

Welcome to Fitzsimmons Middle School

Fitzsimmons Middle School Expectations

Fitzsimmons Middle School envisions every day inviting, exciting, and challenging students to learn. We strive to accommodate the developmental diversity for our unique group of young people. Our schedule, philosophy, and improvement plan work toward our school expectations so every day a student can learn and grow.

Our school expects to:

- Maintain a positive climate of belonging, character development, pride, and caring
- Maintain a school facility that better impacts school pride and safety
- Evaluate, expand, and assess our ever-changing academic school programs so each student achieves maximum knowledge growth and skill proficiency in all academic areas
- Enhance our learning program with state of the art technology tools and academic resources
- Create a partnership of learning and teaching with our parent community
- Integrate interest-based, exploratory activities into our student program

Fitzsimmons Middle School Office & Staff Phone Numbers
57093 U.S. Hwy 285
Bailey, Colorado 80421

Telephone: 303-838-7666

Fax: 303-679-7506

Shannon Clarke, Principal	303-838-7666
Susan Starks, Administrative Secretary	303-838-7666 x 1401
Judy Kirby, School Secretary	303-838-7666 x 1400
Bonnie Mithuen, Attendance Coordinator	303-838-7666 x 1430

Each staff member has a voice mail box for parents and students to access and ask questions. We also have the Parent Portal available to check class work agendas, and homework assignments.

School Starts: 7:30 a.m. School Ends: 2:30 p.m.

If your student is absent, PLEASE CALL before 9:00 a.m. and inform the office, 838-7666 Ext. 1430 the day of the absence.

Fitzsimmons Middle School History

Fitzsimmons Middle School opened January 1980. The school is one of the pioneer middle schools in the state, implementing the team concept, block scheduling, and FMS classes, which are the key elements of middle school philosophy. In 1992 the school was enlarged to include a gymnasium, locker room, and four classrooms. In 2001 the existing facility was given a facelift and a two-story addition attached to the gymnasium. The addition houses our high school academic wing, the eighth grade students, a new library, and a spectacular eating area called the Canyon Room.

The school is named after J. B. Fitzsimmons, a lifetime resident of Shawnee and Park County. Jess's father, Charles, homesteaded the area which is now known as Burland. Jess grew up with his brother, Perry, farming and ranching. As a young man, Jess followed in his dad's footsteps and joined the forest service and served the people in Park County as a forest ranger from 1916-1936. After retiring from the forest service, Jess was either appointed or elected county commissioner for three terms until 1974. As a local cattle rancher and personality, Jess was known in the county for his wit, honesty, and extreme hard work.

Fitzsimmons Traditions

Technology

Fitzsimmons sports three full size computer labs as well as multiple mini-labs throughout the school. Our integrated philosophy connects classroom projects with computer enhancement skills. We stress basic typing, skills in Microsoft Office, and web based research. All students receive required computer training, access to labs in all classes, and benefit from computerized lessons and instruction.

Communication

As we work to educate our young people, communication between home and school is essential. Several communication channels are utilized at Fitzsimmons so you may better understand your student's educational program.

Every student has an assignment notebook and is expected to keep the book updated with class and homework. Teacher notes may be jotted in the AN, and it is considered the student's lifeline. In addition, look for monthly newsletters, progress updates, Good News cards, student-led parent conferences and student information on Infinite Campus. We are pleased to offer parents online access to their students' information and academic performance through the Infinite Campus Parent Portal. Information regarding this portal is located in the back of this handbook.

Events

School should be fun as well as educational, so Fitzsimmons has many academic programs that are extra special. Included in this list are our November Veteran's Day assembly and writing contest, FMS Spelling Bee, Geography Bee, J. B. Fitzsimmons Tall Tales Contest, Mustang Bash, Blue Ribbon Kid, Red Ribbon Week, Invention Convention, Exit Celebrations, and the Senior Citizens Luncheon.

Rewards

Because so many of our students excel academically or socially, we reward good deeds, effort, behavior, and assessments. Examples may include: incentive recess, Friday clubs, Mustang Bash, achievement tags redeemable for class release time or school store. We also reward students for demonstrating the characteristics awarded by our PRIDE program: Positive attitude, Respect, Integrity, Determination and Excellence.

General Information

District Fee Schedule – Adopted May 15, 2010

The District has established a fee schedule for the middle school. It is as follows:

Enrichment/incentives/consumables	\$45.00
PE uniform	\$20.00
Sports participation	\$60.00 ea

Emergency Information

Should inclement weather or emergency situations occur which result in the closure of school, or an adjustment to school start, information will be conveyed to local radio and television stations by 6:00 a.m. Please tune to: KOA Radio 850 AM, KHOW Radio 63 AM, KOOL Radio 105 FM, or television stations KCNC, KMGH, or KUSA. If a delayed start is announced, the middle school and high school will start at 9:00 a.m. Bus routes will be followed but delayed by approximately 1 1/2 hours from their regular schedule.

Transportation

All students are to ride their assigned buses after school. Remember that riding the bus is a privilege and misconduct on the bus or at the bus stop may result in suspension of bus riding privileges. Should a student need to ride a bus other than his normal bus, the parent will make a request in writing, dated and signed, and the request must be co-signed by the office personnel first thing in the morning before the student begins class.

A 3:10 bus to Deer Creek Elementary is available for students who stay for Homework Help or activities. The student **MUST** make arrangements with his/her teacher a day in advance and take home a **blue bus note** to be signed by the parent and returned the next day in order to ride the bus that day.

Academic Achievement Award

We reward our students for academic and classroom achievement. If a student is working at grade level or above on all academic performance standards reported to the State of Colorado, the student receives **Academic Achievement**. Students demonstrating achievement above grade level will receive **High Academic Achievement**. Students attaining academic achievement receive either a Gold, Silver, or Bronze Fitzsimmons Honor Medal and a certificate. Medals are good for special rewards including: early class release, food treats, and drawing for prizes. Students can also receive awards for outstanding classroom Effort.

Class performance awards are also designated by each unit and may include: individual subject performance, overall class performance average, or a combination of both.

National Junior Honor Society

Students selected for this honor demonstrate high levels in five areas: character, scholarship, leadership, service, and citizenship. Membership in the NJHS Fitzsimmons Chapter follows the national guidelines and is decided by a five-member Faculty Council. The initial list of candidates is determined by academic performance level ratings, class performance level ratings, in addition to demonstrating good school citizenship and leadership. Once selected and duly inducted, sixth grade, seventh grade, and eighth grade students must maintain a high academic performance and continue to demonstrate character, service, leadership, and citizenship.

