

Elementary Discipline Policy:

Students at P2P Elementary are expected to manage their own behavior.

If there's a problem, the teacher/staff makes an intervention to correct the misbehavior: (stage 1-Yellow)

- * Verbal Warning
- * Informal Conference
- * Consequence
- * Problem Solving/Phone Call Home

Aggressive; disrespectful or unsafe behavior; profanity or repeated class disruptions are subject to the following consequences:

Stage 2 – Blue:

- * Conference
- * Problem Solving Sheet
- * Phone Call Home
- * School Consequence
- * Referral Form
- * Letter to parents

Stage 3 – Red:

- * Conference
- * Referral to Partner Room
- * Phone Call Home
- * Letter Home
- * Problem Solving Sheet

Stage 4 – Pink:

- * Referral to Administration *In-House Suspension
- * Phone Call Home
- * Contract
- * Outside Intervention (?)
- * Parent, Teacher, Student, Staff Conference

Stage 5 -At Home Suspension (follows all steps above)

***Aggressive Behavior/fighting/threats, harassment and significant disrespect to an adult can/will result in an automatic suspension.**

Grade Reports

Peak to Peak's elementary academic calendar is divided into three trimesters.

Grade reports (report cards) are distributed three times each school year:

STUDENT SERVICES

Counseling Center

The Counseling Center serves the personal and academic needs of students in middle and high school. The Counseling Center operates on an open door policy. However, students are encouraged to set up appointments ahead of time and must receive a pass from the Counseling Center or a teacher prior to coming to the Counseling Center.

The primary goal of the Peak to Peak counseling program is to promote and enhance student growth and learning. As a department we provide services to all students and acknowledge that diversity is a valuable component of our community. We address the needs of the whole person by helping students develop competencies in the following three areas: academic, career and

social/emotional development. As a counseling center, we strive to achieve a balance among all three areas of student development.

Counseling Services

Counselors are available on an appointment basis to help students manage their personal and academic lives. Peak to Peak now offers a school psychologist/intervention specialist to assist students with personal issues. Our bullying prevention coordinator can also assist students in managing peer interactions.

Library Media Center

The mission of the Peak to Peak Library Media Center is to provide a program that incorporates curriculum, technology and staffing to enable library users to retrieve, evaluate and utilize information as well as to develop a love of reading and lifelong learning. The LMC strives to be the intellectual center of the school, linking the school community to an even wider circle of literature, knowledge and information. The LMC meets these needs by acquiring, processing and providing user-friendly access to quality resources in a variety of fields and by providing instructional information retrieval as well as critical appraisal and creative use of that information.

Circulation Information:

- Students who have library materials that are 30 days or more overdue will have their report cards held until the items are returned or paid for and may be required to serve work duty through the Dean of Students.

Health Office (located in the south building)

Students who need to go to the health office must obtain a pass from their teacher. When returning to their classroom, they must bring a health room pass back to their teacher. Students failing to supply the health room staff or teacher the necessary pass will be either sent back to class or marked absent. This method assists the school in accounting for every student throughout the day. If a student is ill and requires going home, the student's parent or guardian will be notified. The student must wait in the health room until a parent or guardian has arrived and signed the student out at the front office.

Whenever possible, Peak to Peak requests that parents administer any necessary medication to children at times other than school hours. The school will only administer medication upon a parent's request and receipt of the completed form "Parent's Request for Giving Medicine at School and Release Agreement and Physician's Signed Order." This form will be available at physicians' offices in the Boulder Valley School District and you can also obtain one from the school.

***Speak to Peak* - School Newsletter**

The school newsletter, *Speak to Peak*, is distributed once a month. All submissions must be sent to the Communications Director by Monday of the week of print. *Speak to Peak* is also available online. We encourage families to obtain a copy of *Speak to Peak* from the school's website. A schedule of *Speak to Peak* distributions will be included in the 1st edition of each year.

BAASC

From the moment this school began, Peak to Peak has offered a Before and After School Care program for families of Peak to Peak. BAASC is designed to assist working parents by providing a safe, fun and educational program for their children before and after the regular school hours. A brochure for BAASC will be provided to all families during registration. For further questions regarding this program, please call the main office or visit the Peak to Peak website at www.peaktopeak.org.

PROCEDURES AND REGULATIONS

Attendance Policy

Attendance Line: 303-453-4605

Email: Attendance@peaktopeak.org

Understanding that participation in the classroom is a vital aspect of a student's academic performance, it is the parents' responsibility to assure that their children attend school. Consistent attendance in all classes is essential to academic success. Excessive absences disrupt the flow of curriculum and make it difficult for the student to learn the required skills. All absences have a negative effect on instructional continuity, regardless of the cause of the absence or the attempts to make up missed work. The school cannot teach pupils who are not present and the classroom experience can never be duplicated with assignments outside of school. The Peak to Peak Attendance Policy has been developed to both meet state requirements and to maximize the student's ability to receive a quality education.

Regular attendance is the responsibility of the student and parent. Parents are expected to help their students accept this responsibility by adhering to the attendance policy. Parents are encouraged to help the school by not excusing their students frivolously or for reasons not medically necessary. It is the responsibility of parents and students to track the student's attendance. This can be done through the Parent Portal, as well as the Student Portal on Infinite Campus. Absences will be defined by the following guidelines:

I. Excused Absences (Labeled In Infinite Campus as EXC or ILL)

1. Any absence due to temporary illness or injury that is excused by the parent without documentation from a doctor
2. Any absence due to inclement weather
3. Any absence due to the attendance of medical and dental appointments which cannot be scheduled outside the regular school day
4. Any absence due to physical, mental, or emotional disabilities with documentation from a doctor
5. Any absence due to religious observances

Only parents or legal guardians are allowed to excuse a student's absence. To avoid receiving the automated attendance message, please call or e-mail by 8:30 AM. Parents have 48 hours to make any corrections to a student's attendance record. As a guideline, once a student has accumulated ten excused absences, documentation will be required for all subsequent absences. If documentation is not provided, the absence will be marked as unexcused. Documented absences and activities/athletics absences (see below) will not count toward the ten excused absences.

II. Documented Excused Absences (Labeled In Infinite Campus as DOC, PRE, SUS, ISS or ADM)

1. Any absence due to illness documented by letter from the student's doctor
2. Any absence which occurs when the student is in the custody of a court or law enforcement authorities or for a court appearance and has provided documentation to the Attendance Office as proof
3. Any absence for college visit, as long as documentation of attendance at the college visit is provided
4. Any absence due to a death in the family
5. Any absence as a result of suspension
6. Prearranged absences, if approved by a Peak to Peak Administrator. Peak to Peak encourages families to take their vacations during scheduled school vacation times. However, the school recognizes that a rare vacation may not fall within the scheduled time frames. Peak to Peak encourages teachers to work with families in these situations, particularly if the absence is related to expanding a student's educational experience; however, teachers cannot be expected to arrange student work prior to a prearranged absence but will keep a file of missed work during the absence. Extended absences of 3 or more days must be cleared with the principal in writing. Prearranged Absence forms can be obtained from the Attendance Office or from the Peak to Peak website. The form must be completed at least one week prior to the scheduled absence. Students are responsible for making up missed work upon their return.

III. Activities/Athletics Absences (Labeled In Infinite Campus as ACT)

1. Absences due to participation in activities or athletics
2. Field trips prearranged by the teacher
3. Other school related activities

IV. Unexcused Absences (Labeled In Infinite Campus as UNX)

Any absence for a reason not listed above is considered an unexcused absence. Unexcused absences may lead to disciplinary action, as defined below.

Consequences for Unexcused Absences

Any unexcused absence will result in detentions to make up the time missed. Students who accumulate four unexcused absences in a class will be required to meet with their parent/guardian and the Dean of Students to develop an attendance contract. A student can only be placed on an attendance contract once per school year. Continued unexcused absences may lead to further action and a referral to truancy court as required by the Colorado Compulsory Attendance law.

If credit is not awarded for a class and a student has accumulated four unexcused absences, the student will receive a one day in school suspension. Continued unexcused absences will result in further disciplinary action as determined by the Dean of Students.

Attendance on Special Days

Attendance on college visit days, wellness days, cultural awareness days, etc. is required for all students. Parents are encouraged to support the school in our efforts to educate students on these important days by requiring that your student be in attendance and not excusing them unless absolutely necessary. Failure to attend these events without appropriate documentation will result in an unexcused absence for the entire day.

In the event of a dispute regarding absences, a school administrator has the final authority to determine whether an absence is excused or unexcused.

Tardy Policy

Any student that is not in class, sitting in their assigned seat ready to work when the bell rings, is considered tardy. Tardy minutes will accumulate to be included in the calculation of absences. A tardy is limited to five minutes late to class. If a student arrives more than five minutes late, it is considered an absence. Students are still expected to attend the class to remain current on course content; the time of arrival will be noted. All students who are late to school must sign in at the Attendance Office and obtain a late slip to enter the class.

Dismissal during the School Day

Parents are encouraged to schedule appointments outside of school hours. If it is absolutely necessary for a student to leave campus during the school day, the following guidelines will apply:

Truancy

Attendance at school is vital to ensure academic success. State law requires daily attendance (C.R.S. 22-33-104 (2006), to ensure regular school attendance for children under the age of seventeen years, with the exception of a limited number of excused absences. It is the parents' responsibility to see that the child complies with this law. A student absent without the consent of his/her parent and the school administration is considered truant. If truancy has been confirmed, a parent/guardian cannot reverse the attendance code at any time. The law provides that a legal petition must be filed when a student establishes a pattern of truancy. We ask for parental support in reinforcing attendance expectations. If a pattern of excessive absences develops, a doctor's verification of illness may be required.

Sequence of notification concerning unexcused absences during a semester

1st & 2nd – Phone call from the automated attendance line.

3rd - Phone call from the automated attendance line; and a formal letter from the attendance office detailing the student is in danger of becoming an habitual truant.

4th - Phone call from the automated attendance line; a formal letter from the Dean of Students detailing your child is an habitual truant and has lost all credit for the course; a conference will need to be scheduled with the Dean of Students in order to establish a course of action and contract for credit retrieval.

On the 5th unexcused absence, the student will lose all credit for the course with no further opportunity for credit retrieval. Under state law he/she is allowed to be in the course.

Make up Opportunities

Students are responsible for all class work missed due to any absence. Credit for class work missed due to excused absences shall be allowed when satisfactorily completed. However, credit may be lost when the student fails to complete course requirements and/or the Principal or designee considers the student's absences so excessive as to prevent that student from meeting course requirements. Students who have been absent are responsible for the arrangement of make-up work with their teachers. As a guideline, students have two days for each day of absence to make up missed assignments.

For absences due to suspension, the school shall provide an opportunity for a student to make up school work during the period of suspension. Credit for class work missed during the suspension shall be allowed if it is turned in on the first day back from suspension.

Telephones

No student will be allowed to use office telephones except for school business. A school official must grant permission before a student is allowed to use the school phones. Public telephones are provided in the north-building lobby for student use. Phone calls will be held to a maximum of three minutes and will not be permitted during class time unless teacher permission has been granted. Personal business should be taken care of either before school, during breaks, or after school. No student will be allowed out of class to make a phone call, unless preapproved by a teacher or administrator.

Cell Phones

Cell phones are not allowed to be used or seen on campus during the school hours.

CODE OF CONDUCT / DISCIPLINE POLICY

Discipline Philosophy

The goal of the Peak to Peak Discipline Philosophy is to create a safe, respectful, and nurturing environment where learning can take place. The Peak to Peak faculty will use its discretion in its choice of disciplinary measures depending upon the child's age, his or her specific infraction, and general pattern of behavior. Peak to Peak's philosophy is that children feel more secure and act more responsibly when expectations are clear and understood. Therefore, the school community will support this philosophy through the integration of character education in the curriculum and the daily life of the school. We also believe that good discipline requires the concerted effort of students, parents and teachers, the result of which will be a more positive and productive learning environment. Regular review of expectations in the classroom and at faculty meetings will encourage the ongoing implementation of the philosophy throughout the school. Key principles that allow teachers to teach, children to learn, and students to become self disciplined include:

- We provide messages of personal worth, dignity, and strength through choices and the development of problem-solving skills.
- We set enforceable limits through enforceable statements.
- We provide consequences with empathy rather than antipathy.
- We foster responsibility toward self and others.

Mandatory Expulsion *

- **Dangerous weapons-** Carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or School District, for which expulsion is mandatory. "Dangerous weapon" means: (a) a firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm; (b) any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; (c) a fixed-blade knife with a blade that measures longer than three inches in length, or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches; or (d) any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
- **Drugs -** The sale of a drug or controlled substance, for which expulsion is mandatory.
- **Robbery –** Expulsion is mandatory for the commission of an act which, if committed by an adult, would be robbery under the criminal law.
- **Assault -** The commission of an act which, if committed by an adult, would be first or second degree assault under the criminal law, for which expulsion is mandatory.

* The above guidelines are the minimum based on Colorado Revised Statutes. Peak to Peak follows added guidelines based on Boulder Valley School District and Peak to Peak policy (see below).

