



---

# TABLE OF CONTENTS

---

Mission Statement: The School of Excellence (SOE) supports growth in emotional, behavioral, and social skills development through the use of holistic student-centered goals and implementation of research based strategies and techniques; providing a foundation for student achievement and independence.



2018-2019

PIKES PEAK BOCES SCHOOL OF EXCELLENCE  
2883 South Circle Drive, Colorado Springs, CO 80906

# TABLE OF CONTENTS

<b>Introduction Section</b> <ul style="list-style-type: none"><li>• <i>Letter from School Administrator</i></li><li>• <i>School Supply List</i></li></ul>	<b><u>2-3</u></b>
<b>Important Information</b> <ul style="list-style-type: none"><li>• <i>Drop off-Pick up</i></li><li>• <i>Food Service</i><ul style="list-style-type: none"><li>○ <a href="https://www.ppboces.org/259/Student-Lunches">https://www.ppboces.org/259/Student-Lunches</a></li></ul></li><li>• <i>Delays and Closures</i><ul style="list-style-type: none"><li>○ <a href="https://www.ppboces.org/list.aspx">https://www.ppboces.org/list.aspx</a></li></ul></li><li>• <i>Personal Hygiene Products</i></li><li>• <i>School Phone Usage</i></li><li>• <i>Registration/Enrollment</i><ul style="list-style-type: none"><li>○ <a href="https://www.ppboces.org/258/Enrollment-Process">https://www.ppboces.org/258/Enrollment-Process</a></li></ul></li><li>• <i>Change of Address</i></li><li>• <i>Some Rules</i></li></ul>	<b><u>4-5</u></b>
<b>Procedures Section</b> <ul style="list-style-type: none"><li>• <i>School Calendar</i></li><li>• <i>Transportation</i><ul style="list-style-type: none"><li>○ <i>School District Bus Barn Phone #'s</i></li><li>○ <i>Students Riding Home Together</i></li></ul></li></ul>	<b><u>6-8</u></b>
<b>Positive Behavior Intervention Systems</b> <ul style="list-style-type: none"><li>• <i>Elementary/Middle School</i></li><li>• <i>High School</i></li></ul>	<b><u>9-14</u></b>
<b>Electronics Policy</b>	<b><u>15-16</u></b>
<b>Clothing Policy</b>	<b><u>17</u></b>
<b>Medical Information</b> (All medications must be brought into the school by an adult)	<b><u>18-20</u></b>
<b>Visitors</b>	<b><u>21</u></b>

July 2018

Dear Parents and Students,

We are looking forward to the 2018-19 school year!

The first day of school is Wednesday, August 15<sup>th</sup>. Starting August 2<sup>nd</sup> you may turn in the enrollment packet for the 2018-2019 school year. Parents you may pick up the enrollment packet at the school or download it from our website and complete it at home. If you would like to complete the Returning Student packet at home it can be found online at [www.ppbooces.org](http://www.ppbooces.org); once there, click on School of Excellence and then click Enrollment Process to download the forms. You may either drop off the forms or mail them back to us. Our address is 2883 South Circle Drive, Colorado Springs, CO 80906. All enrollment packets **must be** completed and returned by Monday, August 13<sup>th</sup>.

SOE is hosting a Back to School Meet and Greet on Monday, August 13<sup>th</sup> from 2:30-4 pm. Teachers will be in their classrooms from 2:30 to 3:00. There will be a Back to School and 40<sup>th</sup> Anniversary party for SOE in the cafeteria at 3:00 to 4:00. Cake and Ice Cream will be served. This is a great opportunity for you and your family to meet our staff, hear the upcoming plans for the school year, and review school policies. Your attendance and participation are greatly appreciated as it helps build our school community!

Attached is a school supply list. These supplies can be brought to the Meet and Greet. We are a backpack free school.

School calendars are posted on the website and in the enrollment packet. **2018-19 school hours are 7:50 to 2:15**. District transportation has been notified, please call them with questions.

We look forward to seeing you all!

Thank you,

Susan Flores  
Principal

## 2018 – 2019 School Supply List

Please provide these supplies or send a flat fee of \$25 (includes activity fee) for the school to provide these supplies for your student. Cash or checks accepted, payable to School of Excellence.

BACKPACKS WILL NOT BE ALLOWED IN THE SCHOOL FOR THE 2018-19 SCHOOL YEAR.

Please bring supplies to the Meet & Greet on August 14<sup>th</sup>, 2:30 to 4:00.

Pack of 24 pencils

Pack of blue or black pens

3 spiral note books

3 folders with pockets

1 pack of note cards

1 pack of loose leaf notebook paper

2 glue sticks

Pack of colored pencils

Pack of markers

Box of 24 crayons

Erasers (Pencil toppers are preferred)

2 boxes of Kleenex

1 container of Clorox wipes

1 box Ziplock bags (Elementary bring Sandwich, Secondary bring Gallon)

\$5.00 student activity fee

If your student requires toileting supplies, please ensure we have these prior to the first day of school. This may include: pull ups, diapers, wipes, a change of clothes, etc.