Academic Performance and Class Performance

How are they different?

Academic Performance is based on high standards and expectations of what a student should know and be able to do in each subject area at each grade level. The Colorado academic content standards guide our curriculum and set grade level expectations as criteria for student learning. Each year our student academic achievement performance on content standards is reported to the state. Students at Fitzsimmons are academically tested in each subject utilizing many different tools. The final academic performance may be based on teacher designated assessments, projects, written reports and stories, STAR assessments in math and reading, and other demonstrations of student knowledge. Basically, we assess what a student knows in each subject area. In addition, each student at Fitzsimmons takes the Colorado Student Assessment Program (CSAP) test each spring as another measure of student academic performance.

Teaching at Fitzsimmons is based on the premise that students can achieve more if the academic expectations are clearly defined, if students know in advance the criteria for meeting those expectations, and if teaching and assessment support the expectations and reinforce student behavior. Our academic standards reflect a “thinking” curriculum—one that requires students to know basic skills, communicate effectively to solve problems, and then apply those basic principles and tools towards academic growth performance and life-long learning.

Class Performance reports many different sets of criteria. Included is the student’s class participation, progress towards academic goals and standards, following directions, correct study skills, following requirements, turning work in on time, class work, homework, attitude motivation, group cooperation and more.

Class performance is currently reported on a percentage or pass-fail basis.

Report cards are mailed home each quarter. Parents can monitor each student’s academic progress with our midterm and progress updates given to students every two weeks and on the Parent Portal. Check the assignment notebook for the updates at the times listed in the following table.

Grade Updates 2010-2011

9/3	update	1/21	update
9/6	midterm	2/3	midterm
10/1	update	2/18	update
10/21	report	3/10	report
11/5	update	4/8	update
11/18	midterm	4/21	midterm
12/10	update	5/6	update
1/7	report	5/20	report

Report Cards and Midterms

On our report cards you will see multiple postings. Following Colorado Department of Education guidelines and our Platte Canyon School District 1 policies we report two types of information: academic standard performance, class performance.

Tardiness

The FMS staff expects all students to attend all class sessions on time. Tardiness fosters habits, which will interfere with a student's success in the working world outside of school. A student arriving more than fifteen (15) minutes late to class will be considered truant.

School Law

According to Colorado Revised Statutes 22-33-106 (1) (a-d) 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 which is detrimental to the welfare, safety or morals of other pupils or of school personnel.
4. Serious violations in a school building or on school property, which suspension or expulsion is mandatory: including but not limited to the possession of a deadly weapon as defined in C. R. S. 18-1-901 (3) (e), the sale of a drug or controlled substance as defined in section 12-22-303, or the commission of an act which if committed by an adult would be robbery, or repeated interference with a school's ability to provide educational opportunities to other students.
5. Failure to comply with the state immunization requirements.

Cafeteria

Breakfast is served daily for a cost of \$1.75 and there will not be a charge for free and reduced lunch participants. Lunch is served daily for a cost to students of \$2.25 (subject to change) and \$.50 for milk. Adult lunch is \$3.65 w/milk, \$3.15 without milk. **No charges are allowed.** Those who qualify for Colorado Department of Education sponsored federal lunch program may make application for free or reduced lunches. Forms are available in the school office.

Textbook Policy

Incentive fees pay for use of texts and equipment and normal replacement for wear and tear. Students must pay additional fines for lost textbooks or equipment.

Health Services

Health services are provided to the Platte Canyon School District through The Children's Hospital School Health Program. The Children's Hospital School Nurse Consultant provides training, delegation and supervision of health related procedures to school staff that may need to provide health services.

The Health Office is located inside the main office and is staffed by a health assistant. The health assistant is a non licensed medical person employed by the District and trained to provide the following services: 1) First-Aid and CPR; 2) administer medications (see below); 3) screen vision and hearing; 4) maintain health records (including immunization records). The health assistant works closely with the RN regarding student health concerns.

Medications:

In accordance with the Colorado State Medication Guidelines, Platte Canyon School District will administer prescription and over the counter medications (including cough drops, acetaminophen, ibuprofen, cough/cold medicine etc.) with **written parent and physician permission**. No medication can be administered without a completed form. It is the parent/guardian's responsibility to furnish the medication. In order to assure the safety of students, ALL medications must be brought to school by a parent/guardian and must be in the original container. All medications must be stored in the health office unless there is written parent and physician permission indicating special circumstances requiring alternative carrying and/or storage of medications (i.e. inhalers, diabetic supplies, etc.) Prescription medications must come in the original container labeled with: child's name, name of medicine, times medicine is to be given, dosage, pharmacy name and number and physician's name.

According to Colorado Schoolchildren's Asthma and Anaphylaxis Management Act (passed in 2005), students may carry emergency medications (i.e. inhalers and epipens). The law requires written parent and physician permission, a health care plan, and a contract signed by student, parent, and the School Registered Nurse.

Immunizations:

Colorado State Law requires ALL students to be fully immunized and to provide a copy of the immunization record upon school entry. Parents also have the option of signing the personal exemption on the immunization record stating they do not want their child immunized for personal or religious reasons. A physician can also sign the immunization record indicating the child is unable to receive immunizations due to medical reasons.

PLEASE MAKE SURE YOUR CHILD IS FULLY IMMUNIZED AND THAT THE SCHOOL HAS AN UPDATED IMMUNIZATION RECORD!

Immunizations can be obtained through your health care provider or by contacting **Park County Public Health Dept. at 303-816-5970.**

Please call the School Nurse Consultant at 303-838-7666 ext. 1014 if you have any questions regarding health services.

Personal Belongings

Each student is responsible for his personal property. Please mark all belongings and gym uniforms with the student's name. **Electronic devices, CD players, lasers, radios, phones, video games, and other devices are not allowed at school.**

For space and safety reasons, we do not allow backpacks and heavy coats in the classrooms. Students will leave all personal items in the lockers and take only school related items to class. If your student gets chilled easily, please furnish a sweater or sweat shirt for them to wear to class during cold weather. Please refer to the student dress code for approved clothing items at Fitzsimmons Middle School.

We have a **lost & found** in the middle school where students can always look for misplaced items. Please encourage your student to check there any time something is missing.

Insurance

Parents are encouraged to have accident and health insurance for their students. School Insurance forms are available in the office for parents desiring coverage while at school or 24 hours a day. Student insurance is required for all extended field trips including Day Camp and all extra curricular activities. Additional insurance information is available by contacting Park County Public Health Department at 303-816-5970.

Food and Beverages

There is pride in Fitzsimmons Middle School. Everyone works together to keep the school attractive and trash free. Gum is not permitted in school. No food or drink is allowed in the classroom unless authorized by the teacher.

Fitzsimmons Middle School Extra Curricular Activities

Fall sports include: football, volleyball, and cross country running

Winter sports: speech, girl's basketball, wrestling, boy's basketball. Spring sports: track for boys and girls. Clubs/activities: FMS time activities, National Junior Honor Society, and Leadership Club.

All sports activities each require a \$60.00 fee for participation, passing grades, and required permission slips and insurance forms **BEFORE** participation is allowed. Be sure to follow the District Fee Schedule to calculate fees owing. There will be no refund once the activity has started. Fitzsimmons Middle School has the right to refuse participation to any student.

Contracts

Fitzsimmons Middle School Technology

Responsibilities of FMS Students in Their Use of FMS Internet Access and of the FMS computers.

This document is designed specifically for students in Fitzsimmons Middle School. It is a synopsis of the Terms and Conditions For Use of FMS Internet Access and the FMS computer access. It is designed to enable students to clearly understand their responsibilities as users of the computers and the Internet network. If students have any questions about the legitimacy of their activities, they should ask a teacher.

- The use of the account must be in **support of education** and **research** and consistent with the educational objectives of Platte Canyon Schools.
- As users of this community system, students will notify a teacher or system administrator of any violations of this contact taking place by other FMS students or other parties. This may be done anonymously.
- Do not give your password to anyone.
- You may not use or play games via the network or the computer, including Internet games.
- You may not use or alter anyone else's Internet account.
- You may not offer Internet access to any individual via your account.
- You may not break in or attempt to break in to other computer systems.
- You may not create or share computer viruses.
- You may not destroy or alter another person's data.

- You may not monopolize the resources of the FMS network by doing anything that requires large amounts of time and space.
- You are not permitted to retrieve or put onto the network any copyrighted material including but not limited to: software, music, art work, threatening or obscene material.
- Purposefully annoying other Internet users, on or off the FMS system is prohibited. This includes things as continuous talk requests.
- No illegal activities may be conducted via the Internet.
- All communications and information accessible via the network should be assumed to be private property.
- **There are to be NO changes on the computer (desktops, screen savers, icons, etc.).**
- You may not restart a computer under any circumstances with out the permission of the person in charge.

REMEMBER: The use of FMS network and the FMS computers is a privilege not a right and inappropriate use will result in suspension or cancellation of your privileges.

As a parent or guardian of this student I have read the Responsibilities of the FMS Internet Access and the FMS Computer Use. I understand that this access is designed for educational purposes. I also realize it is impossible for FMS to restrict access to all controversial materials and I will not hold FMS responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for the student named above and certify that the information contained on this form is correct.

LIBRARY MEDIA CENTER

Welcome to the new school year at Fitzsimmons Middle School. We are looking forward to contributing to your student's academic growth by providing quality library services.

As our name suggests, our Library Media Center will offer instructions covering use of some audio-visual equipment, literature selections, and information retrieval skills. It is our goal to continue to develop in each student the ability to use a variety of media sources for fulfilling his/her information needs. We also work closely with the classroom teachers to provide opportunities for students to apply what they have learned in both the classroom and the Media Center.

To keep track of books and allow that all students have optimum use of our materials, we ask that you and your student read and discuss the guidelines listed below.

1. Each student should bring his/her ID to the Media Center in order to check out materials or use the Media Center computers. Students entering the

Media Center for independent study (without the classroom teacher) must have with them a signed assignment notebook as pass.

2. Library Media Contract and Internet Use Contract must be signed and returned in order for student to check out materials or use the computers.
3. A limit of two books may be checked out for a two week time period. Under most circumstances they may be renewed for an additional two weeks.
4. Books that are marked REFERENCE are to be used in the Media Center only.
5. Students must pay for any materials or equipment that are damaged or lost. All fines must be paid and overdue materials returned in order to use Media Center computers or check out additional library materials.

Please contact Kathy Lederhos, FMS/PCHS Library Manager at Ext. 1633 with any questions, concerns, or requests for library services that you and your family might have.

FMS Playground Contract

- ✓ I will bring my coat or jacket with me since I will not be able to go back to my locker.
- ✓ I will walk only on the sidewalk.
- ✓ I will walk inside the blue line once the sidewalk ends.
- ✓ I will not walk between the cars in the parking lot.
- ✓ I will not bring food or drinks out to the playground.
- ✓ I will wait until I am at least at the basketball courts before I begin playing.
- ✓ I will not play in any way that includes shoving, pushing, wrestling, jumping on people, or anything else that could cause harm to me or another student.
- ✓ I will stay only on the blacktop or the playground. I will not go up the hill or down by the highway.
- ✓ I will leave all rocks, stones, snow, etc. on the ground.
- ✓ I will respect all adults and other students on the playground.
- ✓ I understand that these rules are for the safety and security of other students as well as me.
- ✓ I understand that there may be rules not on this list that I will be asked to follow for the safety of other students and myself.
- ✓ If I do not follow the rules, I may lose my recess privileges and/or be written up.

I _____ understand the above rules and agree to follow them during all recesses. (Student Signature)

FMS Minor Infractions

The minor offenses will be dealt with by individual classroom teachers or other authorized school personnel. Lunch detention, after-school detention, or ISS may be assigned depending on the severity of the offense. Students who continually disrupt the educational process through minor infractions may be referred to the principal and will be assigned to ISS for a Major Infraction based on the recommendation of the grade-level team.

Minor Infractions Include, but are not limited to:

- 1. Inappropriate Language**
- 2. Defiance**
- 3. Tardiness**
- 4. Minor Class or Hallway Disruption**
- 5. Dress Code Violation**
- 6. Inappropriate Displays of Affection**
- 7. Gum chewing**

Teachers or other school personnel may deem other behaviors not listed above as minor infractions and act accordingly.

FMS Major Infractions

Major offenses will be handled by the Principal and parents will be contacted both by phone and in writing.

1) Disrespect to school officials or others, insubordination (failure to comply with reasonable request by staff)

1st offense: In-school suspension (ISS) --- one to three days based on severity of infraction

2nd offense: three days ISS or one day out-of-school suspension (OSS) based on the severity of the infraction

3rd offense: OSS --- one to three days based on severity; student will be placed on a behavior plan

2) Habitual/Extreme Disruption in the Classroom/Hallway

1st offense: one to three days ISS, based on severity

2nd offense: three to five days ISS, based on severity

3rd offense: one to five days OSS, based on severity

3) Fighting

1st offense: two days OSS

2nd offense: three days OSS; student will be placed on a behavior/safety plan

3rd offense: five days OSS

All fights will be investigated thoroughly. If extenuating circumstances arise, further review of consequences may be necessary. Any serious PROVOCATION of a fight will result in the same consequences as stated above. Any activity, that is extremely violent in nature, may result in out-of-school suspension, expulsion, and/or referral to the Park County Sheriff's office.

4) In-School Suspension Violation

If a student causes a disruption in ISS, the student will be sent home for the remainder of the day. Additional day(s) in ISS or OSS will be assigned. Students must complete assigned days in the ISS room before returning to the regular classroom.

5) Threatening Students and Staff, Harassment, Bullying

The School Resource Officer or a deputy from the Park County Sheriff's office may be notified when serious threats are made or when students physically or verbally intimidate and/or harass other students. Students engaging in this type of behavior will be suspended out of school for one to five days. When a threat is made, the severity of the threat will be determined by the Threat Assessment Team. Disciplinary action may be warranted at any referral level (including possible expulsion), based on the severity of the infraction.

6) Theft/Vandalism

The School Resource Officer or a deputy from the Park County Sheriff's office will be notified when serious theft or vandalism occurs. Restitution will be made by the student, and out-of-school suspension will be assigned from 1-5 days, according to the value of the property taken or damaged. Recommendation for expulsion may be warranted according to the severity of the offense.

7) Cheating on Assessments

1st offense: teacher will phone the parents and one day ISS will be assigned, student will retake the assessment during this time

2nd offense: three days in-school suspension (ISS) will be assigned, student will retake assessment during this time

3rd offense: one day OSS will be assigned, student will retake assessment upon return to school

8) Truancy

Students who leave class without permission, are in an unauthorized area, or miss class without parent or teacher consent will be considered truant.

1st offense: Student will receive a zero for any work missed during the time out of class and 1 day of ISS will be assigned

2nd offense: Student will receive a zero for any work missed during the time out of class and 2 days ISS will be assigned

3rd offense: Student will receive a zero for any work missed during the time out of class and 3 days ISS will be assigned

4th offense: Student will receive a zero for any work missed during the time out of class and 1 day OSS will be assigned

8) Sexual Harassment

Students who sexually harass others may be subject to a conference with school officials and parents, an in-school or out-of-school suspension assignment, and/or a recommendation for expulsion from the school district, depending upon the severity of the offense. Sexual harassment may include, but is not limited to: sex-oriented verbal "kidding," abuse or harassment, pressure for sexual activity, repeated remarks to a person with sexual or

demeaning implications, and unwelcome touching such as patting, pinching, or constant brushing against another's body.

9) Violent crimes committed out of school

Any student who commits a crime of violence at school or outside of school as described in Board Policy, Section 400 ("Students"), may be recommended for expulsion from the Platte Canyon School District or suspended out of school, pending the outcome of the juvenile or criminal proceedings.

10) Tobacco Use, Distribution, or Possession on School Premises and at School Related Events:

1st Offense: 1 day In-School Suspension

2nd Offense: 3 days In-School Suspension

3rd Offense: 5 days In-School suspension

11) All drug-related, alcohol-related, tobacco-related, and weapons-related incidents are considered to be major offenses. The disciplinary consequences for these infractions are described in the "Drug, Alcohol, and Tobacco Use Policy" and "Weapons" sections of this handbook.

*** All after-school infractions will be handled according to the disciplinary policies and procedures that are in place for the regular school day.

SCHOOL PLUS ROOM

School Plus is a system of rewards and consequences for students. Students who make poor behavior choices during school will report to our School Plus room. The School Plus supervisor guides the student through a responsibility contract. All grades give rewards each quarter for students who make good choices in their classes. Parents are called each time a student reports to school plus and students are expected to follow proper guidelines.

ATHLETIC POLICY

Athlete Conduct

- Any violation of legal statues will result in suspension from the team.
- All CHSAA rules regarding drugs, alcohol, and tobacco are to be followed. The penalty for use during the season is a 15 week suspension from the formal sports season. This may overlap different sports.
- Any act of insubordination during a practice or event by an athlete, will result in suspension for the remainder of the sport season.
- If the athlete is suspended out of school for any reason, he/she cannot participate at practice or be on the school grounds and is suspended from the team.
- All students are ambassadors of the school and expected to always be on their best behavior.

- Athletes will practice good sportsmanship, cheer on teammates, and remain with the team at all times.
- If the student receives a major disciplinary referral, he/she will not be eligible to participate in the next scheduled contest.
- Any violations of the conduct rules will be disciplined accordingly.
- The Principal or Activities Coordinator may make a judgment to allow or not allow a student to participate in a sport based on his/her citizenship.
- Any athlete removed from a contest by a referee or official for any reason such as fighting, language, etc., shall be ineligible for participation for the remainder of the contest and on additional contest.

Eligibility Policy

- The student athlete must be earning a class work/homework Effort Grade of 70% or higher in all classes. Achievement grades do not determine eligibility.
- The teachers notify the Activities Coordinator each Thursday if any student is earning a class work/homework Effort Grade below 70%.
 - One grade below 70% = academic notice
 - One grade below 70% that is not raised by the following week = ineligible (Mon. thru Sat. next week)
 - Two or more grades below 70% = ineligible (Mon. thru Sat. next week)

Academic Notice means athlete may participate in contests the following week, Monday thru Saturday.

Ineligible means athlete may not participate in contests the following week, Monday thru Saturday.

- Any athlete removed from a contest by a referee or official for any reason such as fighting, language, etc., shall be ineligible for participation for the remainder of the contest and one additional contest.
- An athlete must be in attendance at FMS the day of the contest to participate in the day's scheduled contest.

POLICY 402 STUDENT ATTENDANCE

Article 1 Compulsory Attendance

- A. Each child who has attained the age of seven years and who is under the age of sixteen shall attend school for at least one thousand fifty-six (1,056) hours if a secondary school pupil or nine hundred sixty-eight (968) hours if an elementary school pupil during each school year with such exceptions as provided by law including excused absences. Compulsory school attendance is also required for a six (6) year-old child who has been enrolled in a public school unless the parent or guardian chooses to withdraw the child. The 1056 hours required of secondary students may be translated into a minimum of 120 clock hours for a 1 credit high school course.
- B. When a student fails to attend for the required hours specified in paragraph A of this Article, the Principal, after reviewing the student's academic/performance records and conferring with the student's teachers and parent or guardian, shall determine if the student will be promoted to the next grade level or if credit shall be awarded. The Principal may base promotion or awarding of credit on completion of compensatory requirements such as summer school or additional course work.
- C. Absences from school shall be "excused" or "unexcused". Students with excused absences shall be afforded the opportunity to fulfill missed requirements without penalty. Students with unexcused absences shall be subject to academic penalties.
- D. Parents/guardians shall be notified of student absences unless they have provided information showing they are aware of the absence.