Student Conduct

Peak to Peak adheres to the Boulder Valley School District Discipline Policy. District Policy JFC, rev. 11/13/01. While on school grounds, in school facilities, in school vehicles, or at school-sponsored activities, students shall comply with all policies and regulations pertaining to student conduct. Specifically:

1. Student conduct shall at all times reflect consideration for the rights and privileges of others; cooperation with all members of the school community is required.
2. Students shall maintain high personal standards of courtesy, decency, morality, and honesty in their relationships with others.
3. Students shall respect the authority of school staff and officials. This includes compliance with school regulations, District policies, and Colorado law.
4. Diligence in study and achievement commensurate with ability is expected of all students. Respect for scholarship should be encouraged and scholastic integrity shall be maintained. Students are expected to be prompt and regular in their attendance of school and classes and are responsible for work missed due to excused or unexcused tardiness or absence.
5. No student shall engage in or encourage behavior which poses a clear and convincing threat of disruption of the school operations.
6. No student shall engage in or encourage behavior which is detrimental to the welfare or safety of students, teachers, or school personnel on or off school property.
7. Students shall not use, bring, carry, possess, buy, sell, or exchange alcohol, narcotics, or other dangerous or restricted drugs or controlled substances.
8. No student shall use, possess, bring, or carry any dangerous weapon of any kind or a knife of any blade length on school property, in school-approved vehicles, or at school-sponsored activities without prior permission of the school principal or designee or the Superintendent or designee.
9. Students shall not cause or attempt to cause damage to school or private property, nor steal or attempt to steal school or private property.
10. No student shall engage in bullying behavior in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events.

Violations of Colorado law, district or school rules of conduct will result in disciplinary action, which may include suspension or expulsion.

Peak to Peak has adopted a policy for Codes of Conduct that is based on common sense, not zero tolerance. In individual cases, teachers and administrators reserve the discretion to enforce this policy using logic, not the letter of the law. The following items are in addition to Colorado Law and BVSD policy items or further clarify Peak to Peak's position on certain matters:

- Students, school staff, and volunteering parents are expected to show respect through words and actions for all people, including themselves, other students, and those in a position of authority, as well as for private property, school property, and the environment.
- Destruction of property and acts of vandalism will result in the perpetrator making reparation and could result in suspension or expulsion from school.
- Possession or use of tobacco, alcohol, and/or illegal substances is strictly forbidden on or near school grounds or at school related functions. Students who bring any of the above to school or are found to be under the influence while on school grounds will be suspended or expelled.
- The sale, distribution, exchange or purchase of a drug or controlled substance will result in expulsion.
- Possession of dangerous weapons or weapon facsimiles is strictly forbidden on school grounds. Bringing a dangerous weapon to school will result in expulsion from school for a period of time not to exceed twelve months.
- Other weapons not meeting the district definition of “dangerous weapons” are not allowed in school or on school grounds at any time. Bringing any weapon or item intended to be used as a weapon to school will result in suspension or expulsion.
- Peak to Peak does not allow harassment of students or staff – physical, verbal or sexual. This behavior may result in suspension or expulsion from school. Acts of physical aggression will result in suspension from school for a period of up to ten days and possible expulsion from school.
- Students and staff are expected to be in the classroom and ready for class activities to begin at the designated starting time of each period.
- Teachers will establish individual classroom rules and students will be expected to abide by them.
- Students will bring necessary materials to class every day.
- Students are expected to be honest. Students will not receive credit for work that is not their own (see Plagiarism/Cheating Procedures).
- CD players and other electronic devices may only be used during lunch break at the middle school. This policy has been modified at the high school level. High school students are permitted to use CD players and other personal listening devices in study hall as well as during the lunch break and passing periods.
- Cell phones are not allowed to be turned on or visible while on campus during the school day.
- Flagrant and inappropriate physical displays of affection are not acceptable on school grounds.
- Students in middle school are not allowed to chew gum on school grounds at any time. High school students may chew gum at their teachers’ discretion.

Drug and Alcohol Policy

Peak to Peak is a Drug Free Zone. The school’s policy is based upon these facts:

- Possession, use, distribution, and sale of drugs and alcohol by adolescents is illegal by Colorado statutes.
- Substance use has proven to be psychologically and physiologically harmful.
- Student involvement with drugs and alcohol is damaging to the school community and incompatible with the learning environment of the school.

Peak to Peak will not tolerate the possession, use, sale, purchase, or exchange of drugs or alcohol by its students at any time. If off campus use or distribution of drugs or alcohol is determined to be affecting a student’s behavior during school hours, the student will be sent to the Dean. A student at school, in transit between school-related functions, or at any school-related function found to be providing, using, or possessing drugs, drug paraphernalia or alcohol, or under the influence of drugs or alcohol, will be suspended from school. The sale, purchase, or exchange of drugs on school property or during a school related activity will result in automatic expulsion. If off-campus use draws attention to the school or results in legal action against the student, the school reserves the right to take disciplinary action.

The school will support, generally without the threat of disciplinary action, any student who voluntarily seeks help for a substance-related problem. The school will work to form a support structure that may include any or all of the following: ongoing discussions with a teacher, professional assessment, professional counseling, or participation in a rehabilitation program. Parents play an important role in developing the support plan for a student seeking help.

Searches

District Policy JFGA, adopted June 11, 1987

A student's person and/or personal effects, such as a purse, book bag, back pack, etc., may be searched whenever school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

All lockers, desks, storage, and similar areas provided for student use on school premises are school property and remain at all times under the control of the school. Student use of such areas is subject to the right of school authorities to open or enter into the same and inspect the contents for any reason at any time without notice or student consent.

The interiors of student vehicles may be inspected if a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school rules.

Harassment

To provide a positive environment based on mutual respect of each and every person, certain guidelines for appropriate behavior need to be recognized by each student. Peak to Peak's community recognizes individual differences in culture, race, ethnic origin, religion, gender, and life style preferences. Inappropriate behavior, either verbal or physical, disregards the feelings of others, is demeaning and will not be tolerated. This includes unwelcome physical advances, unwarranted verbal remarks, and derogatory or discriminatory statements. Off campus, harassment or bullying can occur either through internet, text messaging, or physical interactions. If this off campus harassment or bullying is determined to be affecting a student's behavior and impede a student's academic progress, the situation and students involved will be referred to administration. Furthermore, as stated in the Peak to Peak contract, "The educational program of Peak to Peak shall be non-religious, non-sectarian, and consistent with applicable law and school district policy, shall not discriminate against any student on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, religion, ancestry or disability."

Please refer to the BVSD Non-Discrimination Policy for the definitions of the types of harassments.

Suspension – In school

Depending on the seriousness of the behavior, a student may be required to be isolated in school for a period of suspension. Students attending in school suspension will be required to do homework or read while in suspension. Students are not allowed to use personal listening devices and must follow all school rules. Students will be given a lunch break, but must serve it in the supervised in school suspension area.

Suspension – Out of school

Students may be suspended per Boulder Valley School District guidelines for behavior which warrants suspension. During the time of an out of school suspension, students are not allowed to be on any Boulder Valley School District campus at any time or for any reason unless asked to by the school principal. Students are responsible for course work missed during any suspension.

Academic Discipline

Teachers in the middle and high schools will require students to attend their office hours, mandating struggling students to take responsibility for their education.

