



*Where all roads lead to college –
and beyond.*

Student & Family Handbook

By attending Pikes Peak Prep you are in agreement and will accord with the Policies outlined in this Handbook

2011-2012

Non Discrimination Statement

It is the policy of Pikes Peak Prep to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, sex, sexual preference, age, national origin, disability, need for special education services, marital status, or use of public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents.

Principal: Dr. Patricia Arnold

Index

PIKES PEAK PREP	4
Mission	4
Vision	4
Core Belief	4
PPP Board	4
ACADEMICS	5
Academic Standards	5
Academic Integrity	5
Core Academic Skills	5
DRESS CODE	6
Dress Code Infraction Consequences	8
Field Work	8
Homework Policy	8
Life Skills	8
Middle College Program	8
Social/Interpersonal Skills	9
Special Education	9
Parent Rights/ Non Custodial Rights	9
Parent Teacher Conferences	9
ACCOUNTABILITY GUIDELINES: Public Law 221	10
Planners	10
Portfolios	10
Student Goals	10
Summary of Data	10
School Accountability Committee	10
Progress Reports to Parents	11
Promotion-Retention-Assignment	11
CODE OF CONDUCT	12
Philosophy	12
Intention	12
PPP BEHAVIOR EXPECTATIONS	13
DISCIPLINE REGULATIONS	14
Bullying	14
Drugs, Alcohol, Tobacco Policy	14
Gangs	14
Habitually Disruptive Students	15
Harassment	15
Inappropriate Use of Technology/ Internet	17
Violence Policy	17
Weapons Policy	17
DISCIPLINE POLICIES & PROCEDURES	18
Discipline for Students With Special Needs	18
Level III Zero Tolerance Offenses	19
Level II Offenses	20
Level I Offenses	21
Expulsion	21
EXTRA CURRICULAR ACTIVITIES	22
POLICIES & REGULATIONS	23
Attendance/ Truancy/ Tardiness Policy	23

Accident or Medical Emergency	23
Afterschool Arrangements	24
Before/ After School	24
Calendar	24
Cell Phones	24
Closings	24
Closed Campus	25
Commerce	25
Corporal Punishment	25
Distribution of Published Materials or Documents	25
Electronic Devices	25
Emergency Drills	25
Food Service	26
Health Policies	26
Food Allergies at School	27
Lost & Found	27
Personal Property	28
Release of Photographs	28
School Fees	28
School Property	28
School Supplies	28
Student Emergencies	28
Student Records	28
Student Restraint	29
Student Searches	29
Textbooks	29
Visitor Policy	29
INTERNET ACCEPTABLE USE POLICY	30
INQUIRIES OR CONCERNS ABOUT PROCEDURES	31
AGREEMENT FORMS TO BE SIGNED	33
Family Agreement	33
Statement of Understanding	34
Agreement for Middle College Program Part 1	35
Part 2	36

PIKES PEAK PREP

Mission

Our mission is to provide a comprehensive educational experience to students in Colorado Springs, utilizing innovative methods of instruction designed to produce excellence in educational achievement.

Vision

Our *vision* is to go beyond a typical college prep education and empower our students with college experience, workforce readiness, and community leadership so that they are prepared to compete, excel and lead in today's global economy.

Core Beliefs

- We believe all students can and want to learn. Pikes Peak Prep will guide and support them in learning. **Parents and students are expected to be active participants in the learning process.**
- We believe that every attempt should be made to maintain the dignity of both the adult and the student.
- We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
- We believe that misbehavior should be handled with logical/natural consequences instead of punishments whenever possible.
- We believe that students have the opportunity to tell their side of the story.
- We believe that misbehavior should be viewed as a learning experience and an opportunity for individual problem solving and preparation for the real world.

PPP Board

The School Board of Pikes Peak Prep is a diverse, passionate group of committed citizens who have dedicated their experience and credibility to this endeavor. Board members include community leaders, organizers, and business leaders.

Board meetings occur the third week of each month.

ACADEMICS

Academic Standards

Pikes Peak Prep has the highest academic standards for all students. It is expected that students will take challenging classes, complete high-quality work promptly both at school and at home, study for and perform well on exams, and receive excellent support from the teaching staff through after-school tutoring and summer school if necessary. The highest effort from students, teachers, and parents/guardians is necessary to reach this goal. Students are expected to have at least an 80% mastery at grade level in all core subject areas.

Pikes Peak Prep will recognize student academic performance each quarter in grades 7-12 through the Dean's List; an Honor Roll and a High Honor Roll. Students on any one of these quarterly Honor Rolls will be presented an Honor Roll Certificate at the quarterly academic awards ceremony. Honors will be awarded to all students who have all A's and B's and High Honors will be awarded to all students who have all A's.

Grading and Evaluation

Below is the breakdown of how students are graded. Please note the critical weighting of attendance and participation. Students who attend classes without interruption and participate increase their percentage of success.

Attendance:	20%
Participation:	10%
Classwork and Homework:	10%
Projects and Papers:	25%
Quizzes and Tests:	25%
Midterms and Finals:	10%

Academic Integrity

Academic integrity is the foundation of professional integrity. Pikes Peak Prep students will be held to the highest standards of academic integrity. It is expected that, at all times, Pikes Peak Prep students must:

- Present one's true work as their own - no cheating
- Treat other student's work and property with respect
- Cite sources correctly and as often as other sources are utilized; never plagiarize
- Turn in all assignments and homework on time
- Treat school property with respect

Any infraction against academic integrity will result in severe disciplinary consequences, up to and including potential expulsion.

Core Academic Skills

- **Mathematics:** Students will develop abilities to reason logically and to understand and apply mathematical processes and concepts, including those within arithmetic, algebra, geometry, and other mathematical subjects, in accordance with state standards.
- **English Language Arts:** Students will demonstrate strong reading, writing, listening, speaking, and presentation skills. They will comprehend and critically interpret multiple forms of expression, including literature from various time periods, cultures and dialects.

- **Science:** Students will successfully utilize scientific research and inquiry methods to understand and apply the major concepts underlying various branches of science, which may include physics, chemistry, biology, ecology, astronomy, and earth sciences.
- **History/Social Studies:** Students will understand and apply civic, historical, and geographical knowledge in order to understand the development of history as well as serve as citizens in today's world of diverse cultures.
- **World Language:** Students will have the opportunity to gain knowledge in speaking, reading, writing, and listening comprehension in a foreign language. Students will understand key aspects of the culture, both past and present, of the second language.
- Underlying and utilized throughout each of the above subject areas will be other core skills such as: **critical thinking skills** (e.g., problem-solving, analyzing, and applying knowledge) and the ability to effectively apply to real world experiences.
- Creative expression through various forms of the **arts** (e.g., music, visual/studio arts, drama, and dance).
- Knowledge of pertinent issues of **health** and the development of **physical fitness**.

DRESS CODE

The purpose of the Pikes Peak Prep dress code is to create a professional, safe and respectful community where students can place their sole focus on learning. The dress code is in effect from the start of the school day until the end of the school day. Students are required to follow the Pikes Peak Prep dress code Monday-Friday, unless otherwise noted.

- Following dress code impacts the school positively by:
 - fostering a distinct and positive PPP appearance
 - helping students focus on learning
 - reducing distractions
 - increasing wardrobe equality
- Dress code is mandatory for all Grade K-12 PPP students. Being in dress code is intended to improve discipline and enhance the overall learning environment. Proper wear of the dress code also shows pride in oneself and in PPP.

Items which are noticeably different from the approved dress code will not be allowed. Administration and staff reserves the right, at its discretion, to deny any item that is noticeably different in style, color, or fabric. Students wearing noticeably different items will be subject to the consequences outlined below. Items not covered above but considered inappropriate, dangerous, or a distraction from the learning environment are subject to review and prohibition by the administration.