Article 2 Excused Absences

- A. Absences shall be excused for the following reasons:
 - 1. Illness or injury prohibiting attendance
 - 2. Physical, mental or emotional disability prohibiting attendance
 - 3. Circumstances beyond the student's control as verified by a parent or school official including, but not limited to, counseling, dental or medical appointments scheduled by a parent or guardian or illness or death of a family member.
 - 4. Participation in a school-sponsored activity or approved visitations to colleges.

- B. The parent/guardian and student shall be responsible for providing confirmation or verification that a student's absence meets one of the above criteria for being excused. Until such confirmation is received an absence shall be classified as unexcused.
- C. Upon return, students shall minimally be provided one day for each day of excused absence to turn in missed assignments, complete makeup work or to take missed tests.

POLICY 403 STUDENT CONDUCT

Article 1 Required Student Conduct

- A. While on school grounds, in school vehicles, or at school activities or sanctioned events, students shall:
 - 1. Adhere to policies of the Board of Education and comply with Colorado and Federal Laws;
 - 2. Behave in a manner that is safe to self and others, and promote a positive learning environment;
 - 3. Show respect for others and school property;
 - 4. Obey the adult in authority including any employee or volunteer who is in a position of responsibility for the welfare and supervision of students;
 - 5. Report any observed student behavior or planned action or behavior known to them that is a violation of this Code of Conduct.

Article 2 Prohibited Student Conduct

- A. Engage in behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
- B. While on school grounds, in school vehicles, or at school activities or sanctioned events, students shall not:
 - 1. Discriminate against a student, staff member or visitor to the School District on the basis of race, color, religion, sex, age, national origin, or handicapping condition (Policies 107 & 404);
 - 2. Intimidate, threaten, bully, harm and/or harass, or sexually harass a student or staff member or engaging in "hazing" activities, i.e. forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which endangers the health or safety of an individual for purposes of initiation into any student group. (Policies 107 & 404);
 - 3. Behave in a manner that may cause or does cause physical harm or hurt another individual including, but not limited to, fighting, assaulting, or attacking another person.

4. Violate the Student Dress Code (Policy 405);
 5. Promote or participate in any secret society or gang behavior or activity that promotes drug use, violence or disruptive behavior (Policy 406);
 6. Possess, use, sell, distribute, procure or be under the influence of alcohol, illegal drugs or other controlled substances (Policy 407);
 7. Use tobacco products in violation of the District's Tobacco Free Schools Policy (Policy 106, Article 6);
 8. Carry, bring, possess or use a weapon (Policy 408);
 9. Violate the District's Policy on Student Expression or engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements that precipitate disruption of the school program or incite violence. (Policy 409);
 10. Cause or attempt to cause damage to school property or to steal or attempt to steal school property including furnishings, equipment supplies or materials (Policy 410);
 11. Throw objects that can cause bodily injury or damage property (Policies 404 & 410);
 12. Commit any act that if committed by an adult would be robbery or assault as defined by State law;
 13. Violate a criminal law that has an immediate effect on the school or on the general safety or welfare of students or staff.
 14. Coerce or blackmail, i.e., obtain 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. Direct profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school;
 16. Lie or give false information, either verbally or in writing, to a school employee;
 17. Engage in scholastic dishonesty including cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work;
 18. Be willfully disobedient, or defiant with school staff;
 19. Disrupt, in any fashion, classroom activities or the learning environment;
 20. Engage in sexual activity or explicit sexual behavior
 21. While riding in a school bus or school vehicle, distract the driver or fail to comply with rules established by a school bus/vehicle driver or the School District's Transportation Director (Policy 411);
 22. Be absent from school unless the absence is "excused" (Policy 402) or leave school grounds during school hours without the knowledge and approval of school officials or for purposes other than a sanctioned school activity.
22. Students visiting or attending Fitzsimmons Middle
 School functions are expected to follow the Platte Canyon School District Code of Conduct and Student Dress Code. We reserve the right to refuse admittance to any student not adhering to the policies.

Article 3 Discipline

- A. Students who fail to comply with the requirements of Article 1 and/or who engage in conduct prohibited in Article 2 of this policy shall be disciplined in keeping with provisions of Board of Education Policies. Violations of the conduct code may result in academic penalties, suspension from school and/or expulsion.

POLICY 404 DISCRIMINATION/HARASSMENT

Article 1 Discrimination

- A. No student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any District program or activity on the basis of race, color, religion, sex, age, national origin, or handicapping condition.
- B. Any student demonstration discriminatory behavior toward a student or staff member including comments, name calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, sex, age, national origin, or handicapping condition shall be subject to suspension, other disciplinary action as determined by the Principal or possible expulsion.
- C. Reports of discrimination shall be filed with the Principal, except that a report may be filed with the Superintendent if charges are made against the Principal.
- D. All reports of discrimination shall be investigated and appropriate corrective action shall be taken. The administrator receiving the report shall investigate allegations made in the report. Corrective action includes taking necessary steps to end the discrimination, to prevent the discrimination from recurring, and to prevent retaliation against anyone who reports discrimination or participates in a discrimination investigation.
- E. The age of the student shall be considered when determining whether particular conduct occurred, whether it was discrimination and in determining the appropriate response.

Article 2 Harassment

- A. All students regardless of race, religion, national origin, sex or handicapping condition shall be treated with respect and shall be protected from intimidation, threats, bullying, physical harm and/or harassment.

- B. Any student who intimidates, threatens, bullies, hams and/or harasses, (including sexual harassment), a student or staff member shall be subject to suspension, other disciplinary action as determined by the Principal or possible expulsion. Incidences deemed to violate law shall be reported to the Park County Sheriff's office. Note: Ethnic intimidation is a criminal offense and any incidences of such intimidation will be reported to the Park County Sheriffs office.
- C. Reports of harassment, including sexual harassment, (see Article 3 of this policy), shall be filed with the Principal, except that a report may be filed with the Superintendent if charges are made against the Principal.
- D. All reports of harassment shall be investigated and appropriate corrective action shall be taken. The administrator receiving the report shall investigate allegations made in the report. Corrective action includes taking necessary steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports harassment or participates in a harassment investigation.
- E. The age of the student shall be considered when determining whether particular conduct occurred, whether it was harassment and in determining the appropriate response.
- F. When appropriate, the administrator conducting the investigation shall take interim measures to protect the alleged subject of the harassment or retaliation. In cases involving potential criminal conduct, law enforcement officials are to be notified.