Incident Report Procedures

If an administrator is not in his/her office, the student is to fill out an incident report form and leave it in the administrator's box outside the office door. If they do not return to the office during that period, the student is to return to class. The administrator in charge will seek this student when available and then will report the action taken to the referring teacher or staff member. Parents are encouraged to complete an incident report form if they witness any harassment or bullying activity. A copy of these forms will be available in the main office and outside the bully-prevention coordinator's office.

Academic Honesty and Integrity (Peak to Peak Policy)

SECTION I: INTRODUCTION AND RATIONALE

Peak to Peak recognizes the importance of promoting a learning environment that values academic honesty. In order to foster ethical behavior in our students and thus meet the goals outlined in the BVSD Mission Statement and the graduation requirements prescribed in the New Century Graduate, we believe that educating all students regarding the characteristics of academic integrity is a critical component in successfully preparing them for their future endeavors.

When engaged in learning activities, students should demonstrate the discipline necessary to seek guidance from their instructor rather than resorting to inappropriate behaviors that may undermine their own academic and personal development. Therefore, Peak to Peak will actively support our students in taking ownership of their learning both inside and outside of the classroom. District educators will encourage the development of ethical behavior in their students and support constructive dialogue regarding the characteristics of academic integrity in their classes. This is a shared responsibility of all parties: students, parents, and Peak to Peak educators.

This regulation defines those behaviors that constitute unethical academic behavior and outlines the range of consequences schools can consider when infractions occur. Faculty and students should be certain to allocate time to review this regulation and discuss any additional expectations that emerge. This regulation and the associated policy will be printed and distributed to all students annually in the *Student Rights and Responsibilities Guide*. Students will be expected to acknowledge that they have received information related to academic honesty and that they understand the expectations placed upon them as members of the BVSD academic community.

SECTION II: POLICY

Peak to Peak students are expected to respond to academic challenges with the highest degree of integrity and honesty that support the culture of the community and the school's high expectations for character in all circumstances.

SECTION III: DEFINITIONS

Academic Integrity: Compliance to accepted ethical standards

Academic Dishonesty: Deliberate, unacceptable behaviors that include but are not limited to: misrepresentation, obtaining unauthorized information, and tendering of information.

Misrepresentation: Students misrepresent their work by handing in the work of someone else:

- Plagiarizing: unacknowledged use of information, ideas, or phrasing of others. This includes copying exact words of another writer without proper documenting of source, stealing or passing off words, graphics, and artwork that is not one's own
- Purchasing a paper from a service or other sources
- Reproducing another person's paper and submitting it as one's own
- Having someone else take an exam
- Inventing of information or citation in an academic exercise and misquoting or quoting out of context
- Submitting a reproduction of another person's work
- Signing of another's name to an official document and/or submission of information known to be false

Obtaining unauthorized information: Information that is obtained dishonestly:

- Copying homework

- Working with another student on work that is intended to be done independently
- Downloading and submitting term papers from on-line resources
- Sharing answers through data storage devices
- Using cell phones or PDA devices to take electronic pictures of exams
- Text-messaging answers of academic work
- Stealing materials for teachers or classmates

Tendering of information: Students giving or selling their work to another person who plans to submit it as his or her own:

- Giving work to another student to be copied
- Giving someone answers to an exam during an exam
- Discussing an assessment with students who have not yet been assessed on the material
- Giving or selling a written assignment to another student

SECTION IV: INFRACTIONS AND CONSEQUENCES

Suspected incidents of academic dishonesty should be referred by instructional staff to the school's administration for investigation. In order to maintain a reasonable level of consistency within a school, consequences will be applied by the school's administration after consultation with the appropriate instructional staff.

The general magnitude of an infraction and the level of premeditation involved should be considered before consequences are determined. Schools should strive to maintain consistency in consequences from infraction to infraction.

Possible consequences to infractions may include:

- Parent/Guardian conference with teacher(s) and/or administration
- A certified letter to be signed by the parent/guardian
- A failing grade for the assignment
- Redo the assignment within a given amount of time
- Suspension
- Restorative Justice
- Suspension of Internet access
- Suspension of Network privileges
- A failing grade for the class
- Ineligibility for groups/activities
- Community service

Students should be reminded that a violation of copyright law carries criminal penalties. Appeals related to this regulation should follow the process outlined in Policy KL and KL-R, *Public Complaints*.

Dress Code

Peak to Peak is dedicated to maintaining a healthy and productive learning environment. Student dress should conform to standards of decency, safety, modesty and cleanliness without being distracting. The dress code is designed to provide an optimum learning environment for a college preparatory school. If meeting these standards creates a financial hardship for your family, please talk with the principal for assistance.

Dress Code Guidelines:

- Students are required to be neat and clean and to use their good judgment in the matter of dress.
- Clothing that shows obscene, questionable or offensive language, promotes illegal substances, tobacco or alcohol products, or displays unsafe practices is not allowed.
- Any clothing, jewelry, wallet chains, emblems, symbols, tattoos, make-up, signs or other items that may be considered gang or drug related, contain inappropriate language or images including suggestive or pornographic sayings, or suggest death images, including skulls, are inappropriate and unacceptable.
- Clothing that inappropriately exposes skin or undergarments or any other revealing clothing is not acceptable. Halter-tops and midriffs are not allowed.
- Shirts with straps less than one inch in width are not acceptable.

- Shorts and skirts cannot be shorter than fingertip length.
- Sagging or low cut pants that reveal undergarments are not allowed.
- Footwear must be worn at all times.
- Sunglasses are not to be worn inside the buildings.
- Hoods are not to be worn at anytime on campus.
- Hats and visors that shield the sun are encouraged for outside use.
- Visible tattoos/images or written language on the skin are not allowed. Students with permanent tattoos/carved images or written language on the skin need to have them covered at all times.
- Visible forms of body piercing (other than ears and single nose studs) are not acceptable and students will need to either remove the unacceptable body piercing or cover the visible body piercing with a naked colored band-aid that is supplied by the student. (Students may not go to the health room for Band-Aids for this purpose.) Cultural and religious exceptions will be respected if prearranged with Dean of students.
- Unnatural hair color is unacceptable (pink, blue, green, etc.), except during spirit days as arranged by student council.
- Wear shoes that allow you to participate in PE and play with your friends! Athletic shoes must be worn during PE.
- Skate shoes are not allowed at any time!

Students determined to have inappropriate clothing will be referred to an administrator. In order to minimize missed class time, the Dean of Students will lend the student a Peak to Peak t-shirt or sweat pants if available. The student must stay in class until a parent provides a change of clothes. Whenever there is a disagreement about appearance, admission to class may be delayed until the issue is satisfactorily resolved with the Peak to Peak Administration. Inappropriate items may be confiscated and returned at the end of the day or week.

Students who are in violation of the dress code will be disciplined progressively:

- 1st Offense – Verbal warning; student must immediately become in compliance with the dress code.
- 2nd Offense – Detention (# of hours to be determined by administration); parents contacted; student must immediately become in compliance with dress code.
- 3rd Offense – Suspension for defiance; parent notification/conference; placed in permanent discipline file.

Posting of Materials

Students may not post material without the consent of an administrator. Students will not post material that is slanderous or inappropriate. Students found posting such material will be subject to disciplinary action from the Dean of Students.

Building Pride

We are all very proud of our beautiful building. Therefore, we urge each and every student to take pride in our school and its campus. All of us working together can keep our school and campus one of the attractions for tourists and visitors to observe as they visit our community. Each of us must take his/her share of the responsibility in beautifying our campus and building and keeping them from becoming unattractive. Penalty for Vandalism or destruction of school property is as follows:

- Minor - Clean or correct vandalism, payment for damages, and parent notification, Restorative Justice.
- Major - Clean or correct vandalism, payment for damages, parent notification, suspension, and/or subject to Juvenile Court.

Visitor Policy and Procedures

For security reasons, all visitors to Peak to Peak are required to check in at the Main Office of the South Building and pick up a visitor identification badge before proceeding to other parts of the school. The visitor must also sign out when leaving. This policy includes parent volunteers. Student visitors must have the approval of the Executive Principal before shadowing at Peak to Peak. Also, student visitors are not allowed during the first two weeks or last two weeks of school.

RTD Bus Service

There is great access to several key Regional Transportation District (RTD) bus routes, and Peak to Peak encourages students to use the bus service when appropriate and available.

The “Jump” bus service provides public transportation directly to the Peak to Peak campus at the corner of Spaulding Street and Merlin Drive. The route runs between Lafayette and Boulder, providing service to many Lafayette neighborhoods along Arapahoe Road, in old town, and the Lancelot Park neighborhood. Additional RTD routes that serve the Lafayette Park and Ride include the 225, the 227, and the L routes. These bus routes connect students who live near Baseline Road, South Boulder Road and Broomfield to the Park and Ride facility, which is located near Public Road, just south of Spaulding Street, about a half mile walk from Peak to Peak. You may check RTD’s schedule to determine if there is a good connection to the Jump bus on its return trip to the school. Please contact RTD at 303-299-6000 or <http://www.rtd-denver.com> for route information.

RTD has the “Bike and Ride” program, which encourages riders to connect to their final destination using bicycles. This program provides a good transportation option for students who live near the 225, 227, and the L routes. Additional information can be obtained by calling RTD at 303-628-9000. Students who plan to use RTD are encouraged to purchase RTD’s Teen Bus Pass from Peak to Peak’s front office of the south building at the discounted rate of \$35 per month, subject to change.

Riding Bicycles and Walking

Walking and riding bicycles are forms of transportation that reduce traffic impacts. Parents must discern whether their children are mature enough to handle the responsibility of safely walking or riding to school. Students who walk must be aware of their environment and take appropriate precautions to arrive safely. Bicyclists must follow the same rules as persons who drive automobiles (ex: stop signs, traffic signals, speed limits, etc.). Bicycle racks are available near both buildings. Students should bring a lock and chain as Peak to Peak cannot be responsible for lost or stolen bicycles.

BVSD provides the following advice in Regulation JHF-R:

In developing proper safety habits, parents should encourage students to:

- Start for school early enough to arrive on time without rushing.
- Walk on the sidewalk, or, if there is not sidewalk, on the left side facing oncoming traffic.
- Cross only at intersections and school crosswalks.
- Refuse to enter or approach strangers in automobiles.
- Proceed directly to school or home before beginning to play.

For the sake of student safety, parents should ensure children do not arrive so early that no school personnel will be on hand to supervise them. Please contact the Lafayette Police Department if you would like additional information about applicable traffic laws and safety information.

Skateboards

Due to an increase in concerns of the safety of our students, parents and our entire community, skateboards are not allowed to be used on school property at any time. Any student using a skateboard as a means of transportation must make arrangements with the Dean of Students.

If a student is skateboarding on campus, the sequence of discipline is as follows:

1st offense - Skateboard confiscated and returned to the student after one calendar week.

2nd offense - Skateboard confiscated and returned to the student after six calendar weeks.

3rd offense - Skateboard confiscated and returned to the student after school is out for the year.

Additional consequences may be enforced for habitual defiance.

Traffic Plan*

Try to plan routes not to disturb traffic flow in our neighborhood. We suggest when coming from Boulder you go east on Baseline through Lafayette to 120th, south to Emma then west to the school. When coming from Broomfield, from Dillon and 120th, go north on 120th to Emma, go west to the school. From Lafayette you can take Spaulding East from Public Road to the school. If you notice that the traffic is heavy on any local neighborhood street, please plan an alternate route. Please note that student drivers **must** access the school from 120th St. when arriving to or departing from the campus.

Additionally, it is important to note that **only elementary car pools and combined elementary and secondary car pools** are allowed to drop off and pick up on the west side circle. Other guidelines include:

- The front parking gates are closed from 7:30–8:00 AM and from 2:50–3:20 PM.
- Be patient and courteous to our neighbors and the teachers and volunteers directing traffic. This is a great way to demonstrate positive character traits to your children and our students.
- Please stagger your pick up and drop off times. You may drop off as early as 20 minutes before the start of school and pick up as late as 20 minutes at the close of school.
- Do not use the driveway north of the high school and gymnasium for drop off and pick up. This is dangerous and it blocks traffic flow into the main parking lot.
- There will be no parking in the west driveway or circle at any time. The only parking allowed on Merlin will be on the east side north of the driveway. South of the driveway is reserved for those cars turning right into the school and for the RTD bus. This will allow for continuous northbound flow on Merlin. There is no parking on the west side of Merlin or in the private drives along Spaulding Street.
- Student drivers must have a permit for parking on campus (parking is not allowed on the streets). Additionally, students must purchase a parking permit from the Dean of Students and must park in the designated student parking lot.

We made a promise to our Lafayette neighbors when we moved to this campus in 2002 that we would carpool and/or use public transportation, so please use these options. We desire to be good neighbors.

* The above traffic plan will be in place until the completion of a third access road which is scheduled for 2009. Once completed, a new traffic plan will be finalized and delivered to parents, students, and staff.

Playground Rules

- Be kind, thoughtful, welcoming and patient.
- Include everyone.
- If you have/see a problem, go to an adult, a Peer Mediator or use the Peace Place.
- At Lunch Recess, equipment is provided for you. Leave all other equipment in your classroom.
- When the bell rings, place equipment down on the ground.

HAVE FUN TOGETHER!

Internet Use -General Statement

Peak to Peak Charter School provides Internet use to its students in keeping with the Peak to Peak mission: providing broad access to an academic environment fostering achievement, scholarship, and creativity, as well as to prepare students to become responsible and active

citizens. Peak to Peak receives its Internet service through the Boulder Valley School District. The district uses Internet filters on all Internet connections, thus Peak to Peak also uses Internet filters on all Internet connections.

Appropriate Use of Technology Resources for Students

© Boulder Valley School District - March 2007

The purpose of this document is to inform parents, guardians and students of the rules governing the use of district and personal technology resources while on or near school property, in school vehicles and at school sponsored activities, as well as the use of district technology resources via off-campus remote access.

Please read the following carefully before signing your registration packet. BVSD reserves the right to modify the terms and conditions of this document at any time. The latest version of this document is available from the BVSD web site at www.bvdsd.org.

Introduction

Boulder Valley School District (BVSD) is pleased to offer students access to district computers, communications systems¹, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for her/his use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Using the Internet and Communications Systems

District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with district standards and honor this agreement to be permitted the use of technology.

All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private.

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access these other materials as well. BVSD does not condone or permit the use of this material and uses content filtering software to protect students to the extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. BVSD believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using technology. If students accidentally access inappropriate material they should back out of that information at once and notify the supervising adult.

Proper and Acceptable Use of All Technology Resources

All district technology resources, including but not limited to district computers, communications systems and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of BVSD.

Activities that are permitted and encouraged include:

- school work;
- original creation and presentation of academic work;
- research on topics being studied in school;
- research for opportunities outside of school related to community service, employment or further education.

Activities that are not permitted when using district or personal technologies include but are not limited to:

- plagiarism or representing the work of others as one's own;
- using obscene language; harassing, insulting, ostracizing, or intimidating others;
- representing Copyright ©, Registered ®, and/or Trademark ™ materials as one's own work;
- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school
- work, community service, employment, or further education is not permitted unless prior approval has been granted from the Administration.
- damaging or modifying computers or networks;
- intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers; intentionally bypassing district filters;
- use of USB, bootable CDs, or other devices to alter the function of a computer or a network;
- subscription to any online services or ordering of any goods or services;
- use of personal e-mail accounts, not district-provided e-mail accounts, on the district network, unless specifically assigned by a teacher;
- online sharing of any student's or staff member's name, home address, phone number or other personal information;
- non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or raffles;
- participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher;
- use of district resources for commercial purposes, personal financial gain, or fraud;
- any activity that violates a school rule or a local, state, or federal law.

Students are expected to report harassment, threats, hate-speech and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Privacy

Peak to Peak has adopted a policy to respect and protect the privacy of its students and families from unwanted intrusion. Peak to Peak supports the Family Educational Rights and Privacy Act adopted by the Colorado State Board of Education on April 13, 2000, as well as Colorado HB 1202 concerning access to student information. Therefore, parents must provide written consent before students participate in any survey, activity, analysis, evaluation or test that reveals information about the student and or the student's family concerning political affiliations, religious beliefs, income, mental or psychological condition, sexual behavior, parenting styles, substance abuse or any other information that could be potentially embarrassing or considered private by the student and/or the student's family. If your family desires added attention to details regarding privacy, please read and sign the Privacy Form located at the end of this Handbook.

Communication and Conflict Resolution Philosophy Peak to Peak Charter School seeks to promote healthy communication among children, parents and teachers. Within the school, children and adults are to address teachers, staff and parent volunteers with a proper title, such as Dr., Mrs., Ms. or Mr., followed by the person's last name.

As a community, we encourage respect in our daily communication of wishes and concerns. In the case of classroom concerns, it is essential that parents and teachers work together in support

of the students. To this end, it is helpful if parents and teachers express their concerns to each other directly. If a parent would like to speak with a teacher, he or she is to arrange a meeting by calling the teacher's voicemail box or sending an e-mail to set up an appointment. A teacher is not to be interrupted in an effort to set up an appointment when he or she is teaching a class or otherwise engaged with teacher duties such as the busy start of the day, while on playground duty or after school in the car line.

If emotions rise at any time during a meeting, teachers or staff members are instructed to end the meeting and schedule a follow-up meeting which is to include an administrator. In the case that, after much effort, the parent or teacher is not satisfied that his or her concern is being heard, either may institute the following Resolution Process.

The Resolution Process

The Resolution Process provides a means by which conflicts can be resolved. Parents, students or teachers may initiate this process. Such a request must be in writing and submitted to a school administrator for further action. The principal will then communicate with those involved in the conflict. A meeting will then take place at the end of which a plan for resolution will be agreed upon. If, after completion of the Resolution Process, the conflict has not been resolved to the satisfaction of the parties involved, it may then be taken to the Board of Directors for a final ruling. The procedure for filing concerns is as follows:

1. Make every attempt to communicate the concern directly to the teacher, administrator, or parent for resolution. An appointment should be set up where the concern can be expressed in private. Care should be taken to express concerns calmly and respectfully so that an environment conducive to resolution can exist.

2. If you are unable to come to a resolution, you may file your concern, in writing, with the immediate supervisor. If still unresolved, the issue can be brought to the next level administrator if desired.

3. In cases when the concern has been discussed with the school level Principal and either parent(s) or teacher(s) remain dissatisfied with the decisions made to resolve the conflict at the Resolution level, they may take their concern to the Executive Principal. Such a request shall be made in writing and be given to the Executive Principal.

4. A patron who is dissatisfied with the decision of the central office administrator may appeal to the Peak to Peak Board of Directors. Such appeal shall be in writing and shall include a statement of the complaint, the decisions of the central office administrator and the supervisor, and a statement of the reasons for the appeal. This appeal must be submitted within ten working days after receipt of the decision of the Board President. The Peak to Peak Board of Directors shall review the prior decisions and any records from prior hearings and, at his or her discretion, may convene another hearing or otherwise permit the patron to present further evidence or argument. Within ten working days after completion of this process, the Peak to Peak Board of Directors shall render a written decision and provide a copy to the patron. This decision shall be final unless the Board of Education accepts the matter for review.

5. If the patron is dissatisfied with the decision of the Superintendent of Schools, he or she may appeal to the Board of Education. Such appeal shall be directed in writing to the Secretary of the Board and the Superintendent and shall include at least all prior decisions and a statement of the complaint and reasons for the appeal.

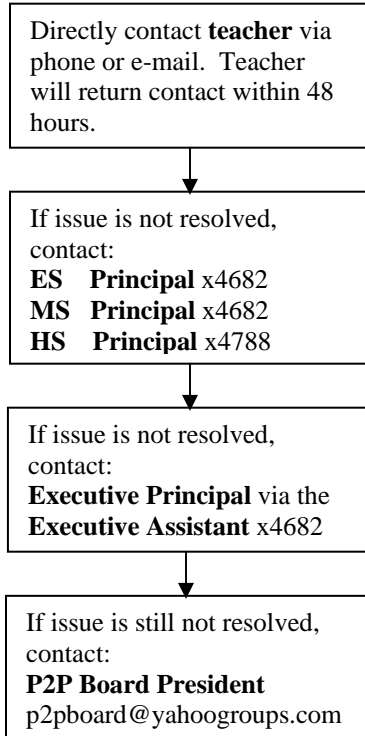
The Board of Education shall have the discretion to accept or reject the matter for review. If it rejects the matter, the Superintendent's decision shall be final. If it accepts the matter, the Board shall schedule a meeting at which it will consider the appeal. At such meeting, the Board may hear argument from the parties, review the prior decisions and evidence, and make such inquiry as it deems necessary. The Board shall render a written decision within ten working days after this meeting unless additional time is needed. The Board's decision shall be final.