If your student requires specific snacks due to dietary needs or individual behavior plans, please send with student at the beginning of the year. Please check with teacher for specific classroom needs.



# Important Information

*Student Attendance Times: 7:50am-2:15pm*

If you are dropping off or picking up your student, please use the designated area located at the south end of the front gate. This allows for students to walk safely down the front of the building to the school or parking area without bus traffic.

DO NOT Drop off students prior to 7:50am, our staff are getting ready to teach your students prior to this time.

We follow the Colorado Springs School District #11 Delays and Closures schedule for severe weather.

- Log-in to “Notify Me” <https://www.ppbores.org/list.aspx> to receive e-mail and/or text notifications.

All personal hygiene products including but not limited to: pull-ups, wipes, feminine hygiene products and changes of underwear must be provided by parents.

We value parent and student communication. Parents are welcome to call students when needed, and students are able to use the school phones to call parents in the case of emergency or as a part of their behavior plan. Students demanding to use the telephone, or who call parents in order to request being picked up for reasons other than nurse approved medical issues will **not** be provided access to the school telephone. Our ClassDojo Program has built-in parent to teacher communication through email or text.

Check out our new fillable Enrollment Packets at: <https://www.ppbores.org/258/Enrollment-Process>

For all changes of address, phone numbers and emergency contact please notify the front office in writing.

Attendance policies follow those of the student’s home school district. School of Excellence will communicate student attendance with their district.

Students who have had diarrhea, vomiting, rash, fever, or flu-like symptoms are required to stay home for a minimum of 24 hours until symptoms are resolved.

---

## **SOE Lunch Program Information**

### ***Free and Reduced Lunch***

The School of Excellence lunch program is administered by Harrison School District. Parent/guardians are requested to submit an Application for Free and Reduced Price Schools Meals and Family Economic Data Survey. This may be completed by paper form and given to the front desk at SOE or online. Students returning to SOE will have until September 28, 2018 to complete an application, thereafter those students will be charged full price for their lunches.

SOE encourages parent/guardians to submit this application/survey online for free/reduced meal benefits. The website is <https://www.applyforlunch.com>. If you apply online, make sure you designate Harrison School District as the school district. Also, if you apply online, you do NOT have to complete a paper application. This may help some families to get a quicker response, as the information is usually received within an hour of submission. As long as the information is received during business hours (7:00-3:30), it can be processed the same day. If not, it will be processed the following business day. You will receive a letter from Harrison School District Nutrition Services with the result of your application.

If you have questions about the application process, please call Harrison Nutrition Services at (719) 579-2300.

### ***How to Pay for Meals***

Nutrition Services has a computer account set up for each student. Money can be put into a Student's account and as the student purchases lunch their account will be debited. Money can be sent to the school on a weekly, monthly or yearly basis or any sum can be sent in at any time. Parents are welcome to contact the school kitchen manager for information on their student's account. **All prepaid balances from the end of the previous year will carry over** to the next school year if the student continues at SOE. Payment may also be made directly at the School of Excellence. Checks should be made out to "Harrison School District #2 or HSD2".

To pay by credit card log on to [Myschoolbucks.com](http://Myschoolbucks.com), your online payment site for Harrison School District. SchoolPaymentSolutions.com is a payment portal between parents and their local school systems. This service allows parents to make quick and easy payments to their children's school account via on-line transactions. The transactions and funds are credited directly to the child's account at his or her school. Accounts are credited daily. Just log on and follow the simple instructions to creating an account.

SOE Kitchen Manager: Beverly Allen  
(719) 380-6209

A few of the conveniences of Myschoolbucks.com:

- \* Pay with your Credit Card
- \* Check Your Child's Account Balance
- \* Receive Account Balance Alerts

**Meal prices for the 2018-2019 school year:**

Breakfast	Free for all students
K-5 lunch	\$1.70
6-12 lunch	\$2.00
K-8 reduced lunch	No cost, Funded through a grant.
9-12 reduced lunch	\$0.40

*To report any dietary restrictions, please contact Harrison Nutrition Services and the School of Excellence Nurse.*

*Any documented food/nutrition requirements will be strictly followed unless a parent/guardian supplies a physician's signature of change.*

*Students who become negative in their lunch account will not continue to receive meals.*

---

## Some Rules

- Caffeinated beverages are only allowed with signed parent consent.
- Personal food brought from home is only allowed to be eaten during breakfast and lunch times unless a student has a specific plan in place. This helps maintain the value and integrity of the PBIS Point Store.
- Backpacks are not allowed in school.
- Cell phones MUST be turned in as students arrive to school. See electronics policy.
- Energy drinks are not allowed in school.
- Only beverages sealed in pouches or cans are permitted (no bottles, open containers, or filled water bottles).
- Any other liquids must be turned in to searches-including: cologne, perfume, hand sanitizer... (Essential oils that are used for specific behavior plans may be kept in therapist office-therapist will prepare a cotton ball in a plastic bag for use).

If a student brings in items listed above, or items that are determined not allowed in school, the item will be placed in searches to be returned at the end of the day. If it is an unsafe item, parents will be notified and the parent will need to pick up the item and/or the item will be surrendered to law enforcement.

## Pikes Peak BOCES School of Excellence \* 2018/2019 Calendar

8/1– New Staff Orientation  
 8/6-8/9All Staff SOE Boot Camp  
 8/13–8/14 SOE Boot Camp Cont'd  
 8/9–Welcome Back BBQ/  
 SOE Anniversary  
 8/15– First Day of School

August 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

2/15–PLC/Professional  
 Development—**No Students**  
  
 2/18– Presidents' Day—**No School**

9/3– Labor Day— **No School**  
 9/4–PLC /Professional  
 Development—**No Students**

September 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/8– End of 3rd Quarter  
  
 3/22– Parent /Teacher Conferences  
 – **No Students**  
  
 3/25-3/29—Spring Break—**No School**

10/5–PLC/Professional  
 Development—**No Students**  
 10/8– Columbus Day— **No School**  
 10/12– End of 1st Quarter  
  
 10/31– Parent/ Teacher  
 Conferences— **No Students**

October 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4/26-PLC/Professional  
 Development—**No Students**  
  
 4/26 Possible Make Up Snow Day

11/12–Veteran's Day—  
**No School**  
  
 11/19-11/23– Thanksgiving Break  
**No School**

November 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/21– End of 4th Quarter— **Last Day  
 for Students**  
  
 5/23– **Last Day for Teaching Staff**  
  
 5/22 & 5/23 Possible Make Up  
**Snow Days**  
  
 5/27-District Closed

12/18– End of 2nd Quarter  
  
 12/19–PLC/Professional  
 Development— **No Students**  
  
 12/20-12/31– Winter Break—  
**No School**

December 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1/1-1/4 Winter Break—**No School**  
  
 1/7–Students Return  
  
 1/21– MLK Day— **No School**

January 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

● School Closed    
 ● Prof. Dev.-No Students    
 ● PT Conf.    
 ● Orientation & Bootcamp    
 { } End of Quarter

\* Educational Staff 180 Days (Start 8/6) \* Therapeutic Staff 186 Days (Start 8/6) \* Behavior Staff 190 Days (Start 8/1) \* Administrative Staff 220 Days (Start 8/1)

School 7:50 a.m. to 2:15 p.m. daily

Draft: April 13, 2018

## District Transportation Contact Information 2018 – 2019

Academy – D20	234-1433
Big Sandy	541-2291
Calhan - RJ1	347-2766
Canon City Schools	(719) 276-5818
Cheyenne Mt. - D12	475-6105
Colorado Springs - D11	520-2940
Cripple Creek-Victor	689-2781
Elbert - #200	(303) 648-3030
Elbert County/Kiowa C-2	(303) 621-2220
Ellicott – D22	683-2700 ext. 2216
Falcon – D49	495-1159
Fountain Ft. Carson – D8	382-1335
Fremont - RE2	(719) 784-6712 ext. 2542
Hanover - #28	683-2247 ext. 145
Harrison – D2	579-4901
Lewis Palmer – D38	488-4711
Limon – RE-4J	775-2350
Manitou Springs - #14	685-2231
Miami-Yoder – 60JT	478-2186 ext. 1355
Peyton – 23JT	749-0074 ext.1
Pueblo – D60	(719) 549-7217
Widefield – D3	391-3540
Woodland Park – RE1	510-2371

Parents/guardians are responsible for contacting the school district transportation to arrange student transportation.

Students who miss the bus 3 days in a row without district transportation communication will be dropped from their route. Parent/Guardian will need to contact transportation to re-establish bussing services.

**Parents/Guardians** must notify the school if a student is not riding the bus home.

Parents/Guardians of students deemed too unsafe to ride the bus will be contacted to pick up their child. It is expected that parents will arrive at the school as soon as possible.

# PROTOCOL FOR STUDENTS RIDING HOME WITH ANOTHER STUDENT

If a student wishes to go home with another student **OR** have another student accompany them home, he or she must comply with the following requirements.

- A) A note written by **the parent/guardian of both students** must accompany each student.
- B) **BOTH** students must bring the note to the front office **prior to 8:30am**.
- C) The note must **specifically give permission** to accompany that student **by name** and have a **working phone number** listed in the note.
- D) If the student rides a bus, **the parents are responsible to notify the appropriate transportation office** to let them know that their student will not be riding the bus that day. Parents are also responsible for making sure that their student's transportation department will allow that guest to ride the bus home.

Office staff will **call each set of parents** to verify the authenticity of the notes.

Requests **WILL NOT** be honored if the students do not meet the requirements listed above. There are **NO** exceptions.

**Students may NOT call home during the day to set anything up with their parents.**

## Daily Behavior Records Explanation

We are excited to announce a school wide change to our data collection program for the 2018-19 school year. Our intent is to move to an electronic platform which will reduce paper consumption, increase data accuracy, improve parent communication and improve communication on behavioral data with our school districts.

The ClassDojo program is fully customizable for each student. It easily documents student feedback for IEPs, PBIS, and other needs. The data, which in the past, has been tracked using the student point sheets will be programmed into each student's individual profile. Each student's profile can only be accessed by the student, their parents, and the school staff involved.

The behavior tracking will provide feedback on the following behaviors dependent on student's individual needs and program needs.

**R**espect

**I**ndependence

**S**afety

**E**ducation

Positive behavior data individualized for students

Positive behavior intervention data

Data necessary for tracking behaviors of concern (see Behavioral Definitions in program guide)

Data collection and evaluation is necessary to best reflect each student's IEP goals and objectives. This system will allow the school as a whole to reflect on behaviors that impede individual students from returning to their home district.

ClassDojo streamlines the data collection system and is a tool that helps teachers and other staff who work with individual students determine the student's readiness to return to their home district. ClassDojo allows for a clear presentation of data to assist student teams including parents and the district of residence in making placement decisions.

A daily positive behavior percentage is one of the requirements necessary (in most cases) for a student to return to their home district.

### **Elementary/Middle School**

This % is measured through the opportunity to earn 26 positive behavior marks daily. Using ClassDojo, behavioral data will be recorded approximately every 15 minutes for each student. If a negative behavior has been marked during that 15 minute time frame, students will not earn a positive mark. The ClassDojo platform uses this data to determine a daily behavioral percentage.

Students' positive marks recorded on ClassDojo will be utilized with the School of Excellence token economy. Each positive mark earned will be worth the equivalent of \$.05 in the token economy to be spent at point store or for other reinforcements offered through the school.

### **Secondary**

The % for high school is measured throughout the day being divided into 10 data recording periods with 5 measurable goals per period (may be adjusted for individual student needs).

Pathway's High School students will remain on a leveled (card color) positive reinforcement system based on the percentages they earn daily.

LIBERTY High School students will remain on a leveled (card color) positive reinforcement system based on the percentages they earn daily.

### **Individualization for specific students**

Some teachers, especially in the LIBERTY elementary and all COLA classrooms will adapt the platform to individualize even more for their students. These students will have specific plans written by their classroom teachers and other team members defining how the student's behavioral data is collected.

### **FAC-Positive Reinforcement**

Students' positive marks will continue to be used to determine eligibility for participation in school wide Friday Afternoon Club.

Please bear with us as we are rolling-out this new platform, as there may be changes made. We welcome parent feedback to better help us determine the effectiveness of this platform for our school. If you have any questions please contact the school at 719-635-6333, or use your ClassDojo account to communicate with your student's teacher.

Teachers will help parents sign-up for their ClassDojo accounts at the Family Meet and Greet on August 14, 2018 at 2:30pm. If students start later in the year, the classroom teacher will send an invitation to join ClassDojo via email or through text.

In order for students to attend FAC activities, they must be present from the start of the day (7:50am) through the end of the day (2:15pm).

Students cannot be dropped off, or picked up by parents during any off campus activities including field trips, outings, and FAC activities.

# School-wide

## Positive Behavior Intervention Systems

### (PBIS)

- Daily Behavior Recording-ClassDojo
- Point Store
- FAC 1 (off campus)
- FAC 2 (on campus)
- Community Service (destruction of property)
- Study Hall (missing work/absences/behavior level)
- Nar-Wall (positive behaviors above expectations)
- Student's Individual Contract/Plan
- PBIS Assembly Drawing
- Fall Carnival
- Spring Carnival
- RISE Cards
- Talent Show

Parents/Guardians are invited by classroom teachers to attend the PBIS Awards Assemblies when their child has been selected as student of the month.

All parents and guardians are invited to watch the school talent show.

School carnivals are only for the students who attend the School of Excellence. Parents and other family members are not invited to attend as this is a specific event designed to allow students to practice some levels of independence and positive behaviors they have been working on.

## Token Economy-Elementary/Middle School

Students earn nickels for appropriate behavior during the day in all settings throughout the school. The terms nickel/point are equivalent in Elementary and Middle School. 1 positive point=1 nickel.