Article 3 Sexual Harassment

- A. All students shall be protected from sexual harassment.
- B. Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser.

Article 4 Bullying

- A. Bullying means any written or verbal expression, or physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events. Bullying may include a pattern of minor re-occurring incidences or a single major incidence.

- B. Bullying is a form of harassment and a violation of the conduct code. Any student engaging in bullying behavior shall be suspended for a minimum of three school days and provided guidance counseling to eliminate this behavior. Re-occurring incidences may result in expulsion for a length of time to be determined by the Superintendent.
- C. Each school shall implement a bullying prevention program as deemed appropriate based upon the age of the students enrolled and the number of bullying incidences.

POLICY 405 STUDENT DRESS CODE

Article 1 Dress Requirements

- A. A student dress code is established to enforce a safe and disciplined learning environment. Standards for student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The policy for student dress is to be enforced while students are at school or while students are engaged in school-sponsored activities.
- B. Students are expected to wear clothing that is clean. Dirty, torn and soiled clothing that calls attention to the student or that disrupts the learning environment is not acceptable.
- C. While a widerange of clothing is acceptable at school, not all clothing or jewelry that is worn elsewhere is acceptable at school. The following items of dress are prohibited:
 1. Brief and revealing clothing including, but not limited to:
 - a. Strapless or backless tops (shirts, blouses).
 - b. Tops (shirts, blouses or tank tops) that reveal bra straps or that are cut low enough to reveal cleavage or expose the midriff.
 - c. See-trough clothing;
 - d. Pants that are unfastened, cut low, sag or fit below the waist allowing undergarments to be visible. Pants must be worn above the hips.
 - e. Shorts, skirts or skorts than mid thigh length.
 - f. Pajamas of any kind.
 - g. Clothing that is ripped or torn for "style".

These dress requirements, as listed above in Paragraph C1, do not apply to authorized sports uniforms or to dress at public events where students are spectators. Specific dress rules for school special events (e.g. dances are to be established by the Principal.

2. Non-prescription sunglasses in classrooms except for a medical purpose verified by a doctor.
3. Clothing items, Jewelry or backpacks that contain messages that are vulgar, offensive, obscene, profane or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol, drug or tobacco use or violence; that are of a sexual nature; that threaten the welfare or safety of any person; that threaten disruptive behavior; that contain pictures of weapons including, but not limited to, grenades, bullets, guns, knives, hatchets or axes etc: that promote any activity prohibited by the student code of conduct; or that are contrary to the mission of the School district.
4. Clothing items, pictures or jewelry that denote membership in gangs or may be associated with gangs, groups or societies that advocate drug use, violence or disruptive behavior. (See Policy 406, Article 2: Any apparel, jewelry, accessories, notebooks or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs that advocate drug use, violence or disruptive behavior is prohibited on school grounds, in school buildings, in school vehicles or at any school activity or sanctioned event.) Such items include, but are not limited to:
 - a. chains and spiked accessories.
 - b. trench coats or long coats.
 - c. bandannas worn on the head, used as a headband or hanging from a pocket or backpack.
“doo -rags” or “skull” caps.
5. Hoods worn on the head in any school building.
6. Hats worn in classrooms if deemed by the teacher or administrator to be disruptive to the educational process.

POLICY 407 DRUGS AND ALCOHOL

Article 1 Drug and Alcohol Prohibition

- A. Students shall not possess, use, sell, distribute, procure or be under the influence of alcohol, illegal drugs or other controlled substances while on school property, in a school vehicle or while taking part in any school sponsored or sanctioned activity.
 - 1. 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 Board policy and regulations on administering medicines to students.
 - 2. This policy also includes substances that are represented by the student to be any such controlled substance or what the student believes to be any such substance.

Article 2 Policy Violations

- A. Students possessing, using, procuring or under the influence of illegal drugs shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.
- B. Expulsion and notice to the Park County Sheriff's office shall be mandatory for sale or distribution of drugs or other controlled substances. The length of expulsion shall be determined by the Superintendent but shall be for a minimum of 80 school days.
- C. 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. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.
- D. Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs that are available.

POLICY 408 WEAPONS

Article 1 DANGEROUS WEAPONS

A. The Board of Education determines that possession and/or use of a dangerous weapon by students is detrimental to the welfare and safety of the students and school personnel within the District. Carrying, bringing, using or possessing a dangerous weapon on District property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the Principal or designee is prohibited. An exception to this policy may be made for students participation in an authorized extracurricular activity or team involving the use of firearms. As used in this policy, "dangerous weapon" means:

1. A firearm, whether loaded or unloaded. The term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the

action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm

silencer; or any destructive device. The term "destructive device" means any explosive, incendiary,

or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile

having an explosive or incendiary charge or more than one-quarter ounce, mine, or device similar to

any of the devices described in the paragraph (18 U.S.C. 921).

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.

Article 2 ADMINISTRATIVE REQUIREMENTS

A. The Principal or designee shall initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. However, unless expulsion is otherwise required by federal law (see Paragraph D of the Article) a student may, but need not be expelled, if as soon as possible upon discovering that he/she is in possession of the dangerous weapon, the student notifies and delivers the weapon to school officials.

B. In accordance with applicable law, the Principal or designee shall report any students who violates this policy or any incident involving a weapon to law enforcement officials.

C. Any devices, instruments, materials or substances found in the possession of a student and deemed to be a potential weapon by the Principal shall be confiscated and returned only to the student's parents, guardian or law enforcement official as determined appropriate by the Principal or designee in accordance with applicable law.

D. Expulsion for no less than one calendar year is required by federal law (20 U.S.C. 7151 et seq.) for carrying, bringing, possessing or using a firearm. For all other violations of this policy, the Superintendent shall, to the extent allowable under applicable law, consider facts of the case in determining the length of expulsion or may determine that another penalty or no penalty is appropriate.

E. The Superintendent may modify required expulsion lengths on a case-by-case basis to meet provisions of statutes concerning the education of students with disabilities. Educational services must continue for students with disabilities who are properly expelled, although such services may be provided in another setting.

F. The District shall maintain records that describe the circumstances involving expulsions of students who have violated this policy including the name of the school, the number of students expelled and the types of weapons involved as required by law.

