



Soaring Eagles



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

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: Janet Nace

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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 all students in learning. **Parents and students are expected to be active participants in the learning process.**

The Pikes Peak Prep Learning Team

TEACHER PLEDGE

- Manage the "Learning Team"**
- Develop a master classroom plan/schedule**
- Set goals based on grade level expectations**
- Be an expert in learning styles**
- Facilitate strong class-home communications**
- Establish and support class rules**
- Refer to other experts as needed**

PARENT PLEDGE

- Provide oversight and structure for homework**
- Encourage excellent school attendance**
- Make learning at home fun**
- Provide adequate food, shelter and sleep.**
- Arrange for physical activities**
- Communicate questions/concerns to teacher**

Praise work well done

Seek help as needed for behavioral or developmental concerns

PRINCIPAL PLEDGE

Take responsibility for the overall well-being, safety and function of all activities in the building

Handle problems that cannot be resolved in the classroom

Supervise and support all staff

Oversee whole-school communications

STUDENT PLEDGE

Get to school on time

Work hard

Ask questions

Follow rules

Communicate to parents and teachers

Attend school activities

- 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 student misbehavior should be handled with logical/natural consequences with the goal of creating problem solvers focused on solutions 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 monthly at Pikes Peak Prep Charter School. The meeting schedule is

posted on the school's website pikespeakprep.org.

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 will strive to have at least 80% mastery at grade level in all core subject areas.

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.
- Cite sources correctly and every time other sources are utilized - never plagiarize.
- Treat other student's work and property with respect.

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.
- Knowledge of pertinent issues of **health** and the development of **physical fitness**.

21st Century Skills

- **Technology:** Students will use multiple technologies including, but not limited to, laptops, netbooks, iPads, projectors, and Google Classroom.
- **Computer Applications:** Students will be proficient at using standard computer applications that are used in college and beyond. These programs will include Microsoft Office software, internet applications, and many other industry specific programming.

- **Critical Thinking:** Students will be able to approach a problem and think about it in different ways. They will be able to find solutions for problems they do not know how to solve. They will be able to find information on their own.
- **Creativity:** Students will be creative in how they perform their tasks and find new ways of doing things.
- **Collaboration:** Students will work with others to bring about a finished product. They will help in planning and implementing.

Life Skills

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

- Job readiness and career development
- College Readiness/Postsecondary plans
- Personal financial management
- Productive Citizenship
- Life-long Learning

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.

Early College Program

Each 9-12th grade Pikes Peak Prep student has the opportunity to enroll in and attend Pikes Peak Community College. Courses taken at PPCC will result in transferable or CTE 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 Early College Program is a **privilege and not a right**. Moreover, students in the Early College Program are ambassadors of Pikes Peak Prep and guests on the PPCC Downtown Studio Campus or Centennial Campus and will therefore be held to the highest standard of behavior.

A student earning a grade of D or lower will receive NO college credit, requiring the student to be responsible for paying for the course. A grade of D will still count as high school credit and the student will receive a C on his or her transcript. A grade of F will earn no high school credit.

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.

All qualified persons with disabilities within the jurisdiction of a school district are entitled to a free appropriate public education. The ED Section 504 regulation defines a person with a disability as “any person who: (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment.” ³

For elementary and secondary education programs, a qualified person with a disability is a person with a disability who is:

- of an age during which it is mandatory under state law to provide such services to persons with disabilities;
- of an age during which persons without disabilities are provided such services; or
- entitled to receive a free appropriate public education under the Individuals with Disabilities Education Act (IDEA).

In general, all school-age children who are individuals with disabilities as defined by Section 504 and IDEA are entitled to FAPE.

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 students’ academic 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.

To view your child’s academic records, contact the school office manager or principal in writing. Student records may not leave the office area. You will be provided a private area to view the records. Copies may not be made without the consent of a building administrator.

If you have a concern about something that has happened at school, or if you feel there is a situation that is causing your child’s performance to suffer, please contact your child’s teacher first, preferably via email and always in writing. If the problem is not resolved, contact the principal in writing. **Families who contact the School Board or the school authorizer before talking with teachers or the principal will be redirected to work directly with the staff at Pikes Peak Prep first before filing a formal grievance.** The principal reserves the right to conduct a thorough investigation before responding to parent concerns.

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

Students will set goals and track progress toward those goals. Progress will be tracked by collecting data – paperwork, files, projects, and other related material – that will be presented to parents at the end of each semester.

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-Thursday, with a modified dress code on Friday, unless otherwise noted.

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.

DRESS CODE GUIDANCE

Students are expected to be dressed neatly, be well groomed and create 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.

Grades K-8: Monday-Thursday – regular dress code days

Shirts:

- | |
|--|
| <ul style="list-style-type: none">• Shirts must be polo-style with a collar and buttons. |
| <ul style="list-style-type: none">• The following colors are allowed:<ul style="list-style-type: none">◦ Forest green, black, white, pink, or gold |
| <ul style="list-style-type: none">• All shirts must be buttoned all the way except for the top button. |
| <ul style="list-style-type: none">• Shirts must be tucked in. |

Pants:

- | |
|---|
| <ul style="list-style-type: none">• Pants must be tan or black. |
| <ul style="list-style-type: none">• They must be full length and cannot be a denim or stretch material. |

Additional female clothing:

- | |
|---|
| <ul style="list-style-type: none">• Girls may wear tan or black skirts or jumpers. |
| <ul style="list-style-type: none">• Skirts should be worn with shorts underneath. |
| <ul style="list-style-type: none">• Girls may also wear polo-style dresses. These dresses must be follow the same guidelines as shirts. |
| <ul style="list-style-type: none">• Dresses and jumpers must extend to the top of the knee. |

- Girls may wear solid black, tan, or white tights with the jumper, skirt, or polo-style dress.

Shoes and socks:

- All shoes must be closed-toed with a heel no higher than one inch.
- No sandals, crocks, "heelies," flip-flops, or slippers are permitted.
- Socks and shoes may be any color.

Belts:

- If the pants have belt loops, students in grades 3-12 must wear a belt.
- Belts must be solid colored and not distract from the learning environment.

Hats:

- Hats or caps are not allowed in any building on campus.
- Hats or caps will be permitted outside on school grounds during cold weather at the discretion of the administration.

Jackets/Outerwear:

- Students may wear their choice of outerwear to and from school and during recess or outside transitions, but outerwear will not be worn in the building.

Sweater/Sweatshirts:

- Sweaters and sweater vests may be worn as part of the uniform. Sweaters and sweater vests must be solid green, black, white, yellow, or pink. A uniform shirt must be underneath sweaters and sweatshirts.

P.E. Attire:

- Every student who has physical education (K-8 and some high school students) will need a pair of non-marking tennis shoes for P.E. Students in grades 5-12 must dress in a P.E. uniform (plain white t shirt, dark (green preferred) knee-length shorts) for class.

Grades 9-12: Monday-Thursday – regular dress code days

- Non-college high school students will follow the same rules and regulations as K-8, except shirts do

not have to be collared and students may wear hoodies with college logos on them.

College Students: Monday-Friday

College students may choose to follow high school dress code OR students may choose to wear clothing that respectfully represents themselves and Pikes Peak Prep. Their appearance should be acceptable for a K-12 educational environment and the community when they are at Pikes Peak Community College. Any clothing accessories or body adornments that interfere with the educational environment are unacceptable. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Acceptable footwear is required to be worn at all times.

Examples of clothing, accessories, or body adornments that are NOT acceptable are items which:

- contain language or images that are vulgar, discriminatory, or obscene
- promote illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia
- contain perceived threats such as gang symbols
- expose cleavage, private parts, the midriff, or undergarments or that are otherwise sexually provocative
- are considered sleepwear
- are headwear
- are sunglasses
- tank, tube, halter tops, spaghetti straps, strapless or backless clothing. Dresses, skirts, shorts, or tops worn over stretch pants or hose not reaching at least mid-thigh
- Pants, skirts or shorts worn below intended waistline or inside out, and boxer shorts
- Jewelry or accessories that may be used as a weapon (e.g. two or three finger rings that are joined, chains, oversized necklaces)
- NO garment should be worn too tight and or higher than mid-thigh
- PE Uniforms are required in physical education classes (white t-shirt and dark knee length shorts) are required for grades 5-12.

ADDITIONAL DRESS GUIDANCE

- ☑ **HAIR:** All students shall maintain their hair in a clean, well-groomed manner. Hairstyles must comply with the general dress code guidelines with regard to neatness.
- ☑ **HAIR ACCESSORIES-GIRLS/HATS:** Girls may wear hair accessories that are not distracting. No hats of any kind 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.

Friday – Spirit day

Students may choose to wear typical Monday-Thursday dress OR:

- ☑ **School logoed** or 100%, Eagle T-shirts or polo shirts may be worn with jeans/denim material.
 - All other guidelines are in effect. **100% shirts are only allowed to be worn on Fridays.**
 - Spirit day dress is a privilege and will be removed if the dress code is abused.
- ☑ **Regular uniform** is an option for anyone on Fridays if spirit dress is not available.

ACCOUNTABILITY GUIDELINES: Public Law 221

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

PowerSchool

Parents are invited to keep up with student grades, attendance, behavior, and teacher input through our online school management system. PowerSchool is an excellent tool to help parents and students track academic progress. Information will be provided to help students and parents access the website. Internet connection is required to use this service.

Student Goals

Students, parents, and teachers will work together to set goals for each child. Students in grades K-12 will receive literacy and mathematics instruction based on ability, individual skill development and student needs, and on standards and content requirements.

Summary of Data

We will 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 CMAS 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 online through PowerSchool as well as phone calls, e-mails, notes, and personal contact. Mastery level and quantity of skills mastered for elementary students will be on a formal grade report which will be issued quarterly. Grades 7-12 will receive quarterly grade reports; please note that transcript grades are only recorded at the end of each semester. All progress reports and report cards will be available electronically through PowerSchool. You may request a paper copy of student records through the front office.

DISCIPLINE CODE

“Discipline is helping a child solve a problem. Punishment is making a child suffer for having a problem. To develop problem solvers, focus on solutions not retribution.” **-Knost**

Pikes Peak Prep has adopted the following policies pursuant to state law. The following behaviors are considered dangerous, harmful, and/or disruptive to the learning environment.

Discipline Policies and Procedures

In order for the students to be successful at our school, it is our duty to hold them responsible for their academic learning as well as behavioral choices. We will abide by 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 means that major infractions will not take place.

Zero Tolerance Offenses

If the infraction falls under “Zero Tolerance”, (bullying, damage of property, drugs, alcohol, tobacco, fighting, gang affiliation, sexual misconduct, technology misuse, violation of academic integrity, or weapons) students will be sent to the principal immediately. When necessary, staff and teachers may call a building administrator to have a student removed from the class. In both cases, staff and teachers will prepare a written statement.

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.

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 readmission 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 enforcement¹ regarding this policy in order to further its purposes.

Gang Affiliation §19-1-103(52), C.R.S

PPP will not allow any student who 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.

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

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.

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 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 extracurricular 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.

CONFLICT RESOLUTION POLICY

Pikes Peak Prep is a public, K-12, charter school, authorized by the Colorado Charter School Institute. As such, it supports the voluntary and professional resolution of any conflicts that may arise between students, staff, parents, or other related parties in order to foster a positive and healthy environment for learning for all.

The Board of Directors of Pikes Peak Prep recognizes that, unfortunately, however, some issues require additional assistance in order to reach a satisfactory resolution for all concerned. Therefore, in order to support all parties involved, the Board hereby establishes the following Conflict Resolution Policies:

1. One-On-One Resolution

Each issue should first be addressed between those directly involved. Should a student, parent, or staff member fail to begin the process at the lowest level, and instead attempt to go directly to the Principal, to GEO Foundation, or to a Board Member, that person at the higher level shall direct the complainant back to the affected person at the appropriate level in the process. Students may ask for the assistance of a teacher in mediating their discussion.