- Classroom staff will record and distribute nickels for positive marks earned on ClassDojo.
- BONUS nickels/points can be earned throughout the day for positive behavior-these are added to the nickels/points earned on ClassDojo (see below).

There is no limit on how many nickels can be earned in one day. A student who is meeting most of the daily expectations should earn at least 20 nickels per day. Once a nickel is given, it is never taken away.

Nickels earned are used to purchase items that are incentive/reinforcing for individual students, based on the school-wide token economy.

- These nickels can be used to shop at point store, participate in school-wide auctions, shop at the annual rummage sale, and purchase other items that become available such as yearbook. Nickels can be used in classrooms to purchase skip-assignment coupons, special area seating, and other reinforcement created by their classroom staff. Students can “bank” their nickels to save for larger items or events.
- Classrooms will shop 1-2 times per day determined by the classroom teacher and the point store schedule. If students purchase a snack for later in the day or the next morning, these snacks will be held onto by the classroom staff until the appropriate time. Students will be given the opportunity to go with their class to shop if they have earned the opportunity through displaying expected behaviors.
- Each classroom will have 1 designated day per week when their students have the opportunity to shop for non-food items/toys from the point store. Teachers will arrange this with the classroom designated to run the point store.

**Nickels can be given/earned for any pro-social and pro-academic behavior. Here are some of the more common behaviors that earn nickels:**

- Following directions immediately
- Completing work
- Attempting work that is challenging without whining or having a fit
- Raising their hand to speak or move about the room
- Ignoring peer’s inappropriate behaviors
- Staying in their assigned seat or area
- Cleaning up or getting off the computer immediately when asked
- Making positive comments about self or others
- Returning parent communications

**The following negative behaviors will be tallied for all elementary and middle school students:**

<b>Behaviors that determine loss of daily earned activities</b>	<b>Other behaviors that when marked students do not earn points for that data period (15 min.)</b>
Physical Aggression Towards Peer Physical Aggression Towards Staff Verbal Aggression Towards Peer Verbal Aggression Towards Staff Leaving Room/Area Without Permission	Bullying Inappropriate language/comment Property destruction Boundary violation toward peer Boundary violation toward staff Classroom disruption Noncompliance Instigating peer/s



# High School Point System Procedures

- Everyone will start the year on Pink Level-New Students also start on Pink Level
- A student who sleeps or refuses to work during a period does not earn points for that period. Staff adjusts the ClassDojo to accurately record that data when sleeping does not reflect a goal behavior.
- Students who refuse to work will have their points adjusted based on the % of time they worked during a class period. (ie: a student who worked 10 minutes would earn 1 point). Staff adjusts the ClassDojo to accurately record the data when work refusal does not reflect a goal behavior.
- If a student is tardy or leaves early with a valid parental excuse, their daily point total will be adjusted to reflect the amount of time they were at school.
- **AN EXCUSED ABSENCE DOES NOT EXCUSE STUDENTS FROM CLASSWORK GIVEN DURING THE ABSENCE.**
- Low frequency but high intensity behaviors may be tracked separately from ClassDojo.
- A student who exhibits any of the following behaviors automatically drops to white level:
  - Physically aggressive act directed towards a peer/staff member.
  - 2 or more threats of bodily harm toward a peer/staff member in one day or chronic (3 or more incidents per week) of intimidation, posturing and/or bullying.
  - Property Destruction of school, staff or peer property. Dependent of the level and frequency of destruction, staff and administration will meet to determine if the destruction is at a level that warrants a drop to a white card level.
  - Walking off campus or going to another location other than that assigned/approved/supervised (out front, quad, commons...) without permission.
  - Seclusion/Restraint.
  - A behavior that results in a criminal charge.
  - Passing any contraband item to a peer (notes, cigarettes, blades, technology...).
  - Stealing property of peers, staff or school.
  - Forging on point card.
- Sometimes when students are close to leaving SOE for their home schools, they are taken off the point system altogether to more closely reflect how they will get along in a public school setting. The goal is for staff to implement privileges and disciplinary actions aligned with the student's home school policies as closely as possible.
- **ONCE RECORDED, POINTS MAY NOT BE CHANGED OR "GIVEN BACK" IN EXCHANGE FOR IMPROVED BEHAVIOR. IF THERE IS A CONFLICT BETWEEN STAFF THE CONFLICT MUST BE BROUGHT TO ADMINISTRATION BEFORE ANY CHANGES TO THE POINT CARD MAY BE MADE.**
- If students permanently lose, deface, or destroy their point cards (white and pink), all points earned on those cards are voided. Students can be given a new blank point card (white level) and will receive credit only for those points recorded on the new point card from that time forward. If the student believes that they have turned around their behavior and worked through the problems, they may fill out an appeal and enter the appeals process.
- Staff must use ink when initialing/recording points. If students forge or attempt to forge any part of their point cards, these cards will be treated as if defaced or destroyed.
- Students will drop to a lower point card level the day after they have failed to earn the lowest number of points to maintain their current card level. For example a student on Gold who earns below 90% will be on the card level they earned the next day (↓90% Blue, ↓80% Pink, ↓70% White). They will need to have 3 consecutive days of their current card level to attend that level FAC activity.

