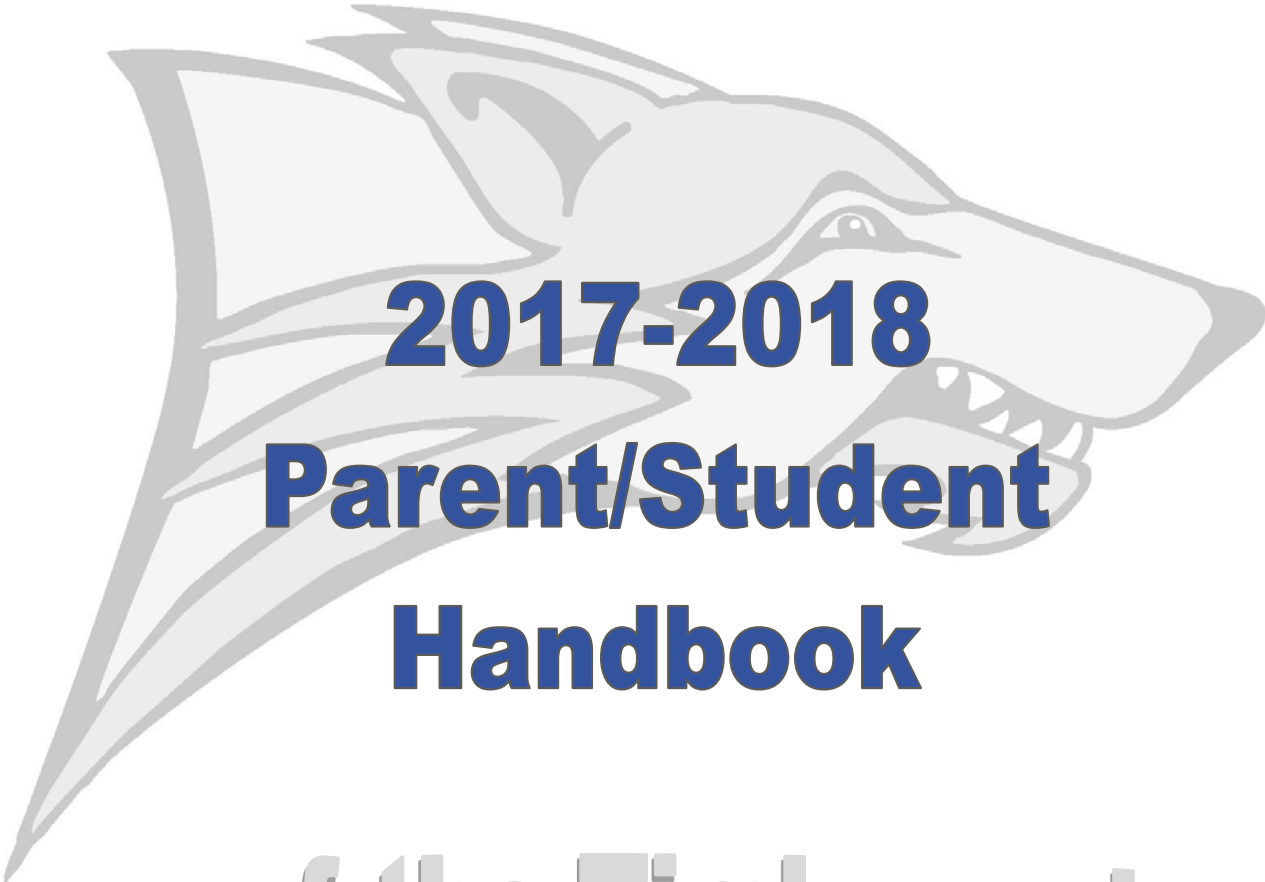




*Educating learners of today. Creating leaders of tomorrow.*

A large, stylized, grey mascot logo of a Timberwolf's head, facing right, with its mouth open showing teeth. It serves as a background for the main title text.

# **2017-2018 Parent/Student Handbook**

## **Home of the Timberwolves**

1001 W. 84th Avenue  
Federal Heights, CO 80260

K-8 Phone: 303-450-3985  
High School Phone: 303-412-2940

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**The following beliefs form the foundation of our vision and mission:**

We Collaborate for Excellence: We believe in working collaboratively to meet the needs of all students we serve. Our curriculum challenges our students to fulfill their potential. We strive for continuous improvement in academics, the arts, and athletics.

We are a Community of Partnerships: We believe in communicating often, openly, and honestly with all stakeholders.

We value partnerships within our school and community to promote academic success.

We Value Everyone: We believe our school community possesses a unique set of intellectual abilities, interests, and cultural backgrounds.

We use data to identify our students' strengths and needs. All of our students have the potential to become productive adults and contributing members of their community.

**The Pinnacle's Mission is...**

To educate students to attain superior levels of academic performance by:

- Creating a safe, supportive K-12 school community
- Preparing students for college and career
- Striving for excellence in everything we do
-

## **The Pinnacle's Educational Approach**

The Pinnacle's educational programs are developed upon the foundation of Colorado standards to lead to career and college readiness. Thus students acquire a rich and broad knowledge base upon which forms the foundation for future learning. Our goal is to insure that all students are given access to the same knowledge base that will assure them of success as adults.

The core content is organized to spiral through the grade levels to high school, becoming more sophisticated and detailed in each successive grade. Students retain information much longer and find skills more easily applied when meaningful content is combined with the teaching of basic skills. The Pinnacle emphasizes the acquisition of basic skills in reading, language arts, and mathematics in the lower grades and the reinforcement of those skills through application as students mature and advance to higher grade levels. Our High School offers Advanced Placement and concurrent enrollment courses to enable students to earn college credit.

Our purpose is to prepare all Pinnacle students to successfully engage in a host of post -secondary options (2-4 year college, vocational certification programs, the military, etc.) geared to enable them to become productive members of society.

## **Introduction**

This handbook has been prepared to acquaint you with the educational philosophy and practices of The Pinnacle as well as to give you basic operational information that will be used throughout the year. Refer to policy details in back.

## **About the Pinnacle**

The Pinnacle is a charter school governed by a Board of Directors: five of whom are parents of Pinnacle students and two members are from the community. The Pinnacle is chartered by The Charter School Institute (CSI): an Agency of the State of Colorado created to provide oversight to schools that are accepted by them to be their chartering authority.

Parents and students choose to attend The Pinnacle. Thus, the school provides educational services to students from many area school districts. With our closed campus, uniforms, and Positive Behavior Intervention Support program, The Pinnacle has high academic and behavioral expectations for our students.

## **Instructional Staff**

The classroom teachers at The Pinnacle are licensed teachers. Parents have the right to inquire regarding the professional qualifications of his/her student's classroom teachers(s) outlined in the Parent's Rights and Responsibilities Section of this Handbook.

## **Parent & Guardian Communication**

The Pinnacle strives to be clear and informative to all parents and guardians in matters relating to their student(s). Messages are delivered to parents via email, telephone calls, and Parent Portal messages.

## **Admission and Withdrawal Procedures**

### **Pinnacle Charter School: Choice Policy and Application Procedures**

The Pinnacle Charter School is a public K-12 school of choice: a tuition-free public school that does not discriminate against students on the basis of race, ethnicity, ancestry, national origin, creed, sex, gender identity, sexual orientation, mental or physical abilities, athletic performance, special need, proficiency in the English language or in a foreign language, or prior academic achievement when recruiting or admitting students. The Pinnacle Charter School rejects stereotypes and develops empathy by interacting with people who are different from ourselves. By working to understand those around us, we cultivate an appreciation of diversity and maintain a positive attitude. The Pinnacle Charter School accepts applications from all residents of Colorado public school districts. The Pinnacle Charter School offers a quality education in a safe and structured learning environment.

The Pinnacle, as a staff of professional educators, works collaboratively, devotes ourselves to constant improvement, and bases decisions upon data. Our rigorous curriculum requires our students to surpass their peers. We convey to students the belief that we must never be satisfied with mediocrity and continually strive for excellence in academics, the arts, and athletics. We use our experiences and comprehensive data to identify our students' strengths. All of our students learn with the expectation that they grow up to become productive adults and contributing members of their community. Our individual students possess a unique set of intellectual abilities and interests and we use these differences to help each of them master our challenging curriculum.

Applicants must have successfully completed (or be expected to complete) the grade preceding the grade to which they seek admission. The Pinnacle will maintain a waiting list for each grade level in which there are no seats available. Diagnostic or placement exams may be given to students after they have been officially enrolled to determine if the student is correctly placed or in need of support services. This test will not affect enrollment eligibility. Students with an IEP will follow the Special Education review process, as outlined in the current charter contract with the Charter School Institute. Failure to disclose and include this information with an application may result in the loss of enrollment in The Pinnacle Charter School.

Returning students, applications for siblings of currently enrolled students, and applications for children of current Pinnacle employees will be given priority on our grade level wait-lists. New student requests will be considered for admission only up to September 30th of the current school year.

### **The Pinnacle Charter School Admission Requirements**

- Candidates for admission must apply for the grade immediately following their current grade.



- The Pinnacle Charter School requires that all students wishing to attend complete an application located on-line at <http://www.thepinnacleweb.org> The application is listed under departments, then registration. All applications must be submitted online.
- All required documents must be submitted prior to the applicant being considered for enrollment. Applicants without the required documents submitted will be removed from the waitlist on June 30th.
- Applicants received after June 30th will have 10 days after applying to submit documents.
- Required documents can be dropped off at the main office or faxed to the registration department.

### **Required Application Documents**

#### **Kindergarten students:**

- Birth Certificate
- Immunization Records
- Students eligible for Kindergarten must attain the age of five years old on or before October 1 of the year they are applying for admission OR be four years old as of October 1 of the year they are applying for admission AND be identified by an administrative unit as a highly advanced gifted child for whom early access to Kindergarten is appropriate in accordance of CRS 22-20-204. It is expected that all entering Kindergarten students will be toilet trained.

#### **1st through 9th grade students:**

- Birth Certificate
- Immunization Records
- Attendance Report from current school
- Discipline Report from current school
- Most Current Report Card

#### **10th through 12th grade students**

- Birth Certificate
- Immunization Records
- Attendance Report from current school
- Discipline Report from current school
- Current Official Transcript

#### **If any of the following applies to your child, guardians MUST include:**

- A photocopy of the student's most recent Legal Guardianship or Custody documentation.
- A photocopy of the student's most current Individualized Education Plan, 504, Response to Intervention or any special education documents. It is imperative that we are made aware of this immediately. The Special Education Department will need to evaluate your child's plan before The Pinnacle can make an offer for admission. If the special education documents are missing or incomplete, it will delay the enrollment

process. Failure to disclose and include this information with an application may result in the loss of your student's enrollment in The Pinnacle Charter School.

- A copy of the student's READ, ELD, ALP, or GT plan.

### **Enrollment Process**

1. The Pinnacle will begin enrollment for the following school year before the end of the current school year.
2. The Pinnacle will contact potential guardians of applicants for an offer of enrollment via email and phone calls.
3. A 48 hour window will be given for a response to the enrollment offer.
4. Lack of acknowledgement or a decline of an offer will automatically remove an applicant from the waitlist. Should an applicant want to enroll the following year, a new application must be submitted.
5. Student enrollment will continue until there are no remaining seats available or until September 30th of the current school year. At that point applicants on the waitlist will be emailed with the opportunity to remain on the waitlist for the following year.
6. Only complete applications will be considered for enrollment. Please refer to the admission requirements for a list of required documents.

### **Waiting List Policy**

If the number of students who have applied for enrollment exceeds available space at The Pinnacle, all such students shall be entered onto a waiting list. Students will be admitted on a first-come, first-served basis beginning with:

1. Currently enrolled students
2. Siblings of enrolled students
3. Children of Board members and Pinnacle staff
4. Other new students

### **Registration Enrollment Goals**

1. Enrollment number goals are set annually.
2. Pinnacle may choose at any time to enroll students in anticipation of August no-show students based on historical trending.
3. After the start of school, registration will continue to enroll students until all available seats are full or until September 30th.

### **Enrollment Confirmation**

After registration receives required documents and a seat becomes available for a student, guardians of the student will be contacted via phone and/or e-mail to inform them about the open seat and offer. Guardians have 48 hours to accept or they will be removed from the waiting list. If the guardian accepts the seat, an appointment will be made for the family to complete the final enrollment paperwork. The Pinnacle Charter School registration department will continue to enroll new students until the school enrollment cap is met or up to September 30th.

### **Declining an Enrollment**

A student who declines an offer of enrollment will be removed from the waitlist~~-list~~ and he or she will have to reapply and follow the enrollment procedures for new students. The same procedure applies to withdrawn students.

In accordance with CRS 22-33-106 [3], the Pinnacle reserves the right to deny admission for the following reasons and others outlined in statute:

1. There is a lack of space or instructional staff in the program.
2. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
3. Having been expelled from any school district during the preceding twelve months.
4. Behavior in another school district in the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel.
5. Enrollment in the same school in which the victim of an offense by the applicant or member of a victim's immediate family is enrolled or employed.

School principals make all decisions of denial. Guardians of denied applicants may request an explanation for the principal's decision. All requests must be made in writing to the Pinnacle Registration Department.

### **Withdrawal Policies**

Students withdrawing/transferring to another school must submit a guardian signed withdrawal form to the Registration Department. All unpaid fees, fines, and the cost of unreturned books and materials are due at the time of withdrawal.

Records requests are also submitted to the Registration Department. Withdrawal and Records Request forms can be obtained at the front office of each school. Requests may take up to five business days to fill.

Parents, guardians, or students are not allowed to check out during instruction hours. Parents/Guardians will be allowed to clean out their child's desk ~~or locker~~ only after school hours. This will avoid any disruptions that a teacher and the students may encounter during instructional time

If a student wishes to re-enroll at the Pinnacle after withdrawal they must reapply and follow the enrollment and waitlist policies.

**Parents/guardians will indicate their intent for their student(s) return for the next school year by completing the online Intent to Return submission through their Infinite Campus Parent Portal. Assistance with this submission and Infinite Campus is provided by the Registration Department.**

## The Infinite Campus Parent Portal

We encourage all parents to utilize the Infinite Campus Parent Portal. The Parent Portal is an online tool that provides parents with their student's current grades and missing work, as well as email access to each teacher involved in a student's education. In the Portal parents can update emergency contacts, email addresses, mailing address and phone numbers. Important news and messages are sent through the Parent Portal messaging tool.

Parents and guardians who provided an email address to The Pinnacle will receive an email from the school with information and directions explaining how to register for an Infinite Campus account. If a unique access code has not been emailed or received, which enables account creation, please email [registration@pinnaclecsi.org](mailto:registration@pinnaclecsi.org). Directions for setting up a Parent Portal Account are additionally available on the Pinnacle website.

Infinite Campus also has a mobile app available to download which allows parents to view their student's grades directly from a phone.

## School Uniform

The responsibility to make academics the primary focus obligates The Pinnacle to prevent anything which may distract from the education of students. An environment in which students, staff, parents and community members feel safe is of the utmost importance. **To this end, a Uniform Policy has been adopted and will be enforced. Registering and enrolling your child at The Pinnacle indicates your acceptance of and agreement to comply with the Uniform Policy.**

**Individuals may request a waiver from the Superintendent for a specific portion of the uniform policy in writing.** Please refer to Important Policies and Statutes section for parents and students in the back of this Handbook (Safe Schools) for details regarding items that interfere with the safety and security of the school during a school sponsored activity.

**The Pinnacle Charter School Board of Directors has established the following policy:**

Student's uniforms are an essential and distinctive facet of the PCS academic culture.

Wearing uniforms impacts the school positively by:

- Fostering a distinct and positive "PCS Appearance"
- Decreasing distractions
- Increasing wardrobe equity
- Supporting easy identification of visitors or strangers.

Being in uniform is mandatory for all PCS students. Wearing uniform attire is intended to promote safety, improve discipline, and enhance the overall learning environment. Proper wear of the uniform attire also shows pride in oneself and in PCS. Students are expected to be in uniform attire throughout the school day.

**Students are expected to be in uniform attire upon arrival in the morning (or when returning to school) and must remain in uniform until they leave the school campus.**

Uniform attire must be worn during detention, Saturday School, and on field trips unless the Administration approves otherwise. The uniform attire is not required for any evening or weekend activities unless specified by the Administration or the activity supervisor.

## Parent and Staff Responsibilities

Parents have the responsibility to ensure that their students arrive at school in proper uniform attire. Within the school, the uniform will be enforced by the classroom teacher, other staff members and the PCS Administration. The Administration will make the final decisions regarding dress code issues. **Cheerful, consistent compliance with the uniform policy by all students is expected.**

## Violations

Students with multiple dress code violations will receive referrals for defiance and will face suspension and ultimately expulsion from the Pinnacle for continued defiance of school rules. The final interpretation of all Uniform Policies will be made by the Administration of the School.

## School I.D. Badges

School ID Badges must be worn on a lanyard around the neck at all times. During School hours ID Cards must be on student's person for extra-curricular activities. ID Cards must be scanned to board busses and use our food services. Additional IDs are available at the Business Office for a \$5 fee. School IDs must not be defaced or altered in any way.

## Uniform Guidance

To assist parents and students as they are shopping for and deciding which clothing items to purchase or wear each day, please consider these important guidelines:

Students must wear navy blue tops with a collar and buttons such as polo tops and button down dress shirts, or sweaters and sweatshirts. All sweaters and sweatshirts must be solid navy blue or Pinnacle approved. Students may wear navy blue or tan dress pants, shorts, skirts, and jumpers.

Items that bare or expose traditionally private parts of the body including, but not limited to, the stomach, upper leg, thighs, buttocks, back and breast are not acceptable (i.e. too tight/baggy, too short, low cut, sheer, or otherwise revealing). Students must present a clean and neat appearance. Clothing is to be appropriate size and fit.

## SPIRIT DAY

The wearing of SPIRIT Day apparel associated with a PCS activity (event t-shirts, team sweatshirts, jerseys, uniforms, etc. **that have been approved by the building administrator**) is permitted only on designated SPIRIT days and dress down fundraiser days, but may not be worn as part of the daily uniform. Clubs, teams, or programs interested in creating a SPIRIT apparel must obtain approval for colors, logos, and style of apparel by the coach or sponsor who will then submit a request for approval prior to creation of the item. Approval of the building administrator and final approval by the Superintendent must be obtained prior to ordering. All SPIRIT apparel must meet the intent to follow Pinnacle Pride and high expectations. The Superintendent designates SPIRIT Days during the year.

**The list below includes items not suitable, out of dress code, and a violation of policy:**

- Any colors of any kind – other than navy blue top (including hoodies), tan or navy pants/shorts/skirts, (including, but not limited to under –garments, shoe-laces, shorts, belts, shoes, socks)
- Hats or hoods or sunglasses (hats cannot be visible or will be taken, hoods cannot be on or will be taken, and sunglasses cannot be on or will be taken)
- Skirts and Shorts must be close to knee length (no slits)
- Low front shirts that show inappropriate displays of cleavage or stomach areas
- High heels or spiked heel or house shoes. All shoes must be flat (no flip flops or slides but sandals are okay)
- Spaghetti strap shirts....Must have 3 inch sleeve or longer
- Low riding pants.... Absolutely no “sagging”
- Display of any types of undergarments
- Different colored undershirts (can be white, grey, or navy blue)
- Ripped jeans or pants
- Professional Sports Jersey
- Any display of gang attire (this includes any display of rags or bandanas, excessive wear of one color (i.e. red, blue, purple), gloves or any other clothing, style or jewelry that is deemed by staff as being gang related. All other jewelry must be approved by Administration.

This list does not limit Administrative authority to make decisions necessary for creating an environment conducive and focused on learning, academics, and safety.

**Backpacks**

- Students will not have any backpacks in the cafeteria during the lunch periods at any time.
- Students will maintain all backpacks in agreed upon locations for each classroom based on the configuration of that room. For example: the students will place all backpacks on the floor behind them just under the table to the rear of their stool in the Science labs but they will place their backpacks on the desk hooks inside their desk in rooms equipped with those desks.

**Other Uniform Guidelines:**

- Hairstyles and hair color must not cause an overt distraction to the learning environment, and color must be natural in origin.
- SPIRIT DAY WEAR – Any Pinnacle related top or school issued attire through athletics or school sponsored activities that meets the color requirements.

## **Senior Dress Code Privilege**

Seniors that have been accepted to a college (and have provided the counselor with their acceptance letter) may wear appropriate sweatshirts and polo shirts of the school to which they have been accepted.

### **Outfits for Extra-Curricular Activities**

Proper attire for PCS activities (theatre, band, choir, and athletics) will be determined by each activity director in collaboration with the Administration.

## **Physical Education Classes**

K-5th Grade Students will wear regular school dress code attire or any authorized Pinnacle T-shirts.

6th-12th Grade Students taking a P.E. class will be required to be in P.E. uniform. P.E. uniforms may only be worn in P.E. classes. The P.E. Uniform must be any approved Pinnacle Spirit t-shirt with sleeves and a pair of blue or black shorts that end 4 inches above a bent knee. Sweatpants, leggings, or yoga pants will not be allowed for any male or female student. The High School P.E. Department will have uniform clothes available for purchase if a student is unable to provide their own clothes. All students are required to wear rubber soled shoes. Students are not allowed to wear black-soled shoes in the gym. Students who are not in P.E. Uniform will not be able to participate and will not receive credit.

## **Club/Organization Uniforms**

Club uniforms (i.e. Girl/Boy Scouts) may not be worn during school hours. However, vests or sashes may be worn with the regular school dress code attire. This standard may be waived by the administration for a special occasion. Several “theme days” may be held throughout the year when students will have the opportunity to be out of uniform, but modestly dressed within the selected theme. Teachers or the Student Government will choose the themes and the days, obtain approval from the Principal, and notify the parents in advance.

### **School Pictures**

Uniform attire will be required for individual student pictures taken in the fall.

## **Dress-Up Day Guidelines**

On designated Dress-Up Days, students who choose not to dress up are expected to wear the Pinnacle Uniform. Clothing should not be overly tight, see-through, nor draw undue attention.

Boys - Dressing up would include the following:

Dress slacks, dress shirts, ties, sweaters, sports coats, suits, belts, and dark socks.

Dress shoes are preferred, but not required.

Girls - Dressing up would include the following:

Modest dress slacks, skirts, blouses, dresses, suits, sweaters, belts, and dress shoes/sandals. Spaghetti straps and tank tops are not allowed for girls.

## The Pinnacle Dress-Down Day Fundraiser

This Fundraiser is held each Friday. Funds are raised for various causes and events throughout the school year with a percentage of funds raised allocated to each school. Students can participate in Dress-Down Day by paying one dollar to his/her teacher on/or **before** the Dress-Down day.

Students must abide by the following Dress-Down Code Rules. Students who fail to wear the appropriate clothing for the Dress-Down day are required to make arrangements to obtain their normal uniform attire, or be sent home for the day. Any absences due to dress violations will be considered unexcused. **Students not participating are expected to wear their PCS uniform attire.**

# Academic Program

## Curriculum Guidelines

The Pinnacle encourages and provides growth in basic skills utilizing the Colorado Academic Standards in the planning and delivery of instruction. The high school program uses a college preparatory approach with opportunities to receive college credits. We continually evaluate the curriculum and related methods and materials based on the following criteria:

1. The curriculum is based upon the Colorado Academic Standards and a post-secondary preparatory approach which guide instruction.
2. The curriculum is research-based, utilizing proven advances in education.
3. The curriculum is based upon best practices which include Differentiated Instruction to meet student needs.
4. The curriculum includes opportunities for community service and character building

The Special Education Department provides services to our students with mild to moderate special education needs. Questions about Special Education procedures should be directed to the Principal of Student Support Services.

Students experiencing academic or Social/Emotional difficulties are placed in the Response to Intervention (RtI) Process. This process enables students to receive instruction focused upon their needs. Parents and teachers are participants in RtI.

## Grade Reports

The Pinnacle Elementary is on a quarter system, with four separate grading periods. Report cards are distributed after each grading period.

The Middle and High School use a semester system. Progress reports are issued at the end of each quarter. Upon conclusion of the second and fourth quarters, the teachers issue a semester grade. Report cards are distributed at semester.



## Grading Policy

Grading Scales:

### Elementary School

#### Kindergarten

| Academic Performance Level for Kindergarten |            |                      |                |            |
|---|------------|----------------------|----------------|------------|
| 4   | 3          | 2                    | 1              | IN         |
| Exceeds                                     | Proficient | Partially Proficient | Unsatisfactory | Incomplete |

| Academic Performance Level for a Successful Learner |                    |                    |
|---|--------------------|--------------------|
| EE  | ME                 | BE                 |
| Exceeds Expectations                                | Meets Expectations | Below Expectations |

#### Grades 1-5

| Academic Performance Level for A-F |        |        |        |        |        |        |        |        |        |        |       |            |
|------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|------------|
| A                                  | A-     | B+     | B      | B-     | C+     | C      | C-     | D+     | D      | D-     | F     | IN         |
| 100-93%                            | 92-90% | 89-87% | 86-83% | 82-80% | 79-77% | 76-73% | 72-70% | 69-67% | 66-63% | 62-60% | 59-0% | Incomplete |

| Academic Performance Level for a Successful Learner |                    |                    |
|---|--------------------|--------------------|
| EE  | ME                 | BE                 |
| Exceeds Expectations                                | Meets Expectations | Below Expectations |

### Middle School

| Academic Performance Level for A-F |        |        |        |        |        |        |        |        |        |        |       |            |
|------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|------------|
| A                                  | A-     | B+     | B      | B-     | C+     | C      | C-     | D+     | D      | D-     | F     | IN         |
| 100-93%                            | 92-90% | 89-87% | 86-83% | 82-80% | 79-77% | 76-73% | 72-70% | 69-67% | 66-63% | 62-60% | 59-0% | Incomplete |
| 4.0                                | 4.0    | 3.0    | 3.0    | 3.0    | 2.0    | 2.0    | 2.0    | 1.0    | 1.0    | 1.0    | 0     |            |

### High School

| Academic Performance Level for A-F |        |        |        |        |        |        |        |        |        |        |       |            |
|------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|------------|
| A                                  | A-     | B+     | B      | B-     | C+     | C      | C-     | D+     | D      | D-     | F     | IN         |
| 100-93%                            | 92-90% | 89-87% | 86-83% | 82-80% | 79-77% | 76-73% | 72-70% | 69-67% | 66-63% | 62-60% | 59-0% | Incomplete |
| 4.0                                | 4.0    | 3.0    | 3.0    | 3.0    | 2.0    | 2.0    | 2.0    | 1.0    | 1.0    | 1.0    | 0     |            |

| Academic Performance Level for AP Weighted A-F |        |        |        |        |        |        |        |        |        |        |       |            |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|------------|
| A  | A-     | B+     | B      | B-     | C+     | C      | C-     | D+     | D      | D-     | F     | IN         |
| 100-93%  | 92-90% | 89-87% | 86-83% | 82-80% | 79-77% | 76-73% | 72-70% | 69-67% | 66-63% | 62-60% | 59-0% | Incomplete |
| 5.0  | 5.0    | 4.0    | 4.0    | 4.0    | 3.0    | 3.0    | 3.0    | 2.0    | 2.0    | 2.0    | 0     |            |

| Academic Performance Level for Pass/Fail |        |
|--|--------|
| Pass                                     | Fail   |
| 100%-70%                                 | 69%-0% |

## Incomplete

A grade of IN (incomplete) may be assigned by a teacher when a student has not completed enough course work to assign a grade for the course. Assignment of an IN requires principal approval. An IN is NOT a final grade. Teachers are responsible for converting grades submitted in error or an IN grade to a final grade. Grade changes for IN grades are accepted up to **three weeks** after a reporting term. After this time period missing assignments receive a score of zero and will be used in the final grade calculation.

## Pass/Fail

Students must achieve C level work to receive a passing grade for courses that are graded using a pass/fail scale. A grade of Pass (P) does not affect GPA, but does earn credit towards graduation requirements. A Fail grade (F) does affect GPA (0 GPA points) and does not count towards course nor graduation requirements.

## Credit Recovery

If a high school student repeats a course for an improved grade it must be the exact course. Credit from the previous course will be transferred to Pass/Fail and will follow the Pass/Fail grading scale. The repeated course will be included in a student's GPA and credit will be given only once. Transcripts from other schools will not be altered.

## Grade Point Scale

| Most Pinnacle Courses  | Advanced Placement (AP) Courses  |
|--|--|
| <ul style="list-style-type: none"> <li>o A = 4 GPA points</li> <li>o B = 3 GPA points</li> <li>o C = 2 GPA points</li> <li>o D = 1 GPA point</li> <li>o F = 0 GPA points</li> </ul>          | <ul style="list-style-type: none"> <li>o A = 5 GPA points</li> <li>o B = 4 GPA points</li> <li>o C = 3 GPA points</li> <li>o D = 2 GPA points</li> <li>o F = 0 GPA points</li> </ul> |
| Getting a "B" in an AP course is like getting an "A" in any other class on campus. AP courses carry more weight in the Pinnacle HS class rank (which determines valedictorian/salutatorian). |  |

## Concurrent Enrollment

The Pinnacle will use the grading scale as defined in a contract with the partnering school.

## Transfer Credits

Transfer credits are awarded if a student is receiving credit for a course they took outside of The Pinnacle. Transcript changes and additions need to be approved by the Principal and the Director of Curriculum. Transcripts from other schools will not be altered.

## Course Credit

Students receive credit for the courses in which they are **enrolled**. These courses appear on the transcript and report card. Semester courses are granted .50 credit each. Yearlong courses are granted 1.0 credit each. Credits accrue at the completion of the course.

## High School Graduation Requirements

### GRADUATION REQUIREMENTS – Class of 2016-2020

| <u>Required Credits</u>  |                     | <u>Required Courses</u>  |
|--|---------------------|--|
| English  | 4.0 credits         | Algebra I (and higher)   |
| Mathematics  | 4.0 credits         | Biology  |
| Science  | 3.0 credit          | Science Lab Classes 2.0 Credits  |
| Social Science   | 3.0 credits         | Life Science 1.0 Credit  |
| Physical Education   | 2.0 credits         | American History   |
| Electives  | 6.0 credits         | Government/Economics   |
| <b>Total</b>   | <b>24.0 credits</b> | 2.0 Credits in the same World Language   |
| Freshman must be enrolled in seven (7) courses per semester.<br>Sophomores must be enrolled in seven (7) courses per semester. |                     | Juniors must be enrolled in six (6) courses per semester.*<br>Seniors must be enrolled in five (5) courses per semester.*<br>*Must meet off period eligibility requirements. |

- 30 hours of Volunteer Service
- Select one of the criteria from the demonstrations of college and career readiness options.
- To earn credit, students must pass their courses with a “D” (60%) grade or higher

### GRADUATION REQUIREMENTS – Class of 2021-Beyond

In pursuit of its mission to educate students to attain superior levels of academic performance, the Board of Directors has established the following graduation requirements for students entering the 9<sup>th</sup> grade in the 2017-18 school year and each ninth grade class thereafter.

Beginning with the 2017-18 freshman class (scheduled to graduate in 2021), for a student to graduate from The Pinnacle Charter School, the following must be achieved:

1. Meet or exceed the state and school academic standards by completing the school’s minimum course and credit requirements, AND
2. Complete an Individual Career and Academic Plan (ICAP), AND
3. Demonstrate College and Career Readiness aligned to the adopted Colorado Academic Standards through one of the following:
  - a. Meet or exceed the cut score or criteria on a state-approved measure of College and Career Readiness in English and Math, OR
  - b. Complete the requirements and goals as listed on a student’s Individual Education Plan (IEP), English Language Learner Plan (ELLP), or Advanced Learning Plan (ALP), which may include modified content standards, AND
4. Complete 30 hours of Volunteer Service.

| PINNACLE CHARTER HIGH SCHOOL CREDIT REQUIREMENTS  |                  |  |  |
|---|------------------|--|--|
| Content Area  | Required Credits | Required Courses   | Notes  |
| English   | 4.0 credits      | Algebra I<br>Biology<br>American History, Government/Economics   | Science Lab Classes 2.0 Credits, Life Science 1.0 Credit<br><br>2.0 Credits in the same World Language |
| Mathematics   | 4.0 credits      |  |  |
| Science   | 3.0 credit       |  |  |
| Social Science  | 3.0 credits      |  |  |
| Physical Education  | 2.0 credits      |  |  |
| World Language  | 2.0 credits      |  |  |
| Electives   | 6.0 credits      |  |  |
| Total   | 24.0 credits     |  |  |
| Freshman must be enrolled in seven (7) courses per semester. Sophomores must be enrolled in seven (7) courses per semester. |                  | Juniors must be enrolled in six (6) courses per semester.*<br>Seniors must be enrolled in five (5) courses per semester.*<br>*Must meet off period eligibility requirements. |  |
| Credit is awarded for courses passed with a ‘D’ (60%) grade or higher.  |                  |  |  |

## Units of Credit

Graduation from Pinnacle Charter High School is achieved through earning of credits as specified in this policy. Credits for all high school courses are awarded on a “unit of credit” basis. One “unit of credit” is equal to a year of instruction. Students are awarded credit for courses passed with a ‘D’ grade or higher in which they are enrolled. Semester courses are granted .5 credit each. Year-long courses are granted 1.0 credit each. Credits accrue at the completion of a course.

## Transfer Credit from Other Institutions, Home-based Programs, Independent Study, and Middle School Credit

Students entering from outside the school must meet the school’s graduation requirements. Transcripts must be submitted to Pinnacle Charter School to the Registrar. The Pinnacle Charter School reserves the right to review transcripts and determine credit to be granted for course work when a student enrolls. Credit will not be awarded for course work for which the previous high school has not granted credit. Transcripts from other schools will not be altered.

Pinnacle Charter School shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with Pinnacle requirements and academic standards, the school may require submission of the student’s work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, The Pinnacle Charter School may administer testing to the student to verify the accuracy of the student’s transcripts. The school may reject any transcripts that cannot be verified through such testing.

Students who wish to obtain credit from outside institutions or programs, work experience, independent study, work based study, or certification programs must meet the unit competencies appropriate to the credit type.

High School credit may be awarded to middle school students for courses taken during middle school years provided that at least one of the following conditions are met. Middle school classes validated for high school credit will be designated as such on a student's transcript.

- Students take the class at The Pinnacle Charter Middle School
- Students take the course as part of an Advanced Learning Plan
- The course taken at the middle school is of the same level of course rigor as high school, validated and approved by the Curriculum Director

### Credit for Participating in Athletics

A student may receive .5 Physical Education credits per one completed Varsity-level Athletic season. To be eligible, students must retain their athletic eligibility and submit a Credit for High School Varsity Athletics form. Students may receive up to two semester credits (1.0 total credit) for Varsity-level Athletic participation.

### INDIVIDUAL CAREER AND ACADEMIC PLAN (ICAP)

ICAP is a multi-year process beginning in 9<sup>th</sup> grade that includes a career planning, guidance and tracking component, and portfolio with postsecondary and career goals. Students are required to participate in and successfully complete the ICAP process.

### DEMONSTRATIONS of COLLEGE and CAREER READINESS

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Mathematics. The Board has selected its own measures from these state graduation guidelines.

Students must complete at least one of the following measures.

1. Demonstrate postsecondary workforce readiness from an approved menu of College and Career ready options. Students must meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in each of the content areas: English and Mathematics.

**Students** must demonstrate college or career readiness in English and math based on at least one measure.

| ACCUPLACER  |                          |
|---|--------------------------|
| English   | Math                     |
| 62 on Reading Comprehension   | 61 on Elementary Algebra |
| ACCUPLACER is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student's academic background, goals and interests, are used by academic |                          |

| Pinnacle Capstone Project  |   |
|--|---|
| English  | Math                                    |
| Completion of District Capstone Project  | Completion of District Capstone Project |
| Colorado Charter School Institute and School Team developed criteria to be approved beginning 2018-2019 school year. |   |

advisors and counselors to place students in a college courses that match their skill levels.

| ACT   |                |
|---|----------------|
| English   | Math           |
| 18 on ACT English   | 19 on ACT Math |
| ACT is a national college admissions exam. It measures four subjects - English, reading, math and science. The highest possible score for each subject is 36. |                |

| SAT   |      |
|---|------|
| English   | Math |
| 430   | 460  |
| The SAT is a college entrance exam that is accepted or required at nearly all four-year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800. |      |

| Concurrent Enrollment   |  |
|---|--|
| English   | Math   |
| Passing grade per district and higher education policy  | Passing grade per district and higher education policy |
| Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit. A passing grade is determined by district and higher education policy for concurrent enrollment. An eligible concurrent enrollment course is 1) the pre-requisite directly prior to a credit-bearing course or 2) a credit-bearing course. |  |

| ASVAB   |      |
|---|------|
| English   | Math |
| 31  | 31   |
| The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military. |      |

2. Demonstrate postsecondary workforce readiness from an additional approved menu of College and Career ready options for Exceptional Students and English Language Learners.

Special education students, gifted students, and English Language Learners will be provided multiple pathways to demonstrate competency and earn a diploma through the use and attainment of one or more of the following:

- A. Completion of the requirements and goals as listed on a student's Individual Education Plan (IEP)/504, which may include modified content standards.
  - a. As appropriate, use the same competency measures and demonstrations that provide meaningful and rigorous options for non-special education students.
  - b. Adapted college and career demonstrations necessary to earn a standard high school diploma to accommodate for students with disabilities.
  - c. Individualized, standards-based Transition Individualized Education Plans (IEPs)/504s that move the students toward identified postsecondary goals and competencies.
    - i. Industry standards, military standards, college entrance requirements and/or Colorado Academic Standards as described in students' Transition IEPs.
  - d. Extended Evidenced Outcomes (EEOs) when appropriate.

- B. Completion of the requirements and goals as listed on a student's Advanced Learning Plan (ALP), which may include modified content standards.
  - a. As appropriate, use the same competency measures and demonstrations that provide meaningful and rigorous options for general education students.
  - b. Individualized, standards based Advanced Learning Plans (ALPs) that determine the timeline for graduation and appropriate coursework that may include a blend of concurrent enrollment and/or early exit as well as career-related internships or opportunities.
  - c. The school may offer opportunities for gifted students to demonstrate proficiency toward completion of graduation requirements prior to the typical four-year high school program as appropriate.
- C. Completion of the requirements and goals as listed on a student's English Language Learner Plan (ELLP), which may include modified content standards.
  - a. As appropriate, use the same competency measures and demonstrations that provide meaningful and rigorous options for general education students.
  - b. Individualized, English Language Development Plans (ELDPs) that outline the requirements and goals for college and career readiness, which may include modified content standards.

## **Volunteer Service**

Students must complete and have documented 30 hours of volunteer service. Volunteer service is defined as providing a service with a 501(c)(3) non-profit organization. Service hours accrue beginning with a student's first semester in 9<sup>th</sup> grade through May 1<sup>st</sup> of the senior year.

If a student has demonstrated volunteer service through another avenue, the principal or the principal's designee may determine that the demonstrated volunteer service hours are acceptable to meet the school's graduation requirement.

## **Student Progress toward Graduation**

The high school principal shall assign appropriate personnel to assess and inform students annually of their individual progress toward completion of graduation requirements.

## **Exceptions to the Board's Requirements**

If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy but is included in the state graduation guidelines the principal or the principal's designee may determine that such assessment or other measure is acceptable and meets the school's graduation requirements.

## **Early Graduation**

The Board believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students are ready for postsecondary education or other opportunities at an earlier age. Therefore, the principal may grant permission to students wishing to graduate

early, provided the student has met all Pinnacle Charter School graduation requirements in accordance with this policy.

Students and parents are responsible for assuring that all graduation requirements are met prior to graduation day. Consistent contact with counselors, teachers, and administrators throughout the course of senior year is encouraged to ensure that students are on track to complete all graduation requirements. Under no circumstances will students who do not satisfy all graduation requirements be permitted to participate in the graduation ceremony.

## **K-12 Physical Education Requirement Exemption**

Exceptions for Physical Education will be made for children who have temporary or chronic conditions which would be adversely affected by exercise or climatic conditions. If your child has a chronic condition for which exceptions should be made, this should be noted on the registration form and confirmed documentation must be provided.

## **Credit for Participating in Athletics (High School)**

A student may receive .5 Physical Education credits per one completed Varsity-level Athletic season. Students must retain their athletic eligibility and submit a Credit for High School Varsity Athletics form to qualify for credit. Students may not receive more than two semester credits (1.0 total credit) for Varsity-level Athletic participation.

## **K-12 Academic Awards**

**Blue Ribbon Honor Roll** – Students who maintain a **4.0 Grade Point Average or above** during a full academic school year semester qualify for the Blue Ribbon Honor Roll.

**Gold Honor Roll** – Students who have a **3.6-4.0 Grade Point Average** during first or second semester qualify for the Gold Honor Roll.

**Silver Honor Roll** – Students who have a **3.0-3.5 Grade Point Average** during the first or second semester qualify for the Silver Honor Roll.

## **Graduation with Honors**

A student earns the right to graduate with honors if they have 24 credits and a Grade Point Average of 3.5 or higher.

## **Academic Lettering Requirements**

Lettering is available for 9-12 grades. A Grade Point Average (GPA) of 3.7 for 2 consecutive grading semesters (obtained only through The Pinnacle High School) is required to obtain an academic letter. Letters are awarded in the fall semester for the previous four quarters accomplished in the preceding year.



## **Valedictorian/Salutatorian Requirements**

The student with the highest GPA through the 4th quarter of their Senior Year will be chosen as the Valedictorian. If two or more students have equal GPAs, the student with the greatest number of Advanced Placement (AP), Concurrent Enrollment, and Honors courses shall be named Valedictorian. The student with the second highest GPA through the 4th quarter of their senior year will be chosen as the Salutatorian.

## **Extra-Curricular Activities**

### **Clubs and Other Extra-Curricular Activities**

Each school level offers extra-curricular activities for students. Please contact the Elementary, Middle or High School for more information.

## **High School National Honor Society**

Sophomores, Juniors, and Seniors who have attended the Pinnacle High School for at least one full semester before the current school year with a cumulative GPA of 3.5 or higher and no major discipline referrals on their record are eligible to apply for selection into the National Honor Society (NHS). Selection is based on four areas of evaluation: scholarship, leadership, service, and character. Students will be evaluated by a 5-member Faculty Council, appointed by the principal. NHS will be advised by a teacher, who participates on the Faculty Council as the sixth, nonvoting member. For more information, contact the principal or the faculty advisor.

## **Student Council**

Student Council is the official representative of the student body. The Student Council has a teacher sponsor to discuss school-related concerns and activities. Both the Middle School and High School Student Council offer student council participation.

Students must maintain at least a 2.0 GPA with no letter grades of D or F to be eligible for Student Council and must have no major disciplinary referrals. Should the Student Council member receive a disciplinary referral, he/she will be removed from the Student Council and the student alternate will become the Student Council representative.

## **Assessment Program**

All students attending The Pinnacle Charter School are required to participate in all State, Charter School Institute, School, and teacher assessments. The information from assessments allows parents, students, and educators to monitor progress and performance of both individual and groups of students, as well as make decisions regarding the design and implementation of instruction.

Assessment and testing results will be shared with parents and students throughout the year, especially during Parent /Teacher Conferences. **It is important that families understand the testing information and results which are sent home.** If you have questions, contact your student's teachers or the school administration. For more information about assessments at Pinnacle, please contact the Assessment Department at [assessment@pinnaclecsi.org](mailto:assessment@pinnaclecsi.org).

Why is testing information important for families?

- Assessment results can tell you how your student is **achieving in comparison** to other students in the same grade across the state.
- Assessment results can tell you how much **academic growth** your student has made, or how they have progressed academically both during the school year and through the grades.
- Results on performance measures, including teacher-made tests, tell you how well students can **use and apply what has been learned**.
- Testing information will **tell you how you can help your student at home**. It can provide information on your student's academic strengths, as well as areas where more work is needed.
- State-mandated assessment programs provide **accountability to parents and the community**.

### Paper-Based Testing Policy

It is the policy of the Pinnacle Charter School to administer tests online to students during the State, CSI and School required testing to the extent possible given the time, equipment, technology, staff, and space requirements for the testing. <Note: This policy was reached after consulting with parents and is posted on our school's website.>

### Parent Refusal Policy

The use of data and state standards is integral to our Mission of providing students with opportunities to attain superior levels of academic performance. The information from assessments allows parents, students, and educators to monitor progress and performance of both individuals and groups of students, as well as make decisions regarding the design and implementation of instruction.

To ensure that we continue to implement The Pinnacle's Mission, it is our intention that all enrolled students participate in State assessments that fulfill Federal guidelines. These currently include CMAS Science and Social Studies assessments, PARCC ELA and Math assessments, and the state 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade assessments. **The ACCESS and READ Act assessments do not apply to this policy.** The Pinnacle Charter School is subject to the Federal government requirement that 95% of the students participate in testing.

Process for Electing to Opt Students Out of State Testing:

1. In the event that parents/guardians elect to opt their students out of these assessments (except for ACCESS and READ Act assessments), a printed letter/form must be provided to the student's teacher which includes the following details:
  - the Student's name,
  - the name of the test and which subject units,
  - reason for opting out of the assessment,
  - Parent/Guardian's name & Signature,
  - Parent/Guardian's contact information
2. Teachers will be responsible for collecting these letters/forms and passing them on to the schools' Principals. Principals will forward all refusal letters to the Assessment Department to ensure that (1) all original refusal letters will be securely filed to safeguard student privacy; (2) test materials are not distributed to these students at any time during the testing window; and (3) on each day of the testing window, the Assessment Department will cross-reference attendance rosters against a record of those students whose parents provided refusal letters to guarantee the student is not assessed.

The Pinnacle Charter School will not provide alternative in-school activities on scheduled testing days for students whose parents submit a refusal letter.

3. Neither students nor parents/guardians will be discriminated against nor will they incur any negative consequences including (but not limited) fines or fees or prohibition from participating in any in-school or extracurricular activities due to their refusal to participate in these assessments.
4. All refusal letters submitted during the any school year will only pertain to state assessments administered during that school year.

As part of our continual commitment to utilize all assessment data to drive curriculum development, staff members of The Pinnacle Charter School are not permitted to engage in any activities that discourage a student from taking any portion of the CMAS, PARCC or college preparatory/entrance assessments.

## Assessment Information

Pinnacle students take several different types of assessments during a school year. Information on some of the assessments is below.

**In general, cell phones are not allowed during Pinnacle assessments. Phones will be collected before the assessment and returned after the assessment is completed.**

| <b>Colorado Measures of Academic Success (CMAS) – March, April, May</b>                          |  |   |   |
|--|--|---|---|
| Why  | Uses   | Content   | Grade Level   |
| CMAS is required by the State and tells us how much students have learned in core content areas. | CMAS assessments ensure that the school and teachers are accountable for student learning. The results of the assessments are used to identify students who may benefit from additional support. | Reading, writing, math, science, and social studies | Grades: 3-11 (reading, writing, math)<br>Grades: 5, 8, 11 (science)<br>Grades: 4,7 (social studies) |

| <b>ACCESS for ELLs and the W-APT/WIDA Screener (English Language Learners)–January</b>  |   |   |              |
|---|---|---|--------------|
| Why   | Uses  | Content                                   | Grade Level  |
| A required assessment for students learning English and tells us how much progress students have made in acquiring English language skills. | These assessments ensure that teachers and the school are accountable for student's progress in learning English. The results of the assessment are used to identify materials to support these students and if additional supports are needed. | Listening, speaking, reading, and writing | Grades: K-12 |

| <b>READ Act – Beginning, Middle, and End of school-year</b>   |  |         |   |
|---|--|---------|---|
| Why   | Uses   | Content | Grade Level   |
| This is a State required reading assessment for the Reading to Ensure Academic Development Act. Pinnacle uses the DIBELS assessment to meet this requirement. | These assessments ensure that teachers and the school are accountable for student's progress in reading development. The results of the assessment are used to identify students who need additional support or may have reading difficulties. | Reading | Grades: K-3(All students required by State)<br>Grades:4-5 (Students who need support)<br>Grades: 6-12 (Students who need support) |

| <b>Interim Assessments – Beginning, Middle, and End of school-year</b> |   |                                     |              |
|--|---|-------------------------------------|--------------|
| Why  | Uses                                      | Content                             | Grade Level  |
| These assessments tell teachers and students how                       | Teachers use this information to gauge if | Reading, writing, math, and science | Grades: K-12 |

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|   |  |
|---|--|
| well they are progressing on core content material. | students are ready for the next level of instruction or if content standards need to be re-taught. Students receive information on how they are progressing. |
|---|--|

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### Teacher Tests – Throughout the school-year

| Why  | Uses  | Content                                | Grade Level  |
|--|---|--|--------------|
| These tests may be designed by the teacher or may be part of the curriculum being taught. They are used to grade students on the progress made in the classroom. | Students receive direct feedback on progress from teachers from these tests. Teachers use the results of these tests to determine if content is mastered or needs to be retaught. | All Pinnacle content areas and classes | Grades: K-12 |

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## Athletics

Any questions concerning a specific sport, practice, lettering requirement, etc., should be discussed with the head coach of that sport. Eligibility, financial, and athletic-check in questions should be discussed with the Athletics Director.

All athletes participating in high school and middle school sports must return all required forms to their coach and pay fees to the Business Office. The necessary forms are available in the attendance office and on the PCS website. All athletes must comply with the following to participate in the high school athletics program:

1. Must be an undergraduate of the Pinnacle or any other public school not participating in athletics. Students who are not registered at the Pinnacle and are participating in athletics will be expected to abide by all rules, dress codes and behavior codes outlined in Pinnacle policy.
2. Must be enrolled in and attending classes which offer a minimum of 2.5 Carnegie Units of credit during the semester he/she is participating and the previous semester. If an athlete drops his/her class load to less than the equivalent of 2.5 credits, he/she immediately becomes ineligible. (High School only)
3. Cannot be failing any classes after a two week period (High School only). Cannot be failing any of the four core subject classes (Middle School only). Please note: absences, including excused absences will be marked as zeros and; therefore, will affect eligibility status.
4. Must have read and signed the Pinnacle Authorization for Athletic Participation form.
5. Must have a physical examination from a practicing physician, physician assistant or nurse practitioner within the last calendar year. Physicals are good for one calendar year.

6. Must have a permission form signed by parent/guardian giving authorization to participate in the athletic program and indicating coverage by an insurance plan. You will be required to sign a waiver if you do not have insurance coverage.
7. Must not have turned 19 before August 1<sup>st</sup>
8. Cannot participate in more than four seasons in any one sport during their high school career. The period for eligibility for a high school athlete shall be limited to eight consecutive semesters (if he/she begins high school as a 9<sup>th</sup> grader). (High School only)
9. Should an athlete wish to participate in a sport that is not offered by The Pinnacle at another school, he/she needs to receive permission from the Athletics Director. (High School only)
10. All student athletes must arrive on time and attend all classes the day of an athletic activity (game or practice) in order to participate. Absences due to a doctor appointment, court appearance, or other legitimate reasons need to be cleared by the Athletics Director. Any unexcused absence from any class by the end of the school day makes the participant ineligible to participate on that day.
11. If student is serving a suspension for discipline, he/she shall not participate in athletics until they have regained status as a student (e.g. a student suspended on Friday from school, cannot participate in athletic contests until he/she regains student status the day following their suspension).
12. Any athlete with an injury seen by a physician must have a release form signed by that Physician prior to resuming practice and competition.

It is the athletes' responsibility to know and understand all rules regarding eligibility. If an ineligible player participates on a Pinnacle team in any athletic contest(s), the contest(s) must be forfeited according to the league and state association rules.

## Lettering in Athletics

Lettering is available for high school students participating in varsity sports. See the Handbook for Student Athletes and Their Parents for the criteria ~~of~~ for lettering.

## Athletic Participation Fees

Students who participate in two or more sports during a school year or families with more than one student participating in sports during a school year qualify to pay the discount fee. All fees are due by the first competitive contest for the student to participate. If fees are not paid, the student may be dropped from the team.

### Discounts:

| Sport         | Amount    | Multiple Sports    | Reduced Lunch Free Lunch |
|---------------|-----------|--------------------|--------------------------|
| Varsity/JV    | \$ 150.00 | \$125.00 per sport | \$75.00                  |
| Middle School | \$ 75.00  | \$50.00 per sport  | \$37.50                  |

\*Students participating in cheerleading are expected to pay for their uniforms.

### Fees For Unreturned Uniforms and Equipment (no discounts apply):

|                        |           |
|------------------------|-----------|
| Varsity/JV Football    | \$ 250.00 |
| Varsity/JV Other       | \$ 150.00 |
| Middle School Football | \$150.00  |
| Middle School Other    | \$ 75.00  |

Equipment and uniforms are checked out at the beginning of the season. All items checked out must be returned. Full fees may be applied for any one item that is not returned. If fees for missing uniforms or equipment are not paid, the student may be withheld from participation in future sports.

## Athletic Fee Refund Policy

| Criteria   | Amount |
|--|--------|
| a) Cut from the team by coach  | 100%   |
| b) Quits the team or declared ineligible for semester:                                     |        |
| • Day 1- 5 of practice   | 100%   |
| • Day 6 of practice to first sanctioned, competitive contest (scrimmage)                   | 50%    |
| • After the first sanctioned competitive contest (scrimmage)                               | 0%     |
| c) Injuries or illness (serious) that will eliminate the athlete for the entire season.    |        |
| Written diagnosis by a physician will be required.   |        |
| • Day 1 of practice to the day of the first sanctioned, competitive contest (scrimmage).   | 100%   |
| • After the first sanctioned, competitive contest to the middle of the competitive season. | 50%    |
| • After the mid-season contest   | 0%     |

d) Dropped for disciplinary reasons 0% (no exceptions)

e) Transfers out of the building:

- Day 1 of practice to the day of the first sanctioned, competitive contest (scrimmage) 50%
- After the first sanctioned, competitive Contest (scrimmage) 0%

## Drug and Alcohol Zero Tolerance Policy

The use, possession or possession with intent to distribute and/or distribution of alcohol, drugs, drug paraphernalia, and tobacco are strictly prohibited. The consequences for possession, use, distribution, and/or being under the influence of alcohol, tobacco, illegal drugs are as follows:

- Referral to Assistant Principal (if incident occurred on school property or at a school sanctioned event).
- A meeting with parents, Dean, Administration, and coaches will be called by the Athletic Director.
- Immediate suspension or possible expulsion based upon the severity of the infraction.
- Police will be notified and an official report will be written.

## Summer School

Summer School is offered to students in grades K-5 to develop and strengthen basic skills. Middle School offers a summer “Kick Start” program. The “Kick Start” Program will provide new 6<sup>th</sup> grade students with the opportunity to learn about the academic and behavior expectations of middle school. They will also have a chance to meet with the Middle School Principal, along with other staff. Credit Recovery for High School students will be at the students request and expense.

# General Information

## Arrival and Departure for Grades K-8

The Pinnacle is not legally responsible for unsupervised students in grades K-8 prior to 8:00 a.m. or for unsupervised students in grades K-8 after 3:25 p.m. Students in the school building after 3:20 p.m. will be sent to the before and after school program (The Cubs’ Den). Parents will be charged for the Cubs’ Den if they continually pick up their student after 3:25 PM

**Students in grades K-8<sup>th</sup> will be supervised by staff from 8:00 a.m. until school begins at 8:15 a.m. They can begin entering the building at 8:00 a.m.** Once students arrive, they must remain on the school grounds in the designated areas, unless directed otherwise by an adult supervisor. Students will be allowed to enter the building in the event of inclement or cold weather. **There will be no adult supervision until 8:00 a.m.;** therefore, students may not be dropped off at The Pinnacle prior to 8:00 a.m. If you drop off your K-5 student after 8:25 a.m., you must sign them in at the Front Office. If your work or transportation situation requires you to have your student



here prior to 8:00 a.m., a before and after School program (The Cubs' Den) is available on-site at The Pinnacle for your daycare needs. Please contact the Cubs' Den program Director for information about registration and fees. **Students are not supervised after 3:30 p.m.** Parents must arrange to have their child/children picked up before 3:30 p.m. Likewise, **The Pinnacle does not provide supervision for children that are not enrolled in athletics in the gym area.** Students who are not enrolled in athletics that are in the gym area, or inside the school building, after 3:45 p.m. may be **referred to the Federal Heights Police Department and/or Social Services.**

## Arrival and Departure for High School Students

The Pinnacle is not legally responsible for unsupervised students prior to 7:00 a.m. or for unsupervised student after 2:25 p.m. (1:25 p.m. on Thursdays) unless participating in an after school event.

Students are not allowed in the building any earlier than 6:40 a.m. unless accompanied by an adult. Once students arrive, they must remain on the school grounds in the designated areas, unless directed otherwise by an adult supervisor. Students will be let into the school in the event of inclement or cold weather. **Students are not supervised after 2:40 p.m.** Parents must arrange to have their child/children picked up before 2:40 p.m. Likewise, **The Pinnacle does not provide supervision for children that are not enrolled in athletics in the gym area.** Students who are not enrolled in athletics that are in the gym area, or inside the school building after 2:40 p.m. may be **referred to the Police Department and/or Social Services.**

## Early Departure

**All persons picking up students during school hours must be on the school information list.**

In an effort to minimize the number of interruptions into the classrooms, parents must call the school's early release line no less than two hours in advance. Parents will need to leave the following information to place an early release request:

1. Student Name, Grade and Teacher's Name
2. Reason for leaving early
3. The time they will be picked up and time they will return
4. Name of the caller – must be parent or guardian
5. Contact Number

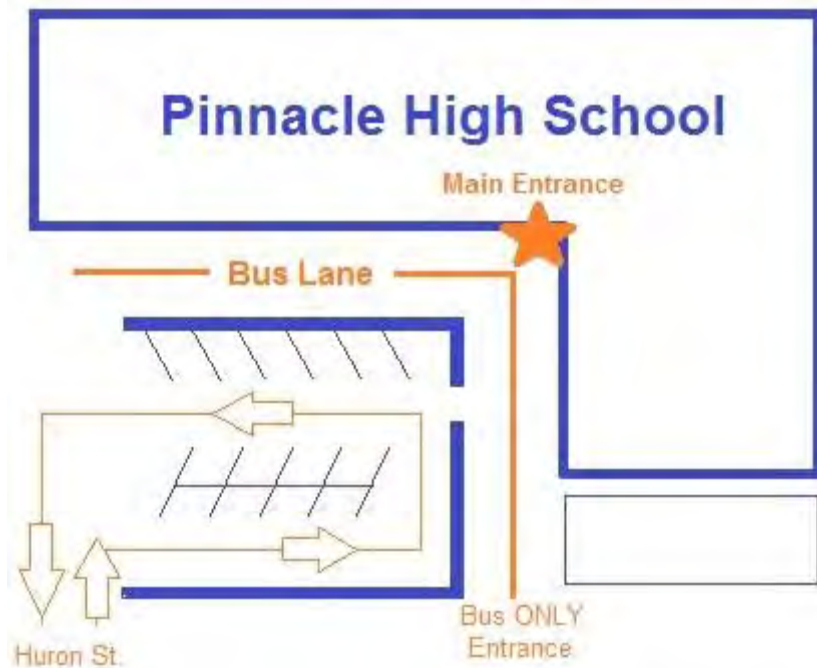
The teacher will try their best to have your student ready to leave upon your arrival. Students must report to the front office before leaving the building and parents must present valid ID and sign the student out.

To maximize end-of-the-day classroom instruction, students in grades K-8 will not be released after 2:30 p.m. **without prior arrangement. Students age nine years and older may pick up a younger sibling at dismissal time. All K-5 students must be accompanied by an adult when walking within the parking garage.**

All students and children must be accompanied by an adult when picking up students and walking within the parking garage.

The arrow on the map show the traffic flow for those entering the campus from Huron Street and from 84<sup>th</sup> Avenue.

## High School Parking and Traffic Pattern



All High School Students must be dropped off by 7:00 a.m.

## Public Transportation Information

For information on RTD transportation, call (303) 299-6000 or (303)299-6089. Their web site is [www.RTD-Denver.com](http://www.RTD-Denver.com). RTD does charge for this transportation.

## Bus Service

The Pinnacle operates bus service for the convenience of students and their parents. For information about routes, call 303-450-3985 Ext. 1015 or visit the school website. It will be located at [www.thepinnacleweb.org](http://www.thepinnacleweb.org) on the Transportation page. If your student takes the wrong bus after school or is not dropped off when expected, call 303-591-0599.

***Bus riding is a privilege NOT a right.*** All students and parents are required to sign an agreement about bus behavior. Violation of this agreement will result in revocation of Bus Riding Privilege.

It is mandatory that all K-2 grade students have a parent/guardian to be at the bus stop to put them on and take them off the bus.

## Bus Fee

An annual bus registration fee of \$175 per student will be charged for those riding Pinnacle busses payable before the beginning of the school year. A fee of \$50 per student per bus will also be assessed for every additional route requested. However, if your student is approved for Free or Reduced lunch The Pinnacle will adjust the fee accordingly. The Pinnacle Charter School will continue to waive the transportation costs for homeless students, foster students, and students who have transportation as a related service on their IEP. Please see the schedule below for transportation fees:

- The base fare for the school transportation is per student \$175.00 and \$50.00 for an additional stop. If you have 4 or more students riding the bus, the base rate will be capped at \$700.00 and \$200.00 for an additional stop.
- Students qualifying for reduced lunch will be charged \$87.50 per student and \$25.00 for an additional stop. If you have 4 or more students riding the bus, the base rate will be capped at \$350.00 and \$100.00 for an additional stop.
- Students qualifying for free lunch will be charged \$0.00 per student and \$0.00 for an additional stop.

The bus fee must be paid in full prior to your student riding, unless you have established a payment plan with the Business Office. The 2017-18 Free or Reduced Applications will be available July 1st at <https://www.pinnaclesfa.org/>. When applying or reapplying for Free or Reduced lunch please be sure to contact the Business Office to have the information updated.

## Bus Passenger Code of Conduct

Colorado Law does not require schools or school districts to transport public school pupils to and from school (22-32-113, Colorado Revised Statutes, 1973.) **Therefore, riding the bus is a privilege.** A student will lose bus riding privileges for the rest of the year if he/she receives three major bus referrals (SEE BELOW.) Your understanding, cooperation and support in helping to maximize the “safety” of all students while on a school bus is required. The following rules and regulations exist which promote and help assure the safety of each student while in transit.

**THE BUS DRIVER IS IN FULL CHARGE OF THE BUS AND ITS PASSENGERS. STUDENTS MUST OBEY THE INSTRUCTIONS OF THE DRIVER WITHOUT ARGUMENT.**

If your student receives ONE major bus referral he/she will be suspended from riding the bus for a minimum of ONE WEEK. If he/she receives THREE major bus referrals over the course of the school year, they will lose bus riding privileges for the remainder of the school year. A major bus referral consists of the following infractions:

1. **Fighting** - (Depending on severity could result in expulsion from bus)
2. **Abusive/Disrespectful Conduct to the Bus Driver and/or Others**
3. **Endangering Safe Operations** (Depending on severity could result in expulsion from bus)
4. **Destruction of Property**
5. **Throwing Objectives In/Out of the bus.**
6. **Use of Tobacco-based Products, Drugs or Alcohol**

If your student receives ONE minor bus referral he/she will be suspended from riding the bus for a minimum of ONE DAY. THREE minor bus referrals are equivalent to ONE major bus referral. If a student receives NINE minor bus referrals over the course of the school year, the student will lose their riding privileges for the remainder of the school year. A minor bus referral consists of the following infractions:

1. **Leaving the Seat while the Bus is in Motion**
2. **Excessive Noise**
3. **Failure to Keep Arms, Head, Feet, etc. Inside the Bus**
4. **Littering on the Bus**
5. **Eating, Chewing Gum, or Drinking on the Bus**
6. **Using Profanity**
7. **Exhibiting or Using a School Issued iPad/ChromeBook on the Bus**

Please discuss the following conduct procedures for school bus passengers with your child.

1. Only students and school personnel regularly assigned to the bus for a particular route or excursion shall be allowed to ride in a school bus unless special permission is granted by the school official in charge. Only K-8 students will be allowed to ride K-8 buses – **NO HIGH SCHOOL STUDENTS WILL BE PERMITTED TO RIDE THE K-8 BUSES.** Middle school and high school students must show, upon request, proper identification to ride a school bus.

2. Arrive at the stop **FIVE MINUTES** prior to the scheduled time to ensure that the bus does not leave you. NO matter how late the bus may be, due to unforeseen circumstances, all stops will be made in their pre-arranged order.
3. While at a bus stop or pick-up point students must:
  - a. Conduct themselves in an orderly manner. No disturbances of any type (i.e. fighting, assault, throwing things, vandalism etc.)
  - b. Avoid littering.
  - c. Respect private property.
  - d. Stay out of the street
4. Students shall take seats promptly after boarding the bus. Seats cannot be reserved. Should the driver or bus assistant assign a student to a specific seat, the student must comply. Students will remain seated while the bus is in motion. All carry-on items **MUST BE ABLE TO FIT ON THE STUDENTS LAP**. Large items must be transported by other means.
5. Students shall not open or close windows or emergency doors except when asked to do so by the driver or bus assistant. Students must keep arms and head inside the bus at ALL times.
6. **STUDENTS WHO EXIT FROM A BUS MUST NEVER WALK BEHIND THE BUS.** Students must obey all traffic controls for street crossing. If students must cross in front of a bus, they must do so approximately 10 feet in front of the bus.
7. Students are encouraged to report to the driver or bus assistant any damage to seats or other parts of the bus. If a student causes damage to the bus, that student/family will be required to make payment for that damage, as well as be subject to appropriate discipline.
8. Should a student persist in violating any of these rules and regulations, the driver or the bus assistant will refer the incidents to the Transportation Supervisor. The student will receive consequences according to the severity of the offense; up to and including suspensions from the bus and/or terminations of bus riding privileges.

*PARENTS PLEASE NOTE:* The period of time your child is on a bus is considered an extension of the school day and, as such, subject to the rules of the school. Any conference to be held between the bus driver and parent because of disciplinary problems will be held *at the school* with the principal or designee.

*PARENTS PLEASE NOTE:* Parents engaging bus drivers in an abusive manner will result in your child's/children's loss of bus riding privileges and may result in criminal charges. If you have a bus concern or related issues please contact Andrea Myer-Pemle (Transportation Manager) at (303) 450-3985 x 1015 or Bill Rosell (Facilities Director) at (303) 450-3985 x 1016.

*PARENTS PLEASE NOTE:* Impeding students and faculty is unlawful. It is a Class 3 misdemeanor for a person, through the use of force or violence, coercion, or intimidation, to disrupt students, faculty or administration in their educational activities.

*PARENTS PLEASE NOTE:* In 1996, the Governor of Colorado signed into law House Bill 1361, which allows anyone who assaults passenger or drivers of a school bus to be charged with a Class 3 felony.

## **Fire and Emergency Drills**

Fire, Tornado and Emergency drills will be conducted throughout the year.

## **Fundraising**

All fund-raising must be pre-approved through the **Building Principal**. Non-school fund raising is not allowed on school property.

## **Inclement or Severe Weather/School Closing**

**Please send students dressed for weather conditions.** All major radio and television stations will be advised of school closure. There will be an announcement for Pinnacle closure or delayed start. **It is imperative that phone numbers and email contact information be kept updated in the school information system. This system is the source used for all emergency contacts.**

## **Lost Items and Items of Value**

The school is not responsible for lost items. Please leave valuables (skateboards, electronics, etc.) at home and mark all clothing and personal items so that they may be returned to your child if misplaced.

Items of value or large amounts of cash should not be brought to school. The school assumes no responsibility if money or items are lost or stolen. Cellular phones, if brought to school, must be turned off during school hours. Students may not use skateboards or wheelies at any time on school property.

## **Lunch Program and Pinnacle Food Service**

Children need healthy meals to learn! The Pinnacle Charter School offers healthy meals to all students every school day. As part of the National School Lunch Program (a USDA program), your student(s) may qualify for free or reduced priced lunch. To apply for free or reduced lunch, please visit [www.pinnaclesfa.org](http://www.pinnaclesfa.org) to apply online or pick up a paper application from the front office. If you have any questions, please contact the Nutrition Services Director at (303) 450-3985 x1136.

## **Guidelines for Students during Meal Times**

- Book-bags and backpacks are not allowed in the serving line.
- If you need a jacket, please bring it to the cafeteria. Students will not be able to return to their classroom for forgotten items during meal times, as classrooms will be kept locked during lunch.
- Please leave your table and eating areas clean, just like you would at home!
- Students will be supervised during meals times. At the appropriate time, a supervising adult will direct students to a different supervised activity.
- Hot water and microwaves are not available to students. We apologize for any inconvenience this may cause.
- Students who are caught stealing from the cafeteria will be sent to the Assistant Principal and punishment will be determined by the Dean.

### Lunches Brought from Home

Parents who wish to drop off lunch may do so at the front office. Please visit the front office for specific instructions for your student's grade level.

### Breakfast after the Bell

We are proud to offer **FREE breakfast** to ALL students in grades K-12, regardless of their free reduced eligibility. Breakfast is served from 7:45-8:20 am daily, so that students may still receive breakfast after they are considered 'late' for school.

If students have unopened, uneaten food items like milk, whole, fruit, packaged muffin, etc. that they do not want to eat, they may leave them at the Share Table on their way out of the cafeteria. Students who are still hungry may take these items from the Share Table. This is an effort to reduce food waste, and items are available on a first-come, first-serve basis.

### Meal Prices

| Grade Category | Free | Reduced | Paid   |
|----------------|------|---------|--------|
| Breakfast      |      |         |        |
| K-5            | Free | Free    | Free   |
| 6-8            | Free | Free    | Free   |
| 9-12           | Free | Free    | Free   |
| Lunch          |      |         |        |
| K-5            | Free | Free    | \$2.75 |
| 6-8            | Free | \$0.40  | \$2.75 |
| 9-12           | Free | \$0.40  | \$2.75 |

Milk: \$0.50

Extra Entrée: \$2.00

A la Carte snack items available at varying prices.



## Lunch Loan Policy

Breakfast is offered free of charge to all Elementary and Middle School Students. Students at the Elementary and Middle School level may charge lunch meals up to a total dollar amount of \$13.75. Lunch loans are not allowed on a la carte items. The \$13.75 loan limit applies regardless of student eligibility status.

These lunch loans are to be repaid immediately, as the Pinnacle Nutrition Services Department will not be able to extend further credit beyond the \$13.75 loan. Once your students account balance becomes negative, you will receive an automated phone call reminder each day until the loan amount has been paid. In order to ensure that no student goes throughout the day without food, any student who has reached the \$13.75 loan limit will be provided an alternate lunch until their lunch loan has been paid. If the use of alternate lunches becomes an issue, the Nutrition Services Director and Principle will be contacted to assist in resolving the problem.

If you would like to place a restriction or note on your student(s) lunch account (for example, student may not purchase a la carte items), please contact the Nutrition Services Department at (303) 450-3985 x1136.

Payments can be made in the lunch line (cash or check), in the Nutrition Services office located in the cafeteria (cash or check), or online (electronic check or credit card) at [www.MySchoolBucks.com](http://www.MySchoolBucks.com). \*\*If a payment is made on MySchoolBucks.com, you may be charged a transaction fee.

Parents are highly encouraged to use the My School Bucks website even if your student receives free or reduced meals. The website allows you to make payments ahead of time for meals and a la carte items, and allows you to track your child's meals and snacks. To set up a My School Bucks account, go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com). Click on 'Sign up Today' to create an account. If you need assistance or have questions, please contact the nutrition services department at (303) 450-3985 x1136.

**\*\*Families that need assistance providing lunch are highly encouraged to submit an application for free or reduced meals. Go to [www.pinnaclesfa.org](http://www.pinnaclesfa.org) to learn more or apply.**

## 30 Day Carryover Status

If your student attended the Pinnacle Charter School last year and received free or reduced lunch, we will carry over their meal benefits status for **30 operating days** into the new school year. Please submit a new application **each year** to make sure your student keeps their free or reduced meal benefits status. To apply, pick up a paper application at the front office or Nutrition Services Office, or go to [www.pinnaclesfa.org](http://www.pinnaclesfa.org). If you have questions about your application or student's meal benefits status, please contact the Nutrition Services Director at (303) 450-3985 x1136.

Special Dietary Needs

If your student(s) need meal modifications due to special dietary needs, please contact the Nutrition Services Department for information on our policies for accommodating special dietary needs. All required forms are available at [www.pinnaclesfa.org](http://www.pinnaclesfa.org) and [www.pinnaclecsi.org](http://www.pinnaclecsi.org). Please contact the Nutrition Services Department at (303) 450-3985 x1136 for more information.

Telephone Messaging

Delivering messages to the classroom is disruptive to the entire class. Permission to use the telephone will be granted after school. In cases of emergency, the school will get a message to your child as long as it is received no later than 2:00 p.m. Forgotten articles and making arrangements for after school social affairs are not considered “emergency” reasons for student phone use nor the delivery of messages to students. Only message regarding afterschool transportation are delivered to students. (Please give your child his/her after school instructions before leaving home in the morning.)

**In the event of an emergency situation/Lock down, all communication will be outgoing. Incoming calls will not be answered.**

Textbooks, iPads, ChromeBooks and Materials

Textbooks, iPads, ChromeBooks and other school materials (laboratory equipment, desks, etc.) are the property of The Pinnacle. The condition of the Textbooks, iPads and ChromeBooks will be recorded by the Teacher when they are distributed to the student. Textbooks shall be covered by students to help keep the books in good condition. Fines will be assessed for damaged or lost books, iPads, ChromeBooks and materials at the end of the school year when the teacher examines each Textbook and iPad to determine damage.

Lost or Replacement Fees

|   |                                 |
|---|---------------------------------|
| Student ID (first one is free)                    | \$ 5.00                         |
| Student planner                                   | \$ 5.00                         |
| Parking permit                                    | \$20.00                         |
| Textbook Loss                                     | Full Replacement Cost           |
| iPad Replacement                                  | Full Replacement Cost           |
| iPad Lightening Cable (Apple Branded Replacement) | Full Replacement Cost           |
| iPad Charger (Apple Branded Replacement)          | Full Replacement Cost           |
| iPad Protective Case                              | Full Replacement Cost           |
| iPad Protective Neoprene Sleeve                   | Full Replacement Cost           |
| iPad Damage                                       | Full Replacement or Repair Cost |

## Student Fees

Student fees are assessed for each student based on grade level and cost of supplementary materials such as art, science labs, computers, band, and classroom workbooks. Fees are also assessed for AP classes and for participation in the Pinnacle athletic program. The student fees can be found on the Pinnacle web site at <http://www.thepinnacleweb.org> under Departments and Business Office/Student Fees. Payment for student fees can be made via cash or check in the Business Office or parents may also pay online via credit card at the Pinnacle web portal via the internet at <https://www.studentquickpay.com/pinnacle/> . You will need your student's school ID and an email address to register for this pay-per-use service.

If you believe you qualify for free/reduced lunch, student fees may be waived or reduced. To apply for Free and Reduced lunch, please go to <https://www.applyforlunch.com/>. Please bring a copy of the approval letter to the Business Office to receive these discounts. Fees may only be discounted on presentation of the approval letter.

Returned checks are handled by an outside agency, Checkcare Systems. Once a check is identified as NSF by the bank or financial institution, it is automatically sent to Checkcare by the bank and becomes the legal property of Checkcare for purposes of collection. The Pinnacle Charter School will no longer have any legal say in the fees or collection process of the check. You will be responsible for any and all fees assessed by Checkcare for the collection of the NSF check. You will need to contact Checkcare Systems (303) 657-3230 to resolve the situation. Until the NSF is resolved with Checkcare, your student's account will remain unpaid and may be subject to collection.

Although we make every reasonable effort to arrange for payment to be made in-house on unpaid balances; the Pinnacle uses an outside collection agency for collection of past due accounts. If it becomes necessary to send your account to an agency for collection of unpaid fees or late charges, you will also be assessed any and all related charges, including reasonable attorney's fees and court costs.

## Student Fees Schedule:

| Pinnacle Charter School Student Fees   |  |                                 |  |                |                |                |                |                |                |
|--|--|---------------------------------|--|----------------|----------------|----------------|----------------|----------------|----------------|
| 2017 - 2018  |  | Standard for All Students       |  |                |                |                |                |                |                |
|  |  | Kindergarten                    | 1st                                    | 2nd            | 3rd            | 4th            | 5th            | 6th - 8th      | High School    |
| <b>Basic Fees (20% Discount if paid by August 11, 2017)</b>  |  |                                 |  |                |                |                |                |                |                |
| Primary consumables (workbooks, folders, apps, etc.)   |  | \$20.00                         | \$20.00                                | \$20.00        | \$20.00        | \$20.00        | \$20.00        |                |                |
| Elementary Science Supplies  |  | \$5.00                          | \$5.00                                 | \$5.00         | \$5.00         | \$5.00         | \$5.00         |                |                |
| Elementary Specials (Supplies for Art/Computers/Health/Band)   |  | \$30.00                         | \$30.00                                | \$30.00        | \$30.00        | \$30.00        | \$30.00        |                |                |
| Technology Fee   |  | \$15.00                         | \$15.00                                | \$15.00        | \$15.00        | \$15.00        | \$15.00        | \$15.00        |                |
| Student Planners   |  |                                 |  | \$5.00         | \$5.00         | \$5.00         | \$5.00         | \$5.00         |                |
| Middle School Specials (Supplies for Art/Computers/Health/Band)                                      |  |                                 |  |                |                |                |                | \$55.00        |                |
| High School Locker Fee   |  |                                 |  |                |                |                |                |                | \$5.00         |
| High School On-Line Library  |  |                                 |  |                |                |                |                |                | \$5.00         |
| High School Supplies for Science and Electives (Art/Computers/Band)                                  |  |                                 |  |                |                |                |                |                | \$70.00        |
| <b>Total Basic Fees</b>  |  | <b>\$70.00</b>                  | <b>\$70.00</b>                         | <b>\$75.00</b> | <b>\$75.00</b> | <b>\$75.00</b> | <b>\$75.00</b> | <b>\$75.00</b> | <b>\$80.00</b> |
| <b>With 20% Discount if balance due paid by August 11, 2017</b>                                      |  | <b>\$56.00</b>                  | <b>\$56.00</b>                         | <b>\$60.00</b> | <b>\$60.00</b> | <b>\$60.00</b> | <b>\$60.00</b> | <b>\$60.00</b> | <b>\$64.00</b> |
| <b>Optional/Other (not discounted) :</b>   |  | <b>All Grades</b>               |  |                |                |                |                |                |                |
| Parking Permit (include proof of insurance)  |  |                                 |  |                |                |                |                |                | \$20.00        |
| Textbook Replacement (lost or damaged textbooks)   |  | Full Replacement Cost           |  |                |                |                |                |                |                |
| iPad Breakage or Losses  |  | Full Replacement or Repair Cost |  |                |                |                |                |                |                |
| iPad Charger   |  | Full Replacement Cost           |  |                |                |                |                |                |                |
| Trident iPad Case  |  | Full Replacement Cost           |  |                |                |                |                |                |                |
| Chromebook Breakage or Losses  |  | Full Replacement or Repair Cost |  |                |                |                |                |                |                |
| Student ID Replacement   |  | \$5.00                          |  |                |                |                |                |                |                |
| Library Book Fines (assessed by library)   |  |                                 |  |                |                |                |                |                |                |
| Bus Fees Per Student (same bus to and from school)   |  | \$175.00                        | (\$50 added for each additional route) |                |                |                |                |                |                |
| Bus Fees per Student for Free Lunch status   |  | \$0.00                          |  |                |                |                |                |                |                |
| Bus Fees Per Student for Reduced Lunch status  |  | \$87.50                         | (\$25 added for each additional route) |                |                |                |                |                |                |
| <b>Student Billing Occurs in August for final enrollment of AP and Concurrent Enrollment classes</b> |  |                                 |  |                |                |                |                |                |                |
| Spanish Language III (FRCC)  |  |                                 |  |                |                |                |                |                | Actual Cost    |
| Spanish Language IV (FRCC)   |  |                                 |  |                |                |                |                |                | Actual Cost    |
| English Composition I (FRCC)   |  |                                 |  |                |                |                |                |                | Actual Cost    |
| English Composition II (FRCC)  |  |                                 |  |                |                |                |                |                | Actual Cost    |
| College Algebra (FRCC)   |  |                                 |  |                |                |                |                |                | Actual Cost    |
| US History to Recon 121 (FRCC)   |  |                                 |  |                |                |                |                |                | Actual Cost    |
| US History since Civil War 122 (FRCC)  |  |                                 |  |                |                |                |                |                | Actual Cost    |
| AP Biology   |  |                                 |  |                |                |                |                |                | Actual Cost    |
| AP AB Calculus   |  |                                 |  |                |                |                |                |                | Actual Cost    |
| AP Microeconomics  |  |                                 |  |                |                |                |                |                | Actual Cost    |
| AP World History   |  |                                 |  |                |                |                |                |                | Actual Cost    |

# School Office Procedures

## Absence Procedures

The school has the authority to accept or reject reasons for absences. Generally, excuses are granted for the following reasons.

- Illness, injury, or physical/mental/emotional disability (a doctor's verification may be required);
- Family emergencies (i.e. death in the family);
- Absences required by a legal body (Court, juvenile authorities, or police);
- Religious observances generally recognized by an established and bona fide religious organization.

Absences due to family vacations, educational experiences not sponsored by the school, and non-emergency appointments will be reviewed on an individual basis. The student's attendance and academic record will be taken into consideration in making a determination. The student and parent must prearrange these absences with the administration. School sponsored activities will not be considered absences.

1. Please call the attendance telephone line at 303-450-3985 (K-8) or 303-412-2940 (High School) to report absences.
2. For the absence to be excused, you are required to call this line by 8:35 a.m.
3. If your child is going to be absent more than one day, mention that on the first days' call. If you anticipate a one-day absence and the absence is for a longer time, call each day.
4. When an absence has been called in, it is not necessary to send a note.
5. The parent or guardian, not a student, must make the absence call to be excused.
6. When a student has an excused absence, he/she is given **two (2)** school days (including weekends) for each day absent, in which to make up work. Make up work for absences in excess of four (4) days (\*see excessive absences) must be arranged through the teacher. It is the responsibility of the parent and student to request make-up work from the teachers. You may leave your request for make-up in the teacher's voice mail and they will do their best to forward your student's work to the front office by the end of the next school day.
7. When a student has an unexcused absence he/she is encouraged to make up the work but may not receive credit.
8. Give 7 days' notice if you are going to be dismissing student for 3 or more days.
9. High School: If a student is absent (excused or unexcused) in excess of 10 times in one class, **in one semester**, the student may not receive credit for that class, **pending a review by the administrator**.

Please give the following information (ONLY) when you call:

1. Month and day of absence
2. Student's full name
3. Name of student's teacher
4. Student's grade
5. Reason for absence
6. Person reporting the absence
7. Leave a phone number where you can be reached.

## Pinnacle Charter School Attendance Policy

The Pinnacle Board of Directors believes regular school attendance is the single most important determining factor in student achievement and success. All students are expected to participate in the educational program. A consistent effort by our students, our parents and our staff to reduce absences is critical. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process for all students in class. Class discussions and interactions among students and teachers are lost and cannot be entirely regained, even with extra after school instruction. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are fundamental requirements of a sound educational program.

### Pinnacle Excused Absences

Students are expected to attend all classes for which they are registered. The school has the authority to accept or reject reasons for absences. Generally, excuses are granted for the following reasons.

- Illness, injury, or physical/mental/emotional disability (a doctor's verification may be required);
- Family emergencies (i.e. death in the family);
- Suspensions (in school or out of school);
- Absences required by a legal body (Court, juvenile authorities, or police);
- Religious observances generally recognized by an established and bona fide religious organization.

Absences due to family vacations, educational experiences not sponsored by the school, and non-emergency appointments will be reviewed on an individual basis. The student's attendance and academic record will be taken into consideration in making a determination. The student and parent must prearrange these absences with the administration. School sponsored activities will not be considered absences.

1. Student absences must be excused by the parent/guardian by calling the appropriate school office. If your child is to be absent for more than one day, you must call each day of the absence or make prior arrangements with the appropriate school office.
2. Please give the following information when you call.
  - a. Month and day of absence being reported.
  - b. Student's full name.
  - c. Name of the student's teacher
  - d. Student's grade
  - e. Reason for absence.
  - f. Person reporting the absence.

If a student's absence is not called in, the absence will be reported as unverified. The Pinnacle will attempt to make contact with parents/guardian to verify the absence during the school day *as time allows*. The most common way to notify parents/guardians of a student absence is an automated message. **However, it is still the parent's responsibility to notify the school.** If no contact is made, the unverified absence will be considered **UNEXCUSED** after 24 hours and will not be excused without written documentation with an explanation for the absence.

## Make-up Work

Make up work is allowed for a student with an excused absence. If possible pick up student's work prior to the absence. The student has **two (2)** school days for each day absent to make up the work. Make up for absences in excess of **four (4)** days (see excessive excused absences), must be arranged through the teacher. It is the responsibility of the parent and student to request make-up work from teachers.

## Leaving During the School Day

Students needing to leave school during the school day **MUST** check out through the front office. Students who do not check out will be counted as truant. Students must be signed out by a parent or guardian and/or receive permission from the appropriate administrator.

## Unexcused Absences

Any absence not listed above as excused absences may be considered an unexcused absence.

**Missed work during unexcused absences may not receive credit.**

## Excessive Absences

Students may be considered chronically absent when **four absences** occur in a class during **a month or ten absences accrue during a semester**. The school administration may require official verification such as a physician's verification of illness, court subpoenas, etc. to excuse further absences.

Upon the request of a teacher, an administrator or designee may arrange and facilitate an attendance conference with the **student and parent** to review the conditions related to the student's absenteeism and develop an intervention plan. If intervention strategies are ineffective in improving a student's attendance, the student may be subject to possible legal and/or disciplinary actions.

## Tardiness

Students entering the classroom later than five minutes after the scheduled starting time of class without an excused pass will be considered **tardy**. **Every three unexcused tardies will convert to one unexcused absence.**

## Habitually Truant Students

Students may be declared, "Habitually truant" if they have **four (4) days of unexcused absences from school in any month or ten (10) days of unexcused absences from school during any school year and have attained the age of six years on or before August 1 of the year in question and are under the age of seventeen years.**

Absences due to suspension or expulsion shall not be counted in making a declaration of habitual truancy.

When a student has been designated as "habitually truant" or is in danger of becoming "habitually truant," the administration or designee shall make all reasonable efforts to meet with the parent, guardian or legal custodian of the child to review and evaluate the reasons for the child's truancy. The attendance conference will review the conditions related to the student's absenteeism and develop an intervention plan such as an Attendance Contract. The goal of the plan is to assist the child to remain in school and, when practicable, the plan will be

developed with full participation of the child's parent, guardian, or legal custodian. If intervention strategies are ineffective in improving a student's attendance, the student may be subject to disciplinary and/or legal actions.

## Change of Address and Phone Numbers

Please notify the Records and Registration Office immediately if you change your address, telephone or place of employment. This information is critical in the case of an emergency.

## Leaving School Early

Students **MUST** be signed out by parent or guardian or Administration to leave school early. Those signing out students must be on the Emergency Contact List and have a valid picture ID. Early Releases between 2:30- 3:20 p.m. are not allowed for safety reasons.

## Deliveries for Students

In order to maintain an optimum, uninterrupted learning environment in the classroom, we ask that **you not send deliveries for celebrations (balloons, flowers, stuffed animals, etc.) to students at school. Such deliveries will not be accepted.**

It is our desire to train and educate self-reliant students. Thus, it is the policy of the school not to let students call home and ask their parents to bring their homework or projects that they may have forgotten at home. The Front Office staff will receive a homemade lunch. **The Pinnacle is not responsible for lost or stolen items. Items of value may be left at parent discretion.** We strongly encourage families to have a system in place that helps students manage their responsibilities in an efficient way. If a child should neglect his responsibilities it is important for him to learn from the natural and logical consequences so that next time he/she may have a more positive outcome.

## Parent Out of Town

If you leave your student(s) with another person, please send a note to the front office giving the name, address, and phone numbers of the temporary guardian. Also, include permission for this person to check your student out of school. Please note the length of time you will be out of town. The front office will hold all information in confidence.

## Publication of Student Directory Information, Name, Image, and/or Selected Work

There may be times during the school year when different media groups (newspapers, television, university, school production, class, etc.) will cover activities with articles, video or still photography that may be published. In addition, The Pinnacle may want to include school-orientated articles, video or photography on their web site. If



you do not want your student to be included in any such media or web coverage, you may fill out the “Opt-Out” form, which is available at the front office. In the absence of your formal objection, we conclude you are giving consent for your student to be included in media and/or school web coverage, and agree to hold harmless the school against any claims that may arise from the use of the student’s image or likeness in the project.

## **Office Hours**

The school office for grades K – 8 will be open from 7:30 to 4:00 p.m. Monday through Friday except school holidays and in-service days. The High School Office will be open from 6:45 a.m. to 3:15 p.m. Summer hours for K-8 building and Business Office are from 8:00 a.m. – 3:00 p.m. The High School office is closed during the summer.

## **Visitors to the School**

The Pinnacle is a closed campus. Only visitors on official business are allowed on campus during school hours. Visitors must check in at the front office and must furnish a valid driver’s license or ID before being admitted to the school. Students are not allowed to bring friends to school for the day. These types of visits can become disruptive to the educational process.

In order to minimize interruptions to our instructional program, parents are welcome to visit their student’s classroom with a scheduled appointment through their teacher. We ask that under school age children do not accompany parents during these visits.

Students from other schools and former Pinnacle students are not allowed on The Pinnacle campus without a scheduled appointment with a Pinnacle official. Visiting students must abide by all school policies.

Parents who are engaging in inappropriate or disruptive behavior will be removed from the campus. No parents will be allowed in classrooms during school hours without an appointment.

## **Student Messages**

Delivering messages to the classroom is disruptive to the entire class. In cases of emergency, the school will get a message to your child as long as it is received no later than 2:00 p.m. Forgotten articles and making arrangements for after school social affairs are not considered “emergency” reasons the delivery of messages to students. Only messages regarding afterschool transportation are delivered to students. (Please give your child his/her after school instructions before leaving home in the morning.) Other messages will be forwarded to teachers’ voice mail.

## **Videotaping**

Videotaping of events must be approved by the appropriate school principal.

# **School Standards and Discipline Policy**

## **General Guidelines for the Operation of the Pinnacle Program**

1. Consistent behavior expectations provides an atmosphere for learning.
2. Courtesy and respect are emphasized at all grade levels.
3. Letter grades are earned in each subject 1st through 12<sup>th</sup> grades.
4. Homework fosters good study habits and is vital for optimum development.
5. Proper spelling, grammar and penmanship are expected in assignments.
6. Regular communication is critical in the educational process. Parents may access the Parent Portal to stay abreast of their student's progress.

## **General Classroom Management**

Students are expected to behave respectfully to adults and peers in words and actions. Noise in the classrooms and the halls should be maintained at a level of respect for the others in the building. Students are expected to raise their hands and be recognized by the teacher to speak or leave their seats unless other classroom procedures or methods have been established to supersede this.

## **Classroom Supervision**

Classrooms must always be supervised by an adult. Individual teachers are responsible for assuring effective supervision. Students will be held accountable for their cooperation with teachers and other supervising adults.

## Expectations of Student Behavior: Pinnacle Three R's (The Rules)

**Be Respectful** – *Treat people how you want to be treated and honor the rights and feelings of others.*

**Demonstrate Responsibility** – *Solve the problems that you create and celebrate your success.*

**Build Positive Relationships** – *Treat people in such a way that does not cause a problem for them or anyone else...in the world.*

### Positive Behavior Intervention Support Program

The Pinnacle has been utilizing Positive Behavior Intervention Support (PBIS) with support from the Colorado Department of Education. PBIS is a systems approach to enhancing the capacity of schools to educate all students, including students who present challenging behaviors. It is a three-tiered model that looks at universal, targeted and individual supports. Our universal objectives are found in the following chart. They explain the behavioral expectations in specific locations in school for all staff, students and parents. Please familiarize yourself and your student with these before the beginning the new school year and as often as necessary.

| Behavior In... | Looks Like...   | Using 1-3 voice level   | Sounds Like... |
|----------------|---|---|----------------|
| Cafeteria      | Cleaning up after yourself and putting all trash in trash cans<br>Following staff directions<br>Remaining seated unless told otherwise<br>Consuming food only in the cafeteria<br>Entering/exiting cafeteria in safe & orderly way<br>Using self-control-appropriate body contact<br>Using equipment properly and safely<br>Following teacher directions<br>Playing games that are teacher approved | Using respectful language and tone<br>Polite treatment of lunch staff<br>Using please and thank you<br>Using a 2-4 voice level<br>Using respectful language and tone of voice<br>Using words to problem solve |                |
| Playground     | Leaving rocks on the ground   |   |                |
| Hallway        |   |   |                |

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|                        |   |  |  |
|------------------------|---|--|--|
|                        | Walking<br>Using the right side of the hallway  | Using a 0-2 voice level<br>Using respectful language and tone  |  |
| Office                 | Using self-control – appropriate body contact<br>Being respectful of other classrooms and the school environment<br>Entering/exiting the building in a safe & controlled manner<br><br>Using self-control - hands and feet to self<br>Raising your hand when you have a question and waiting for acknowledgement<br>Following staff directions<br>Working on school assignments or homework | of voice<br>Closing lockers quietly<br><br>Using a 0 voice level<br>Using respectful language and tone of voice when directed<br>Using please and thank you            |  |
| Gymnasium              | Remaining seated unless told otherwise<br><br>Entering without food, gum, or drink<br>Being respectful of gym equipment and using equipment only with permission<br>Using self-control – appropriate body contact<br>Wearing only appropriate tennis shoes on the gym floor<br>Displaying positive behavior   | Using a 2-4 voice level<br>Using respectful/positive language, gestures, and tone of voice<br>Cheering for your team<br><br>Using a 2-3 voice level                    |  |
| Parking Lot            | Respecting self, others, and the environment<br>Following staff directions<br>Showing respect to crossing-guards<br>Entering the parking garage only when supervised by adult/parent<br><br>Being respectful of library resources & property, staff, and each other<br>Putting items back where you found them  | Thanking staff for keeping students safe<br><br>Using a 0-1 voice level<br>Using respectful language and tone of voice   |  |
| Library                | Entering/exiting in dress code and with permission or a library pass<br>Using self-control-appropriate body contact<br><br>Giving full attention to the speaker<br>Facing forward and staying in assigned areas<br>Sitting in seats appropriately<br>Consuming food and drinks in the appropriate areas<br>Leaving a performance only during intermission                                   | Asking questions without interrupting<br><br>Using 0-1 voice levels<br>Using respectful language, gestures, and tone of voice<br>Cheering or clapping when appropriate |  |
| Theater and Assemblies |   |  |  |

|              |   |  |
|--------------|---|--|
| Bathroom     |   |  |
|              | Using self control- hands and feet to self  | Using 0-2 voice level  |
| Bus          | One person in the stall at a time<br>Washing hands with one squirt of soap and rinsing thoroughly<br>Dry hands with one push of the hand dryer<br>Respecting property and keeping the bathroom clean<br>Using self control- appropriate body contact<br>Staying in your seat with all body parts and belongings inside the bus<br>Behaving in a way that allows the driver to focus on bus/passenger safety | One flush<br>Using respectful language and tone of voice<br>Using 0-2 voice level<br>Using words to problem solve<br>Using respectful and appropriate language and tone of voice |
| Voice Levels | Respecting property(no food/drink consumption), the driver, and other students<br>0 = Silent<br>1 = Whisper<br>2 = Inside Voice<br>3 = Small Group Voice<br>4 = Outside Voice<br>5 = 911 Voice (RARE)   |  |

## Discipline Policy and Procedure

Please familiarize yourself with the policies contained in this Handbook, as you will be responsible for them.

If a student should become suspended, he/she must be picked up within two (2) hours of parent/guardian notification.

Parents who interact with bus drivers in an abusive manner will result in their child's or children's loss of bus riding privileges and may also result in criminal charges. If you have a bus concern or related issues please contact the Transportation Supervisor at (303) 450-3985 ext. 211.

**NOTE: Impeding students and faculty is unlawful. It is a class 3 misdemeanor for a person, through the use of force or violence, coercion or intimidation, to disrupt students, faculty or administration in their educational activities.**

**NOTE: In 1996, the Governor of Colorado signed into law House Bill 1361, which allows anyone who assaults passengers or drivers of a school bus to be charged with a class 3 felony.**

## Discipline Matrix

Each student is expected to conform to the rules and regulations of the school in order to insure maximum educational benefits for all. Students have the right to a safe and orderly school environment, one that

is conducive to learning. Students who infringe on others' rights to safety and order, or those who disrupt the educational process and violate building regulations, will be removed from the school environment.

The purpose of the following chart is to serve as a guideline for major violations that result in an office referral. It certainly is not an all-inclusive list and the administration reserves the right to impose consequences as it sees fit. Any Out-of-School suspension of one or more days constitutes a strike, and under the Habitually Disruptive policy, any student with three strikes will be referred to the Pinnacle Review Committee for an expulsion hearing. During an In-School Suspension (ISS) the student is expected to be working on school work. If the student does not have school work he/she will be required to do work assigned by the Dean. Non-compliance will elevate the ISS to an Out of School Suspension (OSS) and the student shall be picked up by his parent/guardian within one hour.

The individual teacher has many other means at his/her disposal to deal with minor violations. However, repetitive minor violations may result in a major office referral under the habitually disruptive policy.

| Violation                                    | 1 <sup>st</sup> Offense   | 2 <sup>nd</sup> Offense   | 3 <sup>rd</sup> Offense  | 4 <sup>th</sup> Offense                         | 5 <sup>th</sup> Offense |
|--|---|---|--|---|-------------------------|
| Academic Dishonesty<br>Lying, Cheating       | Loss of credit for assignment<br>Parent Contacted                 | Loss of credit for assignment + 1 day ISS<br>Saturday Student Success (MS)  | Loss of credit for assignment + 1 day OSS+RDP  | Loss of credit for assignment + 2 day OSS + PRC |                         |
| Bullying                                     | ½ day ISS<br>Saturday Student Success (MS)                        | 1 day ISS+PC<br>Saturday Student Success (MS)                               | 1-4 day OSS+   | 2-4 days OSS + RDP+PC+PRC                       |                         |
| Cell Phone/<br>Electronics use               | Device turned into office and student may retrieve at end of day. | Device turned into the office and only a parent may retrieve at end of day. | Device turned into the office and only a parent may retrieve. Device may not be brought for remainder of year. |   |                         |
| Disrespect (Major)                           | PT+PCH+ ½ day ISS<br>Saturday Student Success (MS)                | 1 -2 days ISS+PC<br>Saturday Student Success (MS)                           | 1-2 days OSS +PC   | 2-5 days OSS + RDP + PC                         |                         |
| Dress Code Violation (3 <sup>rd</sup> minor) | ½ day ISS<br>Saturday Student Success (MS)                        | 1 day ISS<br>Saturday Student Success (MS)                                  | 1 day OSS  | 2-5 days OSS + RDP                              | PRC                     |
| Food Throwing                                | 1-4 days LD+  | ½ day ISS<br>Saturday Student Success (MS)                                  | 1 day ISS<br>Saturday Student Success (MS)   | 1 day OSS+RDP+PRC                               |                         |
| Harassment                                   | ½ day ISS<br>Saturday Student Success (MS)                        | 1-2 days ISS<br>Saturday Student Success (MS)                               | 1-2 days OSS+RDP+Police contact  | 2-5 days OSS+PRC                                |                         |
| Inappropriate Display of Affection           | ½ day ISS<br>Saturday Student Success (MS)                        | 1 day ISS<br>Saturday Student Success (MS)                                  | 1 day OSS  | 2 days OSS + PRC                                |                         |

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|   |  |   |   |  |  |
|---|--|---|---|--|--|
| Intent to Harm<br>(fighting, no weapon,<br>police will be called)                                   | 1-5 days OSS+Police<br>notified+ticketed<br>Threat Assessment Process<br>Started                     | Expulsion+Police<br>notified+ticketed   |   |  |  |
| Technology Violation  | Loss of internet for 1 week  | Loss of internet for 1<br>quarter + 1 day ISS<br>Saturday Student Success<br>(MS) | Loss of internet<br>for one semester +<br>1-2 days<br>OSS+RDP | Loss of<br>internet of<br>remainder of<br>year+2 days<br>OSS     |  |
| Off Campus Truancy<br>(running away)  | PCH+1 day ISS + Police<br>Notified<br>Saturday Student Success<br>(MS)                               | 2 days ISS + Police<br>Notified<br>Saturday Student Success<br>(MS)               | 3 days ISS + Police<br>Notified                               | 4 days ISS +<br>Police<br>Notified +<br>School Board<br>Referral |  |
| On-Campus Truancy<br>(multiple tardies)   | ½ day ISS<br>(After in classroom<br>consequences)<br>Saturday Student Success<br>(MS)                | 1 day ISS<br>Saturday Student Success<br>(MS)                                     | 2 day ISS   | 3 days ISS +<br>RDP  |  |
| Use/Possession of<br>tobacco, controlled<br>substance (drugs),<br>weapons,<br>combustibles, alcohol | Police Notified +<br>ticketed+PRC+Expulsion<br>All actions above are at<br>Administrative Discretion | Police Notified +<br>ticketed+PRC+Expulsion                                       |   |  |  |
| Abusive/Inappropriat<br>e language/Profanity  | Verbal Warning   | 1 day ISS<br>Saturday Student Success<br>(MS)                                     | 1-2 days ISS+ RDP<br>Saturday Student<br>Success (MS)         | 1-5 days/<br>OSS+PRC   |  |
| Refusal to serve<br>detention   | ½ day ISS<br>Saturday Student Success<br>(MS)  | 1 day ISS<br>Saturday Student Success<br>(MS)                                     | 1 day OSS   | 2 day OSS +<br>RDP   |  |
| <u>Repeated</u> Disruption<br>of educational process  | PT+PCH+ ½ day ISS<br>Saturday Student Success<br>(MS)  | 1-2 days ISS +PC+RDP<br>Saturday Student Success<br>(MS)                          | 1-5 days OSS  | PRC  |  |
| Forgery/Theft/<br>Plagiarism  | 1 day ISS + Police Notified<br>Saturday Student Success<br>(MS)                                      | 1 day OSS + Police<br>Notified  | 2 day OSS +<br>Police Notified +<br>PRC                       |  |  |
| Threatening Behavior<br>/physical aggression  | ½ day ISS<br>Saturday Student Success<br>(MS)  | 1 day ISS<br>Saturday Student Success<br>(MS)                                     | 1 day OSS   | 2-5 days OSS<br>+ PRC  |  |
| Property Damage/<br>Vandalism<br>(intent to destroy)  | 1 day ISS/OSS +<br>Restitution+RDP<br>Saturday Student Success<br>(MS)                               | 1-3 days OSS +<br>Restitution   | 2-5 days OSS +<br>Restitution + PRC                           |  |  |
| Defiance/Insubordin<br>ation/Non-<br>Compliance   | PT +PCH+LD<br>Saturday Student Success<br>(MS)   | 1 day<br>ISS/OSS+PCH+PC<br>Saturday Student Success<br>(MS)                       | 1-2 days OSS+PC<br>+ RDP                                      | 2-5 days<br>OSS+PRC  |  |
| Arson   | Police Notified +<br>ticketed+PRC+Expulsion  |   |   |  |  |

|                          |                                       |  |  |  |  |
|--------------------------|---------------------------------------|--|--|--|--|
| Bomb Threat/False Alarm  | Police Notified + ticketed+OSS+PC+RDP |  |  |  |  |
| Gang Affiliation Display | OSS+Police Notified+ PRC+Expulsion    |  |  |  |  |

ISS=In School Suspension    OSS=Out of School    RDP=Remedial Discipline Plan  
PCH=Phone Call Home    PT=Principal Talk    LD=Lunch Detention  
PRC=Pinnacle Review Committee Referral    PC=Parent Conference

## Surveillance

Audio and/or video surveillance is maintained throughout the school for your child's protection. This may include discipline conferences or interviews. Registering your child at The Pinnacle indicates your acceptance of this practice. Parents may view video footage of their student if he/she is the only participant in the incident.

## Water Bottles

Only water bottles that are clear in color are allowed. Students may only have water in bottles.

## Detention Policy

Teachers may assign detention to enforce school and classroom rules. Teachers will allow students until the next day to make arrangements to serve before or after school detention. Parents and students are expected to make arrangements for students to attend detention. Failure to complete scheduled detention will result in the teacher notifying parents and student being assigned up to two additional detentions. Failure to complete reassigned detentions will result in a referral to the Assistant Principal. The Assistant Principal may assign The Saturday for Student Success Program for missed reassigned detentions for students in grades 6-8 or 1 day in-school suspension for students in grades K-5.

## Gum Policy

We are a gum-free campus. Students are not allowed to chew gum at any time during school hours. Students who choose not to follow the NO GUM rule are subject to discipline by the teacher and/or the Assistant Principal.

## Public Display of Affection Policy

Kissing, prolonged hugging and prolonged touching is inappropriate for a K-12<sup>th</sup> grade setting. Therefore, it is the obligation of The Pinnacle Charter School to enforce a No Public Display of Affection (PDA) policy. Kissing is prohibited by all students on The Pinnacle Charter School property. In regards to touching and hugging, the three second rule will be in effect. Appropriate hugging and touching is acceptable behavior as long as it is brief (under three seconds). The length of touching and/or hugging and appropriateness of touching and hugging will be determined by the PCS staff.



Students that violate the PDA rule may be assigned Saturday School for the first violation. Students may be suspended for more than one PDA violation.

## Sherlock Hounds

In an effort to keep our campus weapon and drug free, The Pinnacle has contracted the services of Sherlock Hounds. Sherlock Hounds is an independent organization that specializes in training dogs to detect drugs and gun powder. Sherlock Hounds will be on campus randomly throughout the school year. Sherlock Hounds, in cooperation with The Pinnacle, goes to great lengths to provide their services in a non-intimidating way. Items that alert the dogs will be searched by an administrator or designee. Students that are in position of illegal items will be dealt with in accordance to The Pinnacle Charter School Policy.

## Electronic Device Policy and Procedures (Grades 5-8)

Students in Grades 5-8 may use electronic music playing devices (e.g. mp3 players, iPods, etc.) during lunch time only. These, and all other electronic devices, cannot be used at any other time during the school day except for academic use as permitted by the instructor or the building administrator.

Students must keep cell phones in their lockers.

Failure to abide by this policy for grades 6 - 8 will result in the device being confiscated by Administration.

Under all circumstances students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. The Pinnacle Charter School shall not assume responsibility for theft, loss, or damage of any such devices and will not be responsible for investigation of such incidents.

## Student Use of Cell Phones and Other Personal Electronic Devices (High School)

Cell phones and electronic devices, whether for personal, recreational, communication or instructional purposes, are permitted as follows:

In academic settings (classroom, library, labs, etc.) such devices **must be** in the “off” or “silent” position and stored out of sight except as permitted by the instructor or the building administrator. Examples of devices which may be permitted for instructional purposes include but are not limited to calculators, “alphasmart” keyboards, laptop computers, voice recording devices, iPad/ChromeBooks and other tablets, and personal data organizers.

In a non-academic setting, (cafeteria only) such devices may be used in “silent mode” provided the use of such device, as determined by the supervising staff member, in no way disrupts, poses a safety concern or otherwise violates the School’s Code of Conduct for Students.

Cell phones and electronic devices may not be used in a manner which is potentially unsafe, illegal or otherwise might violate the School's Code of Conduct for students. Prohibited uses include but are not limited to:

- Using the devices to create video or audio recordings of students and/or staff, without permission of the student and /or staff member;
- Using the device to take photographs of students and/or staff, without permission of the student and/or staff member;
- Using the device for academic dishonesty or cheating;
- Using the device in any manner that disrupts the academic environment, or otherwise disrupts school activities or functions;
- Using the devices to send, receive or possess text or e-mail messages reasonably interpreted as indecent or sexually suggestive while at school, on school transportation, or at a school-related function;
- Using the device to threaten, harass, intimidate, or bully;
- Departing a class to activate or operate such devices.

Cell phones will be stored before, during, and after examinations.

Under all circumstances students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. The Pinnacle Charter School shall not assume responsibility for theft, loss, or damage of any such devices and **will not** be responsible for investigation of such incidents.

If unique circumstances exist warranting the need for a student to use a cell phone or personal electronic device, on a temporary basis, outside the guidelines noted in this policy, such requests shall be submitted to the Principal in writing. The Principal's decision shall be final in responding to such requests.

A building administrator may, at their discretion, impose further restrictions upon student use of personal electronic devices, including but not limited to rules prohibiting the possession of personal electronic devices in classrooms, hallways, and other locations on school property. A teacher may, upon mutual agreement with the Principal, impose further restrictions upon classroom use of personal electronic devices than have been imposed by the building administrator.

Typical progress of interventions for violations of this policy, except as otherwise noted in The Pinnacle Charter School policy shall be addressed as follows:

**1<sup>st</sup> offense** The device shall be confiscated, secured and transferred to the appropriate school administrator. Parent/guardian shall be notified and the device may be released to the student upon review of this policy with the student.

**2<sup>nd</sup> offense** The device shall be confiscated, secured and transferred to the appropriate school administrator. The parent shall be notified and the device may be released only to the parent/guardian, upon review of this policy with the parent/guardian.

**3<sup>rd</sup> offense** Third offense shall be considered disruptive behavior and defiance of authority, and may result in a minimum of one day of suspension to be served in or out of school at the discretion of school administration. Subsequent violations may result in increasing suspensions of up to three (3) days. The device shall be confiscated, secured and transferred to the appropriate school administrator. The parent shall be notified and the device may

be released only to the parent/guardian, upon review of this policy with the parent/guardian. At the discretion of school administration, this may also result in the student losing the privilege of bringing the phone or personal electronic device to school.

Depending upon the nature and the severity of the violation, as determined by school administration, any violation of the “Student Use of Cell Phones and Other Personal Electronic Devices” policy may result in disciplinary sanctions up to and including expulsion from school.

## **Saturday Student Success Program**

Students that have violated the discipline policy here at Pinnacle can be given the option to participate in Saturday Student Success. This program is in lieu of suspension. Saturday Student Success will provide students the opportunity to engage in a program that will help them make better choices both in and out of the classroom. This program is two hours in length and will be assigned accordingly by the Assistant Principal’s office. (Parents are highly encouraged to participate in this program with their student.) The program engages students in discussion focused on the Pinnacle’s Three R’s (*Respect, Responsibility, and Relationships*) and the Middle School’s use of the 6P’s (*Prompt, Positive Mental Attitude, Produce, Polite, Prepared, and Participate*).

Our goal is to modify the identified behavior and help students take ownership of their own success.  
**The 7 Habits of Highly Effective Students**

**Habit One: *Be Proactive***

**Habit Two: *Begin with the End in Mind***

**Habit Three: *Put First Things First***

**Habit Four: *Think Win - Win***

**Habit Five: *Seek First to Understand, Then to Be Understood***

**Habit Six: *Synergize***

**Habit Seven: *Sharpen the Saw***

Source: Covey, Stephen R. (2008) *The Leader in Me: How Schools and Parents around the World are Inspiring Greatness, One Child At A Time*. Free Press, Detroit MI.

## **Cyber Bullying**

Forms of verbal and psychological bullying may also occur on the Internet through email, instant messaging, or personal profile websites such as Facebook and MySpace. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the district by sending or posting inappropriate or derogatory email messages, text messages, instant messages, digital pictures, or images, or website postings (including blogs).

All forms of cyber bullying are unacceptable. Bullying shall mean an intentional electronic, written, verbal or physical act or series of acts directed at another student (s), which occurs in or outside a school.

## **Medical Health Office**

The Pinnacle provides a full-time Registered Nurse and a health aide to support health needs for students during the day. These individuals are responsible for providing minor first aid to those students becoming sick or injured while at school, administering prescribed medicine, and record keeping. The registered nurse also provides consultation to school staff and parents on medical concerns and acts as medical liaison between school and outside agencies. The registered nurse provides health services to both regular education and special education students.

### **Confidentiality**

All health information is confidential. Please use discretion when discussing any student's health and always respect the confidentiality of all health information.

### **Children who become Ill or Injured at School**

Your child will be sent to the clinic if ill or injured at school. The trained staff will determine if your child needs to go home for illness or injury. If your child needs to be sent home, you will be contacted as soon as possible. The school has no facility to keep ill children for long periods of time. Therefore, it is essential that you keep the school informed of any change in address and/or telephone numbers. Please make arrangements for a responsible adult that is listed on your emergency contact list to pick-up your student should you be unavailable.

### **Emergency Health Situations at School**

If your child is seriously injured or ill at school and requires care beyond the facilities of the school, an attempt will be made to contact you before calling emergency medical personnel (911) for treatment and/or transportation to a proper facility. (The Pinnacle is not responsible for financing these services).

### **Administration of Medications at School**

Generally, children do not need to take medicine during the school day. However, when a doctor prescribes a medication or over-the-counter medication that must be taken at school, the following steps need to be followed for the safety of the student and the other students in school. This policy is based on Colorado State Health Department rules and regulations as well as the Colorado Nurse Practice Act. Unfortunately, exceptions cannot be made to these laws.

1. A medication request form (medical orders) signed by both a parent/guardian *and* a physician is **required** for all medications given at school. It must provide information stating the name of the child, the medication, the dosage, the route, when the medication needs to be taken, and why the medication is being given. These medication request form is available at the school or on the PCS web site. This policy applies to prescription medication and all over-the-counter medications such as Tylenol, cough syrups, eye drops, ointments, etc. Please note that *non-medicated* cough drops are not considered medication under this policy; therefore, only parent authorization is required for a student to have these at school.
2. Any time a medication is prescribed that may be administered at school, have the physician complete and fax written permission to the school. Electronic orders are allowed. Please note that emergency room or 'after-hours' visits also need written doctor orders. If necessary, two containers (one for school and one for home) can be requested at your pharmacy. The PCS Health Office FAX is 720-274-2056.
3. Per CDE, any chronic health conditions require a Health Care Plan to be on file at the school health office. Examples include, but are not limited to ADHD, asthma, diabetes, life-threatening allergies, and seizures. You may obtain these forms from the PCS health office. Additionally, any special diet must have a physician's order which recommends alternative foods. The dietary forms are available from either the cafeteria or health office although the dietary plan is managed by the food service department.
4. Medication must be provided by the parent in an individual pharmacy -labeled bottle for the student or in the original over-the-counter container.
5. All medication is kept in the clinic. Students are *not allowed* to keep medication in their lunch box, backpacks, etc. Exception: Students may carry certain medications when both the physician and parent specifically authorize this in writing. Those medications may include (1) inhalers necessary to control an upper respiratory condition such as asthma, (2) auto-injector epinephrine pens for severe allergies, 3) any other medications for serious health conditions which may require immediate intervention with approval.
6. The Registered Nurse, health aide, or delegated staff shall give your child the prescribed medication during the school day. All medication taken at school is recorded in a daily log and initialed by the school personnel giving the medication to the child.

### **Guidelines for When Parents Should Keep Students Home.**

Our Board Policy regarding communicable disease is based on the desire that the student recovers as quickly as possible and doesn't expose other students to the illness. In general, if the parents are unsure whether or not to send their child to school, they should keep the child home for a day.

If your student becomes ill at school and needs to go home, please make arrangements for a responsible adult that is listed on your emergency contact list to pick-up your student should you be unavailable. Also, parents are asked to notify the school ~~know~~ if it is determined that your child has a communicable disease or serious illness.

**There are two main reasons to keep sick children at home:**

1. The child doesn't feel well enough to take part in normal activities, (overly tired, fussy or won't stop crying).
2. The child needs more care than teachers and staff can provide while still attending the needs of the other children.

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

## **Vision and Hearing Screening Programs**

Vision and hearing screening is mandated by the CDE for all students in kindergarten, first, second, third, fifth, seventh, and ninth grade levels; for children new to the school; and for any child with a suspected deficiency. This screening does not include extensive testing. If a deficiency is found, the parents are contacted and advised to arrange for a more complete examination by a doctor or healthcare provider. If reading or other vision concerns are noted, a parent may call to request an extra or repeat screening.

## **Other Screening Programs**

When screeners are available, additional student screenings will be performed at the same time as the above screening. Additional screenings may include lice, dental, height and weight, BMI ratios, and, in some cases, blood pressure screening. Parents may decline any of these screenings by sending a written note to the Health Office *before* the scheduled fall screening. Screening results are sent home in folders, given out with report cards, or mailed.

Please note that the Health Office sponsors an on-site, dental program for lower elementary students. This is done several times during the calendar year. The program is designed to provide simple dental care. Information is sent home with each child explaining the details should you want to participate.

## **Excused from Gym and Physical Activity**

The physical education program and recess activities have many educational, healthful and social values. Therefore, we recommend that all students participate in the regular physical education program and recess activities unless there are sufficient medical reasons why a child cannot safely participate in these programs. A current written doctor's note **MUST** be on file for a student to be allowed 'non-participation'.

## **Bathroom Passes and Snacks for Medical Conditions**

If your student has a medical situation requiring a bathroom, extra fluids, or snacks, please provide the Health Office with a written note from your doctor.

## **Colorado Mandatory Immunization Law**

Immunizations are an important part of our children's health care, and Colorado law requires that children going to school be vaccinated to prevent vaccine-preventable disease. The information below is to let you know which vaccines are required for school attendance and which vaccines are recommended for best protection against vaccine-preventable disease (see chart).

As a parent, it is important to know that in addition to the vaccines required by the state of Colorado Board of Health for school entry, there are vaccines that are recommended by the Advisory Committee on Immunization Practices (ACIP). This is the immunization schedule that will best protect your child from even more vaccine-preventable diseases.

Parents often have concerns or want more information about children's immunizations and vaccine safety. A resource developed for parents with frequently asked questions about the safety and importance of vaccines can be located at: [www.ImmunizeForGood.com](http://www.ImmunizeForGood.com) . The Colorado Immunization Section's website is located at: [www.ColoradoImmunizations.com](http://www.ColoradoImmunizations.com) .

Schools work hard to ensure compliance with the immunization laws. Your help in providing updated immunization records at school registration and when your child receives additional vaccine(s) is greatly appreciated. Please discuss your child's vaccination needs with your child's doctor or local public health agency. (To find your local public health department's contact information call the Family Health Line at 1-303-692-2229 or 1-800-688-7777). Please bring your child's updated immunization records to the school each time your child receives an immunization.

## MINIMUM NUMBER OF DOSES REQUIRED FOR CERTIFICATE OF IMMUNIZATION

Kindergarten through Grade 12, 2016-17 Required for School Attendance

| VACCINE   | Number of Doses  | Grades K-12 (5-18 Years of Age)   |
|---|--|---|
|   | <i>Vaccines administered ≤ 4 days before the minimum age are valid</i> |   |
| <b>Pertussis</b><br><i>DTaP only licensed through 6 yrs of age.</i>   | 5 to 6   | 5 <b>DTaP</b> ( if dose 4 was administered on or after the 4 <sup>th</sup> birthday, the requirement is met). The final dose of DTaP must be administered no sooner than 4 years of age. <b>Tdap</b> req. 6 <sup>th</sup> through 12 <sup>th</sup> grades.  |
| <b>Tetanus/Diphtheria DT</b><br><i>only licensed through 6 yrs of age.</i>  | 3 to 5   | 5 <b>DT</b> ( if dose 4 was administered on or after the 4 <sup>th</sup> birthday, the requirement is met). If child is 7 yrs of age or older, must have 3 appropriately spaced tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) - 4 wks between dose 1 & 2 and 6 mos between dose 2 & 3   |
| <b>Polio (IPV)</b>  | 3 to 4   | 4 <b>IPV</b> ( if dose 3 was administered on or after the 4 <sup>th</sup> birthday, requirement met). Final dose must be given no sooner than 4 <sup>th</sup> birthday.   |
| <b>Measles/Mumps/Rubella (MMR)</b> <i>Proposed for this school year – 1 dose of Rubella meets requirement.</i>  | 2  | The 1 <sup>st</sup> dose cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses required for K thru 12 <sup>th</sup> grades.  |
| <b>Varicella (Chickenpox)</b><br><i>Documentation of disease from a health care provider (physician, RN or PA) is required.</i>   | 1 or 2   | The 1 <sup>st</sup> dose cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for children entering K through 7th grade. 1 dose is required for 8th through 12 <sup>th</sup> grades.   |
| <b>Hepatitis B</b><br><i>Students who have not received 3 doses of Hep B vaccine prior to 7/1/2009 must follow the minimum intervals recommended by the Advisory Committee on Immunization Practices (ACIP)</i> | 3  | The second dose must be administered at least 4 weeks after the first dose. The third dose must be administered at least 16 weeks after the first dose and at least 8 weeks after the second dose. The final dose is to be administered no sooner than 24 weeks (6 mos) of age. The 2-dose series is acceptable for ages 11-15 years. 2 doses can only be accepted using the approved vaccine for the 2-dose series with proper documentation (name of the vaccine, dosage, dates, and interval). |



## RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE- PREVENTABLE DISEASE

| VACCINE                        | Number of Doses | Grades K-12 (5-18 Years of Age) <i>Vaccines administered <math>\leq 4</math> days before the minimum age are valid</i>  |
|--------------------------------|-----------------|---|
|                                |                 |   |
| Influenza (Flu)                | 1 to 2          | 2 doses initially if under 9 yrs of age with a minimum interval of 28 days between doses, then 1 dose annually, thereafter. Recommended for children 6 months of age and older. |
| Meningococcal Meningitis (MCV) | 1 to 2          | Adolescents 11-18 years of age  |
| Human Papillomavirus (HPV)     | 3               | Adolescents 11-18 years of age.   |
| Hepatitis A (Hep A)            | 2               | All children 1 year and older   |

Colorado state immunization requirements will be strictly enforced for all school children. Students who do not meet the requirements listed below may be denied admission to school according to current Colorado Revised Statutes. All students must submit a completed Certificate of Immunization or Exemption upon enrollment.

Please be advised that:

The parent/guardian must provide one of the following to your student's school in order to comply with the law:

1. **Certificate of Immunization** from a licensed physician or authorized representative of the department of health or local health department certifying that your child has received minimum immunizations as indicated above.

2. **Statement of Exemption to Immunization Law** printed on the reverse side of the Colorado Department of Health Certificate of Immunization:

- a) Medical exemption signed by licensed physician stating that the student's physical condition is such that immunizations would endanger life or health; or
- b) Religious exemption signed by parent or guardian or emancipated child that he/she adheres to a religious belief whose teachings are opposed to immunizations; or
- c) Personal exemption signed by parent or guardian or emancipated student that he/she adheres to a personal belief opposed to immunizations.

## **Policies**

Policies which address health related issues and pertinent forms are found in the back of this handbook.

### **Colorado Mandatory Child Abuse Reporting Law**

The Colorado Child Protection Act of 1987 is adhered to at The Pinnacle Charter School. For specific information refer, ask to see the policy at the Front Desk.

## **Classroom Information and Policies**

### **Parent Orientation Meetings:**

Parents are expected to attend one of the Orientation Meetings for the school(s) their students attend to be held during the first weeks of the Fall Semester.

During these meetings, the Pinnacle Agreement which outlines expectations for Parents, Students, and School Personnel will be discussed.

### **Open House**

Parents and students are expected to attend Open House: an opportunity to get an overview of the school year from your child's teacher(s).

### **Classroom Hours**

Classes for K – 8<sup>th</sup> grade are from 8:20 a.m. to 3:20 p.m. Classes for high school are from 7:10 a.m. to 2:25 p.m. on Monday, Tuesday, Wednesday, and Friday and from 7:15 a.m. to 1:30 p.m. on Thursday.

### **Field Trips**

We encourage teachers to supplement and enhance your child's learning experience with "hands on" experience of field trips. The costs of all field trips include the rental fee for the buses and fees for the field trip itself. We are required to pay for the field trips and bus rental before the trip. These fees are not refundable to us from the vendors, and must be paid 30 days in advance. Therefore, we will no longer be able to grant any refunds for any field trips if your child is unable to attend.

Students with failing grades and poor attendance may be excluded from field trips at the discretion of the building administrator.

### **Holiday Events and Observances**

Holiday activities may be presented after school hours. Events will be scheduled in advance by filling out the activities form available at the front office. All events must be pre-approved by the administration in writing. Acknowledging holidays serves the academic goal of education about history, culture, and traditions within a

pluralistic society. As a public, non-religious, nonsectarian school, The Pinnacle must insist that concerts avoid programs dominated by religious music, though some may be included.

Rooms, bulletin boards, and worksheets may be decorated with a holiday emphasis at the teacher's discretion. If a parent has concerns with this, he/she should discuss it with their student's teacher. If a concern still exists, he/she may contact the administration.

## **Parties**

**No outside food of any kind may be brought to school for classroom celebrations by parents, volunteers, etc.** Balloons, flowers, and other favors delivered to the school are not allowed and will not be accepted by the Front Office.

## **Homework**

Homework assignments are part of a student's academic performance. You may usually expect 30-60 minutes of homework nightly (or longer for special projects). If a problem arises due to excessive homework, please contact the teacher to seek causes and remedies.

# Parents As Partners in Education

## Parent Responsibilities

Parents, as well as the individual student, are considered responsible for the good behavior of their children; therefore, it is essential that parents assist the school in promoting positive behavior. Parents shall cooperate with all school policies, especially in the areas of dress, discipline, academics, and be respectful to all staff members. Non-Compliant Parents will be banned from the campus. Please encourage students with their academic endeavor, give help when necessary, and assist in drill assignments and oral reading.

## Grievance Policy

The Board of Directors of The Pinnacle Charter School seek to provide the highest quality service to the public and wishes to improve wherever service may be deficient. The Pinnacle is committed to promoting healthy communication among students, parents, teachers, and administrators, and encourages Pinnacle community members to express any concerns directly with the individual involved so that the school's focus can be kept on student learning. In the interest of promoting the efficient resolution of grievances, the procedures below set forth the process for resolving conflicts and settling differences. This process is designed to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level.

- The Pinnacle trusts, values, and supports its employees and seeks to protect them against unwarranted and unnecessary attacks. Therefore, all formal complaints by members of the public concerning school personnel shall be in writing and bear the signature of the concerned party.
- Anyone who defames a Pinnacle employee and damages a person's professional reputation, whether before students or any third party, may be subject to legal action brought by the employee.
- The grievance process shall appropriately account for language barriers and provide accommodations to and equal access for families where English is the second language.

**1. Address Issue with Those Directly Involved.** A member of the public with a concern or complaint must first try to resolve the matter directly and informally with the individual(s) directly involved. A meeting should be scheduled where the concerns can be expressed in private and in an environment conducive to resolution. Should a grievant bring a concern directly to the attention of the School Level Principal without first attempting to address the issue at the lowest level, the School Principal may re-direct the grievant to the appropriate level in the process.

**2. Address Issue with School Principal.** If the matter cannot be resolved informally at the initial level, the concerned party should **submit a written statement** describing his/her concerns in a clear, specific and detailed manner and submit it to the appropriate principal or the staff member's supervisor.

The complaint shall be in writing and shall detail (i) the date of the incident (if applicable); (ii) the School staff member involved (if applicable); (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the grievant's requested resolution. Grievance forms are available on the school website Board of Directors page.

The principal or supervisor shall investigate the facts, schedule a phone call or an in-person meeting in order to address the situation, facilitate ongoing communication, and develop goals for resolution. The issue shall be resolved within ten

(10) school days from the receipt of the written statement unless the parties involved mutually agree to extend that period. After that time period, the principal or supervisor will supply the concerned party with a verbal or written result of the resolution.

**3. Appeal Decision with the Pinnacle Charter School Superintendent.** If the issue has not been resolved to the concerned party's satisfaction, he or she may submit a **written appeal** within ten (10) school days of receipt of the written response to the Superintendent.

The appeal shall be in writing and shall include (i) the date of the incident (if applicable); (ii) the School staff member involved (if applicable); (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the grievant's requested resolution. Grievance Appeal forms are available on the school website Board of Directors page.

The Superintendent will hold a conference of all parties involved within ten (10) school days of receipt of the appeal. The concerned party will receive a written response within ten (10) school days after the conference.

**4. Appeal Decision with the Pinnacle Board of Directors.** If the issue is still not resolved to the concerned party's satisfaction after completing steps 1, 2, or 3, the grievant may submit a written appeal within ten (10) school days of receipt of the appeal decision to The Pinnacle Charter School Board of Directors.

The written grievance must detail (i) the date of the incident (if applicable); (ii) the School staff member involved (if applicable); (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the grievant's requested resolution.

Current contact information for the Board can be found on the School website, under the 'Board of Directors' page. The Board has the discretion to accept or reject the Superintendent's resolution of the issue. Within 10 days from receipt, the Board President, or his/her designee, will review the written grievance and provide a written response to the grievant either determining that the grievance warrants full review by the Board or declining to review the written grievance. If the Board Chair, or his/her designee, determines that the grievance warrants full review by the Board, the Board shall review the grievance at its next regularly-scheduled Board Meeting. A vote by a simple majority of the Board members shall be required to come to a decision. A written decision will be issued to the grievant within 10 days of the meeting. If declining review, the Board's written response to the grievant will explain the reasons for the determination.

While any member of the public is always welcome to speak in an open board meeting, no grievance issue will be addressed by the Board without the grievant having first followed these proper procedures. Issues of employee or student privacy may be addressed in Executive Session, as is legally proper.

If the grievant is not satisfied with the School's Board determination not to review the written grievance or the written resolution reached by the School Board after reviewing the grievance, the grievant may submit its concerns in written format to the Charter School Institute's Executive Director within five business days from receiving the written decision of the School Board. After review, the Charter School Institute's Executive Director will publish his/her conclusions in writing within 15 calendar days from receipt of the written concern. The decision of the School's Board will not be overturned unless there are compelling grounds that the School violated an applicable law, regulation, policy, or contract provision. The Institute can be contacted at (303) 866-3299 or [csi\\_info@csi.state.co.us](mailto:csi_info@csi.state.co.us).

## Formal Grievance - Procedures

Members of the public who wish to express a concern must follow the procedure listed below:

1. **Address Issue with Those Directly Involved.** A member of the public with a concern or complaint must first try to resolve the matter directly and informally with the individual(s) directly involved. A meeting should be scheduled where the concerns can be expressed in private and in an environment conducive to resolution. Should a grievant bring a concern directly to the attention of the School Level Principal without first attempting to address the issue at the lowest level, the School Principal may re-direct the grievant to the appropriate level in the process.

2. **Address Issue with School Principal.** If the matter cannot be resolved informally at the initial level, the concerned party should submit a written statement describing his/her concerns in a clear, specific and detailed manner and submit it to the appropriate principal or the staff member's supervisor.

The complaint shall be in writing and shall detail (i) the date of the incident (if applicable); (ii) the School staff member involved (if applicable); (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the grievant's requested resolution. Additional Grievance forms are available on the school website Board of Directors page.

The principal or supervisor shall investigate the facts, schedule a phone call or an in-person meeting in order to address the situation, facilitate ongoing communication, and develop goals for resolution. The issue shall be resolved within ten (10) school days from the receipt of the written statement unless the parties involved mutually agree to extend that period. After that time period, the principal or supervisor will supply the concerned party with a verbal or written result of the resolution.

3. **Appeal Decision with the Pinnacle Charter School Superintendent.** If the issue has not been resolved to the concerned party's satisfaction, he or she may submit a written appeal within ten (10) school days to the Superintendent.

The appeal shall be in writing and shall include (i) the date of the incident (if applicable); (ii) the School staff member involved (if applicable); (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the grievant's requested resolution. Grievance forms are available on the school website Board of Directors page.

The Superintendent will hold a conference of all parties involved within ten (10) school days of receipt of the written appeal. The concerned party will receive a written response of the decision within ten (10) school days after the conference.

4. **Appeal Decision with the Pinnacle Board of Directors.** If the issue is still not resolved to the concerned party's satisfaction after completing steps 1, 2, or 3, the grievant may submit a written appeal within ten (10)

school days of receipt of the appeal decision to The Pinnacle Charter School Board of Directors. The written grievance must detail (i) the date of the incident (if applicable); (ii) the School staff member involved (if applicable); (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the grievant's requested resolution. Grievance forms are available on the school website Board of Directors page.

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While any member of the public is always welcome to speak in an open board meeting, no grievance issue will be addressed by the Board without the grievant having first followed these proper procedures. Issues of employee or student privacy may be addressed in Executive Session, as is legally proper.

If the grievant is not satisfied with the School's Board determination not to review the written grievance or the written resolution reached by the School Board after reviewing the grievance, the grievant may submit its concerns in written format to the Charter School Institute's Executive Director within five business days from receiving the written decision of the School Board. After review, the Charter School Institute's Executive Director will publish his/her conclusions in writing within 15 calendar days from receipt of the written concern. The decision of the School's Board will not be overturned unless there are compelling grounds that the School violated an applicable law, regulation, policy, or contract provision. The Institute can be contacted at (303) 866-3299 or [csi\\_info@csi.state.co.us](mailto:csi_info@csi.state.co.us).

## **Monthly Newsletter**

Every month, the Family Communications Newsletter (FCN) will be sent to parents electronically to communicate academic classroom information and school news. Parents can view classroom newsletters on-line and other school news at the school website: [www.pinnaclecsi.org](http://www.pinnaclecsi.org).

## **Communications to Parents from Teachers and Progress Reports**

Notes, newsletters, and communications to parents from the teacher are available on-line.

Progress report to parents:

Parents have access to the Pinnacle's on-line Parent Portal where they can monitor student progress at any time. Information about how to access the Parent Portal will be made available once the transition to the Infinite Campus student information system has been completed.

## **Parent-Teacher Conferences**

Teachers are always available by appointment for parent conferencing. Teachers will contact parents to schedule “teacher requested” conferences. Parent Teacher conferences are scheduled throughout the school year. (see calendar)

## **Voting For Pinnacle Board Members**

The Pinnacle School Board of Directors is composed of five (5) parent members and two (2) community members who have vested in them the responsibility to set school policy and provide oversight of the school. Self nominations for parent members begin in Mid-August and continue through Mid-September. Board elections are held prior to November 1. Parents are encouraged to run for the Board and vote for individuals running for the Board.

## **School Advisory Council**

The School Advisory Council is a working group of parents, teachers, community members, and school administrators who meet monthly, and are elected annually following the schedule of School Board elections. Members of this group are charged with providing recommendations to the School Board of Directors regarding spending state, federal, and grant monies along with providing school budget recommendations. Further, the group advises the school concerning the preparation and content of the school performance or improvement plan or the priority improvement or turnaround plan if necessary and reviews progress on the plan quarterly. Members of the School Advisory Council serve on this committee for two years.

## **Volunteer Work**

The Pinnacle encourages and welcomes parent volunteers. Volunteering adds to your child’s educational experience and demonstrates your commitment to your child’s education. We ask that under school age children do not accompany parents while volunteering. Volunteers must be on the student’s list of contacts. Contact your child’s teacher if you are interested in volunteering. Please see the Front Office for Volunteer application packet.

## **Title I Parent Information**

The Pinnacle Charter School is a partially funded with Federal Title grants. This funding provides opportunities for educational programming that benefits all Pinnacle students.

## **Right to Know**

As a parent of a student at The Pinnacle Charter School, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts and schools that receive Title I funds. Federal law allows you to request certain information about your student’s classroom



teacher. The law also requires us to give you this information in a timely manner upon request. You have the right to ask for the following information about your student's classroom teachers:

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

## **Highly Qualified Teachers**

The Pinnacle Charter School receives Title I federal funding under the Elementary and Secondary Education Act (ESEA). The law states that any school that receives funds for educationally disadvantaged students (Title I funds) must inform parents if their child is assigned a teacher for four or more consecutive weeks who is not considered "highly qualified" under No Child Left Behind (NCLB).

According to the ESEA law, a "highly qualified" teacher is one who:

- Has obtained a Bachelor's degree or higher;
- Has obtained full State certification – in Colorado this means that the teacher has a valid, Colorado teaching license; and
- Has demonstrated competency in the core academic subject area(s) that he/she teaches.

The core academic subjects are English; Reading or Language Arts; Mathematics; Science; Foreign Languages; Social Studies (Civics, Government, Economics, History, Geography); and The Arts (Visual Arts, Drama, Music).

The Pinnacle strives to always place teachers designated as highly qualified into classrooms. However, should this not be possible, parents will be informed in writing.

## **Colorado Parent Information and Resource Center**

The Colorado Parent Information and Resource Center (CPIRC), a program of the Clayton Early Learning Institute provides parents with information and support for school and family partnerships in Colorado. The center offers parents opportunities such as parent involvement in early childhood education, the State standards, homework management, and becoming involved in a child's classroom. CPIRC is located at 3805 Martin Luther King Blvd, Denver, CO 80205.

## **Charter School Institute Parent Involvement Policy**

### **Parental Involvement in Education Policy**

The Colorado General Assembly believes that the education of each student is a responsibility shared by the school as well as parents. The Board recognizes the need for a constructive partnership between Institute Schools and parents that provides for two-way communication and fosters educational support for students and parents. In this policy, the word “parent also includes guardians and other members of a student’s family involved in the student’s education.

In keeping with these beliefs, it is the intention of the Institute Board to cultivate and support active parental involvement and to set and realize goals for parent-supported student learning.

To that end all Institute schools shall:

1. Consult with and encourage parents to share in school planning and in the setting of objectives through participating in school accountability committees.
2. Help parents understand the educational process and their role in supporting student achievement.
3. Inform parents of school choices within the home district, including but not limited to, information on open enrollment, choice programs and charter school options.
4. Provide opportunities for parents/guardians to be informed about their student’s progress toward attaining proficiency on state and Institute content standard through written materials and public meetings. Information shall explain how the student’s progress will be measured and how parents will be informed of such progress. This information shall also be provided to the school and Institute accountability committees.
5. Provide appropriate avenues for parent to find support in their role.
6. If a school must adopt an improvement, priority, or turnaround plan, districts must inform parents at affected school(s) within 30 days and hold public hearing for parents to provide input.

The Board also recognizes the special importance of parental involvement to the success of its Title I, Migrant Education Program (MEP), and Limited English Proficiency (LEP) programs and directs the School Boards to ensure that the Schools jointly develop with parents written parent involvement policies that meet the requirements of federal law.

## Parent and Family Engagement Policy

The Pinnacle Charter School Board of Directors believes the contributions of parents add value to the educational program and student learning. The academic achievement of each student is a responsibility shared by the entire school community including the school district, school, community members, school administration, staff, students, and parents or guardians. It is important to reach out to, communicate with, and work with parents as equal partners. The term parent, for purposes of this policy, is defined to include guardians and all members of a student's family involved in the student's education.

In carrying out this policy, the school, to the extent practicable, shall provide opportunities for the informed participation and engagement of parents and family members including those who have limited English proficiency, those with disabilities, and those with migratory children.

The Pinnacle Charter School will:

- Involve parents in the planning, review, and improvement of the school's parental involvement policy in an organized, ongoing, and timely way.
- Consult and encourage parents to share in school planning and in setting of objectives through participating in school accountability committees.
- Involve parents in the joint development of any school-wide program plan in an organized, ongoing, and timely way.
- Inform parents of school choices within the Pinnacle's geographic district, including information on open enrollment, choice programs, and charter school options.
- Hold a public hearing within 30 days of implementing an Improvement, Priority Improvement or Turnaround Plan in which parents at the school may provide input into the school improvement plan.
- Hold an annual meeting to inform parents of the school's participation in Title I programs, and to explain that these funds come with requirements, and that parents have a right to be involved.
- Provide parents information about Title I programs, a description and explanation of the school's curriculum, the forms of academic assessment used to measure a child's progress, and the proficiency levels students are expected to meet.
- The school will offer a flexible number of additional parental involvement meetings, at convenient times for families, such as in the morning, or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I programs (participating students) to meetings, and will encourage them to attend.
- Ensure information is provided to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

- On the request of parents, the school will provide opportunities for regular meetings for parents to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts, and reading which includes information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
- Jointly develop with parents school-parent compacts which outlines how families, school, staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help students achieve state standards. School-parent compacts will meet federal and state statutory guidelines. The compact shall:
  - Describe share responsibility.
  - Describe parent-teacher communications.
  - Build dual capacity for involvement.
  - Submit any parent comments regarding the school-wide Title I program plan to the Charter School Institute as the acting Local Education Agency.

If you have any questions regarding Title programming, please contact your school administrator.

## **Pinnacle Technology Acceptable Use Policy**

### **Philosophy**

It is intent of The Pinnacle Charter School to provide Internet and technology resources to its staff and students to assist in education, curriculum planning and classroom enhancement.

Use of technology resources demands personal responsibility and an understanding of the Pinnacle's Acceptable Use Policies. Use of the technology and the Internet is a privilege, not a right, and therefore entails responsibility. General rules for behavior and communications apply when using the technology. Failure to follow the Pinnacle's Acceptable Use Policies will result in the loss of the privilege to use these educational tools and restitution for costs associated with damages, and may result in school disciplinary action (including suspension, expulsion, and dismissal) and/or legal action.

The Pinnacle's network administrators may review files and monitor communications and device use to maintain system integrity and to ensure that users are using the system appropriately and responsibly. **Staff and students shall have no expectation of privacy in any information stored on the Pinnacle's servers, or in their use of school technologic devices.** The Pinnacle reserves the right to monitor, inspect, copy, review and store (at any

time and without prior notice) all usage of Pinnacle computers, mobile devices, and computer systems and software, including all Internet and electronic communications access and transmission/receipt or materials and information.

Staff, students and their parents/legal guardians shall be required to complete and sign The Pinnacle's "Acceptable Use Policy" prior to being permitted to access the Internet at school. The completed and signed AUPs shall be kept on file with the school.

### Website Acceptable Use Policy

Appropriate use of technology resources is the responsibility of all individuals involved in the educational process. The Internet is an educational tool that can greatly benefit instruction and learning through interactive lessons, research, collaborative learning, and the exchange of ideas and information.

The Pinnacle Charter School promotes compliance with the Children's Internet Protection Act (CIPA) and all activities must meet the requirements and restrictions of resources approved by the instructors for legitimate scientific and educational purposes.

It is the policy of the Pinnacle Charter School that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is strictly prohibited.

Students and staff who use online resources are expected to do so in accordance with the following rules:

- Use the online resources only for school-related, educational activities.
- Be polite and use appropriate language.
  - Students/staff may not engage in the use of profanity, obscenities, or sexually explicit material.
  - Students/staff may not use expressions of bigotry, racism, and/or hate.
  - Students/staff may not intimidate, bully, harass, or embarrass.**CYBER-BULLYING WILL NOT BE TOLERATED. Incidents of Cyber-bullying will be reported to the police.**
- Use resources and course materials appropriately.
  - Students/staff may not engage in acts of vandalism (malicious attempts to harm or destroy others' files, material, software, or equipment).
  - Students/staff may not use course software or network resources to display or convey personal, political, or commercial messages.
  - Students/staff must retain privacy of individual passwords.
  - Staff should not use email or Pinnacle technical resources for personal use.

- Maintain individual anonymity and privacy.
  - Staff must comply with the Family Educational Rights and Privacy Act (FERPA), and must protect student privacy.
  - Students/staff may not reveal personal addresses, phone numbers, social networking identities, or other personal information.

### Internet Use

The following activities are NOT permitted on The Pinnacle Charter School electronic resources:

- Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive, sexually explicit language; violence, terrorist activities, or racial epithets. Violation of The Pinnacle Charter School's anti-harassment and anti-discrimination policies is strictly prohibited.
- Engaging in personal attacks including discriminatory, prejudicial, harassing, slanderous, or libelous comments. (Cyber Bullying)
- Damaging technical devices, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional mis- or overuse of electronic distribution or storage space, e.g. downloading audio or video files not used in the classroom, or the spreading of computer "viruses" through the inappropriate use of files or diskettes.
- Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work or files.
- Criminal acts such as arranging the sale, production or trade of alcohol, drugs, weapons or other controlled substances; engaging in criminal or gang activity; threatening the safety of others or theft of records or information.
- Using the school's computers, iPad/ChromeBooks, Internet, or email for personal reasons, e.g. banking, chatting with friends, online auctions, job searches, personal email, and other instances as determined by the school on a case-by-case basis.
- