

T.R. Paul Academy of Arts and Knowledge

Student Handbook



Vision

Provide an environment that allows every student to reach their full potential

Mission

Within a supportive school community, TPAAK offers a robust arts program that complements core academics, fosters critical thinking skills and creates confident, creative individuals with the freedom to reach their full potential.

Table of Contents

Welcome.....	
Page 3	
Contact	
Information.....	Page 4
Governance.....	
Page 5	
General Expectations and Communications.....	Page 6
General	Office
Policies.....	Page 8
Weather and Emergency Information.....	Page
9	
Student	
Life.....	Page 10
Dress	
Code.....	Page 13
Drop	Off
Policy.....	Page 16
Academics.....	Pa
ge 19	

Student

Attendance.....Page 23

Student

Health.....Page 25

Self-Discipline Guide.....Page

29

Signature

Page.....Page 58

Appendices

A. Bullying.....Page

31

B. Discipline Policy and Procedures.....Page 33

WELCOME TO TPAAK

Welcome to T. R. Paul Academy of Arts and Knowledge (TPAAK)! We are delighted that you have chosen to join our community.

Our Handbook is designed to help make your experience here successful, safe, and productive by communicating an understanding of our guidelines, policies, and procedures. It cannot cover every situation or question, but should direct you through the most common situations. Our expectation is that everyone is responsible for knowing and adhering to its contents.

NOTE: This handbook supersedes all prior handbooks and other written material on the same subjects. This handbook should not be construed to accord any rights or privileges to students or families beyond those accorded by law. For purposes of this Handbook, “parents” shall be understood to include “legal guardians” and “legal custodians”.

EQUAL EDUCATION OPPORTUNITY

TPAAK's policy is to provide an equal education opportunity for all students. We wish everyone to feel included and to know that we do not discriminate on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics, or social or economic background.

CONTACT INFORMATION

T.R. Paul Academy of Arts and Knowledge (TPAAK)
4800 Wheaton Drive, Fort Collins CO 80525
Phone: 970-226-2800
Website: www.TPAAK.org

Director of Teaching & Learning
Mrs. Jami Montoya
jmontoya@tpaak.org

Director of Business & Operations
Mrs. Shannon Keigan
skeigan@tpaak.org

Office Manager
Mrs. Jada Kankel
jkankel@tpaak.org

TPAAK Board
tpaakboard@tpaak.org

Champions Before and After School Program
www.discoverchampions.com

Michael's of Denver Catering
303-866-3299
www.mykidslunch.com

Charter School Institute
303-866-3299
csi_info@csi.state.co.us

GOVERNANCE

TPAAK Board of Directors

TPAAK is governed by a local board of directors. The Board includes elected and appointed members and meets at least monthly on the second WEDNESDAY at 4 p.m. at the school in Room 101A. The Board is responsible for the governance, strategic planning, financial oversight, policies and procedures, and oversight. Parents are encouraged to attend the public board meetings and be involved by either serving on Board committees or seeking a position on the Board. More information about the Board can be found at <http://www.tpaak.org/about-us/tpaak-board-of-directors/>. Notice of board meetings will be posted 24 hours in advance at the window of Room 101A in the front entrance of 4800 Wheaton Drive, Fort Collins, CO 80525.

Colorado Charter School Institute

The Colorado Charter School Institute (CSI) is Colorado's only non-district charter school authorizer. It performs all the regulatory and oversight functions of a school district for those charter schools, such as TPAAK, that are not authorized through their local school district such as Poudre.

Colorado Charter School Institute
1580 Logan St, Suite 210
303-866-3299
www.csi.state.co.us

GENERAL EXPECTATIONS

General Safety Expectations:

As a community of learners, it is the duty of each individual to do her/his part in keeping our school safe. The school staff requires all visitors coming to the building report directly to the front desk to present identification, sign in, and receive a visitor badge.

Entry to the school should be through the front doors from 7:55 to 8:10 AM for breakfast program. All students are in their classrooms by 8:10. During before and after school childcare hours, entrance is through the north side by knocking on the kitchen doors for Champions. **Parents arriving with children at or after 8:10 AM are expected to escort children into building and sign them in. A student will be documented as tardy from 8:15 AM onward.**

Traffic laws and postings are expected to be observed by all drivers. All walkers are expected to obey crossing laws by using the crosswalks. Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or TPAAK pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments.

Students are not to be left unsupervised at the school under any circumstance. School personnel will supervise students between 8:00 AM and 3:30 PM daily. Tutoring and student activities will be supervised by a school sponsor. Students not participating in a school sponsored activity are the responsibility of the parent and must not be left at the school. Students will be released only to parent or authorized representative 18 years or older.

Appropriate attire must be worn by students to the school during cold weather days. Students are expected to have covered legs and jackets when the temperature reaches below freezing marks. Students are expected to remain in appropriate attire throughout the school day.

Communication:

At TPAAK, we believe that communication is paramount to the success of our students, and we believe that parents are essential in the communication process. Therefore, we ask that all members of the learning community adhere to the following guidelines:

- Keep up-to-date with communication:
 - Check the school website (www.tpaak.org) regularly for updated information – including school calendar, events calendar, emergencies, school closings, etc.
 - Read TPAAK Dragon Mail updates
 - Read class weekly newsletters and teacher emails
 - Review Friday folders
 - Join your class on Bloomz
 - Check PowerSchool frequently to stay apprised of your student's grades
- Treat our Board, faculty and staff with respect. This includes at school events, emails, telephone conversations, and in the classrooms during and outside of school hours. Our students are held to a high standard in this regard, and they truly need to see this modeled by all adults in their lives.

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

TPAAK maintains an open door policy concerning communication with parents, students, staff and our community. At the same time, however, all concerns should follow the proper line of contact to address an issue.

1. Teacher, activity director or personnel responsible
2. Director of Teaching & Learning or Director of Business & Operations
3. TPAAK School Board
4. Colorado Charter School Institute
5. Colorado Department of Education

Email Communication Between Parents

TPAAK will not disseminate parent phone numbers or email addresses to non-school staff. Parents may exchange contact information with other parents to form a school contact list. However, use of email or texting with any school contact list must be limited to school or student related matters. Parents may not send bulk messages or solicit other parents with email or text with any school contact list. If a parent wishes to address parents from their child's class, grade, or other large group, such messages must be submitted to the child's teacher or the Directors for review and submission.

Volunteer Hours

TPAAK encourages parents to volunteer in the school as much as desired. Volunteers are very important to our educational program. It is an expectation that by enrolling your child at TPAAK each family will commit to 2 hours of volunteer service per month. Volunteer service can be completed at the school or at home through a variety of activities that help support the learning community. In addition, monetary donations can be made in lieu of service hours at the family's discretion(\$10 = 1 hour.)

When parents volunteer in the school, they should be a positive role model for our students and follow all school rules. Volunteers are asked to sign in and out at the school office and obtain a visitor's pass each time they are volunteering in the building. Parents who volunteer on a regular basis, work one-on-one or alone with students, or drive for field trips must be background checked through CBI. Inquiry with the front office for the appropriate forms.

GENERAL OFFICE POLICIES

Telephone:

Telephones in the offices are for business purposes. Except for emergencies, students may not use the office phones.

Messages:

A message system will take messages before and after school or during times of high volume use in the school office. Messages are important to the TPAAK staff and calls will be returned as soon as possible.

Copy machines:

Use of all copy machines is restricted to faculty, staff, and trained volunteers.

School Property:

The TPAAK community is expected to show pride in TPAAK by taking care of school facilities, equipment, materials and books, and by keeping the grounds and building free of litter.

Security Camera Use:

TPAAK utilizes video cameras in hallways and other areas within our school for the safety of our students. The cameras aid in observation purposes should the need arise on behalf of the school. Since the cameras are to be used first and foremost for safety purposes, TPAAK reserves the exclusive rights to the footage. In certain disciplinary or safety situations, the faculty may request that an administrator view the camera footage.

Use of School Name:

At no time may any member of the TPAAK community use the school name, emblem, mascot or logo for any promotional activity, in published or printed material, or in a contractual manner, without permission granted by the board of directors.

WEATHER AND EMERGENCY INFORMATION

Cancellations, Delays, and Unplanned Early Releases:

Because of our broad geographical student base, TPAAK school delays, cancellations, or unplanned early releases due to bad weather or emergencies will be determined by the administration. Notification will be made via TPAAK Website, Facebook page, local television and radio stations, and emergency Dragon Mail (email) and notification on the Bloomz App. In all cases of bad weather, parents should exercise their own judgment whether to have their child in school. In cases of delays due to bad weather, all student tardiness and absences will be excused. If school is not delayed or closed, the administration will determine whether student tardiness or absence will be excused. Any determination by the administration which negatively affects a student may be appealed to the TPAAK Board.

Emergency Drills:

Students must learn all emergency procedures and instructions given by the TPAAK staff. TPAAK will conduct needed drills as mandated by Colorado State codes to ensure that the school community will respond to an emergency safely and effectively. Teachers will instruct students regarding the posted procedures for their classroom and the school building, including specific instructions for safe primary and secondary exits. The response to all drills is to be prompt, quiet, orderly and disciplined. Full cooperation is necessary for the proper execution of these drills, and students are to remember that their welfare is our sole purpose for practicing them.

IT IS EXTREMELY IMPORTANT THAT PARENTS DISCUSS WITH THEIR CHILD EMERGENCY PROCEDURES THAT THEY SHOULD FOLLOW IN THE EVENT SCHOOL IS CLOSED EARLY.

STUDENT LIFE

Friday Folders

Folders with class/school assignments and school communication are sent home every Friday. Parents and students are expected to review information sent home in a timely manner and return folder on Monday.

Class Weekly Newsletters

Class teachers will be sending home weekly newsletters in Friday Folders as well as via email. It will include reminders/updates of assignments and responsibilities, updates on what is going on in the classrooms, and reminders of what events may be happening in the school at large. Parents and students are expected to keep up-to-date on the information provided.

Dragon Mail (school email)

The front office sends out a weekly email burst on Fridays. It contains messages from the administration and the Board, as well as updates on events and other information about all TPAAK “goings on”. It is your best source of the most up-to-date information available. There will also be occasional “special” bursts for items of particular import.

Bloomz

Bloomz is an app used school wide to disseminate information, request volunteers, communicate directly with parents and sign up for Parent/Teacher Conferences.

Backpacks

Students are allowed to use backpacks and book bags at school. They are to be stored on hooks in the hallway – not in the classrooms – during the school day.

Conduct in the Classroom

Individual teachers handle all matters of classroom discipline. In the cases of repeated misconduct or disruption, parents or guardians will be notified. Severe misconduct will be referred to the office. Student office referrals can result in an in-school suspension, out of school suspension, or expulsion.

Conduct in the Cafeteria

All students are expected to eat lunch on site. Lunch is to be eaten with a minimum of noise and activity. All trash is to be thrown away in the proper receptacle. It is the responsibility of each student to make sure that the cafeteria and other areas of the campus remain free from litter. Glass containers are not allowed.

Lunches

Hot Lunches are available. Hot lunch is charged at per-student rate for each day used. Hot lunches must be ordered and paid in advance of lunch service. Free and Reduced price lunches are available to those who qualify. Qualification forms, which are confidential, are available at the front desk.

Breakfast

Hot Breakfast will be offered from 7:55AM to 8:10 AM daily in the cafeteria and is charged at per-student rate for each day used. Hot breakfasts must be ordered and paid in advance of lunch service. Students will enter through the playground entrance for breakfast.

Food and Water

As a general rule food and drinks are not allowed in the hallways or classrooms. Approved snacks and water may be allowed in designated areas for nutrition break. Plastic water bottles are allowed in school.

Food Allergies

Parents are responsible to inform the office and their student's teachers of any food allergies their child might have. Please refer to Medical and Severe Allergy sections of handbook.

Gum

Gum is not allowed.

Conduct at Assemblies

Assemblies will be scheduled and posted on the monthly calendar. Assemblies are part of student life at TPAAK, so it is important that attendees are attentive, quiet and respectful at all times.

Conduct at TPAAK Social Events

The following apply to other TPAAK-sponsored social events:

- Chaperones are required to be present at school events. All parent chaperones must be approved by the school prior to the event.
- The parent/guardian and Law Enforcement will be called immediately if there is any evidence of inappropriate behavior, possession or use of drugs, alcohol or tobacco at any TPAAK event.

Electronics

Cell phones, cameras, MP3 players, portable CD/DVD players, and video games in any form are not allowed at school or at school related events unless specifically authorized by staff for the particular event.

Toys

Toys, game cards, or collectable cards are not allowed at school without specific teacher permission.

Personal Valuables

School is not responsible for personal items – especially valuable ones. Students are strongly encouraged to leave valuable items, including cash, at home.

Literature

Although personal reading material is allowed to be brought in for prescribed reading time (in class or at after school care) the administration reserves the right to confiscate at any time any material it deems inappropriate in any way.

Lost and Found

The school cannot be responsible for lost or stolen property, but an effort is made to assist students in the recovery of their missing property. A "Lost and Found" is located in the Cafeteria. It is the location for all misplaced items in the school with the exception of eye glasses. Those are turned into the School Nurse and held until the end of the school year at which time they are donated to the Lions Club. Unclaimed items will be turned over to benevolent organizations at the end of each quarter.

Signs and Posters

All TPAAK event signs and posters must be approved by the administration and should be removed by the end of the school day following the event or activity.

Solicitation

Students are not allowed to sell any items at school. Fundraisers are conducted by PTO, Student Council, and approved organized events.

Field Trips

A form provided by the school is to be completed by the parent granting permission for the student to participate in any scheduled field trip. Students who fail to submit the proper form will not be allowed to participate. Students are expected to have a TPAAK spirit shirt and wear it on field trip days. A chaperone's role is to supervise students – therefore siblings are not allowed without specific permission from teacher. Students and/or adult chaperones may be denied participation by the school if they fail to meet academic and/or behavioral requirements. CBI Background checks for adult chaperones will be conducted for all overnight field trips attendees.

Clubs

Student clubs may be permitted by the TPAAK community after a written proposal is submitted to and approved by the administration.

School Photos

Students will have opportunity to have their pictures taken individually and by class. Notice will be given prior to picture day. Students will have the option to change out of dress code for individual pictures but must change back for remainder of school day.

Leaving Campus During the Day

- Students may not leave campus during school hours unless a parent or designee 18 years or older signs them out at the office and accompanies them.
- A student who leaves campus for special school activities will be given a permission slip to be signed by the parent.
- Students who become ill during the day must report to the office so that a parent may be contacted.

DRESS CODE

TPAAK's dress code policy has been established to create parity among the students while allowing some artistic expression.

Bottoms

Colors:

Black, Navy or Khaki Tan

Pants:

- Straight legged or slight flair
- Twill or thin-wale corduroy
- Four pockets or less, all pockets near waistline (coin pockets are not counted)
- Off the ground but to ankle in length
- Jeans are only permitted on designated jean days
- Leggings may not be worn as pants

Shorts:

- No shorter than 4" above the knee

Skirts:

- May be skirt, skort or jumper
- No shorter than 3" above the knee
- Shorts may be worn under skirts, but may not be visible

NO: Cargo pants or short-shorts, hip huggers, bell bottoms, sweat pants, or leggings.

TOPS

Colors: Any solid color

Shirts:

- Turtleneck or mock turtle neck
- Long or short sleeved collared polo
- Oxford, cloth, emblems smaller than a fist
- Girls may also wear solid, button down shirts
 1. Long or short sleeved
 2. Peter pan or straight collar
- TPAAK logo tee shirts.
- Solid Color undershirts may be worn under school shirts

NO: Peasant blouses, tank tops, spaghetti straps, or sleeveless items

Outerwear/Overwear

Dresses:

Uniform dress – same parameters as tops for girls including style and color.

Sweaters/Vests:

- Cardigan, V-neck or vest of flat-knit weave.
- Solid colors – no patterns or emblems.

Jackets/Sweatshirts:

- Sweatshirts – including hoodies – may be worn over dress code shirts
- Must be TPAAK sweatshirts or solid colors (no patterns or emblems)
- Jackets/coats (winter coats, etc.) may be worn to school, but must be removed when inside.

Sock/Shoes/Accessories

Socks/Tights/Leggings:

- May be any color or colored pattern – creativity encouraged!
- Must be solid weave
- Socks or tights must be worn for health reasons
- Leggings are meant to be worn as an under garment

Shoes:

- Tennis, athletic, dress, boots, or Mary Jane's acceptable – shoe must be on firmly and be appropriate for daily activities including outdoor recess (see below for winter conditions)
- Shoes/laces may be any color or pattern
- Must be close toed and close heeled – 1" heel maximum
- **Winter boots** can be worn to and from school and during recess but should be removed when in building. Dress code shoes must be worn indoors when winter boots are removed.
- **Physical Education** – appropriate athletic shoes should be worn on gym days

NO: Flip-flops, sandals, open toes, open heels, platform, lights, wheels or sounds.

Belts:

- Solid, color coordinated with plain buckles – no decorations
- Belt ends no longer than 6" and tucked in

Personal Grooming

Hair

- Cleaned and neatly groomed

Nails:

- Students may wear solid nail polish of any color
- Should not be distracting

Make-up:

- To be used at parent's discretion and not brought to school.

Scout/Athletic Uniforms:

- Cub Scout, Brownie, Boy Scout, and Girl Scout uniforms may be worn on meeting days.
- Athletic team/Spirit uniforms may be worn on game/performance days.

Not Acceptable

- Clothing that exposes midsection
- Visible undergarments
- Clothing/Accessories/Personal Belongings that feature alcohol, drug or gang references
- Hats of any kind are not worn in the classroom or during instructional times.

Directors or delegated authority has final discretion regarding appropriateness of appearance.

Any family having difficulty finding/affording appropriate attire may contact PTO or front office for assistance.

Enforcement

Compliance with the dress code is mandatory. Violations of the dress code will result in disciplinary actions against the student in the following manner:

- Students with a dress code violation may be called to the office to speak with the Director or delegated authority.
- Parents may be called to bring the proper clothing to school
- If needed the Directors will schedule a conference with the parents to discuss the situation and seek a remedy to the problem

STUDENT DROP OFF AND PICK UP

Students may be dropped off/ picked up from car (EXPRESS LANE) at designated location along the **WESTERN (Front)** side of the building at the concrete drop-off pad (see map) or walked to/picked up from specific class location or playground (Playground Parental Escort). Pick up location must be designated ahead of time to the teacher.

STUDENT DROP OFF

1. DROP-OFF THROUGH EXPRESS LANE 8:00-8:10 am

- a. Cars enter from Wheaton and take immediate right to enter drop off lane and follow the lane until the last possible lane (Lane 4 on map). A TPAAK staff member will be directing traffic at this point.
- b. Drop off takes place **ONLY** along the front side of the building – at the cone designated spot (drop-off/pick-up on map)– **NOT** at front entrance.
- c. A teacher will be present to escort your child from your vehicle to the sidewalk where they will walk alongside the side of the building until they enter the playground.
- d. Pull all the way forward and wait for a teacher to help lead your student from your vehicle
- e. Students **MUST** be ready to exit the car when their car arrives at drop off site - backpacks ready to go, coats on, breakfast finished, hugs and kisses completed - **PARENTS ARE NOT TO EXIT THE CAR.**
- f. After your student has exited the car, turn left at Lane 2. A staff member at the end of Lane 2 will assist in directing traffic to exit the parking lot.
- g. Drop off for TPAAK begins at 8:00 am and concludes at 8:10 am
- h. If no teacher is visible at drop off, **DO NOT** drop off your child! Park in the TPAAK parking and escort to the Front Door and sign them in at the front desk.

2. DROP-OFF – PARENTAL ESCORT

- a. If **NOT** using the Express Drop off lanes, park on the north side of Lane 1 (marked Parental Escort Parking) and walk child to the playground using the walking path between 8:00 and 8:10am.
- b. Do not cross over the parking lot until you reach the crosswalk behind the cones that block traffic.
- c. Students arriving any time after 8:10 a.m. will need to be signed in personally by parent at front desk. Students not in their seats by 8:15am will be marked tardy.
- d. **DO NOT** park on the south side of Lane 1. This is staff parking only.
- e. When exiting, drive back to the exit using Lane 1 and pay attention to the TPAAK faculty member directing traffic to exit onto Wheaton.
- f. **DO NOT** park anywhere in Lanes 2,3 or 4. TPAAK parents are only permitted to park along the north side of Lane 1.

STUDENT PICK-UP 3:20-3:30 pm.

1. PICK-UP THROUGH EXPRESS LANE

- a. Cars enter from Wheaton and take immediate right to enter drop off lane and follow the lane until the last possible lane (Lane 4 on map). A TPAAK staff member will be directing traffic at this point.
- b. Pick up takes place **ONLY** along the front side of the building – at the cone designated spot (drop-off/pick-up on map)– **NOT** at front entrance.
- c. A teacher will be present to escort your child to your vehicle from the sidewalk.
- d. Pull all the way forward and wait for a teacher to help lead your student to your vehicle– **REMAIN IN CAR**
- e. If child is not ready, you may be asked to pull forward and re-enter at the back of the line so we can keep the right lane moving.
- f. If major buckling is needed, please exit the Express Lane and pull to the side of Wheaton so we can keep traffic moving.
- g. Students will not be released until 3:20
- h. Any child not picked up by 3:30 will be considered a tardy pick up (see below).
- i. If your child is not ready for pick up and your car is at the front of the line, you will need to circle back around to allow for the continual flow of traffic.

2. PICK-UP – PARENTAL ESCORT FROM PLAYGROUND

- a. Children not designated as Express Lane Pick Up will be escorted by class to playground.
- b. Playground students will be released by their teacher only to parents/guardians or designated representative previously listed at school by parents/guardians
- c. Students will not be released until 3:20pm.
- d. Any child not picked up by 3:30 will be considered a tardy pick up (see below).
- e. Use crosswalks and the walking path to model safe citizenship for students
- f. Parent parking is along the north side of Lane 1. **DO NOT PARK** in Lanes 2, 3 or 4.

3. INSIDE PICK-UP

- a. Applies only to Parental Escort Children during inclement weather at discretion of the administration.
- b. Sign posted on front door of school and on marquee sign at entrance.
- c. Pick up child directly from classroom.

4. TARDY PICK-UP – students not registered with Champions After School Program

- a. Students are released at 3:20pm
- b. Any child not picked up by 3:30pm will be brought directly to the Champions after-school program and their fees will be applied
- c. If not picked up by 3:30pm parents/emergency pickup contacts will be called
- d. At 4:20pm if parent/guardian/representative has not contacted the school to make arrangements, the front office will call 911 and / or Child Protective Services
- e. TPAAK provided supervision after 3:30pm will be billed to parents at the rate double Champions.

ACADEMICS

Our Curriculum:

Vision Statement: Provide an environment that allows every student to reach their full potential.

Mission Statement: Within a supportive school community, TPAAK offers a robust arts program that complements core academics, fosters critical thinking skills and creates confident, creative individuals with the freedom to reach their full potential.

We will accomplish our mission by:

- Providing a safe and engaged school community that allows students to take risks in their learning, and treats each student as unique individuals and gives them opportunities to let their creativity flourish.
- Offering a world-class education through a standards-based core curriculum that integrates the fine arts and exposes students to diverse cultures, with a balance of technology, character development and enrichment opportunities.

Belief Statement

At TPAAK, we believe a great TPAAK teacher and staff member is proudly devoted to welcoming and accepting all students through creative collaborations. A great TPAAK teacher is passionate and sounds kind, respectful, creative, and knowledgeable. The community of TPAAK teachers and staff members promotes safety, happiness, and creativity.

Literacy at TPAAK

Reading and writing are taught to our students through the EngageNY curriculum. Reading and writing are also integrated throughout the day in all subject areas, and teachers give students time to dive into books to cultivate a true love for literacy. Handwriting is also taught in all grade levels through the Handwriting Without Tears curriculum.

Math at TPAAK

Singapore Math instruction is delivered through the Primary Mathematics curriculum. With this curriculum, our students learn and master fewer mathematical concepts at greater detail with a three-step learning process: concrete, pictorial, and abstract. Through this, they're becoming creative thinkers who are preparing to be real-world problem solvers.

Social Studies at TPAAK

Whether studying the Ancient Greeks or Mesopotamia, TPAAK students learn about character, ethics, empathy, and self-esteem through our Paragon curriculum. They step into the shoes of these great historical figures through active projects, skits, musical performances, and distinctive artistic expression. The social studies and sciences of all the great world civilizations are taught in this interdisciplinary, project-based, and multi-cultural curriculum.

Because the Paragon curriculum lends itself to expression in the fine arts, students are given the opportunity to present their learning to the community each quarter on Paragon Night. Families and the community are invited to school to enjoy an evening of stage performances by several grade levels, and the opportunity to take in mini performances in the classrooms. Students show off their learning of world cultures through music, dance, drama, visual arts, and the sciences.

Science at TPAAK

Through the Next Generation Science Standards, students engage in hands on activities and experiments based on the scientific method. Intermediate students are able to present their understanding and critical thinking in the spring at the Science Fair.

Art at TPAAK

All students benefit from the arts, especially students needing more concrete, visual, and kinesthetic experiences for successful learning. At TPAAK, the integrated fine arts and visual arts program strengthens learning transfer. The arts at TPAAK are not only about producing tangible artifacts, but also skill development and problem solving. TPAAK adheres to the proposition that arts integration produces better readers, better writers, and better speakers.

Music at TPAAK

Music, like literacy, allows students to experiment with rhythm, words, tempo, and melody. Musical notation and reading the meaning in the music dovetails strongly into moving from text to meaning in literacy. It is the conviction at TPAAK that music produces – besides the gifts of music itself – strong readers, writers, and presenters. During the enrichment block, students can choose to be members of the TPAAK band, orchestra, or the Dragon Scales choir. In addition to many performances at the school, the band has marched in the Windsor Harvest Festival and St. Patrick's Day Parade, and Dragon Scales has performed at Eagles hockey games.

Wellness at TPAAK

Research shows that physical activity stimulates the brain and improves academic performance. TPAAK students engage in 90 minutes of physical education and wellness per week, in addition to 40+ minutes of recess per day. Through our wellness program, *students* are not only getting physically fit, but are also learning how to take care of themselves *by making* healthy choices. Students have the opportunity to enjoy all that the Northern Colorado outdoors and *mountains* have to offer, with planned field trips like hiking Devil's Backbone or snowshoeing in Rocky Mountain National Park.

Enrichment

All students get to choose enrichment activities during our enrichment block at the end of the day. Enrichment choices range from the fine arts, math, science, and any other creative topic our teachers can dream of. During this

time, some students participate in the Dragon Scales choir, band, or orchestra. Additional offerings might include, but are not limited to, drama, typing, Lego Robotics, Spanish, French, MakerSpace, crochet, gardening, cooking, and many others.

Special Education Program

With a focus on inclusion, our Special Education program continues to follow TPAAK's vision of each student as a unique individual. The program takes into consideration the academic supports needed for every child to meet their specialized goals across all core academic subjects and works to foster enthusiastic and self-confident learners. The Special Education program at TPAAK also concentrates heavily on the social and emotional needs of special education students and ensures that every student feels comfortable in, and out of, their classroom environment.

English Learners:

Students who come from homes in which English is not the primary language, dual-language homes, or students who have recently immigrated to the United States are assessed within the first 30 days at school to determine their English Language proficiency level. This assessment then provides teachers and parents with information about what English Language skills the student may need more instruction in. TPAAK then provides specialized, small-group instruction to these English Language Learners. The instruction is aimed at helping the student to access content knowledge, while also working to increase their English language skills. TPAAK's English Language program follows the World-Class Instruction Design and Assessment (WIDA) standards that the Colorado Board of Education has adopted as the Colorado English Language Proficiency (CELP) standards.

Gifted/Talented Program

All students in second grade are screened each year for the Gifted/Talented Program through the use of a non-verbal test. Students new to TPAAK in grades 3-5 are also screened. A score that approaches the 90th percentile will result in a referral for further testing. Parents, teachers, and students may also make referrals for testing.

Our teachers are also trained in recognizing traits of gifted children, as well as accommodating the needs of these children. GT services may be delivered in the classroom by the homeroom teacher or as a pull-out with a small group of GT students, whichever best meets their needs. Through an advanced learning plan (ALP), teachers and staff can assess gifted student growth and social-emotional development. ALPs are reviewed yearly and may be revised at any time.

Make-Up Work:

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the Director of Teaching & Learning. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 2 days allowed for make-up work for each day of absence up to 10 days if the assigned work was issued during the absence. If assigned work was given prior to the absence, students are expected to turn in the work upon his/her return to school. All missed exams will be taken within two days upon returning from an absence. Any exceptions for these guidelines would need to come from the Director of Teaching & Learning prior to the excused absence.

Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and as an incentive to attend school. However, this work will receive only partial credit, which is the consequence for an unexcused absence.

Late Homework:

TPAAK students are expected to turn in all classwork and homework. It is expected that class work and homework will be turned in at the time designated by the teacher. All work turned in the following school day after it was due will receive a 25% grade deduction. Work received two days after will receive a 50% deduction. All work received three days or after will be marked as a "0" in the teacher's grade book. This does not apply to work assigned during excused absences.

Grading System:

The academic year is divided into three trimesters. Each trimester is approximately thirteen weeks in length. Grades are based on class work, homework, class participation, quizzes and tests. A student's attendance in school and/or tardiness may also affect their grade.

In third through fifth grade, a letter grading system is used:

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = Below 60%

In kindergarten through second grade, a standards based report card is given:

4 = Exceeds grade level standard
3 = Demonstrates proficiency
2 = Needs additional support to meet standard
1 = Insufficient progress with standard

Report Cards/Progress Reports:

- Report cards will be printed and distributed at the end of each trimester
- Report cards will not be issued for students having outstanding fines

- Students not completing course work by the end of a grading period will receive an “I” for incomplete. An incomplete will become an “F” if those issues surrounding the incomplete are not resolved with the student’s teacher(s) within three school days after the trimester ends. In those rare cases where a student is under the care of a physician for a serious illness, additional weeks will then be granted to complete all course work, including tests and trimester exams, as determined by the student’s teacher and the Director of Teaching & Learning. If the work is not completed in the determined length of time, the grade becomes an “F”.
- Progress reports may be issued at the mid-point of each trimester. Parent/Teacher conferences may serve as the progress report for designated trimesters.
- Student progress can be monitored online by each parent daily by utilizing their Power School access code.