# Computer Rules-Electronics Violations

## Acceptable Use Agreement for Students

I agree to abide by all school rules, and local-state-federal laws while using the school education technology resources.

I will abide by copyright law and will give credit to authors, artists, illustrators, photographers and other creators of information when I use their intellectual property.

I understand that I will ONLY use the schools education technology resources for educational purposes.

I understand that downloading or streaming of digital content is not allowed.

I understand that if I am allowed to play a game on the computer as a reinforcer or reward, I am not allowed to play any games that depict violence.

I will not attempt to access, read, view or copy inappropriate or pornographic pictures or information.

I will not use educational technology resources to hurt, harass or bully school staff and students and their family members, including when I use social networking sites either inside or outside of school.

I will report anyone who uses or tries to use school educational technology resources to hurt, harass or bully me.

I will not read, copy or damage the work of other students.

I will ONLY access sites that have been approved by the school administration.

I will not give out my name, password, address, or any other personal information to anyone.

I will not use improper language (i.e. swearing, vulgarity, ethnic or racial slurs, name calling) and any other use of language that violates a school policy, regulation, practice, rule, or expectation.

I will not spread falsehoods about a person that lowers the affected individual in the eyes of the community.

I will not disrupt the school's network including but not limited to: seeking or obtaining unauthorized access to others' files, documents or other communications; sending or forwarding chain letters or large files to others; introducing malware, worms, Trojans, or viruses.

I will not upload, download, or install personal software on the school network.

I will not copy computer programs.

I will practice personal responsibility with regard to theft prevention if I bring personally-owned electronic devices to school; and I will abide by my school's rules for current practices regarding use of personal electronic devices at my school.

I will not try to block or get around the filters on the school's educational technology resources.

When using an iPad provided by the school, my staff will place Guided Access on the device and I will not attempt to get around the program.

I will follow the school's expectations and guidelines and turn in any electronic devices that have wi-fi, internet and/or photo-recording capabilities to my classroom staff prior to entering the school.

I will only use an approved MP3 player or other music device during independent work times, never during instruction, while in hallways, bathroom, regulation room or as an avoidance of class.

I will not share my electronic devices including my headphones.

Electronics Violations will result in the following consequences:

Computer suspensions include class assignments. Students will be provided with an assignment they can complete without the use of school technology.

- 1<sup>st</sup> Offense: 100 point fine, (drop to White Card Level HS) and loss of electronics privileges for 1 entire school day
- 2<sup>nd</sup> Offense: 500 point fine, (drop to White Card Level HS) and loss of electronics privileges for 5 entire school days
- 3<sup>rd</sup> Offence: Student is fined the entire contents of their school bank, electronics privileges will be suspended until the student's team and administration determine that safe usage is a possibility, student may be suspended and/or criminal charges may be filed

Music listening devices:

- 1 request to turn down music or remove headphones=no consequence if action taken
- 2 requests or more to turn down music or remove headphones=forfeit of usage for the rest of day plus the following day or longer dependent on number of violations

If I am found to have a prohibited electronic device, I will be placed on searches until I have earned 10 consecutive days of Gold Card Level.

All violations of the technology and electronics guidelines will be reviewed. If the incident is excessive or egregious in nature higher levels of consequences will be determined by the school administration.

I agree to the above policies and expectations:

\_\_\_\_\_ (print name)

\_\_\_\_\_ (signature)

\_\_\_\_\_ (date)

## The Following Clothing is Appropriate for School

- Clothing that is worn as designed and covers all private parts of the body, to include midriffs and backs.
- Clothing that fits properly and does not expose undergarments.
- Clothing that is the appropriate length; hemlines no shorter than mid-thigh for shorts and skirts.
- Clothing that is free of excessive holes, rips, and tears that expose private areas of the body or undergarments. Sleeveless shirts must completely cover shoulders to the neck and be closed on the sides close to the armpit.
- Footwear that protects a student's feet is required; slippers and bare feet are not allowed.
- Clothing that is part of an extra-curricular activity that has been approved by the building principal.
- Clothing that has been approved by the building principal for specific school events.
- Clothing, paraphernalia, and jewelry that contain appropriate messages, free of references to sexually suggestive activity, drugs and alcohol, gangs, or that are not obscene, profane, hateful, or disruptive to the learning environment.
- A blanket is not a coat. If you are cold and do not have a coat or jacket your staff can help you find one in the Life Skills Room.