PARENT AND STAFF RESPONSIBILITIES

Parents have the responsibility to ensure that their children arrive at school in the proper dress code. Within the school, the dress code will be enforced by the classroom teachers, other staff members, and PPP administrators who will make final decisions regarding uniform issues. **Cheerful, consistent compliance with our dress code policy by all is expected.**

ENFORCEMENT

Classroom teachers are the first line of enforcement. Teachers will check students to ensure they are following the dress code at the beginning of each day. Any staff member may report a dress code violation to the student's parents. All violations will be communicated to parents.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

Dress code violations may be annotated in the student's planner or otherwise documented (dress code violation slip). A level II referral will be assigned for every three accumulated dress code violations. If a student violates

the dress code policy in a manner that cannot be immediately corrected, the student may be asked to call her/his parent or guardian to bring the appropriate dress code item(s) which will allow the student to comply with dress code policies.

DRESS CODE WEAR GUIDANCE

Students are expected to be dressed neatly, be well groomed and give a general good appearance. Approved dress code clothing needs to be of appropriate size/fit, with no holes and in good repair, and must be worn as intended by the policy, and by the standard of fit discussed elsewhere in this policy. A student can be out of compliance for wearing non-approved items, or by wearing approved items in a manner that is sloppy, immodest or otherwise inappropriate.

- ☑ **SHIRTS:** A Pikes Peak Prep polo shirt or a solid colored **polo style** shirt (collar with three buttons; long or short sleeve) is to be tucked in at all times. Appropriate business attire shirts are allowed in lieu of polo shirts and must be tucked in.
- ☑ **PANTS/SHORTS:** Pants and shorts for both boys and girls must be tan, black, grey or navy blue and worn at the waist with a belt. Acceptable pants are a cotton blend: Chinos, Khakis, or Dockers. The length of shorts will not be shorter than two inches above the knee and cannot go below the knee. Appropriate business pants (ie. dress, suit) are allowed as well.
Not permitted: Trendy styles, Jeggins, Capri's, pant sagging, tight pants, cargos, flairs, carpenters, sweats/warm-ups, zip offs or leggings. Denim material or jeans of any kind may not be worn.
- ☑ **SKIRTS/ SKORTS/JUMPERS:** Skirts, skorts and jumpers must be tan, black, grey or navy blue and must be no shorter than two inches above the knee.
- ☑ **SOCKS/ TIGHTS:** Girls must wear **solid-colored**, navy blue, red, white, or black socks or tights. Nylons/pantyhose must be flesh colored. Leggings and footless tights are not allowed. Boys must wear solid-colored, navy blue, white, or black socks.
- ☑ **BELTS:** Belts in basic colors of navy blue, brown or black, **must** be worn by both girls and boys with garments that have loops. Buckles should be plain and conservative in style and size. Belts must be worn even if they do not show, such as with a college sweatshirt, vest, or a sweater.
Not permitted: embellishments, spikes, metal protrusions, beaded or painted designs.
- ☑ **SHOES:** Shoes must be worn at all times. For safety reasons, all footwear must be tied/buckled/zipped, etc. at all times and heels/soles must not be more than 1 inch. All shoes must be closed-toed and have a closed heel.
Not permitted: sandals, Crocks, "heelies", flip flops or slippers are permitted.
- ☑ **GYM SHOES:** Every student will need a pair of **non-marking**, limited logoed tennis shoes for P.E.
- ☑ **SWEATERS:** Sweaters, cardigans and sweater vests may be worn as part of the uniform provided a uniform shirt is underneath and the collar is showing. They must be **solid** in color and free of logos, designs and hoods.
- ☑ **COLLEGE SWEATSHIRTS:** Hoodless college sweatshirts may be worn as part of the regular uniform provided a uniform shirt is underneath and the collar is showing.
- ☑ **JACKETS/OUTERWEAR:** Students may wear their choice of outerwear to and from school and during recess, but outerwear will not be worn in the classrooms. Students may wear a winter jacket or raincoat while walking in and out of the school building. Once inside any classroom all outerwear must be removed.

ADDITIONAL DRESS GUIDANCE

- ☑ **BACKPACKS:** Students backpacks must be limited to academic style and content and remain in the lockers or cubbies.
- ☑ **HAIR:** All students shall maintain their hair in a clean, well-groomed manner. Hairstyles must comply with the general dress code guidelines (neatness, avoidance of showiness, etc.). Hair must not interfere with student's vision and/or cover the eyes.
- ☑ **HAIR ACCESSORIES-GIRLS/HATS:** Girls may wear hair accessories that are not distracting. No hats of any kind, including baseball caps, may be worn in the building.

- ☑ **JEWELRY:** All jewelry must be conservative, non-offensive, and not draw undue attention. Excessive jewelry such as dog collars, large neck chains, pocket chains, safety pins, key or wallet chains, and large amounts or numbers of jewelry items are not permitted for safety reasons and for lack of compliance with the overall intent for student appearance.
- ☑ **PIERCING:** Girls and boys may wear one set of small (no larger than a dime) discreet earrings. Large dangling or large hoop-style earrings are not allowed for safety reasons. No other pierced jewelry will be allowed for boys or girls.
- ☑ **TATTOOS:** Visible tattoos are prohibited for all students.
- ☑ **TIES:** May be worn with dress shirts only and must be “business” appropriate.

Dress Code Infraction Consequences

First Infraction: *Reminder.* Teacher contacts parent/ guardian and informs them that they must bring proper dress attire.

Second Infraction: *Referral.* Teacher contacts parent/guardian and informs them that this is the second infraction; a third is grounds for disciplinary action. Proper dress must be delivered.

Third and Final Infraction: *Disciplinary Action.* The teacher contacts parent and informs them that this is the student’s third infraction and that they must bring proper dress attire. Disciplinary action is at the discretion of the Principal and Dean.

Frequent dress code violations, beginning at the total of three, are considered to be habitually defiant and disruptive behavior.

Field Work

Students will go on several field experiences within and outside the city limits of Colorado Springs as a general part of their education. Details concerning field trips will be shared with parents/guardians as the trips are planned. Permission slips will be issued for field trips away from the school when bus transportation is used. Students are expected to be in dress code on fieldtrips, unless told otherwise.

Homework Policy

Students will be assigned nightly homework. **It must be completed as directed by teachers.** Students are encouraged to read and practice math skills on a nightly basis.

Life Skills

Students will develop skills necessary for a healthy adult life, including:

- Job readiness and career development skills;
- College Readiness/Post-Secondary skills;
- Personal financial management skills;
- Productive Citizenship;
- Life-long Learning; and
- Social skills that enhance the workplace.

Middle College Program

Each 10th Grade (or older) Pikes Peak Prep student who has been enrolled at PPP for at least a semester has the opportunity to enroll in and attend Pikes Peak Community College. Courses taken at PPCC will result in transferable college credit as well as dual High School Credit. Credit hours for college courses are determined solely by the faculty and staff of Pikes Peak Community College or of any other institution of higher education with whom we partner.

Enrollment in the Middle College Program is a **privilege and not a right**. Moreover, students in the Middle College Program are ambassadors of Pikes Peak Prep and guests on the PPCC Downtown Studio Campus and

will therefore be held to the **highest standard of behavior**. The following is required for participation in the Middle College Program:

- **Student must not have any discipline referrals beginning the 9th grade school year through their current year in school.**
- **If any referrals are received while in the Middle College Program, the student will be withdrawn from the college courses and will be responsible for paying for the course (s)**
- **Student must not be on a behavior plan**
- **Student must be doing grade-level work in all subject areas and meeting 80% mastery (3.0 or B average) for all Pikes Peak Prep classes**
- **Positive attitude and work ethic**
- **Middle College Program agreement signed by student and parent/guardian (attached to this Student & Family Handbook)**
- **Any student receiving a D or below in any college course will be responsible for reimbursing PPP for all tuition and fees**

Social/Interpersonal Skills

Students will demonstrate:

- Ability to engage in responsible, compassionate peer relationships, by participating in **conflict resolution** as a way to engage in effective discipline;
- Ability to collaborate and work effectively with others in **cooperative groups**;
- Strong **citizenship** and **leadership** skills by planning and implementing a project in **service** to the school and greater community.

Special Education (ECEA and IDEA)

Parents of students identified with disabilities have certain legal rights. Please contact the SPED coordinator for a copy of those rights and safeguards.

Parent Rights

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. No information can be shared publicly in any way without expressed written permission of the parent or guardian.