Note: In cases of policy or general school concerns, such concerns may be taken directly to the principal for consideration.

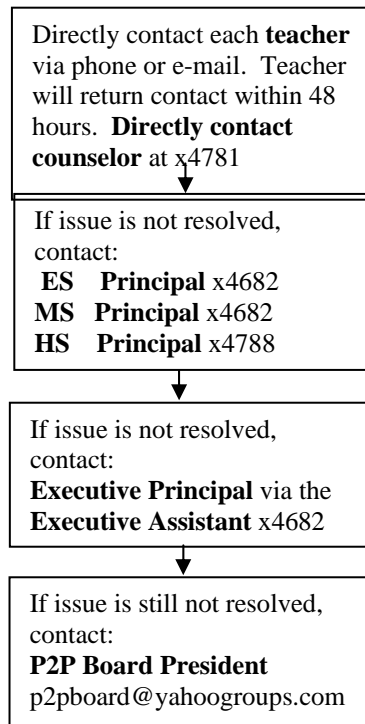
Enclosed is a flow chart outlining the communication structure within Peak to Peak followed by a list of who handles specific issues:

Peak to Peak's Communication Pathways

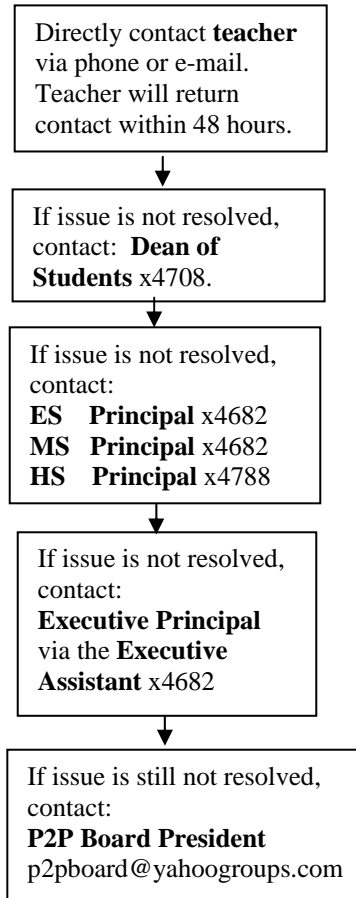
Single Classroom Issues



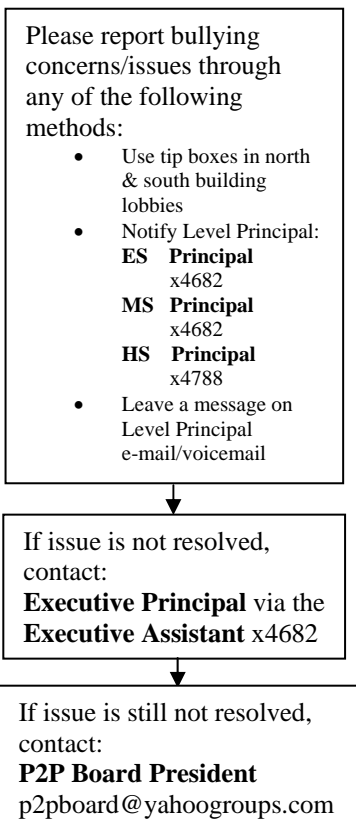
Multiple Classroom Issues



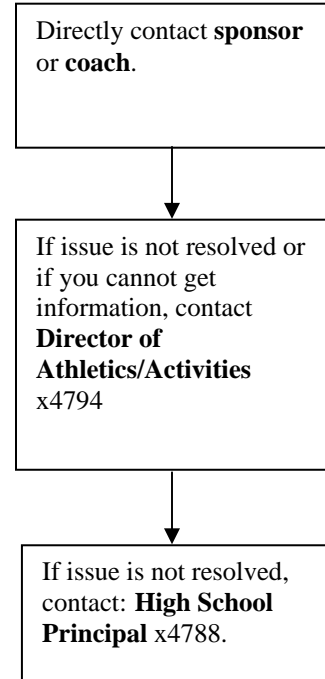
Discipline



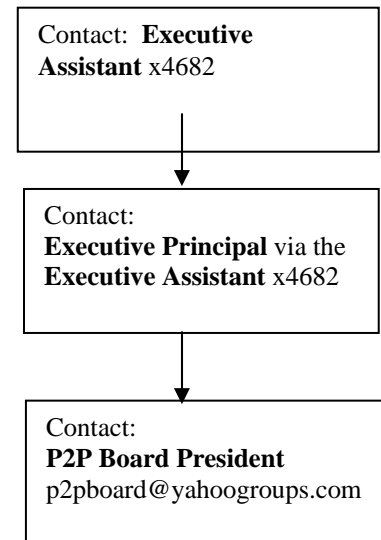
Bullying Concerns



Activities/Athletics



Policy Questions



CULTURE

Nondiscrimination Policy

In affirming that there shall be no discrimination, harassment, or violence against anyone in the school system, the Board of Education intends this regulation to define what constitutes a violation of the Board's nondiscrimination policy and to provide processes to prohibit discrimination, harassment, and violence. This regulation is further intended to delineate procedures to resolve conflicts that arise and to ensure accountability.

Introduction

1. It is recognized that discrimination or harassment complaints may arise from a variety of situations and circumstances. Students and adults are encouraged to report concerns of discrimination, whether actual or perceived, so that they may be investigated and resolved, either through discipline or education.
2. It is the intent of these procedures to assure that discrimination or harassment complaints are resolved in a timely, orderly, and equitable manner that serves to fulfill the intent of the Board policy against discrimination. All administrators are required to make a conscientious effort to fully understand the nature and basis of any discrimination or harassment complaint and resolve it or refer it to the appropriate source for resolution in a timely manner.
3. The filing of a discrimination or harassment complaint will not be used as a basis for actions that adversely affect any party's standing in the school system.
4. The School District will support teachers and administrators in promoting high standards of academic scholarship in a safe, non-threatening environment that respects the potential of each student without regard for individual differences. Students will have an opportunity to participate in discussions advocating nondiscrimination. Staff development aimed at the elimination of harassment and discrimination will be provided to all employees in the School District.
5. Support services, such as school counseling, and the nondiscrimination school liaison are available for students who experience discrimination or harassment.

Definitions

1. Harassment

Behavior toward students or adults based, in whole or in part, on race, ethnicity, national origin, gender, sexual orientation, age, disability, or religion which interferes with a person's school performance or creates an intimidating, hostile, or offensive school environment.