### The following list are items that ARE NOT allowed to be worn in the school:

- backpacks
- hoods
- sunglasses
- key-chains
- studded belts
- wallets with chains
- large rings
- necklaces that can be used as weapons
- any other item staff determines as unsafe due to the risk of it being used as a weapon
- hats with the exception of Student of the Month/Friday Fundraiser/School-wide event
- bandanas or clothing with a bandana pattern
- gloves unless there is a medical reason
- flip-flops
- bedroom slippers and/or pajamas
- Medical Devices (crutches, canes etc.) will only be approved with doctors note and school nurse approval.
- Stuffed animals are only allowed to be carried with therapist/team approval
- Any clothing items that depict weapons, fear inducing images, nudity, drug references, or other images considered to be disruptive to our school environment

Students who arrive at school out of compliance with the dress code will be given an opportunity to correct the attire in question (they may be given an alternative shirt/pants when available). If the situation cannot be corrected, the student will remain in the front office or another assigned location until a parent/guardian can bring appropriate alternative clothing for the student to change into. In the event that the student is wearing an article (body adornment, tattoo, etc.) that cannot be removed, the article must be covered appropriately throughout the school day.

Repeated violations of the dress code may result in disciplinary action.

I have read and understand the SOE dress code (student if over 14) \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## There are three main reasons to keep sick children at home:

1. Your child doesn't feel well enough to take part in normal activities. For example, your child is overly tired, fussy or won't stop crying.
2. Your child needs more care than teachers and staff can give while still caring for the other children.
3. The illness is on this list and staying home is recommended.

**\*\*\*Remember, the best way to stop the spread of infection is through good hand washing.**

<b>Children with these symptoms or illness should be kept home (excluded) from school:</b>	
<b>Symptoms</b>	<b>Child Must Be at Home?</b>
<b>Diarrhea</b> frequent, loose or watery stools (poop) compared to child's normal ones that aren't caused by food or medicine	<b>Yes</b> - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea and is also throwing up; OR if child has diarrhea that cannot be contained in the diaper or the toilet.
<b>Fever</b> with behavior change or other illness. Babies who are 4 months or younger needs to see a doctor right away for a fever of 100°F or higher.	<b>Yes</b> - if the child also has a rash, sore throat, throwing up, diarrhea, behavior changes, stiff neck, OR difficulty breathing.
<b>"Flu-Like" Symptoms</b> Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, throwing up and diarrhea	<b>Yes</b> - for at least 24 hours after the fever is gone. The fever needs to be gone, without using medicine that reduces the fever (acetaminophen or ibuprofen).
<b>Coughing</b> <u>Note:</u> Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment	<b>Yes</b> - if the coughing is severe, Uncontrolled; OR your child has wheezing, rapid or trouble breathing and medical attention is needed.
<b>Mild Respiratory or Cold Symptoms</b> stuffy nose with clear drainage, sneezing, mild cough	<b>No</b> – your child may go to school if they able to take part in school activities.  <i>Keep your child home if the symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i>
<b>Rash</b>	<b>Yes</b> – Rash with fever. Call your doctor. Any rash that spreads quickly, has open, oozing wounds and/or is not healing should be checked by a doctor.  <b>No</b> —Rash without fever. A body rash without a fever or behavior changes usually does not need to stay home from school. You can call your doctor for advice.
<b>Vomiting/Throwing Up</b> Throwing up two or more times in the past 24 hours	<b>Yes</b> - until throwing up stops or a doctor says it is not contagious. If your child has a recent head injury, watch for other signs of illness and for dehydration.

Illness	Child Must Be at Home?
<b>Chicken Pox</b>	<b>Yes</b> --until the blisters have dried and crusted (usually 6 days).
<b>Conjunctivitis</b> (pink eye) pink color of eye <i>and</i> thick yellow/green discharge	<b>No (bacterial or viral)</b> – children don't need to stay home unless the child has a fever or behavioral changes. Call your doctor for advice and possible treatment.
<b>Croup</b> (see Coughing)	Call your doctor for advice. <u>Note:</u> Your child may be able to go to school unless they are not well enough to take part in usual activities.
<b>Fifth's Disease</b>	<b>No</b> —child is no longer contagious once rash appears.
<b>Hand Foot and Mouth Disease</b> (Coxsackie virus)	<b>No</b> —unless the child has mouth sores, is drooling and isn't able to take part in usual activities.
Head Lice or Scabies	<b>Yes</b> —from end of the school day until after the first treatment.
<b>Hepatitis A</b>	<b>Yes</b> —until 1 week after the illness starts and when your child is able to take part in usual activities.
<b>Herpes</b>	<b>No, unless</b> —your child has open sores that can't be covered or your child is drooling nonstop.
<b>Impetigo</b>	<b>Yes</b> —your child needs to stay home until treatment has started.
<b>Ringworm</b>	<b>Yes</b> —from end of school until after your child starts treatment. Keep the area covered for the first 2 days.
<b>Roseola</b>	<b>No</b> —unless your child has a fever or behavior changes.
<b>RSV</b> (Respiratory Syncytial Virus)	<b>No</b> —your child can go to school unless they aren't well enough to take part in usual activities and/or they have trouble breathing. Call your doctor for advice.
<b>Strep Throat</b>	<b>Yes</b> —for 24 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner. Your child also needs to be able to take part in usual activities.
<b>Vaccine Preventable Diseases</b> Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	<b>Yes</b> —your child can return to school once the doctor says they are no longer contagious.
<b>Yeast Infections</b> including thrush or Candida diaper rash	<b>No</b> —follow good hand washing and hygiene practices.