Academic Tutoring:

If it is determined that a TPAAK student is a grade level or more behind in either language and/or reading skills or math skills, tutoring will be made available through the school tutoring program or RTI (Response to Intervention).

Promotion/Probation/Retention:

TPAAK has established and maintains high standards for all students by establishing clear academic expectations, monitoring student achievement and communicating student progress to parents in a continuous and systematic manner. Recognizing the unique developmental needs of each student, the most appropriate educational setting will be determined to best meet the student’s academic needs.

Promotion and Retention Policy Statement:

A student may be considered for retention if the following criteria are not met:

1. Mastery in all major content areas as evidenced by grade level report cards.
2. Student’s scaled score on TPAAK’s standards-based assessment must fall above the 25th percentile in mathematics and reading.
3. Other areas like stamina or social development are no grade level appropriate.

Students who are placed or retained below chronological grade level may be required to participate in some or all of the following interventions:

- After School Tutoring
- Supplemental Course Work
- Individualized Assistance through the Intervention Assistance Team
- Attendance Counseling

Responsibility and Timeline:

Decisions regarding a student’s placement, promotion or retention will be determined on a student-by-student basis based on academic results and other factors mentioned above.. The Director of Teaching & Learning, along with the input of the student’s teacher(so) and Strategic Planning Team, shall have the final responsibility of determining grade level placement and promotion or retention of each student.

If a student is failing or has failed one or more core academic courses by the end of the first trimester, the student will be placed on Academic Probation. The student and family will be notified in writing of the

Academic Probation and a plan will be drafted to move the student off of probation. If a student does not make appropriate progress as defined by the plan, parents will be notified in writing at the end of the second trimester of children in danger of retention. A conference will be scheduled at a time convenient for all parties to discuss the student's achievement, attendance, effort, work habits, behavior and other factors related to learning. A final conference will be held, post End of the Year testing in May, to discuss the promotion and retention determination of the administration and leadership team.

Individuals with Disabilities Education Act (IDEA) of the Rehabilitation Act

Students who are identified disabled under the IDEA of the Rehabilitation Act or a Section 504 will be promoted or retained in accordance with the IEP Team recommendations, as documented in the IEP.

STUDENT ATTENDANCE

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. A 95% attendance rate is a worthy goal.

Parents will be expected to take the responsibility for determining whether it is safe to send their child to school due to severe weather.

Excused Absences:

The following shall be considered excused absences:

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

At the administration's discretion, absences may require suitable proof regarding the above exceptions, including written statements from medical sources and agencies.

Unexcused Absences:

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents of the student receiving an unexcused absence will be notified orally or in writing by TPAAK of the unexcused absence.

The administration shall develop regulations to implement appropriate penalties. Student and parents may petition the administration of TPAAK for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Students earning more than 4 unexcused absences per month or 10 unexcused absences during any school year may be referred for truancy.

Tardiness:

Tardiness is defined as the appearance of a student without proper excuse after **8:15 am**. Upon entering the building after 8:10 am the guardian must sign in the student at the front desk. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, tardy students should walk to class independently, and penalties shall be imposed for excessive tardiness. Parents shall be notified of all penalties regarding tardiness.

Early dismissal from school will be approached in the same manner as tardiness. Students are expected to be in school until dismissal time, which is 3:20 PM on regularly scheduled school days. Early dismissal is

detrimental to the learning process for both the student leaving and the students who are disrupted by the interruption.

Truancy:

If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A “habitual truant” shall be defined as a student of compulsory attendance age who has 4 unexcused occurrences of absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences. In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school.

Parents shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school monitors individual unexcused absences with the Power School online program. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent is aware of the absence, school personnel shall make a reasonable effort to notify the parent by telephone.

When a student is declared habitually truant, the school shall require a meeting between the student’s parent/guardian and appropriate school personnel to review and evaluate the reasons for the student being habitually absent. Such meeting shall be held no later than 10 school days after the student’s fourth unexcused absence.

Penalties:

A student shall be given notification of his/her first truancy offense. The student may be subject to disciplinary action which includes a three-day in-school detention or he/she may be suspended from school for three days. Additional trancies shall be grounds for detention, suspension, and/or expulsion. No credit shall be permitted for any student for any class or portion of a class during which time the student was truant.

Withdrawal from School:

If a student decides to withdraw from school for any reason, the student must follow the checkout procedure and complete a withdrawal form. All outstanding fines must be paid prior to the student’s departure.

STUDENT HEALTH

Health Room Personnel:

Registered Nurse: The Registered Nurse will train and provide supervision to the Health Assistant as well as additional consultation as needed. RN's may only be in the building to provide specific health services mandated by the State of Colorado such as immunizations, special education assessments, IEP meetings, and in health education programs if appropriate. They coordinate the mandated yearly vision and hearing screenings, and they are available to teachers, parents, and students when there is a specific health concern that requires assistance and the development of a health care plan.

Health Assistant: A Health Assistant will be in the building 8 hours each day and in the health office as needed. Health Assistants are not nurses. They have received training in: Basic First Aid, CPR, and Medication administration only. Trained school staff provides first aid and care to sick and injured students when the Health Assistant is not in the building.

General Health Room Procedures:

- A student entering the health room will be allowed to remain there for a maximum of 15 minutes or discretion of TPAAK nursing assistant
- After 15 minutes, a decision will be made to send the student back to class or to send the student home
- If the student is being sent home a telephone call will be placed and a resolution/decision shall be made within 30 minutes as to how the student will be picked up by a parent or emergency contact person
- Once the resolution/decision is made, it shall be adhered to unless the situation escalates requiring immediate medical attention
- The parent or emergency contact must keep TPAAK's the administration or their designee updated with their status as to their arrival at TPAAK
- Please be sure to provide the school with necessary emergency contact telephone numbers and update information if it changes during the school year

Illness:

Follow these guidelines when determining if a student should come to school.

Do **NOT** send student to school if they have:

- Temperature is over 100 degrees F within last 24 hours
- Experienced vomiting or diarrhea in the past 24 hours
- Cold symptoms, such as constant runny nose, congestion, coughing, or sneezing (unless allergy related)
- A sore throat lasting longer than 3 days (a student diagnosed with Strep Throat must stay home at least 24 hours AFTER antibiotic treatment has been started)
- Weeping cold sores or other lesions (such as impetigo) until under treatment
- Rashes that have not been diagnosed

Health Requirements & Immunizations:

Colorado's immunization law for school-aged children requires the following:

- Diphtheria-Tetanus - Pertussis (DTaP) - 5 doses (K-5 or 5 to 10 yrs. of age)
- Polio (OPV) – 4 doses
- Measles-Mumps-Rubella (MMR) – 2 doses
- Chickenpox (Varicella) – 2 doses
- Hepatitis B series (Hep B) – 3 doses
- Tetanus-Diphtheria-Pertussis- (Tdap) shot (1 dose required; beginning 6th grade students or age 11-18 yrs.)

Contact the Larimer County Health Department for any questions with immunizations. State law requires parents to show evidence of immunization prior to or on the first day of the school year. Students who have not been vaccinated or whose parents have not signed a waiver will be denied admittance in accordance with Colorado Revised Statute 25-4-902. Parents wishing to waive immunization requirements may do so for personal, medical or religious reasons. In order to waive Colorado Revised Statute 25-4-902, parents must sign a card and submit a statement to the school office prior to the beginning of the school year. This is required under Colorado Law (CRS 35-4-903).

Communicable Diseases/Extended Illness/Pests:

Because a school has a high concentration of people, it is necessary to take specific measures when the health and/or safety of the group are at risk.

Casual-Contact Communicable Diseases and Pests

The school's professional staff has the authority to remove or isolate a student who has been ill, has an undiagnosed rash, or has been exposed to a communicable disease, as well as regulate in school contact/procedures in accordance with Colorado State Law.

- Specific diseases/conditions include: diphtheria, scarlet fever, strep infection, whooping cough, mumps, measles, rubella, impetigo, and other conditions indicated by state and local health departments
- If a child contracts a communicable disease, the office should be notified as to the nature of the illness
- Any student having a communicable disease will be dealt with on a case-by-case basis in accordance with guidelines for that disease by both state and local health departments, including the Center for Disease Control, Colorado Department of Health, and Larimer County Health Department
- In such cases as chicken pox, measles, mumps, conjunctivitis (pink eye), students will not be allowed to return until the school receives health care provider's notification that there is no further risk of infection
- Parents of children in a classroom which has a communicable disease/condition reported will be notified, at the discretion of the administration, by way of a "Health Alert."

Medications Policy:

Please be aware that Colorado State Law mandates our Medication Policy.

- All medications must be kept in a locked cabinet in the health room during school hours
- Students are **NOT** permitted to keep medication of **ANY KIND** on their person, in their lunch boxes, or in their desks unless prior permission has been given as outlined below
- TPAAK medication policy applies to ALL medications, including over the counter medications (Tylenol, cough drops, cough syrup, decongestants, etc.) and inhalers

If medication must be taken during school hours, following information/procedures must be provided/followed before it can be administered to student:

- Written health care provider's order (including drug name, dose, time to be given, route, duration of time to be given, and a doctor's signature)
 - The health provider may fax this order to the school
 - PLEASE NOTE: The pharmacy label applied to the medication bottle will NOT suffice for a health care provider's order
- Written permission from a parent or legal guardian
- An acceptable form that contains all of the above can be obtained at the front desk
- Medication and signed Authorization Form **MUST** be brought to school by the parent
- Medication must be in original pharmacy container, complete with pharmacy label – medication cannot be given if it comes in a plastic bag, envelope, unmarked bottle etc.