2. Sexual Harassment of Students

Verbal, visual, or physical sexual or gender-based behavior that occurs when one person has formal or informal power over the other and

- such behavior creates an intimidating, hostile, or offensive educational environment; or
- such behavior interferes with an individual's educational performance or adversely affects an individual's learning opportunities.

3. Violation or Suspected Violation of the Nondiscrimination Policy

It is a violation of the nondiscrimination policy if, on District property, in District vehicles, or in connection with any District program, activity, or event, a District employee or student

- engages in behavior that has the purpose or effect of creating an intimidating, hostile, or offensive educational environment or that interferes with or intrudes upon an individual's rights or educational performance, opportunities or benefits on the basis of an individual's race, ethnicity, national origin, gender, sexual orientation, age, disability or religion;
- harasses, intimidates, threatens or harms an individual on the basis of the individual's race, ethnicity, national origin, gender, sexual orientation, age, disability, or religion;
- harasses or intimidates another individual or individuals by name calling, using derogatory slurs, or wearing or displaying items or images that, depending upon the facts, circumstances, and context, are reasonably likely to or do create ill will or hatred toward the individual or individuals, on the basis of race, ethnicity, national origin, gender, sexual orientation, age, disability or religion;

- damages, defaces, or destroys the property of any individual because of that individual's race, ethnicity, national origin, gender, sexual orientation, age, disability, or religion; or
- excludes any qualified individual from participation in, denies any qualified individual the benefits of, or otherwise discriminates against any qualified individual in connection with any District program, activity, or event on the basis of the individual's race, ethnicity, national origin, gender, sexual orientation, age, disability, or religion.

Procedures to Resolve Conflicts

Any adult who witnesses a violation of the nondiscrimination policy is expected to take reasonable action to stop the violation at the time the violation occurs, and to report the incident to the appropriate personnel. Students who witness or know of a violation or suspected violation of the policy are encouraged to promptly report to the school principal or another adult staff member. Confidentiality will be maintained throughout the process, with information made available only to persons having a legitimate educational interest in the records of the proceedings.

Procedure

When a violation or suspected violation of the nondiscrimination policy occurs, the Board policies and regulations provide the following procedures for students dealing with an alleged violation:

ACA Nondiscrimination on the Basis of Sex (Compliance with Title IX)

ACB Nondiscrimination on the Basis of Disability Under Section 504 and the Americans with Disabilities Act

JFH Student Complaints and Grievances (regarding violation of Board policies or school rules)

Any violation or suspected violation of the nondiscrimination policy, AC, which is not addressed by the procedures specifically provided above, shall be handled by the following complaint procedure. Every effort shall be made to resolve the complaint at the lowest possible level below:

LEVEL I Informal Complaint to Administrator/Supervisor

Students, employees, or members of the public who have personal knowledge of a violation or suspected violation of the nondiscrimination policy that does not fall under the specific procedures listed above, shall initiate a review by contacting the building principal or supervisor as soon as possible after the alleged violation. Students may also report to a teacher or counselor on the school's staff who will act or arrange for a staff member to act as the Student Grievance Liaison. The principal or supervisor shall investigate any allegation of violation of the nondiscrimination policy, and attempt to resolve the matter informally by facilitating a discussion between those involved. If the alleged violation is based upon the conduct of the principal or supervisor of the complainant, the report should be made to that person's immediate supervisor.

In determining whether there has been a violation of the nondiscrimination policy, the principal or supervisor should consider all the facts, the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.

LEVEL II Formal Written Complaint to Administrator/Supervisor

If the matter has not been informally resolved, the complainant may submit the Report Form for Alleged Discrimination, Harassment, or Violence (Form AC-E1) to the principal or supervisor. The form will also advise the complainant about persons who are available to assist the complainant in the process. The principal or supervisor shall make, or shall designate another to make, such additional investigation as necessary to determine the complete facts involved. Any person investigating a complaint at this level is expected to have appropriate training in investigating and resolving complaints of discrimination. He or she shall make a written report within ten school days from the date the written complaint is received. The report shall be made on the Alleged Discrimination, Harassment, Violence Follow-Up Report Form (AC-E2) and shall contain the specific findings and conclusion as to the alleged violation of the nondiscrimination policy. Any report that contains the name of a District student shall be considered an educational record and shall be kept confidential pursuant to state and federal public records laws.

LEVEL III District Level Formal Complaint

If resolution is not achieved, the complainant may file a written appeal within ten days of review of the Level II report at the District level (Assistant Superintendents of Elementary, Secondary

Education, the Chief Operations Officer or designee). The written appeal shall state, with specificity, the reasons and facts that support the disagreement with the Level II decision. The appropriate Director at the District level shall have ten days to review the records of the complaint and investigation and to issue a written decision.

LEVEL IV Formal Written Complaint to Superintendent/Designee

If the issue has not been resolved by the Level III decision, a final appeal may be made to the Superintendent of Schools or designee within five days of receipt of the Level III decision. The Superintendent, or designee, based upon an independent investigation, shall issue a written decision as a final resolution of the complaint within ten (20) days of receiving the investigation report. Policy KL (Public Complaints) and its associated regulation (KL-R) provide a procedure for District patrons to pursue complaints concerning the application of this policy.

Nondiscrimination Regulations Flow Chart

Level	Decision-Maker	Respondent Action	District Action
I	School principal or immediate supervisor	Report as soon after event giving rise to claim	Resolve informally utilizing District's disciplinary regulations (inappropriate behavior will constitute disciplinary actions). (See BVSD File: JG for reference.)
II	School principal or immediate supervisor	File a formal written complaint ASAP after event giving rise to claim or after failure	Report findings (ten working days) 1. No violation of District Policy; 2. No violation of District's Nondiscrimination Policy; however, inappropriate behavior by respondent (disciplinary action may be taken); or 3. Violation of District Nondiscrimination Policy (disciplinary action must be taken).
III	Assistant Superintendent (elementary, secondary), Chief Operations Officer or designee	File a written appeal within ten days of review of report at Level II *	Written decision sent within ten days of appeal or receipt of external investigation report (if applicable) which may: affirm; reverse; modify; remand
IV	Superintendent or designee	File a written complaint within ten days of appeal of Level III	Written decision within twenty days of appeal; which may affirm; reverse; modify; or remand. The Superintendent's or designee's decision is final.

The Nondiscrimination Flow Chart will be placed in the student-parent handbook, teacher handbook, and on posters that will be placed in all District buildings.

Special Provisions

- Failure on the part of the student/parent/employee to initiate and/or follow up on a complaint in a timely manner may result in the complaint being considered abandoned. A complaint must be filed within twenty school days of the alleged violation of the nondiscrimination policy.
- In general, students and employees shall continue attendance at school and pursue their studies or employment, as directed, while complaints are pending resolution.
- Records of an ongoing investigation shall be kept confidential pursuant to state and federal law.