Author: School of Health Team

Approved by Patient Education Committee

Valid through 2020

The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

childrenscolorado.org | Anschutz Medical Campus 13123 East 16<sup>th</sup> Avenue, Aurora, CO 80045 | 800-624-6553



Dedicated to protecting and improving the health and environment of the people of Colorado

## K – 12<sup>th</sup> Grade School Required Immunizations – 2017-18 School Year

Dear parents and guardians of students in Colorado kindergarten - 12th-grade schools:

- Colorado law requires students who attend a public, private or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:

diphtheria, tetanus & pertussis (DTaP, DT, DTP, Tdap)) polio (IPV)  
measles, mumps, rubella (MMR)

hepatitis B (HepB) varicella (chickenpox)

Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

- Colorado rule requires that students entering kindergarten receive their final doses of DTaP, IPV, MMR and Varicella. Students must receive 1 dose of Tdap vaccine for 6th-grade entry, even if they are under 11 years of age.
- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view parent-friendly versions of the current ACIP vaccine schedules for children 0 - 6 years of age at [www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf](http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf) and preteens/teens 7 - 18 years of age at [www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf](http://www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf).
- Please take your student's updated vaccine record to school every time he or she receives a vaccine.
- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You can get the form at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).
- If you choose not to get your student vaccinated according to the current ACIP schedule, you must submit an official *Immunization Non-Medical Exemption Form (Religious or Personal Belief)* to your school. This form must be submitted every year. You can either submit the official form online for inclusion in the Colorado Immunization Information System (CIIS) or provide a paper copy to your child's school. If you choose to include your student's information in CIIS, you may opt your student out of CIIS at any time. Your student's school may ask you to also provide them with a paper copy if you submit online. You can get online and downloadable versions of the form at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).
- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report vaccination and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Vaccination and exemption rates will be posted on the state health department website beginning in Spring 2017.
- You may want to talk to a healthcare provider licensed to give vaccines or a local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at [www.ImmunizeForGood.com](http://www.ImmunizeForGood.com) and [www.colorado.gov/cdphe/immunization-education](http://www.colorado.gov/cdphe/immunization-education).
- If you need help finding a healthcare provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at [www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency](http://www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency).
- Please share Page 2 of this letter with your student's healthcare provider as it provides helpful information about vaccines required for school entry per Colorado law.

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment 303-692-2700 | [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us)



## Visitors to Schools and Programs

The Pikes Peak BOCES (PPBOCES) will make reasonable efforts to accommodate requests to visit the PPBOCES schools and educational programs, yet also recognizes concerns for the welfare of students. Therefore, the PPBOCES limits visitors to:

1. Parents/guardians of current students;
2. Parents/guardians of prospective students;
3. Other family members of current students who are approved by the student's parent/guardian; and
4. Other persons invited by the PPBOCES for official business purposes.

To ensure visitors do not disrupt the educational process or other PPBOCES operations and that no unauthorized persons enter the PPBOCES buildings, all visitors shall report to the administrative office immediately when entering a PPBOCES school or building. Authorized visitors may: (1) be required to sign in and out; (2) be given name-tags to wear identifying themselves as visitors; and (3) be accompanied by a PPBOCES employee for some or all of the visit. PPBOCES administrators may approve additional building procedures pertaining to visitors to preserve a proper and safe learning environment.

Unauthorized persons shall not loiter on PPBOCES property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting the PPBOCES is a privilege, not a right, which may be limited, denied or revoked by a PPBOCES administrator or designee based on considerations of student and/or staff safety, efficient PPBOCES operations, maintenance of a proper educational environment, or failure to comply with this policy.

Adopted: January 28, 2016

LEGAL REFS.: C.R.S. 18-9-109 (*interference with school staff or students*)

C.R.S. 18-9-110 (*trespass, interference at or in public buildings*) C.R.S. 18-9-112  
(*definition of loitering*)

C.R.S. 18-9-117 (*unlawful conduct on public property*)

C.R.S. 18-12-105.5 (*unlawful possession of weapons on school property*)

CROSS REFS.: ADC, Tobacco-Free Schools  
KFA, Public Conduct on BOCES Property