Article 3 FIREARM FACSIMILES

- A. Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on District property, when being transported in vehicles dispatched by the District or one of its schools, during a school sponsored or District sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any District curricular or non-curricular event without the authorization of the Principal or designee is prohibited.
- B. A student may seek prior written authorization from the Principal to carry, bring, possess, or use a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school related or non-school related activity. A student's failure to obtain such prior written authorization is a violation of this policy and may result in disciplinary action, including but not limited to suspension and/or expulsion. The Principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.
- C. School administrators shall consider violations of this Article on a case-by-case basis to determine whether suspension, expulsion, or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

POLICY 409 STUDENT EXPRESSION

Article 1 Rights and Limitations

- A. While students do not shed their constitutional rights when they enter the school or engage in school-related activities, it is the Board of Education's responsibility to adopt rules reasonably necessary to maintain proper discipline among students and create an effective learning environment.
- B. For purposes of this policy, student expression includes expression in any media, including but not limited to written, oral, visual, audio, and electronic

media in all classroom and other school-related activities, assignments, and projects.

- C. Students shall not turn in, present, publish or distribute expression that is disruptive to the classroom environment or to the maintenance of a safe and orderly school as follows:
1. Obscene,
 2. Libelous, slanderous, defamatory, or otherwise unlawful under state law,
 3. Profane or vulgar,
 4. False as to any person who is not a public figure or involved in a matter of public concern,
 5. Creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school,
 6. Violates the rights of others to privacy,
 7. Threatens violence to property or persons,
 8. Attacks any person because of race, color, sex, age, religion, national background, disability or handicap
 9. Tends to create hostility or otherwise disrupt the orderly operation of the educational process,
 10. Advocates illegal acts of any kind, including the use of illegal drugs, tobacco or alcohol.
- D. Violation of this policy shall result in disciplinary action as determined by the Principal and in compliance with Policy 420, Student Discipline.

Article 2 School Sponsored Publications

- A. School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism. Because the Board recognizes creative student expression as an educational benefit of the school experience, it encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place.
- B. The Board encourages students to express their views in school-sponsored publications and to observe rules for responsible journalism. No student will be permitted to express views in school-sponsored publications that:
1. Are false or obscene, libelous, slanderous or defamatory under state law;
 2. Present a clear and present danger of the commission of unlawful acts, violation of school rules or material and substantial disruption of the orderly operation of the school;
 3. Violate the privacy rights of others;

4. Threaten violence to property or persons.
- C. Student editors of school-sponsored publications shall be responsible for determining the news, opinion and advertising content of their publications subject to the limitations of this policy and state law. The publications advisor within each school shall be responsible for supervising the production of school-sponsored publications and for teaching and encouraging free and responsible expression and professional standards of journalism.
- D. The publications advisor has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given.
- E. All school-sponsored publications shall contain a disclaimer that expression made by students in the exercise of freedom of speech or freedom of the press is not an expression of Board policy. The School District and employees are provided immunity from civil or criminal penalties for any expression made or published by students.
- F. School-sponsored student publications may be distributed to students at a place and time, and in a manner determined by the Principal.

Article 3 Student Distribution of Non-curricular Materials

- A. To understand Constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.
- B. It is the goal of this policy to strike a necessary balance between a student's right of free speech and the school's responsibility to maintain an orderly and safe school environment which respects the rights of all students on school grounds and during school-sponsored activities.
- C. Students shall be allowed to distribute non-curricular written materials on school property subject to restrictions on time, place and manner of distribution set out in the accompanying regulations and the prohibitions set out below and in state law.
- D. Any material in any media containing expression that is obscene, libelous, slanderous or defamatory shall be prohibited. Students shall not distribute any material which advocates commission of unlawful acts or violation of Board or District policy and/or regulations, violates another person's right to

privacy, causes a material and substantial disruption of the orderly operation of the school, or threatens violence to property or persons.

- E. Students who distribute materials in violation of this policy and/or materials that cause a material and substantial disruption, damage to a person or property, or threaten violence to property or persons in the judgment of school officials, shall be subject to appropriate disciplinary action.
- F. School equipment and supplies shall not be used for publication of such material unless authorized as a school-sponsored activity.

Article 4 Policy Violations

- A. Students violating this policy shall be subject to disciplinary action in keeping with policies of the Board of Education including suspension and/or expulsion.

POLICY 410 VANDALISM

Article 1 Definition of Vandalism

- A. Vandalism refers to any willful or malicious action to damage or destroy school property including, but not limited to, grounds, facilities, vehicles, equipment supplies or materials. Vandalism includes the knowing and unauthorized use, alteration, damage or destruction of any computer, computer system, software, program or computerized data. Vandalism includes any act of arson.

Article 2 Duty to Report Vandalism

- A. The School District's buildings, grounds and other property are built, purchased and maintained with taxes levied on the community's taxpayers. All damage caused must be paid for in the same way. Therefore, all students and staff members are expected to report any incidents of vandalism to property belonging to the District and the name of the person or persons believed to be responsible.

Article 3 Policy Violations

- A. A student who plans an act of vandalism or who is identified to have committed an act of vandalism shall be subject to disciplinary action in

keeping with policies of the Board of Education including suspension and/or expulsion. The student shall also be referred to law enforcement authorities and charges filed as appropriate.

- B. Administrators are authorized to pursue payment from the student and/or his/her parents for the costs of any vandalism.

POLICY 411 CONDUCT ON BUSES

Article 1 Privilege of Riding

- A. The privilege of riding a school bus is contingent upon a student's good behavior and observance of the student code of conduct and rules for student conduct both at bus stops and on-board buses.
- B. While riding in a school bus or school vehicle, students shall not distract the driver, engage in behaviors detrimental to the safe operation of the bus, or fail to comply with rules established by a school bus/vehicle driver or the School District's Transportation Director.
- C. While waiting for a school bus or school vehicle, students shall adhere to the Code of Conduct and rules established by the School District's Transportation Director.

Article 2 Policy Violations

- A. Students who violate bus rules for school bus safety established by the driver or the School District's Transportation Director shall be provided notice of non-compliance and bus riding privileges suspended. Parents shall be notified of each suspension.
- B. Students violating the Code of Conduct beyond bus rules described in Paragraph A of this Article shall be subject to disciplinary action in keeping with policies of the Board of Education including suspension and/or expulsion from school in addition to loss of bus privileges.

POLICY 520 EDUCATIONAL SUPPORT

Article 3 – Library Media Services

Parents may request that their children not read any particular book. A parent, citizen or staff member may request that a book be removed from a library by completing a written statement indicating the nature of the concern. When such a request is made, the Principal shall form a committee that includes the Library Manager, Chair of the SAC or designee, two faculty members and a community member appointed by the Principal to review the book's content and the concern.