TPAAK Employee Administration

- Only TPAAK employees who have completed "Medication Administration Training" with the RN may administer medication
- Student is responsible to report to the office at the proper time for medication
- Parents may come to school and administer medication to their child

Student Administration

- Student **MUST** have written health care provider's authorization to self-administer that includes:
 - Instructions that outline procedures school personnel should follow in the event the asthma medication does not produce the expected relief
 - Instructions to report to health care provider any severe adverse reactions that may occur due to the child using the inhaler
 - Any other special instructions
 - At least one emergency telephone number for contacting
 - Health Care Provider
 - Parent
- Form can be obtained at the front desk – self administration instructions can be added to it
- School nurse must meet with student to determine:
 - Student is self-directed and knowledgeable about their medication
 - Student demonstrates ability to self-administer medication properly
 - Student is responsible and mature enough to carry medication

- Right to self-medicate may be revoked if student shows unsafe or irresponsible behavior
- TPAAK retains the discretion to reject requests for administration of medicine

If you have any questions regarding these policies or immunization requirements for Colorado Students, please call the health office at TPAAK (970) 226-2800.

Severe Allergy Safe School Policy

Although TPAAK cannot guarantee an allergen free environment, reasonable precautions are taken to minimize the risk of developing severe reactions to allergens occurring in the school environment for both student and staff. Some individuals have or are in a high risk group for developing sensitivity to certain allergens. Sensitivity reactions can range from mild skin irritation to an emergency and anaphylaxis. School procedures address practices to minimize exposure to individual allergens, recognizing the allergic reactions and responding to the allergic reactions. A safe environment for students and staff recognizes individual differences and an adoption of realistic practices will be promoted. See addendum A for further information.

Parent Right to Know

As a parent of a student at TPAAK, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the school to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education (CDE) has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraeducators provide services to your child and, if they do, their qualifications.

Please contact Shannon Keigan at skeigan@tpaak.org if you would like to receive any of this information.

SELF-DISCIPLINE GUIDE

A major component of the educational program at TPAAK is to safely prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The purpose for developing guidelines for student self-discipline is to encourage everyone in the TPAAK community toward those goals.

Self-Discipline Goal Guidelines

Overview:

TPAAK teachers and staff are dedicated professionals and life-long learners who are constantly embracing a variety of ways to exercise positive classroom and school-wide management skills. We believe that we are to help students learn how to maintain self-discipline in all types of situations. We encourage students to learn to make appropriate decisions from the “inside out”. Just as we value the variety and uniqueness found in the individuals that make up the TPAAK learning community, we value the ability to deal with situations based on the student, parent and staff need when possible, rather than a “one punishment fits all” systemic type of approach.

Therefore, TPAAK does not employ a “discipline system”. Instead, we follow the components of **Positive Behavioral Support** or PBS. PBS is a school-wide program which emphasizes a system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Throughout the year, children will be receiving Dragon Tickets when they demonstrate positive behavior in any area of the school. Teachers are looking for students who display our basic code of conduct:

- Respect for yourself
- Respect for others
- Respect for property/objects.

Expected Behaviors

In line with these goals, TPAAK has developed the following list of expected behaviors. Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, in family, and in school
- Follow school-wide rules and expectations

The vast majority of classroom and school management issues fall under the oversight of individual classroom teachers. Caring, highly trained and passionately prepared teachers engage students in such a way that most behavior problems are easily resolved under their supervision. In a growing learning community, teacher and staff expectations are made clear to students and they are given precise clear

instruction concerning school procedures and routines. We encourage each student to make appropriate, informed choices for their own good and the good of the TPAAK community. The vast majority of students are able to make wise choices most of the time. For those students, however, who unwisely choose to regularly resist direction and guidance or interrupt the flow of learning in the classroom, or those very few who choose to engage in dangerous, illicit or illegal activities within the TPAAK learning community, there are procedures put in place to help correct their behavior or protect others from future acts.

Guidelines for Reaching These Goals

Goal Guideline #1:

We want parents to be actively involved in teaching self-discipline to their children. This may require immediate interaction with the classroom teacher first, then school administration or the proper authorities in response to choices a child might make. Parents should feel free to discuss classroom issues with teachers and school administration.

Goal Guideline #2:

We want classroom teachers to maintain the learning environment in their individual classrooms and establish the “learning” climate for the school. Our teachers are highly motivated and caring individuals looking for ways to challenge each student to learn and to encourage them to be self-motivated and self-disciplined young people. The staff trusts one another to pursue the best course of action in addressing student needs and working through situations that arise within the school environment.

Goal Guideline #3:

We want students to develop the ability to think, make informed decisions and act with wisdom in difficult situations. We want them to own their own problems and, with guidance, solve them in appropriate ways. We want them to look at problems as opportunities for growth.

Goal Guideline #4:

We want students to face logical consequences for their actions and attitudes instead of “punishments” whenever possible. We want them to see adults as helpers and guides rather than arbitrary judges who hand out punishment.

Goal Guideline #5:

We want students to love learning and to appreciate their relationships with those who guide them toward becoming life-long learners.

CODE OF CONDUCT (File: JICDA)

The Directors may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity and in certain cases when the behavior occurs off of school property. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third-degree assault.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of TPAAK policy or building regulations.
6. Violation of the policy on dangerous weapons in the school. Expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school, unless the student has delivered the firearm or weapon to a teacher, administrator, or other authorized person in the school as soon as possible upon discovering it, in accordance with state law.
7. Violation of TPAAK's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
8. Violation of TPAAK's violent and aggressive behavior policy.
9. Violation of TPAAK's tobacco-free schools policy.
10. Violation of TPAAK's policy on sexual harassment.
11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
12. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
14. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the school staff.
18. Behavior on or off school property which is detrimental to the welfare, safety, or morals of other students or school personnel.
19. Repeated interference with the school's ability to provide educational opportunities to other students.
20. Making a false accusation of criminal activity against a Tatonka Educational Services or school employee to law enforcement or to the school.

Bullying

Bullying Prevention Policy

TPAAK believes that all students have a right to a safe and healthy school environment. TPAAK has an obligation to promote mutual respect, tolerance, and acceptance.

TPAAK will not tolerate behavior that infringes on the safety of any student. As used in this policy, “bullying” is any unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

TPAAK expects students and/or staff to immediately report incidents of bullying to the Directors or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur at TPAAK, the TPAAK administration will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

TPAAK will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Directors or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact Directors.. TPAAK prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the Student and Parent Handbook.
- TPAAK will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- TPAAK staff or authorized volunteers who witness acts of bullying shall take immediate steps to intervene when safe to do so. Steps for intervention are outlined in the teacher handbook. Staff witnessing or experiencing bullying are required to report the incident.
- The Directors shall ensure that all reports and other information involving student bullying are promptly and thoroughly investigated during the biweekly Strategic Planning Team meetings,, and that appropriate action is taken.

In many cases, bullying involves misconduct that is also addressed in other TPAAK policies and regulations. In dealing with students who engage in bullying, the Directors or Director's designee shall consider other policies and regulations that specify various options for responding to student misconduct and that address the type of misconduct that may be involved in the bullying. Such policies and regulations include but are not limited to JB, JBB, JICA, JICE, JICI, JK, JKC, JKBA, JKD/JKE and JKDA/JKEA.

Key

JB, Nondiscrimination/Equal Educational Opportunities

JBB, Harassment of Students

JICA, Student Dress

JICF, Secret Societies/Gang Activity and Dress

JICI, Student Conduct Involving Weapons

JK, Student Discipline

JKC, Discipline of Habitually Disruptive Students

JKBA, Disciplinary Removal from Classroom

JKD/JKE, Suspension/Expulsion of Students

JKDA/JKEA, Grounds for Suspension/Expulsion of Students

STUDENT DISCIPLINE POLICY AND PROCEDURE

DISPLAYS OF AFFECTION

Student displays of affection to one another are personal and not meant for public display. This includes touching, hugging, kissing, petting, or any other contact that may be considered sexual in nature. Teachers will work with their individual classes regarding personal space and appropriate contact behavior.

SECRET SOCIETIES/GANG ACTIVITY

The school administration and the TPAAK School Board desires to keep the school and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence, or disruptive behavior. The Executive Director or designee shall maintain continual, visual supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

TPAAK shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort TPAAK administration shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.

Gang Symbols

TPAAK School Board prohibits the presence on school premises, in school vehicles, and at school-related activities of any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in gangs which advocate drug use, violence, or any disruptive behavior. This policy shall be applied at the Executive Director's discretion after consultation with the School Board as the need for it arises.

TOBACCO-FREE SCHOOLS

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school should provide both effective educational programs and a positive example to students concerning the use of tobacco.

In order to promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco products by staff, students, and members of the public is banned from all school property. For purposes of this policy, the following definitions apply:

- 1 "School property" means all property owned, leased, rented, or otherwise used by school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage.
 - b. All school grounds over which school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas
 - c. All vehicles used by school for transporting students, staff, visitors, or other persons
- 2 "Tobacco" includes:
 - a. Cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both
 - b. Cloves or any other product packaged for smoking
- 3 "Use" means lighting, chewing, inhaling, or smoking any tobacco product

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and school policy. This policy will be published in the student handbooks, posted on bulletin boards, and announced in staff meetings.

Any member of the general public considered to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges, and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

DRUG AND ALCOHOL USE BY STUDENTS

TPAAK shall promote a healthy environment for students by providing education, support, and decision-making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents, community, and its agencies.

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

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

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

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law.

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

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents and students with information concerning education and rehabilitation programs that are available.

Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

The school shall remind and refer all students and parents to school website for copy of this policy and its accompanying procedures on an annual basis. Copy may be provided upon request.

Procedure

In accordance with the accompanying policy, the following procedures are established for disciplining students for alcohol- or drug-related misconduct.

Use

1. When a student is suspected of use, the person having the suspicion should notify the school staff. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The Executive Director or another member of the administration will conduct a check of the suspected student and collect data.
 - a. If information is not sufficient to warrant further action, the Executive Director or designee may have a personal conference with the student expressing awareness and concern.
 - b. If information warrants, the parent will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent general information and resources related to substance abuse.
2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the parent or further medical aid, the student will not be left alone but placed in a quiet situation where they will remain under observation.

Possession

Students who possess alcohol, drugs, other controlled substances, or drug-containing paraphernalia in violation of school policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband must notify the Executive Director or designee immediately.

2. A staff member who has reasonable cause to believe that a student possesses alcohol, any controlled substance, or drug-containing paraphernalia in violation of school policy will request that the student accompany him to the Executive Director or designee. If the student refuses, the staff member will notify the Executive Director or designee immediately.
3. The Executive Director or designee will attempt to obtain evidence by requesting it directly from the student or through search procedures as outlined in school policy.
4. The Executive Director or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated, and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence then will be secured.
5. The Executive Director or designee will call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
6. When there is evidence of a student possessing illegal drugs, the student will be suspended and the parent notified.

First Offense for Use and/or Possession within any three-year period

1. The student will receive 10 days out-of-school suspension, and a parent conference will be scheduled prior to re-admittance.
2. Parent and student will be provided information concerning voluntary drug and alcohol treatment programs.
3. The Executive Director or designee will attempt to develop with the parent/guardian and the student a procedure that will outline the responsibilities of the parent/guardian, the student, and the school in an effort to keep any further offenses from occurring.

Second Offense for Use and/or Possession within any three-year period

1. The student will be recommended for expulsion.
2. Information concerning voluntary drug or alcohol treatment programs will be given to the student and the parent/guardian. The principal or designee will require evidence of the student's enrollment and/or participation in a voluntary program prior to the student's re-admittance to school.
3. Appropriate law enforcement officials will be notified.

Distribution

Students who sell, give, or exchange alcohol, drugs, other controlled substances, or drug-containing paraphernalia in violation of school policy will be handled in the following manner:

1. If an employee witnesses an act in which alcohol, drugs, other controlled substances, or drug-containing paraphernalia are being transferred from one student to another, the staff member will immediately attempt to detain the student and request that the student accompany the staff member to the Executive Director or designee. If the student refuses, the staff member will notify the Executive Director or designee immediately.
2. The Executive Director or designee will attempt to obtain evidence by requesting it directly from the student or through search procedures in accordance with school policy.
3. Any student who distributes, trades, exchanges, or sells controlled substances will be expelled.

These procedures will supplement and complement authority conferred elsewhere by school policy and will not be deemed to limit or suspend such other authority.

VANDALISM

In cases where students willfully destroy school property, it shall be the responsibility of the parent and student to pay for the damages. The school shall either contract for repairs and bill the parents for the amount of the repairs, or repairs shall be made by school staff with a record of time and materials used and parents billed accordingly. When an item must be replaced, the school shall secure the item and bill the parents for the cost. Payments shall be made to TPAAK. A receipt shall be issued at the time payment is received in the central office.

Students who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of other people on school property may be referred to law enforcement authorities. Vandalism includes the knowing and unauthorized use, alteration, damage, or destruction of any computer, computer system, software, program, or computerized data. Students who are caught vandalizing school property may be suspended and/or expelled.

VIOLENT AND AGGRESSIVE BEHAVIOR

TPAAK recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the school are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action taken by the schools administration.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall receive appropriate attention before a crisis occurs and shall be subject to disciplinary action when appropriate.

Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be well documented and communicated by the staff to the administration when appropriate. The immediate involvement of the parents is also essential. Law

enforcement officials shall be involved if there is any violation of law. An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with, or use of a weapon on or towards another person.
2. Physical assault. The act of striking or touching a person or a person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse. Includes, but is not limited to, swearing, screaming, obscene gestures, or threats directed orally (including by telephone) or in writing at an individual, his or her family, or a group.
4. Intimidation: An act intended to frighten or coerce someone into submission or obedience.
5. Extortion: The use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying: The use of physical or verbal coercion to obtain control over others or to be habitually cruel to others.
7. Gang activity: as described in this handbooks section on secret societies/gang activity.
8. Sexual harassment: as described in the handbooks section on sexual harassment policy.
9. Stalking: The persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance: A serious act or instance of defying or opposing legitimate authority.
11. Discriminatory slurs: Insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background, or handicap.
12. Vandalism: Damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism: A threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror. Also, a threat causing serious public inconvenience, such as the evacuation of a building regardless of the perceived or actual ability of the person(s) issuing the threat to commit the act.

Poudre School District Policies

In cases not covered in this manual, please refer to Poudre School District's Conduct and Discipline Code. Although not part of Poudre School District, TPAAK adheres to their policies and procedures where it is appropriate to do so. A policy booklet may be viewed by accessing the school district website at www.psdschools.org. For purposes of this policy, "parents" shall be understood to include "legal guardians" and "legal custodians".

BULLYING PREVENTION AND BEHAVIOR (File: JICDE)

TPAAK supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops, and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. The administration and staff shall address bullying at all school levels and aim toward accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying will not be tolerated.
2. To train staff and students in taking proactive steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of appropriate counseling.
7. To help develop support networks, social skills, and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

WEAPONS IN SCHOOL

TPAAK has determined that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district.

Mandatory Expulsion in Accordance with State and Federal Law

Carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

If a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon and the student notifies a teacher, administrator, or other authorized person in the school, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate action, if any.

As used in this policy, “dangerous weapon” means:

1. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
2. Any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

3. 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.
4. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind, and nun-chucks.

In accordance with federal law, expulsion shall be for no less than 1 full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. The school's administration may modify the length of this federal requirement for expulsion on a case-by-case basis.

Local Restrictions

TPAAK determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using, or possessing of any knife, regardless of the length of the blade, in the school building, on school grounds, in any school vehicle, or at any school-sponsored activity without express authorization is prohibited. Students who violate this policy shall be referred for appropriate disciplinary proceedings. However, if a student discovers that he or she has carried, brought, or is in possession of a knife and the student notifies a teacher, administrator, or other authorized person in the school, and as soon as possible delivers the knife to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.

TPAAK shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled, and the types of weapons involved, as required by law.

School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school to law enforcement, unless the student has delivered the firearm or weapon to a teacher, administrator, or other authorized person in the school as soon as possible upon discovering it. In such case, school personnel shall consult with law enforcement to determine whether referral of the student to law enforcement is necessary and how to properly dispose of the firearm or weapon or return it to its owner.

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS (File: JIH)

TPAAK seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or school policy. When reasonable grounds for a search exist, school personnel may search a student and/or the student's personal property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized, or contraband materials.

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction. Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

Definitions

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion should be based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on his own personal experience, that search of a particular person, place, or thing would lead to the discovery of evidence of a violation of school policy or state laws. Reasonable suspicion requires more than a mere hunch.
2. "Contraband" consists of all substances or materials prohibited by school policy or state law, including but not limited to drugs, alcoholic beverages, guns, knives, other weapons, and incendiary devices.

Search of School Property

School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance, and search pursuant to this policy. Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school. The Executive Director or designee may search a desk, locker, or any other storage area and its contents when there are reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

Search of the Student's Person

The Executive Director or designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse or backpack, and/or a "pat down" of the exterior of the student's clothing. Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. The parent of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. No strip search shall be carried out by any school employee.

Law Enforcement Officers' Involvement

The Executive Director or designee may request that a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer.

If law enforcement personnel seek permission from school authorities to search a student, the student's personal property, or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted, unless:

1. There is uncoerced consent by the student.
2. There are probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.
3. The search is incident to an arrest and is limited to the person and immediate surroundings.

When law enforcement officials request permission to question students when students are in school or participating in school activities, the Executive Director or designee shall be present. If the student is under 18, the student's parent also shall be present, unless the juvenile is emancipated as that term is defined in state law.

Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible. When custody and/or arrest by the police are involved, the Executive Director shall request that all procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures, including but not limited to obtaining proper arrest warrants where required.

Seizure of Items

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or school policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the Executive Director until it is presented at the hearing.
2. Returned to the student or the parent.
3. Turned over to any law enforcement officer in accordance with this policy.

STUDENT DISCIPLINE (JK - Poudre)

TPAAK believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The Directors or his/her designee shall develop, along with the Board's approval, procedures for handling general and major discipline problems at each level. When all alternatives have been at the administrative level, the student shall be referred to the School Board for appropriate action.

All policies and procedures for handling general and major student discipline problems shall be designed to achieve these school policy objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions.

TPAAK, in accordance with state law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable, and may result in disciplinary action.

Immunity for Enforcement of Discipline Code

An act of a teacher or other employees shall not be considered child abuse if the act was performed in good faith and in compliance with school policy and procedures. A teacher or any other person acting in good faith and in compliance with the discipline code adopted by TPAAK shall be immune from civil liability

unless the person is acting willfully or wantonly. It is an affirmative defense in any criminal action that a person is acting in good faith and in compliance with the discipline code.

Disciplinary Information to School Personnel

In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

For purposes of this policy, “disciplinary information” means confidential records maintained by or in possession of the Executive Director or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of TPAAK’s Code of Student Conduct and/or there is reasonable cause to believe, through information provided to the Executive Director from another credible source, that the student could pose a threat to the health and safety of other students and school personnel based on prior misbehavior.

“Disciplinary information” is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the Executive Director or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or school officials.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The Executive Director or designee is required to inform the student and the student’s parent when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student’s parent may challenge the accuracy of disciplinary information through the administrative regulations which accompany this policy.

Remedial Discipline Plans

The Executive Director may develop a remedial discipline plan for any student who causes material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events. The goal of the remedial plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

Discipline of Habitually Disruptive Students

Students who have been suspended three times for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events three times during the school year in violation of their individual remedial discipline plans may be declared habitually disruptive students. Expulsion is a possible consequence for habitually disruptive students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student and thus, may be eligible for expulsion.

Discipline of Special Education Students

Appropriate discipline for special education students shall be in accordance with the student's individual education plan (IEP), any behavior intervention plan, and policy JK, Discipline of Students with Disabilities. In order to comply with all state and federal laws, the special education director shall be contacted prior to

the use of any disciplinary measure which is not authorized by the student's IEP or behavior intervention plan.

Distribution of Conduct and Discipline Code

The Directors shall arrange to have the Conduct and Discipline Code available online and annually remind each student in elementary and each new student. Copy shall be provided upon request. Copies shall be posted in the school. In addition, any significant change in the code shall be distributed to each student and posted. TPAAK shall consult with teachers, parents, students, and other members of the community in the development of the conduct and discipline code.

DISCIPLINE OF STUDENTS WITH DISABILITIES (File: JK - Poudre)

Students with disabilities are neither immune from a school's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their IEP, any behavioral intervention plan, and this policy. During any period of disciplinary action, the student shall continue to receive a "free appropriate public education" in accordance with federal law.

Manifestation Determination

When a disciplinary change in placement is being considered related to a disabled student's behavior, the IEP team and qualified school personnel shall review the relationship between the student's disability and the behavior. Such a review must take place immediately, if possible, but no later than 10 business days from the date of the decision to take disciplinary action.

The team will determine whether the student's behavior is a manifestation of the disability and whether the student's disability impaired his or her ability to control or understand the impact and consequences of the behavior.

Disciplinary Action for Behavior that Is Not a Manifestation

Once the team determines that the behavior was not a manifestation of the disability, disciplinary procedures shall be applied to the student in the same manner as applied to nondisabled students. If disciplinary action includes suspension for more than 10 school days in a year or expulsion, the school will provide a free appropriate public education in a setting that addresses the student's educational needs.

Disciplinary Action/Alternative Placement for Behavior that Is a Manifestation

A student with disabilities whose behavior is determined to be a manifestation of his or her disability may not be expelled or suspended for more than 10 days from the current placement, but will be disciplined in accordance with his or her IEP, any behavioral intervention plan, and this policy.

In addition to any disciplinary action provided for in the IEP or behavioral intervention plan, if school officials believe the student is likely to injure self or others, the disabled student may be placed for up to 45 school days in an appropriate interim alternative educational setting.

If a parent disagrees with the school's alternative placement, a hearing officer may order removal to an alternative setting for 45 days where the school demonstrates by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to the student or others.

Either before or within 10 business days after any change in placement related to a disciplinary problem, the IEP team must meet to determine an appropriate alternative setting, to develop a behavioral

assessment plan, or to review and modify an existing intervention plan, and review and modify the IEP where necessary.

Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP. The plan shall be subject to all procedural safeguards established by the IEP process.

Expedited Hearings

An expedited hearing is available when:

1. The parent disagrees with the IEP team's determination regarding manifestation with any decision regarding placement.
2. The parent disagrees with the proposed new placement following an interim alternative placement.
3. The school believes it is dangerous for the student to be returned to the previous placement.

During any challenge to placement, the student will stay in the alternative placement.

Students Not Identified as Disabled

Students who have not been identified as disabled may be subjected to the same disciplinary measures applied to children without disabilities if the district did not have "knowledge" of the disability. The school has knowledge of the disability when:

1. The parent has expressed concern in writing that the student needs special education.
2. The student's behavior or performance has demonstrated such a need.
3. The parent has requested an evaluation.
4. The student's teacher or other school personnel have expressed concern about the student's behavior or performance to the director of special education or other administrative personnel.

If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation will be expedited.

USE OF PHYSICAL INTERVENTION

In dealing with disruptive students, any person employed by the school may, within the scope of his or her employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

1. To prevent a student from an act of wrong-doing.
2. To quell a disturbance threatening physical injury to others.
3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
4. For the purpose of self-defense.
5. For the protection of persons or property.
6. To maintain discipline.

Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy. No corporal punishment shall be administered to students by anyone in the school.

DETENTION OF STUDENTS

Reasonable detention of students at the close of the school day shall be permitted under the following conditions:

1. Appropriate consideration shall be given to factors of student transportation, traffic patterns, weather, and any other extenuating circumstances.
2. The age and grade level of the student shall be considered in determining the length of time a student may be detained after school.
3. In the event that a student is to be detained after the normal closing time, the parents shall be notified in advance. If the parents cannot be reached, detention shall be postponed until such time as communication with the home is established.

DISCIPLINARY REMOVAL FROM CLASSROOM (File: JKBA)

It is the policy of TPAAK to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by TPAAK and any other appropriate classroom rules of behavior established by the building Executive Director and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. Violates the code of conduct adopted by TPAAK.
2. Is dangerous, unruly, or disruptive.
3. Seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the administration from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed.

The Executive Director is directed to establish procedures to implement this policy so that removals from a classroom occur in a consistent manner throughout the school. Parents shall be notified of the student's removal from class in accordance with established procedures.

SUSPENSION/EXPULSION OF STUDENTS

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

As an alternative to suspension, the Executive Director or designee at personal discretion may permit the student to remain in school with the consent of the student's teachers if the parent attends class with the student for a period of time specified by the Executive Director or designee. If the parent does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations. This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the Executive Director or designee determines that the student's presence in school, even if accompanied by a parent would be disruptive to the operations of the school or be detrimental to the learning environment.

Expulsion for Unlawful Sexual Behavior or Crime of Violence

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The Executive Director or designee will review the information and formulate a recommendation for disciplinary action to TPAAK. The information shall be used by the school to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. TPAAK shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the Student Code of Conduct and related policies. The school may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the school to provide an alternative educational program for the student as specified in state law.

Information to Parents

Upon expelling a student, school personnel shall provide information to the student's parent concerning the educational alternatives available to the student during the period of expulsion, including the right of the parent to request that the school provide services during the expulsion. If the parent chooses to provide a home-based education program for the student, TPAAK personnel shall assist the parent in obtaining appropriate curricula for the student if requested by the parent.

If a student is expelled for the remainder of the school year and is not receiving educational services through BLRA, the school shall contact the expelled student's parent or guardian at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services.

Procedure for Suspension

The following procedures will be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures will apply.

1. Notice. The Executive Director, or designee or the school at the time of contemplated action will give the student and the parent notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent.
2. Contents of notice. The notice will contain the following basic information:

- a. A statement of the charges against the student.
- b. A statement of what the student is accused of doing.
- c. A statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.

This information need not be set out formally but should sufficiently inform the student and parent of the basis for the contemplated action.

3. Informal hearing. In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The Executive Director may allow the student to call witnesses or may personally call the accuser or other witnesses. The Executive Director may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
4. Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.
5. If the student's presence in school presents a danger. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
6. Notification following suspension. If a student is suspended, the Executive Director will immediately notify the parent that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent to meet with the Executive Director to review the suspension.
7. Removal from school grounds. A suspended student must leave the school building and the school grounds immediately after the parent and Executive Director have determined the best way to transfer custody of the student to the parent.
8. Re-admittance. No student will be readmitted to school until the meeting with the parent has taken place or until, in the opinion of the Executive Director, the parent has substantially agreed to review the suspension with the Executive Director. However, if the Executive Director cannot contact the parent or if the parent repeatedly fails to appear for scheduled meetings, the Executive Director may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
9. Make-up work. Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension.

Students will receive 50% credit for makeup work which is completed satisfactorily.

Procedure for Expulsion

In the event that TPAAK contemplates action denying admission to any student or prospective student or expelling any student, the following procedures will be followed:

1. Notice. Not less than 10 days prior to the date of the contemplated action, the Executive Director or an appropriate administrative officer of TPAAK will cause written notice of such proposed action to be delivered to the student and the student's parent. Such delivery may be by United States mail to the last known address of the student or the student's parent.
2. Emergency notice. In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent have actual notice of the hearing prior to the time it is held.

3. Contents of notice. The notice will contain the following basic information:
 - a. A statement of the basic reasons alleged for the contemplated denial or expulsion period of such suspension. The notification will include the time and place for the parent to meet with the administrator to review the suspension.
 - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent within 3 days after the date of the notice.
 - c. A statement of the date, time, and place of the hearing in the event one is requested.
 - d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant, and that the student may be accompanied and represented by a parent and an attorney.
 - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. Conduct of hearing. A hearing may be requested by the parent. Such hearing will be conducted by a Hearing Officer designated by the school. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and TPAAK may consider and give appropriate weight to such information or evidence it deems appropriate. The student or representative may question individuals presenting information. A sufficient record of the proceedings will be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.

5. Parental responsibility. Upon expelling a student, school administration will provide information to the student's parent concerning the educational alternatives available to the student during the period of expulsion, including the right to request that the school provide services during the expulsion. If the parent chooses to provide a home-based education program for the student, TPAAK personnel will assist the parent in obtaining appropriate curricula for the student if requested by the parent.

If a student is expelled for the remainder of the school year, the school administration will contact the expelled student's parent at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services. TPAAK personnel need not contact the parent after the student is enrolled in another school or if the student is committed to the department of human services or sentenced to a juvenile or adult detention facility.

6. Re-admittance. A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:
 - a. The expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment, or was placed in a diversion program as a result of committing the offense for which the student was expelled.
 - b. There is an identifiable victim of the expelled student's offense.

- c. The offense for which the student was expelled does not constitute a crime against property.

If TPAAK has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

No student will be readmitted to school until after a meeting between the Executive Director or designee and the parent has taken place except that if the Executive Director cannot contact the parent or if the parent repeatedly fails to appear for scheduled meetings, Executive Director may readmit the student.

GROUND FORS SUSPENSION/EXPULSION (File: JKD-E/JKE-E)

According to the Colorado Revised Statutes 22-23-106(1)(a-e) and 3(e), the following shall be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel, including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student for which expulsion shall be mandatory.
 - a. For the purposes of this paragraph, "habitually disruptive student" means a child who has been suspended pursuant to paragraph 1, 2, 3, or 5 of this exhibit, three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, or at school activities or events because of behavior that was initiated, willful, and overt on the part of the child. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.
 - b. The student and the parent shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive, and the student and parent shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent of the definition of "habitually disruptive student" and the mandatory expulsion of such students.
5. Serious violations in the school building or in or on school property for which suspension or expulsion shall be mandatory. Expulsion shall be mandatory for:
 - a. The sale of a drug or controlled substance as defined in C.R.S. 12-22-303.
 - b. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2.
 - c. The carrying, bringing, using, or possessing of a dangerous weapon without the authorization of the school or school district, except that if a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon and the student notifies a teacher, administrator, or other authorized person in the school and, as soon as possible, delivers the dangerous weapon to that person, expulsion shall not be mandatory. As used in this paragraph, "dangerous weapon" means:
 - i. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
 - ii. Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

- iii. 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.
 - iv. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
- 6. Repeated interference with a school's ability to provide educational opportunities to other students.
- 7. Failure to comply with the provisions of Part 9, Article 4, Title 15, C.R.S. (immunization requirements). Any suspension, expulsion, or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
- 8. Making a false accusation of criminal activity against a Tatonka Educational Services, or school employee to law enforcement or to the school.
- 9. Misuse of an electronic device such as a cell phone, pager, and/or personal digital assistant (PDA) on school grounds or on school vehicles, at school sponsored activities, and/or on field trips in a manner which constitutes an interference with school purposes or an educational function or that is profane, indecent, or obscene or constitutes an invasion of privacy.

According to C.R.S. 22-22-106(2), subject to the district's responsibilities under the Exceptional Children's Education Act (see policy JK-2, Discipline of Students with Disabilities), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

- 1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
- 2. Physical or mental disability or disease that is causing the attendance of the child suffering to be detrimental to the welfare of other students.

SUSPENSION/EXPULSION OF DISABLED STUDENTS

(File: JKD-2/JKE-2 and JKD-2-R/JKE-2-R)

Special education students are neither immune from a school disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students.

A special education student may be temporarily suspended from school if exclusion is warranted because of the student's disruptive activities and/or actions which present a physical danger to him, other students, school personnel, or school property.

A special education student whose behavior is determined to be a manifestation of his or her disability may not be expelled but shall have his individual education plan (IEP) reviewed by the appropriate IEP team. The team shall review the IEP for appropriateness of services and the need for a more restrictive or alternate placement.

A special education student whose behavior creates a threat of physical harm to him or other students may not be expelled if the actions creating the threat are a manifestation of his or her disability. However, the student shall be removed from the classroom to an appropriate alternative setting for a length of time which is consistent with federal law. Within 10 days, the school in which the student is enrolled shall arrange for a re-examination of the IEP to amend the plan as necessary to ensure that the needs of the student are addressed in a more appropriate manner or setting which is less disruptive to other students.

The special services director shall be consulted prior to consideration of expulsion of a special education student for misbehavior that is not related to his or her handicapping condition.

Procedure

Suspensions from the child's current placement must be for a definite period of time, not longer than 10 consecutive school days for any violations of school rules. Removals do not constitute a change of placement. After the child with a disability has been removed from his or her current placement for more than 10 days in the same school year, the building special education team must meet to determine the level of services the student may need; and a functional behavioral assessment and a behavior intervention plan must be established for that child by the IEP team.

Occasionally, the misconduct of a student with disabilities necessitates a brief change of placement to an interim alternative education setting (IAES). The IEP team determines if an IAES is appropriate for the student. The IAES must:

1. Allow the student to progress in the general curriculum.
2. Provide the student the necessary services and modifications to meet the goals set out in the IEP.
3. Include services and modifications to address the presence of and prevent the reoccurrence of the misconduct behavior.

A student with a disability may be placed in an IAES for a period of time consistent with their nondisabled peers but not more than a maximum of 45 days.

In the case where the student with a disability carries a weapon to school or to a school function, knowingly possesses or uses illegal drugs, or solicits the sale of a controlled substance, the student would be suspended from school and considered for expulsion.

Immediately upon the decision that expulsion is to be pursued, the parent of the child must be notified and provided procedural safeguards. Within 10 days of the decision, a manifestation staffing review must be conducted. The IEP team and other qualified personnel are responsible for conducting the manifestation determination review.

If the IEP team determines that the misconduct is not a manifestation of the student's disability, the school can proceed with the expulsion; but the IEP team must tailor a free and appropriate public educational (FAPE) program during the suspension or expulsion.

If the misconduct is a manifestation of the disability, the discipline proceeding must stop; and the IEP team must review the IEP and adjust the programming according to the least restrictive environment (LRE) options.

CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES – ALLOCATION OF PARENTAL RESPONSIBILITIES (File: KBBA and KBBA-R)

TPAAK presumes that the person who enrolls a student in school is the student's custodial parent. Unless the school has a copy of a court order that specifies otherwise, said custodial parent shall be the one whom the school holds responsible for the education and welfare of that child.

Parents shall have the right to receive information contained in school records pertaining to their minor child and to forbid or permit the disclosure of such information to others unless authorized by the custodial parent.

The School, unless informed otherwise, assumes that there are no restrictions regarding either parent's right to be kept informed of the student's school progress and activities.

If restrictions are made relative to the rights of either parent, the custodial parent or the parent to whom parental responsibility for school matters has been allocated shall be requested to submit a certified copy of the court order which curtails specific rights of the other parent.

Unless there are specific court-imposed restrictions, either parent, upon request, shall be given access to all of the student's educational records including, but not limited to the student's cumulative file and the student's special education file, if applicable. The student shall not be permitted to visit with or be released to anyone without the approval of the custodial parent or the parent to whom parental responsibility for school matters has been allocated by a court order. However, if neither parent has been granted custody or allocated parental responsibility for school matters by a court order and the custodial parent cites emergency circumstances, access to a student by the other parent may be limited on a temporary basis for a reasonable period of time to allow a custodial parent an opportunity to obtain a court order.

Procedure

The following procedures have been developed for situations involving the allocation of parental responsibilities (custody), visitation, and release of records of a child enrolled at TPAAK:

1. The school registrar will maintain records easily accessible to school administration indicating those students whose parents are divorced or legally separated and have special custody arrangements. Upon receiving the appropriate information, the school will make every attempt to comply with special custody terms.
2. Students will not be released to unauthorized individuals.

Children of Divorced/Separated Parents

1. Both natural parents have the right to view the child's school records and receive school progress reports unless otherwise documented through a court order.
2. TPAAK will presume that both parents have equal access to a child when that student is registered in school unless one parent provides the school with a court order indicating otherwise.
3. A copy of the court order governing a divorce, separation, or delineation of parental rights will be provided by the custodial parent or the parent to whom parental responsibility for school matters has been allocated and kept in the student's cumulative record as a temporary record if situation warrants.
4. If the school is aware that the student's parents are divorced or separated and a parent refuses to provide a copy of the court order to the school, the Directors will be advised; and a statement of the refusal will be noted, including the date and situation. This statement will be filed in the student's cumulative record. The school will provide full access to both parents in this case.
5. A student will not be denied admission to school on the basis of refusing the request for documentation of a divorce, separation, or delineation of parental rights unless student residency is at issue.
6. In some instances, two opposing court orders may be presented to the school. In such event, the most current order will govern.

7. Joint allocation of parental responsibility or joint custody stipulations in a divorce decree will be read carefully in order to understand the rights and privileges allowed each parent. The school will review such a decree for residency and visitation rights purposes. Students may be allowed by such a decree to attend two schools on a rotation basis corresponding to custody arrangements.
8. The student shall not be permitted to visit with or be released to anyone without the approval of the custodial parent or the parent to whom parental responsibility for school matters has been allocated by a court order. However, if neither parent has been granted custody or allocated parental responsibility for school matters by a court order and the custodial parent cites emergency circumstances, access to a student by the other parent may be limited on a temporary basis for a reasonable period of time to allow a custodial parent an opportunity to obtain a court order.
9. If a school official becomes aware of emergency circumstances, the appropriate law enforcement agency will be contacted. If a school official is in doubt about the validity of a request or documentation presented, the school official will contact appropriate officials. The school official should request positive identification of any individual making a request for release or visitation of a student.
10. If a parent making an unauthorized request for release or visitation refuses to leave the school premises at the principal's request, the principal will contact the appropriate law enforcement agency.
11. Contact from an attorney on behalf of a parent may be referred to the school attorney on advice of the superintendent.

STUDENT USE OF THE INTERNET (File: JS)

The Internet, a global computer network referred to as the World Wide Web, and electronic communications (e-mail, chat rooms, and other forms of electronic communication) have vast potential to support curriculum and student learning. TPAAK believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and home computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

TPAAK believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the school. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources including some that may be harmful to students.

TPAAK acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by the school. Students shall take responsibility for their own use of school computers and computer systems to avoid contact with material or information that may be harmful to minors.

Internet Blocking or Filtering

Services/products that block or filter material and information that is or contains offensive language, sex/pornography, racism, drugs, or violence, as defined by TPAAK, shall be installed on all school

computers having Internet or electronic communications access. Students shall report access to material and information that is or contains offensive language, sex/ pornography, racism, drugs, or violence, or is otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No Expectation of Privacy

TPAAK computers and computer systems are owned by TPAAK and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The school reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, all usage of TPAAK computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of TPAAK.

Unauthorized and Unacceptable Uses

Students shall use TPAAK computers and computer systems in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of TPAAK computers and computers systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- That is not related to TPAAK education objectives
- That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability, or handicap
- For personal profit, financial gain, advertising, commercial transaction, or political purposes
- That plagiarizes the work of another without express consent
- That uses inappropriate or profane language likely to be offensive to others in the school community
- That is knowingly false or could be construed as intending to purposely damage another person's reputation
- In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- That contains personal information about themselves or others, including information protected by confidentiality laws
- Using another individual's Internet or electronic communications account without written permission from that individual
- That impersonates another or transmits through an anonymous remailer.
- That accesses fee services without specific permission from the system administrator

Security

Security on TPAAK computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited. Students shall not:

1. Use another person's password or any other identifier.
2. Gain or attempt to gain unauthorized access to district computers or computers systems.
3. Read, alter, delete, copy, or attempt to do so, electronic communications of other system users.

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic devices communications.

Safety

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or TPAAK-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized Software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Assigning Student Projects and Monitoring Student Use

TPAAK will make every effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications. Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

Student Use is a Privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will

result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school may deny, revoke, or suspend access to technology or close accounts at any time.

Signatures Required

TPAAK requires students and parents to acknowledge that they have read and discussed this document. TPAAK students and parents are required to sign and turn in to the office the attached TPAAK Handbook and Self-Discipline Guide Parent and Student Acknowledgement and Agreement form.

Please feel free to ask any questions you may have concerning this guide. The space at the bottom of the Parent and Student Acknowledgement form is provided for that purpose. Please include an email address or phone number so we may contact you.

Copies of this handbook shall be made available to any member of the public upon request.

T.R. Paul Academy of Arts and Knowledge

Parent and Student Handbook Acknowledgement and Agreement

Yes, we have read and discussed the TPAAK handbook. We agree to uphold these policies and do our best to follow the guidance they provide.

Please print name and relationship to student(s):

Name _____ Relationship _____

Name _____ Relationship _____

(Please note that additional adults may sign and date on the back if needed)

Parent(s)/Guardian(s) Signature:

_____ Date ____/____/____

_____ Date ____/____/____

Please print student(s) name:

Name _____

Name _____

Name _____

Name _____

(Please note that additional students may sign and date on the back if needed)

Student(s) Signature Date ____/____/____

Questions

(optional) _____

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