1. Principal Resolution

If an appropriate resolution is not reached with direct conversation between the conflicted parties, it may be brought to the attention of the Principal, in writing, for further discussion. The Principal will bring all affected parties together within 48 hours (when possible), and will facilitate communication and develop a plan for conflict resolution.

Parents and staff members should expect that all legal rules regarding student and employee privacy and safety will be respected and followed, for the protection of their children and others.

Should the issue concern the Principal, this step may be skipped, and a parent or staff member may directly contact the school superintendent, Kevin Teasley, at the GEO Foundation, at kteasley@geoacademies.org. At this stage, all concerns regarding the Principal shall be communicated in writing so the Superintendent may investigate thoroughly.

The written concern should include following information:

1. Describe the incident, decision, or practice that gave rise to the concern;
2. Cite the contract, policy, or procedure that has been violated and/or rationale for concern;
3. Describe what conflict resolution strategies were attempted in prior steps; and
4. Explain what corrective action is being requested

1. Superintendent/Board of Directors

If no resolution is reached at the school level, parties may put their concerns in writing (following the steps outlined above) and contact the School Superintendent, Kevin Teasley at kteasley@geoacademies.org. The Superintendent will investigate the issue with all parties involved using the information provided, and will facilitate a resolution within 7 days (where possible).

If a resolution is still not reached to all parties' satisfaction, a written complaint may be sent to the Board of Directors whose contact information can be found on our school website. The written

complaint shall contain the information above, as well as additional information from the resolution session with the School Superintendent.

The Board President, or designee, shall review the grievance, and shall ensure that all steps have been followed before adding the complaint to the Board agenda. While any member of the public is always welcome to speak in an open meeting, no formal complaint shall be addressed by the Board without it first having followed these proper procedures. Issues of employee or student privacy may be addressed in Executive Session, as is legally proper.

The board, in regular or executive session, shall review any conflict(s) brought before it as requested and as permitted by law. The board shall do one or all of the following:

- a. Remand the conflict back to the Principal, with a directive to find a reasonable and quick resolution.
- b. Remand the conflict back to the two parties, with the Principal mediating the conflict.
- c. Mediate the conflict and render a decision to resolve the conflict.

1. Colorado Charter School Institute

If the concern involves a student with an IEP or 504 Plan, the school shall inform CSI and will follow all State, Federal, and CSI laws, policies, and grievance procedures aligned with exceptional students.

If the concern is a student safety issue, the issue must be brought immediately to the attention of the Institute's Executive Director.

Retaliation against someone because he/she has filed a complaint under this Conflict Resolution 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.

ELECTRONICS POLICY/CELL PHONE USE

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Pikes Peak Prep Charter School. The use of headphones in the hallway or while playing sports is also prohibited. Student are also prohibited from using their personal electronics to capture video or audio unless directed to do so by staff. The use of any personal electronic device when not directly permitted by PPP staff will lead to disciplinary action.

The policy is:

Cell phones may be used after school. If a student reveals a cell phone in school, staff and teachers are instructed to cease the device and leave it at the front desk where a parent/guardian may retrieve it after school.

Once inside the school, students must store their cell phones/electronic device in a location that is not visible to the teacher or other students, even though they are OFF.

If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if you are caught using it on campus during class time, a staff member may confiscate the device.

Refusal to surrender your phone when asked is considered defiance. Defiance may result in disciplinary consequences, including suspension. Parents will be contacted.

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

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 INFRACTIONS & PROCEDURES

Predictable consequences for behavior infractions will be delivered consistently by all staff in a professional manner throughout the entire school. Consequences are not primarily punitive in nature; they are an opportunity for the student to learn from his or her mistakes and to accept responsibility for the choices that were made. The consequences are provided on a continuum matched to the intensity of the misbehavior. Staff that are in direct supervision of the students will make the initial determination of the severity of any infraction using the following:

<p>Level I</p> <ul style="list-style-type: none"> ● Disruptive behavior ● Food in class ● Horse play ● Defiance (mild) ● Tardiness ● Dress Code Violation ● Technology misuse <ul style="list-style-type: none"> ○ off-task ○ using internet/computer for purpose other than classwork ○ personal electronic use 	<p>Consequences may include but are not limited to: student warning, parent notification, written assignment, lunch detention, after school detention, and community service.</p> <p>Teachers will keep students in class as long as they are not disrupting the learning of other students. If the disruption is affecting other students, the teacher may refer the student to the principal for further action.</p>
<p>Level II</p> <ul style="list-style-type: none"> ● Damage of property ● Defiance (overt) ● Theft ● Pushing, shoving, etc. ● Throwing objects ● Swearing / Vulgar Language ● Technology misuse <ul style="list-style-type: none"> ○ inappropriate/questionable material ○ changing formatting/files on computer ● Threats ● Habitual / Severe Level I 	<p>Consequences may include but are not limited to: student warning, written assignment, lunch detention, after school detention, community service, behavior plan, suspension in school, and suspension out of school.</p> <p>Students participating in this level of activity may be referred directly to the principal for further action. Parents will be notified by the teacher as well as an administrator.</p>

<p>Level III</p> <ul style="list-style-type: none"> ● Bullying / Intimidation ● Drugs, Alcohol, or Tobacco ● Gang activity/affiliation ● Harassment ● Violent Behavior ● Weapons (real or toy) ● Habitual Level II offense 	<p>Consequences may include but are not limited to: student warning, written assignment, lunch detention, after school detention, community service, behavior plan, suspension in school, suspension out of school, and expulsion.</p> <p>Law enforcement may be notified if student safety is threatened or if criminal activity is suspected.</p>
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The Principal reserves the right to adjust the consequence on a case by case basis depending on the severity of the actions were committed.

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.

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:

- o The student has been suspended three times from the school and the third offense is deemed major by the school.
- o Cumulative attendance and/or tardiness violations.

- o 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.

Attendance/Truancy/Tardiness Policy

The school year begins on August 15, 2017 and ends on May 30, 2018. 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.

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.

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, along with the parent, to the front office for a tardy pass.
- For the purposes of tracking, 3 tardies will equal 1 absence and will carry the same weight.
- **Students with more than 4 absences will be asked to come in for a conference to discuss the impact that the attendance issue is having on their child’s academics.**
- 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.

EXTRA CURRICULAR ACTIVITIES

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

A variety of clubs will be offered based on student interest and will be offered according to the sponsor’s schedule. All clubs will begin at 3:30.

Sports

All students who wish to compete in sports must maintain passing grades in all core subject areas and must not be on academic probation or a behavior plan.

Organized sports teams begin in the 5th grade. Teams are usually split up 5-6 grade, 7-8 Grade, and 9-12 Grade. Program details will be made available as plans are made for each sport. Other sports opportunities may become available during the school year.

Service Learning

As part of the Core Knowledge curriculum and our focus on service learning in the High School, community service will be an integral part of the educational experience at PPP. Service projects will contribute to the curriculum and be part of the learning process. These projects will vary in many ways and could include activities within the school or out in the community.

GENERAL SCHOOL POLICIES

After School Arrangements

Please be sure to discuss after school arrangements with your child prior to the beginning of the school day. Should any changes need to be made to the student's normal transportation routine, please notify the Front Office as soon as possible. Notifications can include a note, an e-mail to the teacher, or phone call to the Front Desk at 570-7575. **Office hours are from 6:30am - 6pm.**

Should you need to excuse your child for an earlier dismissal, please do so prior to 2:50. Students who need to leave campus early must be picked up by a parent/guardian or authorized individual through the front office. The parent must sign the student out of the school's attendance log before the student will be released.

Before-School Care/After School Care

Students may arrive at 6:30 a.m. and must be picked up by 6 p.m. or 3:00 p.m. on early release days.

Closings and Delays

In the event of inclement weather, Pikes Peak Prep will remain open if it is safe for us to do so. Please tune into local television stations; we will only announce if we are closed. **If it is not safe for your family to travel to school due to bad weather, your child's absence will be excused.**

Delayed start time is 10:00 a.m.

Closed Campus

Pikes Peak Prep is a closed campus. During school hours all students must remain on the campus as defined by the school unless supervised by a staff member. Students who are excused at dismissal time must leave campus if they are not participating in after school activities or staying for aftercare. When on campus, students must always be under the supervision of an adult.

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, a 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.

Emergency Drills

Periodically 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 provides a free breakfast for all students. Breakfast will be served in classrooms at 8am daily. We also offer lunch food service for its students. The school participates in the National School Lunch Program, which provides free or reduced price breakfasts and lunches as well as free milk to eligible students. All K-12 students who are eligible for "reduced lunch" are served at no charge.

Students who do not qualify for free or reduced lunches are expected to pay for lunch on a weekly basis. You may pay on a monthly basis, if desired. Please pay at the school cafeteria.

Health Policies

Immunizations

For the school year 2016-2017, 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

2017-2018 School Year

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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 during the school year. 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

With the exception of life saving emergency medications (see below), students may not carry any medication either prescription or over the counter (this includes throat lozenges and Tylenol or Motrin). Forms authorizing the school to administer medication are available in the school office. Students **may not** carry medication to and from school; this is the parent's responsibility.

While it is recommended to keep emergency meds in the health office, parents of students aged 12 and up may opt to allow their student to self carry emergency inhalers and epi pens. The attending physician, parent/guardian and student may sign a self carry contract that will be in effect for only the duration of the current school year, and must be resubmitted upon the beginning of each new school year. Forms may be obtained from the School health office or front desk

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. 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.

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.

When to Stay Home

Students with symptoms such as rashes, watery and inflamed eyes, fever, sore throat, vomiting, or diarrhea should stay home until a doctor evaluates their symptoms and determines if they are contagious. The school nurse recommends that children remain home fever-free 24 hours after an illness prior to returning to school.

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 nurse as early as possible so that a safe plan can be instituted.

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. ***Please update a student's health form immediately as contact information or other information changes.***

Lost and Found

The school has a lost and found that can be accessed through the front office. Items not claimed by the end of the semester 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 end of the day. 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 Property

Pikes Peak Prep expects students to treat school property and equipment with care and responsibility. School property includes the building, grounds, and 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 disciplinary action. 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. School supply lists can be found on the Pikes Peak Prep .org website

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 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. Parents, guardian 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. Parents will be notified if their child is part of any investigation. Furthermore, school officials will promptly notify parents and the appropriate law enforcement agency of illegal possession of such materials, if found.

Textbooks

Students must maintain any textbook issued to them 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.

Visitor Policy

Pikes Peak Prep always welcomes and encourages visitors, both from within and outside of our school community. 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 escorted to the front office immediately.

INTERNET ACCEPTABLE USE POLICY

I. Acceptable Use

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. Students should only contact teachers or other school staff directly through e-mail with parent permission and only regarding issues directly related to school activities. 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 will have access to computers throughout the day through the use of desktops, laptops, netbooks, iPads, or other devices. Students may be required to provide a flash drive to use for storage and transfer of school related work. Any student bringing a file from outside the school that is considered in violation of the acceptable use policy will be subject to disciplinary action; this can include any material that is inappropriate or harmful, files that could potentially cause harm to the school systems, and games or programs not approved by system administrators.

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 websites during class other than those identified by the teacher as appropriate for class;
- disclosing, using, or disseminating personal identification information about self 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 system administrator
- overriding the Internet filtering software.

III. Safety Issues

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

- Unless you have permission, 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 stored data 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 will also cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

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 this handbook.

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 Early College Program

(Part 1)

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

Students may enroll in the Pikes Peak Prep Early 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.
- The student must be in the academic position of 9th grade or higher

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.
- The student must be attentive, polite, and respectful in class.
- 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 a 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 Early college program.

Agreement for Participation in the Pikes Peak Prep Early 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 Early 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.

For Students:

- I understand and agree to the enrollment criteria and requirements for participation in the Pikes Peak Prep Early College Program.
- I understand that, while enrolled in the Early 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 Early College Program.

For Teachers and Staff:

- I commit to supporting our students’ efforts in the Pikes Peak Prep Early 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 _____