The committee shall recommend that the book be removed, be moved to a library for older readers, or be retained in the collection. The Principal shall determine the action to be taken based upon the committee's recommendations and shall notify the individual filing the complaint. The Principal's decision may be appealed with the Board of Education. The Board's decision shall be final.

POLICY 701 SCHOOL-COMMUNITY RELATIONS

Article 5 – School Visits

Parents of students are encouraged and invited to attend classes and have lunch with their student. Please check in at the office. School policy prohibits any student who is not currently enrolled in school to visit during school hours. Fitzsimmons Middle School sponsored dances are for FMS students **ONLY** and home-schooled students in this school district.

All students must show an ID to attend any functions. All home school students may receive an ID by coming to the Fitzsimmons Middle School office.

Model Notification of Rights under FERPA of Elementary and Secondary Schools

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or

eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request].

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Platte Canyon School District 1 to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Platte Canyon School District 1 has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Platte Canyon School District 1 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Platte Canyon School District 1 will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Platte Canyon School District 1 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Important Dates 2010-2011

District wide (All Schools)

New Teacher Start	Aug 5
Teachers Start	Aug 11
FMS Back To School Night	Aug 12
School Starts	Aug 18
Labor Day	Sept 6
FMS Parent Conference	Sept 29 & 30
Quarter 1 Ends	Oct 21
No Students (Teacher Inservice)	Oct 22
No Students (Teacher Comp)	Nov 24
Thanksgiving Break	Nov 25 & 26
Semester 1 Ends	Dec 22
Winter Break	Dec 23 – Jan 4
No Students (Teacher Inservice)	Jan 5
Semester 2 Starts	Thursday, Jan 6
Martin Luther King Holiday	Jan 17
No Students (Teacher Inservice)	Feb 4
Presidents' Day	Feb 21
FMS Parent Conferences	Feb 16 & 17
Quarter 3 Ends	Mar 10
No Students (Teacher Inservice)	Mar 11
No Students (Teacher Comp Day)	Mar 25
Spring Break	Mar 28-Apr 1
No Students (Teacher Inservice)	April 22
School Ends	May 20
PCHS Graduation	May 21
Teacher Workday	May 23
Memorial Day	May 30

Fitzsimmons Parent Portal Program

WELCOME TO Infinite Campus

Accessing the Parent Portal will enable parents to:

- Access assignments and academic performance for your student(s)
- See attendance records, behavior events, and school fees
- Email teachers
- Print and save schedules and academic report cards
- All of this from any computer with web access

Website:

https://epm2009.infinitecampus.org/campus/portal/platte_canyon.jsp

Parents will need your activation key to log on to the network. Please email Shelly Horstmann at shorstmann@plattecanyonsd1.org to receive this information. In order for the school to be able to email you regarding your students grades, attendance, or behavior we need you to go to the “**Change Contact info**” icon and check on the appropriate boxes. **Each family member should use their own username and password so they are receiving announcements and surveys that are directed to them. Please delete the messages you have read in you Inbox by clicking on the black “X”.**

Click on the following icon to access the described information:

FAMILY– will show you the current demographic information we have on your student. (Please notify us if any information needs to be updated via email to shorstmann@plattecanyonsd1.org or call 303-679-7409.)

CALENDAR– will show you what days your student has assignments due. Click on each “A+” to see detailed assignment info. Holidays and weekends will be grayed out.

SCHEDULE– will not only show you the current schedule for your student, but also their current academic progress (click on the name of the class to see detailed grade description) and will provide a direct email link to the teacher (click on the envelope next to the teacher’s name).

HEALTH– enables parent to view or print a current copy of student immunizations.

FEES– shows all fees assessed to the student as well as payments made.

REPORTS– allows parent to view most recent report card, progress report, transcript, (unofficial) and more.

PARENTS OR STUDENTS WHO HAVE QUESTIONS REGARDING GRADES THEY ARE VIEWING SHOULD CONTACT THE TEACHER DIRECTLY BY PHONE OR EMAIL. OFFICE STAFF CANNOT ASSIST YOU WITH GRADE QUESTIONS FOR A SPECIFIC TEACHER.

PLATTE CANYON SCHOOL DISTRICT

Parent Portal Acceptable Use Policy

Platte Canyon School District is pleased to announce a brand new service that will allow parents to access their children's academic activity via any computer connected to the Internet. The Parent Portal is a means to further promote educational excellence and to enhance communication with parents. As parents, you will find instant access to information about your child's school attendance, grades, and class assignments.

Every parent accessing the Platte Canyon School District's Parent Portal is expected to act in a responsible, ethical, and legal manner. The portal will be available to every parent or guardian of a student enrolled in the Platte Canyon School District. Parents are required to adhere to the following guidelines.

1. Parents will not share their passwords with anyone including their children.
2. Parents will not attempt to harm or destroy data of their own children, or another user, school or district network, or the Internet.
3. Parents will not use the portal for any illegal activity, including violation of privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
4. Parents will not access data or any account owned by another parent.
5. Parents who believe they have identified a security problem with the Campus Parent Portal must notify the district office immediately.
6. Parents who are identified as a security risk will be denied access to the Campus Parent Portal.

In Order to access the Campus Parent Portal, you will need to email shorstmann@plattecanyonsd1.org. You will then be given log-in instructions. You will then be prompted to enter a user name and password. Please make a note of this user name and password. Users who try to enter an incorrect user name and password will be locked out of the Campus portal on the third try. Each person should have their own account. Please parents do not use your students and students should use only their account. The reason for this is because each account may have different announcements.

By activating your Campus account, you are agreeing to the Platte Canyon Acceptable Use Policy.

In order to access the Parent Portal, your computer will need to meet the following requirements. If you do not have the correct browser, you will need to upgrade.

- a. Internet connection— 56k modem speed or greater.
- b. Browser – Internet Explorer 5.5 or higher, Mac OS Windows. The latest version of Internet Explorer can be downloaded at the following Internet address: <http://www.microsoft.com>.

To further ensure your privacy and security you may wish to set your browser to delete the web pages after you have viewed them so they cannot be accessed again without logging in again.

- * Open Internet Explorer
- * Click on the Tools menu
- * Click Internet Options
- * Click on the Advanced Tab
- * Find this setting and check the box next to it: **Do not save encrypted pages to disk**
- * Once the check mark is added click Apply, and click OK.
- * Close your Internet Browser for new settings to take effect.