If you desire to view your child's records, contact the school office manager or principal in writing. Student records may not leave the office area. You will be given a private area to view the records. Copies may not be made without the consent of the building administrator.

Non-custodial Parent Rights

Unless a court order is on file preventing a parent from visiting or receiving information concerning a child, non-custodial parents have the right to visit children, view records, and take part in communications regarding the child. Please contact the school principal concerning any problems with custodial and non-custodial parents that would affect our school.

Parent – Teacher Conferences

Achieving maximum progress for your child necessitates a close line of communication and understanding between teacher and parent. Parent-teacher conferences are the best means of accomplishing this. The teacher or the parent can initiate such a conference. Scheduled parent-teacher conferences occur on a regular basis. **Our expectation is that all parents attend.** It is necessary to make an appointment for a conference. This can be

easily done by calling the school office or by sending a note to the teacher. Conferences can be held by phone or in person. The dates for regularly scheduled conferences are noted on the school calendar.

If, as a parent, you have a concern about something that has happened at school, or if you feel there is some kind of situation that is causing your child to perform below par, please contact the proper person at school. Please contact the child's teacher first. If the problem is not resolved, contact the principal.

We welcome the opportunity to talk with you about any of your concerns. We are certain that our parents/guardians are interested and helpful in all phases of the school's program and policy, and we sincerely desire to retain and improve upon this spirit of cooperation.

ACCOUNTABILITY GUIDELINES: Public Law 221

In the interest of fulfilling assessment and accountability guidelines under Colorado law, the following systems will be used:

Planners

Students will be required to purchase a Pikes Peak Prep planner at the beginning of the school year in order to facilitate daily communication. You will be required to check it nightly for positive comments, samples of assignments, academic progress, and discipline comments. Please sign every night and add additional comments as needed.

Portfolios

Students will have portfolios of their coursework storing hard copies of selected work and records that will be available for you to review.

Student Goals

Students, parents, and teachers will work together to set goals for each child. Students in grades K-6 will receive literacy and mathematics instruction based on ability, individual skill development and student needs. Students in grades 7-12 will be placed in classes that are course specific, and based on student readiness and content needs.

Summary of Data

We will construct or acquire detailed data recording software that will allow us to compare scores longitudinally for each student (for annual comparisons of growth and continuous graphing of each student's progress), collective data for all students in areas required by Colorado Public Law 221 according to the schedule published by the state, and disaggregated data comparisons based on age, free/reduced lunch status, gender, race, native language and any other classifications developed by the School Accountability Committee (SAC).

School Accountability Committee

The school will create a committee consisting of the Board of Directors members, Principal, teachers, and parents to annually analyze all performance data for the school. The committee will examine the following:

1. Information about how the school's curriculum supports the achievement of Colorado state standards;
2. Information about how the school's instructional strategies support the achievement of Colorado academic standards;
3. Analysis of student achievement based on CSAP and other assessments;
4. Parental participation levels and comparison to student/parent agreement participation described in admissions agreement;
5. Technology goals and use as an effective curriculum learning system;
6. Safety and disciplined learning environment goals and conditions and adherence to state laws;
7. Professional development report and effectiveness;
8. Attendance rate; and

9. Percentage of students meeting academic standards in all areas.

Progress Reports to Parents and Students

Classroom teachers will keep parents informed on their child's progress through a weekly progress report as well as phone calls, e-mail, notes, and personal contact. Mastery level and quantity of skills mastered will be on a formal grade report which will be issued quarterly.

Corrective Action Plan

Tracking and records, both written and technology-based, will be used to constantly measure progress for all students regarding stated goals. Students will be expected to master all skills.

Promotion-Retention-Assignment

It shall be the goal of the school to help students grow at their fastest rate to achieve the highest level of learning. Teachers will accept students assigned to them at their academic stage of development and help them progress according to their capabilities. Students will have learning plans that place them in the learning levels for which they are best adjusted academically, socially, and emotionally.

A student **will not** progress to the next grade level until a minimum of 80% of the skills are learned in a core content subject area. If they do not, they will need to repeat that class until 80% mastery is achieved. ***Progress to grade levels is not determined by the calendar but is based on student progress and work with mastering skills.*** For example, a student could complete two years of math in 16 months. No calendar of grade level roadblocks will exist. **We accept "no excuses" for failure.** Every child can and will learn and is expected to do so. The grade level that a child is in for any subject will be called the ***CGL (Colorado Grade Level.)*** Our classrooms provide each child the opportunity to progress at his/her skill level.

No child should ever feel ashamed in school because they don't know something and no child should ever have to wait to reach their full potential.

We will accept and place students at their expected age-based grade level, but we expect students who perform below that age-based grade level to progress at 1.5 years academic growth in one school year until they are caught up to expected grade level.

Students who do not meet the 80% mastery in core content subject areas will be placed on academic probation with the expectation to reach the 80% mastery prior to the next quarter. This may include mandatory tutoring and assistance from home.

CODE OF CONDUCT

Philosophy

Pikes Peak Prep students will abide by a strict Code of Conduct based on the philosophy that classroom respect and order are essential for academic progress; that students benefit from the explicit teaching of acceptable behavior; and that having immediate and clear consequences for seemingly minor infractions guarantees that major infractions will not take place.

Intention

Pikes Peak Prep intends to provide a demanding, standards-based education in order to ensure acceptance and success in college and in life. Respectful behavior without disruptions is necessary to achieve this goal. The following beliefs form our Code of Conduct:

- **Safety.** The Code of Conduct is designed first and foremost to make Pikes Peak Prep a safe environment for every student at all times.
- **Respect.** The core values of Pikes Peak Prep are based upon respect. Respectful behavior is a hallmark of effective character development and facilitates strong community.
- **Self-discipline.** By learning to behave professionally, students learn skills useful beyond the walls of Pikes Peak Prep. Students who behave well in school, speak well in public, and are helpful to others will develop strong self-advocacy skills that will serve them well throughout their lives.
- **Making a big deal out of “little” problems.** At Pikes Peak Prep, we believe that there are no “little” problems, but that every seemingly small problem can quickly contribute to more serious problems. By immediately responding to “little” problems or concerns, the school can ensure that more significant issues are an infrequent occurrence.
- **Clear consequences.** Many disciplinary problems can be avoided by having clear, well-articulated expectations and consequences. The students of Pikes Peak Prep will know exactly what behavior is expected and what consequences will result if the expectations are not met. The school will always promptly communicate with parents about any disciplinary problems or consequence.
- **Uninterrupted learning.** The purpose of this Code of Conduct is to remove distractions from the classroom so that students can commit 100 percent of their attention to academic learning.

PPP BEHAVIOR EXPECTATIONS

The Code of Conduct is the concise description of the **four** primary rules that govern student behavior at Pikes Peak Prep. All of our expectations are adopted from the ***Colorado Safe Schools Act 22-32-109.1***. All parents/guardians and students will read the Code of Conduct at their meeting with an administrator prior to the start of school.

In addition, there is a three referral limit for students being sent to the Principal / Dean. Should the student's behavior be deemed habitually disruptive, a committee will review whether the student should continue at Pikes Peak Prep to determine if our school is the best placement.

Primary Rules

1. Respect For Self:

- Academic integrity
- Arrive in dress code
- Attend school every day
- Arrive on time, and prepared for school and classes
- Water is allowed in class (No gum, food or other drink)
- Behave in a way which is conducive to your learning
- Appropriate language/behavior is to be used at all times: no profanity, no inappropriate gestures, behavior or sexual misconduct
- No weapons or any instrument which can be deemed a weapon
- No use, sale or distribution of drugs (prescription or non-prescription), alcohol, or tobacco

2. Respect for Others:

- Do not disrupt class or any other structured activities
- Behave in a way which is conducive to the learning of others
- Keep hands and feet to self at all times
- Appropriate language/ behavior is to be used at all times: no profanity, inappropriate gestures, behavior or sexual misconduct
- Anti- bullying behavior: Colorado Public Act No. 02-119 (2002)
- No weapons or any instrument which can be deemed a weapon
- No use, sale or distribution of drugs (prescription or non-prescription), alcohol, or tobacco

3. Respect for Time:

- Arrive on time, and prepared for school and classes
- Attend school every day
- Behave in a way that is not disruptive to the learning of others or myself

4. Respect for Property:

- Do not bring headphones, cell phones, Game Boys, or any other **electronic devices** to school.
- Appropriate use of Technology/ Internet
- Appropriate use of school supplies
- Respect all areas of the building including classrooms, bathrooms, lunch room, office area and halls

DISCIPLINE REGULATIONS

Pikes Peak Prep has adopted the following Zero- tolerance policies pursuant to state law (*A zero-tolerance policy is a policy of not having a tolerance for transgressions: any infraction of existing laws and regulations, regardless of mistakes, ignorance, or even extenuating circumstances, will be met with full punishment*) and are enforced for the following offenses: bullying, drugs, alcohol and tobacco, gang affiliation, habitually disruptive behavior, harassment, violence, and weapons.

Bullying § 18-9-109(5), C.R.S.

“Bullying” means any written or verbal expression, or physical act or gesture, or pattern thereof, 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. § 22-32-109.1(2)(a)(X), C.R.S.

Drugs, Alcohol and Tobacco Policy § 18-18-405, C.R.S., (NCLB Title IV, Part A)

In compliance with the federal Drug Free Schools and Communities Act, PPP prohibits the unlawful manufacture, dispensation, possession, use, or distribution or sale of alcohol, tobacco or drugs of a controlled substance to include illicit drugs, prescription and non- prescription drugs of any kind and of any amount. These prohibitions cover any individual's actions which are part of any PPP school-sanctioned activities, on school property, when students are being transported in school-sponsored vehicles, or at any time or in any place where the school conducts business.

A student violation of this policy will lead to a suspension, reporting to authorities, and/or a recommendation for expulsion, as required by law, or at the discretion of the school.

If a student receives a suspension for a first violation of this policy, the student may be required to enroll in a rehabilitation/counseling program at the sole cost of the family. The family, when appropriate, will be required to report back with an assessment, diagnosis and treatment plan as a condition for re-admission into the school. A second violation of this policy will be reported to authorities and will lead to an expulsion hearing.

Gangs

Pikes Peak Prep has adopted this policy pursuant to state law, in recognition of the fact that gang activities at school threaten the welfare and safety of students and others in the school community. The term “gang” as used in this policy refers to all groups of three or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually. Encouragement or observation of gang activity is strictly prohibited.

The purpose of this policy is to protect the health, safety, and welfare of those in the school community and to prevent the initiation or continuation of gang membership and gang activity in our school.

Consequences will be applied according to the circumstances of the infraction and may include suspension or expulsion. Pikes Peak Prep will communicate with law enforcement regarding this policy in order to further its purposes.

Gang Affiliation §19-1-103(52), C.R.S

PPP will not allow any student whom is affiliated or denotes membership in any gang into the school building or on school grounds, at school sanctioned activities and events or school sponsored transportation.

Gang Related Activities § 22-32-109.1(2)(a)(VI), C.R.S.

In compliance with the state law, PPP prohibits gang- related activities in the school, on school grounds, in school vehicles, or at school activities or school sanctioned events.

Gang Related Symbols, Clothing §22-32-109.1(2)(a)(IX), C.R.S.

PPP students are prohibited from displaying gang “colors”, or symbols in the form of clothing, tattoos, jewelry, hats, emblems, and badges. Gestures, signals or graffiti that denote gang membership or activities are also prohibited in the school building, on school property, at school sanctioned activities and events

Habitually Disruptive Students

Any student who is suspended for disruptive behavior, as defined by this policy, for the first time during any one school year while in school or on school grounds, at a school-sanctioned activity or event, or on school-sponsored transportation will receive a remedial discipline plan. The plan will be reviewed and modified after the second suspension and the student will be placed on disciplinary probation. In all such cases, the student and his/her parent/guardian will be notified in writing. If the student receives a third such suspension, the student will be declared habitually disruptive, and will go through the expulsion process.

Harassment

Pikes Peak Prep is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, or disability.¹ Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events are strictly prohibited. Pikes Peak Prep requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definition of Harassment

In General, Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, gender, sexual orientation, or disability.

What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment: Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of education.
2. The individual's response to such conduct is used as a basis for educational, disciplinary, or other decisions affecting a student.
3. Such conduct interferes with an individual's education or participation in extra-curricular activities.
4. The conduct creates an intimidating, hostile or offensive work or school environment.

Harassment and Retaliation Prohibited

Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Pikes Peak Prep. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school board.

¹ This policy pertains to harassment of students only. The policy governing complaints of harassment by staff members is contained in Pikes Peak Prep's Employee Handbook.

GRIEVANCE PROCEDURE

I. Where to File a Complaint.

Students who believe they have been subjected to harassment under this policy may file a complaint with the Principal. If the Principal is the person who is alleged to have caused the harassment, the complaint may be filed with the School Board. Under these circumstances, a representative of the School Board will conduct the investigation as outlined below.

II. Contents of Complaints and Timelines for Filing.

Complaints under this Grievance Procedure must be filed within 30 school days of the alleged event. The complaint must be in writing. The Principal or any person of the grievant's choosing may assist the grievant with filing the complaint. The written complaint must include the following information:

1. The name and school (or address and telephone number if not a student or employee) of the grievant (complainant).
2. The name (and address and telephone number if not a student or employee) of the grievant representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

III. Investigation and Resolution of the Complaint.

Respondents will be informed of the charges as soon as the Principal deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The Principal or designee will interview witnesses whom s/he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. The Principal will make every effort to complete such interviews and gathering of information within fifteen (15) school days of receiving the written complaint.

After completing the investigation, the Principal will meet with the grievant and/or her/his representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect.

Notwithstanding the above, it is understood that in the event a resolution contemplated by Pikes Peak Prep involves disciplinary action against an employee or a student, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to "stay away" from the complainant, as might occur as a result of a complaint of harassment).

Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Inappropriate Use of Internet/Technology

Disciplinary consequences for misuse of Pikes Peak Prep technology in any way will be based upon the severity of the offense and will be determined at the sole discretion of Pikes Peak Prep staff. Consequences may include, but are not limited to: restriction from technology use for the duration of the school year, a failing grade in the class where the misuse occurred, and/or suspension and expulsion. Certain severe misuses of Pikes Peak Prep's technology such as, but not limited to, accessing pornographic material or messaging that is intended to offend or hurt students or teachers will be dealt with promptly and severely. Pikes Peak Prep's Internet Acceptable Use Policy is included later in this Student & Family Handbook.

Violence Policy §22-32-109.1 (2)(b)(IV), C.R.S.,

The primary purpose for the Code of Conduct is to make Pikes Peak Prep a safe environment for all students.

As a result, violent behavior will never be tolerated and will be treated with the most severe consequences. Any student who commits an act of physical violence at school, on school-sponsored transportation, or at a school-related event will receive an immediate out-of-school suspension with a recommendation for expulsion.

It is a class 3 misdemeanor for anyone, with intent to harass, annoy or alarm, to strike, shove, kick or otherwise subject another to physical contact; or repeatedly insult, taunt, challenge or use offensively coarse language to communicate with another, in a manner likely to provoke an altercation.

Weapons Policy 18-12-105 (No Child Left Behind Act, Section 4141 (b), (c), (d), (g), and (h)) **Unlawfully carrying a concealed weapon - unlawful possession of weapons**

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon when on school grounds, on school property, at school sanctioned activities and events.

Pikes Peak Prep will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, belts, pencils, scissors any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; wing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

DISCIPLINE POLICIES & PROCEDURES

The purpose of disciplinary consequences is to ensure that both individual students and the school community maintain complete focus on learning and growth. Inappropriate student behavior not only impacts the individual, but also places a cost on the larger school community. Students must understand that they are a part of a larger whole and are accountable to their peers for adhering to the values and expectations of the community. Prompt resolution of problems and student/family solutions to inappropriate behavior is expected.

Disciplinary action, depending upon the nature of the action and/or referral, may include but is not limited to: a student warning (oral or written), parent notification (oral or written), a written assignment, lunch or enrichment detention, community service, suspension, or expulsion.

The following definitions shall apply to all policies and regulations concerning student discipline unless otherwise noted:

Level III disciplinary infractions are those infractions that are to be considered “zero tolerance” as mandated by Colorado state statutes and addressed by the Principal (or his/her designee) and for which a 10 day suspension by the Principal (or his/her designee) shall be mandatory and can lead to a mandatory expulsion.

Level II disciplinary infractions are those infractions that are to be addressed by the Principal (or his/her designee) and for which suspension by the Principal (or his/her designee) shall be optional and further disciplinary action shall be optional.

Level I disciplinary infractions are those infractions that are to be addressed by the staff member responsible for supervision of the students when the infractions occur or the appropriate classroom teacher and for which disciplinary action shall be optional. A parent phone call will be made regardless of disciplinary consequences.

All decisions regarding formal disciplinary action will be made and approved by the Principal. Pikes Peak Prep will make every effort to notify parents/guardians promptly of any disciplinary action and will do so in writing wherever possible.

Discipline for Students with Special Needs: IDEA and ECEA

School personnel may consider any unique circumstances on a case-by-case basis, when determining whether a change of placement, made in accordance with the IEP requirements related to discipline, is appropriate for a child with a disability who violates a school code of student conduct. To the extent that they also take such action for children without disabilities, school personnel may, for not more than 10 school days in a row, remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting (which must be determined by the child's individualized education program (IEP) Team), another setting, or suspension.

Level III: ZERO TOLERANCE OFFENSES

BULLYING/ INTIMIDATION	Consequences will be applied according to the circumstances of the infraction and may include ISS, OSS, a Behavior contract, and/or expulsion.
DRUGS, ALCOHOL AND TOBACCO	10 day suspension while investigation is conducted. Violation will lead to expulsion and possible arrest.
GANG AFFILIATION	Consequences will be applied according to the circumstances of the infraction and may include suspension and/or expulsion.
HABITUAL, INAPPROPRIATE BEHAVIOR	Three suspensions of any kind are considered habitually inappropriate behavior. Student will go through the expulsion process following the third suspension.
HARASSMENT (Sexual or verbal)	Consequences will be applied according to the circumstances of the infraction and may include suspension and/or expulsion.
TECHNOLOGY MISUSE (tampering w/ servers, files, pornography, adult sites)	Consequences based on severity of the offense. Could include but not limited to, restriction from technology, failing grade for the class, and/or suspension and expulsion.
VIOLENT BEHAVIOR	10 day suspension while investigation is conducted. Violation will lead to expulsion and possible arrest.
WEAPONS OR ANY OBJECT THAT CAN BE CONSTRUED AS A WEAPON. TOY WEAPONS ARE NEVER PERMITTED	10 day suspension while investigation is conducted. Violation will lead to expulsion and possible arrest.

Level II Offenses

CUMULATIVE of Three Level 1 Referrals	Consequences will be applied according to the circumstances of the infraction and may include suspension and/or expulsion.
DAMAGE OF PROPERTY	Consequences will be applied according to the circumstances of the infraction and may include suspension and/or expulsion. and Reimbursement or repair of damages. Restorative Justice Activity When applicable.
<p>ELECTRONICS</p> <p>Not permitted:</p> <ul style="list-style-type: none"> • headphones • cell phones • Game Boys • or any other personal electronic devices <p>Students possessing electronic devices on school property will have these confiscated and released to a parent or guardian only.</p> <p>School personnel and/or administration are not responsible for the loss or damage of any items brought onto school property.</p> <p>In cases where the cell phone, or electronic device is stolen, school personnel will not investigate.</p>	<p>1st- Turn into the Principal & Parent must collect on behalf of the student.</p> <p>2nd- Item held until end of semester – any item not collected within 2 weeks after semester will be donated to charity.</p> <p>3rd- Item held until the end of the year- any item not collected within two weeks of the end of school will be donated to charity.</p>
DISRUPTIVE BEHAVIOR	Consequences will be applied according to the circumstances of the infraction and may include ISS, OSS, a behavior contract, and/ or expulsion.
DISRESPECT/ DEFIANT BEHAVIOR W/ STAFF or STUDENTS	Consequences will be applied according to the circumstances of the infraction and may include ISS, OSS, a behavior contract, and/ or expulsion.
PUSHING; SHOVING; PUTTING HANDS ON OTHERS; THROWING OBJECTS; PLAY FIGHTING	5 day suspension, possible arrest. A re-occurrence may result in expulsion.
SWEARING/ VULGAR LANGUAGE	Consequences will be applied according to the circumstances of the infraction and may include suspension and/or expulsion.
THEFT	Suspension, possible expulsion & arrest. Restorative Justice Activity when applicable.
THREATS	Consequences will be applied according to the circumstances of the infraction and may include suspension and/or expulsion.

Level I Offenses

FOOD IN ROTUNDA/ CLASS	NO FOOD IS PERMITTED IN CLASSROOMS WITH THE EXCEPTION OF SPECIAL EVENTS 1 st - Warning and the food is taken away. 2 nd - Detention given and student will need to clean the room he/she was eating in. 3 rd - Behavior is considered habitual and will be treated as such.
DRESS CODE	Teacher has student call home; Parent brings proper uniform. 3 rd Infractions is considered habitual and will be treated as such.
VIOLATION OF ACADEMIC INTEGRITY POLICY	Consequences based on severity of the offense. Could include but not limited to, failing grade for the class, and/or suspension and expulsion.
ADDITIONAL INFRACTIONS *Additional behaviors not listed in the above categories	Consequences based on severity of the offense. Could include but not limited to, suspension and/ or expulsion.

The Principal of Students reserves the right to adjust the consequence on a case by case basis depending on the severity to which actions were committed.

Expulsion

In addition to the provisions of this Student & Family Handbook, a student may be expelled for any causes provided for by the laws or regulations of the State of Colorado, the City of Colorado Springs, or El Paso County.

Expulsion is mandatory under state law for:

1. Carrying, bringing, using or possessing a deadly weapon without authorization of the school or the district. A deadly weapon includes, but is not limited to, a loaded or unloaded firearm, a knife, a bludgeon or any other weapon/instrument which, in the manner in which it is used or intended to be used, is capable of producing death or serious bodily injury.
2. The selling of, including the exchange, distribution or gift of, drugs or controlled substances, as defined by state law, including anabolic steroids and prescription drugs.
3. The commission of an act that, if committed by an adult, would be robbery or assault as defined by law.
4. Declaration as a habitually disruptive student, defined as a student who caused a disruption more than three times throughout one school year due to willful and overt behavior by the student, requiring the attention of school personnel to deal with the disruption.

Additionally, after a proper investigation and hearing, Pikes Peak Prep may recommend a student for expulsion for either of the following reasons:

- The student has been suspended three times from the school and the third offense is deemed major by the school.
- Cumulative attendance and/or tardiness violations.
- The student has violated the “Zero-Tolerance” regulations in the Pikes Peak Prep Code of Conduct.

The parents or guardians of any student to be recommended for an expulsion hearing will be notified before such action takes place. Expulsion hearings will be administered according to Colorado state law.

EXTRA CURRICULAR ACTIVITIES

There are several opportunities for students to participate in afterschool activities. These include **clubs, sports and tutoring**.

All students whom wish to compete in sports must maintain an 80% in all core subject areas and must not be on academic probation or a behavior plan. In addition a sports physical is required by each participant prior the season beginning.

Siblings are not allowed to stay for any practices or games and need to be picked up promptly at 3:30 pm. However, siblings are encouraged to attend the games with parents/ guardians.

- A variety of clubs will be offered based on student interest and will be offered on Wednesday afternoons. All clubs will begin at 3:30 and end promptly at 4:00.
- Tutoring will be offered on Mondays and Thursdays from 3:30- 4:00.
- Several sports are available for students in grades 4-12. Please look for information coming home with your child/ children.

POLICIES AND REGULATIONS

Attendance/Truancy/Tardiness Policy

The school year begins on August 17 and ends on June 29. Students are expected to begin and complete the school year as scheduled. Vacations need to be scheduled when school is not in session, according to the school calendar.

Absences are excused only for illness, religious observance, court visits, a death in the family or family emergencies. To be an excused absence, ***documentation must cover the duration of the absence and we must receive a phone call from a parent/guardian each day of absence.*** Absences for illness of longer than 2 days must be verified in writing by a doctor.

Documentation includes a letter to the principal from a doctor, court system or funeral card that includes a contact person's name and phone number for confirmation and follow-up.

Any other absence with a parent phone call but no documentation will result in an unexcused absence.

Unexcused absences are never acceptable.

Any unexcused absence is considered truancy. If a student has four unexcused absences from school in any one month or 10 unexcused absences from school during the school year, he/she will be considered "habitually truant" under Colorado Statute C.R.S. 22-33-107 and school policy.

- Habitual truants and their parents/guardians will be reported to the Juvenile Division of the District Court in El Paso County, State of Colorado, to compel compliance with said law.
- Habitual truants may be asked to withdraw from the school.

A student may be late for school only for a documented medical, dental, or other required appointment, otherwise the student will be considered to have an unexcused tardy.

- Any student who is late to school for any reason must report to the front office for a tardy pass along with the parent.
- After 5 days of tardiness (consecutive or cumulative), a conference between the student, the parent, and the administration will be required to assess the impact the absences are having on the student's academic work.
- After 10 days of tardiness (consecutive or cumulative), the student may be asked to withdraw from the school.

Accident or Medical Emergency

If a medical emergency occurs to a student at school, first aid will be administered and the parent/guardian of that student will be contacted immediately. If parent/guardian cannot be reached, a person listed on the student's health form (or emergency contact card) or the family physician will be contacted. If the situation warrants, the school will call Emergency Medical Services (911). If there is a serious accident at school, parent/guardian of the affected students will be notified immediately. In the event that the parent/guardian cannot be reached, the family physician or persons indicated on health forms will be contacted. First Aid will be administered as needed. ***Parents will update a student's health form immediately as contact information or other information changes.***

Afterschool Arrangements

In order for car pool to run safely and efficiently please follow the guidelines set forth below:

- ***Please be sure to discuss afterschool arrangements with your child prior to the beginning of the school day.*** Research shows that a pre-determined schedule allows for less apprehension therefore, supporting academic success.

Should any changes need to be made to the student's normal transportation routine, please notify the front office by 9:00 a.m. Notifications can include a note, an e-mail to the teacher, or phone call to the front office. Exceptions to this will be made only if office staff deems it an emergency. Please do not send a cell phone with your child for this purpose as it is against our policy.

- ***The office is locked from 3:00- 3:45 for student pick-up.*** This is for your student's safety and dismissal efficiency. Should you need to excuse your child for an earlier dismissal please do so prior to 2:50.
- Please respect everyone waiting within the carpool line and stay in your vehicle until your child has been dismissed. Should you need to come ***in the building*** for an appointment, please ***park your vehicle*** in the spaces provided and wait until 3:45.
- ***Once a student has left the building he/she cannot re-enter the school.*** This includes but not limited to homework, backpacks, coats, lunchboxes, band instruments and any other personal belongings. Please help us to enforce this rule by reminding your child/children as well as not trying to enter the building to retrieve his/her items for them. This is a great lesson in organization and responsibility for your student.

Before-School Care/After School Care

Students may arrive at 7:30 a.m. and must be picked up no later than 3:30 p.m. or 1:00 p.m. on early release days. **If your child has not been picked up by 3:45 or 1:15, they will need to wait outside for their ride home. School staff is not responsible for any children after the dismissal time.**

If school staff is unable to contact the parent or guardian of a student not picked up by 4:00 p.m. or 1:30 on early release day, The Department of Human Services will be notified.

If you need afterschool care for your child/ children, please make arrangements for these services. We do offer limited bus transportation to neighborhood facilities. Please contact the front desk for more information.

Calendar

The Pikes Peak Prep school year runs from August 17, 2011, through June 29, 2012. School hours are from 7:50 a.m. to 3:30 p.m. Monday through Friday. (See back page of Handbook)

Cell Phones (Not Permitted)

For the safety of all staff and students at Pikes Peak Prep, we do not allow cell phones on school property, school grounds, in school vehicles, at school activities or school sanctioned events. Violation will cause confiscation of the device.

Every classroom has a phone as well as all offices and is one at the front office to be used in the case of emergency or in the event your child needs to contact you.

If you have a special circumstance, please contact the principal to discuss alternate arrangements. Any exceptions will need to be documented in writing by school administration.

Closings

In the event of inclement weather, Pikes Peak Prep will follow the Colorado Springs Public Schools District 11's decision to delay or close school. If District 11 Schools are closed, then Pikes Peak Prep is closed. If District 11 Schools are open, then Pikes Peak Prep is open.

Please watch for our school closings on local TV stations.

Closed Campus

Pikes Peak Prep is a closed campus. Pikes Peak Prep begins at 7:50 a.m. and students are released at 3:30 p.m., during which time all students must remain on the campus as defined by the school unless supervised by a staff member. Pick up time for students is at 3:30 p.m. Students who are excused at dismissal time must leave campus if they do not have other afterschool obligations. When on campus, students must always be in class and under supervision of an adult. Students K-6 must stay in their classrooms until their carpool number is called or in the case of a walker, an older sibling may meet them outside at a pre-designated spot.

Students who need to leave campus early must be picked up by a parent/guardian or authorized individual. The parent must sign the student out of the school's attendance log before the student will be released.

******Any student leaving without permission will be considered truant.***

Commerce

Students may not sell any item or service on school property without the permission of the Principal. They may not make a collection of money or materials for their own purposes or for an organization to which they belong outside of school without prior permission from the Principal.

Corporal Punishment

Corporal punishment is defined as action taken by school employees to spank or otherwise physically handle a student in any way to purposely inflict punishment. No corporal punishment will be administered to students by anyone in the school.

Distribution of Published Materials or Documents

Publications prepared by and for the school may be posted or distributed to the greater community, with prior approval by the Principal, advisor, or teacher. Such items may include school posters, brochures, murals, etc. The school newsletters and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the Principal.

Unless a student or parent obtains specific prior approval from the Principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed at school or on campus. Materials displayed without this approval will be removed.

Electronic Devices

Any personal headphones, cell phones, Game Boys, or any other electronic devices **are not permitted on school property**. Students possessing electronic devices on school property will have these confiscated and released to a parent or guardian only. School personnel and/or administration are not responsible for the loss or damage or any cell phone/electronic device brought onto school property. In cases where the cell phone/electronic device is stolen, school personnel will not investigate.

Electronic Device Consequences:

1st Infraction: Turned into the Principal & parent must collect on behalf of the student.

2nd Infraction Item held until end of semester – any item not collected within 2 weeks after semester, donated to charity.

3rd Infraction: Item held until the end of the year- any item not collected within two weeks of the end of school, donated to charity.

Emergency Drills

During the first week of school and frequently throughout the school year, students and staff will participate in fire, tornado and lock down drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency.

Food Service

Pikes Peak Prep participates in the National School Breakfast/ Lunch Program, which provides free or reduced price breakfasts and lunches as well as free milk to eligible students.

Applications for the National School Lunch Program will be mailed to each household in July and will be available through the front office. ***Please return these prior to the first day of school to avoid charges to your students account should you qualify for this program. Students will continue to be charged until notification of eligibility is received.***

Students who do not qualify for free or reduced lunches are expected to pay for breakfast and/or lunch on a daily basis. If desired, you may pay in advance on your student's account. If your child does not have money in their account, they will not receive any food. PPP does not allow students to *charge* any meals.

Breakfast and lunch are served in the school cafeteria. All students are expected to eat lunch and are responsible for cleaning the cafeteria before being dismissed. Disruptive behavior during breakfast or lunch may result in losing the privilege of eating with friends.

Breakfast is served from 7:30 a.m. to 7:45 a.m. in the school cafeteria and is optional for all students. Students who wish to eat breakfast must arrive no later than 7:40 a.m.

School Meal Prices:

Breakfast:

K-5 Breakfast: Reduced -	\$ 0.40	6-12 Breakfast: Reduced-	\$ 0.40
K-5 Breakfast: Full pay-	\$ 1.70	6-12 Breakfast: Full Pay-	\$ 1.70

Lunch:

K-5 Lunch: Reduced -	\$ 0.40	6-12 Lunch: Reduced-	\$ 0.40
K-5 Lunch: Full pay-	\$ 2.60	6-12 Lunch Full Pay-	\$ 2.70

Health Policies

Immunizations

For the school year 2011-2012, all students in grades 6 through 12 will be required to have 1 Tdap booster (tetanus, diphtheria, and whooping cough/pertussis).

Any student without up to date immunization records on file within 14 days after the commencement of the school year will be asked to stay home until these records are received. Truancy policies will be enforced in accordance with Colorado State Law.

Annual Health Screening

Vision and hearing screening of all K, 1, 2, 3, 5, 7 and 9 graders, newly enrolled students and those requiring special education services will be completed in the fall. This is only a brief screening and parents are encouraged to identify vision or hearing difficulties and bring them to the attention of their health care provider.

Medication at School

Students may not carry any medication either prescription or over the counter (this includes throat lozenges and Tylenol or Motrin). Students **may not** carry medication to and from school; this is the parent's responsibility.

A physician's order must be signed by both the physician and the parent or guardian for the administration of both prescription and over the counter medication. Over the counter medication must be labeled with the student's name and date of birth. If your child needs to have prescription medication given at school, the prescription must be in the original, properly labeled container. The original labeled container shall be a container specifying the child's name, name of drug, dosage, physician, and directions for administration. A note signed by the parent requesting administration of the drug must accompany the medication and doctor's note.

The first dose of any new medication or change in dosage must be given at home. The parent or guardian must collect any unused portion of the medication. Medications not collected will be destroyed at the end of the school year or when they have expired, whichever comes first. There must be a new form submitted each time there is a dosage change.

Please communicate with the school nurse and teachers regarding your child's medication condition. It is helpful to know about current illnesses as well as **any changes in medication**, surgical procedures, or evaluations done that can help us care for your child during school.

Health Care Plans

Parents or guardians enrolling a student with a health condition, health-related need, or specific health care procedure that affects the school day should contact the principal or school nurse so that a health care plan can be discussed.

General Guidelines for Keeping Children Home Due to Illness

It is sometimes difficult to decide when to keep children home due to illness. We are sharing these guidelines to decrease the spread of illness and to assure every child is well enough to benefit from school. If your child has the following symptoms, your child should remain at home. If your child becomes ill at school, we will call you to discuss symptoms observed at school and potential need to take him/her home.

- Temperature above 100 degrees (orally) or 99 degrees (axillary): Must be fever free for 24 hours prior to returning to school.
- Strep throat, unless a child has been on antibiotics for 24 hours
- Vomiting and/or diarrhea
- A respiratory infection that causes the child to cough constantly, or have yellowish/ green discharge from the nose
- Rash or skin lesions not diagnosed or being treated by a physician
- Contagious diseases, such as chicken pox or pink eye

To limit the spread of illness, notify the school if your child gets head lice, strep throat, chicken pox, or other contagious illnesses.

Taking Your Child Home

We will call you if your child exhibits symptoms of an illness. We ask that you make arrangements to pick up your child as soon as possible after receiving such a call. It is mandatory to have all emergency numbers up to date in case we need to contact you.

Returning to School

Some rashes, pink eye, impetigo, ringworm, and scabies can be passed from one student to another. To protect all students at Pikes Peak Prep, there must be a note from the health care provider stating that the student is no longer contagious.

Food Allergies at School

To provide a safe educational environment for a student with severe food allergies, the school nurse will work with the family and the health care provider to develop a school health care plan for the student. Parents or guardians enrolling a student with severe food allergies should contact the school principal and nurse as early as possible so that a safe plan can be instituted.

Lost and Found

The school's lost and found is located in the nurse's office. Items not claimed within a month are donated to charitable organizations.

Personal Property

All property brought to school is brought at the owner's risk. Pikes Peak Prep does not assume responsibility for any property belonging to students. Distracting or inappropriate objects will be taken from a student and returned at the discretion of the staff. Repeated violations will require a parent conference. Students should not bring large sums of money to school.

Release of Photographs and Other Information

From time to time, Pikes Peak Prep will create publications to highlight student achievement, school life and school events and will maintain a regular website with this information. These publications and websites will be developed for the purposes of admissions, public relations, fundraising, and other uses that promote the school. From time to time, the school may also get media requests to highlight the school and its students.

During the registration process, each parent/guardian will be provided with a Student Photo/Information Release form. The school will honor these forms, such that student photographs will be included in publications only if the parent/guardian has granted permission.

School Fees

Parents/Guardians may be responsible for paying school assessed fees for additional services provided by the school (I.E. meal program, planners, field trips, etc.). ***Any school fees and outstanding lunch balance not paid will result in educational records being held until such fees are paid.***

School Property

Pikes Peak Prep expects students to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment including all technology, books and any other material possession of Pikes Peak Prep. Intentional actions to damage or harm school property may lead to a suspension or an expulsion hearing and students will be given the option of reimbursing the school and/or completing community service determined at the discretion of Pikes Peak Prep. Should the damage be deemed an unintentional act, students will reimburse the school and/or complete community service determined at the discretion of Pikes Peak Prep.

School Supplies

It is the responsibility of students to come with requested materials to school. If circumstances make this impossible, parents/guardians should speak with their child's teacher. Parents are required to purchase a school planner for their student(s). Parents are also responsible for reviewing the planner on a daily basis.

Student Emergencies

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. ***Under no circumstances should parents or guardians contact students in their classrooms, including after-school activities, or attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Office.***

Student Record: (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

The Family Educational Rights and Privacy Act 99 is a Federal law that protects the privacy of student education records. Pikes Peak Prep maintains important information files on each student. Parent(s) or guardian(s) and students may review those records with reasonable advance notice given to the school. School officials may obtain access to your records for educational purposes only. All individually identifiable educational information is confidential except for "directory" information. Directory information includes the student's name, date of birth, dates of attendance, degrees and other honors awarded.

Student Restraint: CPPRA

The Colorado Protection of Persons from Restraint Act permits the use of restraint in cases of emergency after failure of less restrictive alternatives or after a determination by staff that such alternatives would be inappropriate or ineffective under the circumstances. Reasonable and appropriate physical force/ restraint upon a student by a PPP staff member may be used, if necessary to maintain school discipline and to promote the safety and welfare of students or school personnel. A student may be restrained at Pikes Peak Prep for the following purposes:

1. To quell a disturbance threatening physical injury to themselves or others.
2. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
3. For the purpose of self-defense.
4. For the protection of persons or property.

Such acts do not constitute child abuse and will not represent corporal punishment within the meaning and intent of this policy.

Student Searches: 22-32—109.1 Safe Schools Act

School property is under the control of the school. A search of school property (including but not limited to student storage units) may be made at the discretion of the school administration, if a reasonable suspicion arises that items considered illegal, disruptive, or a general nuisance to the educational process are at the school. School authorities may also search a student's person and/or personal property, desk area, backpack, or vehicle parked on school property whenever a school authority has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. School officials will detain a student if there is a reasonable suspicion that the student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his/her possession, and if such possession would constitute a clear and imminent danger to the safety and welfare of the student, other persons, or school property. Furthermore, school officials will promptly notify parents and the appropriate law enforcement agency of illegal possession of such materials, if found.

Textbooks

Students will be provided with school textbooks. Students must maintain these books in good condition throughout the year. Damaged or lost books will be the responsibility of the student and must be paid for based upon an amount assessed by the school. Report cards may be held if book fees are not paid.

Visitor Policy

Pikes Peak Prep always welcomes and encourages visitors, both from within and outside of our school community, into our school. However, in order to assure the safety and well-being of all students and staff, **all visitors – including parents and guardians – are required to report directly to the Main Office, sign in, and receive a visitor's pass.** Any visitor who does not report to the office, or is found in the building without authorization and a visitors' pass, will be asked to leave immediately.

Internet Acceptable Use Policy

I. Acceptable Use

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Pikes Peak Prep offers Internet access to its students and staff. The primary purpose of providing access to the Internet is to support the educational mission of Pikes Peak Prep. Pikes Peak Prep expects that students and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Pikes Peak Prep makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of Pikes Peak Prep's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Pikes Peak Prep has installed special filtering software in an effort to block access to material that is not appropriate for children.

The Internet also allows for easy communication between individuals and groups, and therefore allows for quick and efficient communication between school and home. Families are encouraged to contact teachers via e-mail to set up appointments to discuss any student or school issues, or to ask brief questions, but should not use e-mail for extended conversations. Students should not contact teachers or other school staff directly through e-mail, but rather should speak to the teacher in school or, if necessary, ask for their parent's assistance with e-mail if such contact is appropriate. All components of the Code of Conduct and any resulting disciplinary procedures are applicable to e-mail communication from a student to a teacher or any other school staff.

Students are not allowed to bring discs from home into school to print materials, and should not assume access is available to the computer lab outside of the lab's supervised hours.

II. Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of Pikes Peak Prep's Internet Service:

- accessing personal e-mail correspondence;
- accessing websites during class other than those identified by the teacher as appropriate for class;
- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of a member of the faculty;
- plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through email or news sources must also be credited as to sources;
- using the Internet service for commercial purposes;

- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Computer Teacher; and
- overriding the Internet filtering software.

III. Safety Issues

The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal *any* identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell the teacher if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the teacher.

IV. Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Pikes Peak Prep reserves the right to examine all data stored on diskettes involved in the user's use of Pikes Peak Prep's Internet service.

Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

V. Violations

Access to Pikes Peak Prep's Internet service is a privilege, not a right. Pikes Peak Prep reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through Pikes Peak Prep's Internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

Inquiries or Concerns about Pikes Peak Prep Procedures

The school administration and the School Board work together to hear and resolve any inquiries or concerns. In the event of an inquiry or concern regarding academic or disciplinary procedures, both the school administration and the Board encourage the complainant to address the problem directly with the staff member involved. If the complainant is dissatisfied with the resolution proposed by the staff member involved, or if such resolution is not practical under the circumstances, he or she should schedule a meeting with the Principal.

If an individual believes that the school has violated any applicable laws or regulations, or if he or she is unsatisfied with the results of the above process, he or she may file a formal, written complaint with the School Board. After receiving the complaint, the School Board will respond in writing to the individual within 30 days.

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Family Agreement

For Parents & Guardians:

- I commit to supporting Pikes Peak Prep's demanding academic program and high standards of conduct.
- I commit to making sure that my child is at school **on time, in dress code, every single day**, and I will call the school before morning session begins if my child is sick or otherwise unable to attend school because of a family emergency.
- I commit to supporting respectful and appropriate behavior of my own child.
- I commit to supporting my child adhering to the "anti-bullying pledge."
- I commit to monitoring my child's schoolwork, homework, and grades regularly. I will always encourage him or her to work hard and produce the best possible work.
- I commit to maintaining an environment at home where my child can do his/her homework, with a clean desk or table and necessary materials.
- I commit to calling Pikes Peak Prep if I have questions.
- I commit to attending required parent events.
- I commit that I, or someone in my family, will volunteer 10 hours each year at Pikes Peak Prep.
- I have read, understand and agree to uphold and abide by the Code of Conduct.

For Students:

- I understand the Pikes Peak Prep values and commit to always doing my best to follow them.
- I commit to attending school everyday unless I am sick and to give my full respect and my full attention to every task.
- I commit to acting and speaking in an appropriate, respectful manner to all adults and other students.
- I commit to abiding by the "anti-bullying pledge"
- I commit to doing my homework every night, bringing it neatly to school and turning it in at the appropriate time.
- I commit to obeying at all times the Code of Conduct at Pikes Peak Prep and at any school events.
- I commit to speaking regularly and honestly with my parents and guardians about my progress at school, my grades, my assignments, and my behavior.
- I have read, understand and agree to uphold and abide by the Code of Conduct.

For Teachers and Staff:

- I commit to being at Pikes Peak Prep from 7:30 A.M. to 4:00 P.M every day.
- I commit to being fully prepared for each class that I teach.
- I commit to grading and returning all graded homework within one day of when it is due;
- I commit to grading and returning all tests and written assignments within three days.
- I commit to enforcing all rules and policies consistently and fairly.
- I commit to speaking and acting in an appropriate and respectful manner.
- I commit to contacting the parents/guardians of my advisees at least once every other week to communicate both positive and negative feedback.
- I commit to maintaining the highest standards of academic performance and appropriate conduct.
- I have read, understand and agree to uphold and abide by the Code of Conduct.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Teacher Signature _____ Date _____

Principal Signature _____ Date _____

Statement of Understanding

Attending Pikes Peak Prep indicates that each parent/guardian and student has read, understands and agrees to abide by the policies set forth in the handbook, including the Code of Conduct.

I have received and read a copy of Pikes Peak Prep's Student & Family Handbook and understand the rules, regulations, and procedures of the school. I understand that if I ever have any questions regarding school policies, I can always ask my parent or guardian, my teacher, or other member of the school community for a further explanation.

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date

Date

Agreement for Participation in the Pikes Peak Prep Middle College Program

(Part 1)

Enrollment Criteria and Requirements for the Pikes Peak Prep Middle College Program

Students may enroll in the Pikes Peak Prep Middle College program as long as the following criteria have been met:

Academics

- The student has completed the Accuplacer placement test and is determined to be prepared for college courses (121 level courses).
- The student has fulfilled any academic prerequisites set by Pikes Peak Prep
- The student is in good academic standing, maintaining a 'B' average (minimum 80%) in all classes, at Pikes Peak Prep; students maintaining less than a 'B' in any course will be considered on Academic Probation and are required to attend after-school tutoring and/or Saturday School until good standing is restored.
- The student is consistently working towards graduation by maintaining a 'B' average (minimum 80%) in all classes.
- The student must be in the academic position of 10th grade or higher (exceptions granted on a case-by-case basis).

Behavioral

- The student must attend classes regularly and be on time. No more than four unexcused absences per quarter. If a student misses class, he or she must let the teacher know why and the excuse must be legitimate and reasonable. The student must make sure they get all missed assignments (by contacting the teacher or another student), and understand specifically what was covered in the missed class.
- The student must demonstrate that they care about their grades and are willing to work to improve them. They often do the optional (and frequently challenging) assignments that many students avoid.
- The student must be attentive in class – don't talk, read, or stare out windows. In other words, they are polite and respectful, even if they get a little bored. The student must participate in class.
- The student must turn in assignments that look neat and sharp. They must take the time to produce a final product that looks good, and reflects care and pride in their work.
- The student who requires a behavioral management plan to maintain good behavior at school will not be considered for enrollment in the middle college program.
- The student must not have any referrals beginning in the 9th grade.

Agreement for Participation in the Pikes Peak Prep Middle College Program

(Part 2)

For Parents & Guardians:

- I commit to supporting Pikes Peak Prep's enrollment criteria and requirements for participation in the Pikes Peak Prep Middle College Program.
- I recognize the need for consistent academic progress and high standards of conduct.
- I commit to calling Pikes Peak Prep if I have questions about the program.
- If my child fails a course at PPCC, I will be responsible for paying back the tuition, fees and cost of books. My child will not be able to take another course until this obligation is taken care of.

For Students:

- I understand and agree to the enrollment criteria and requirements for participation in the Pikes Peak Prep Middle College Program.
- I understand that, while enrolled in the Middle College Program, I am an ambassador of Pikes Peak Prep and a guest on the Downtown Studio Campus of Pikes Peak Community College and will behave accordingly.
- I understand the need to achieve academically to uphold the integrity of the program.
- I agree to abide by the rules and regulations of Pikes Peak Community College or any other institution of higher education that partner with Pikes Peak Prep in its Middle College Program.
- If I fail a course at PPCC, I will be responsible for paying back the tuition, fees and cost of books. I will not be able to take another course until this obligation is taken care of.

For Teachers and Staff:

- I commit to supporting our students' efforts in the Pikes Peak Prep Middle College Program.
- I commit to supporting the requirements of student participation in the program.
- I commit to maintaining the highest standards of academic performance and appropriate conduct.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Teacher Signature _____ Date _____

Principal Signature _____ Date _____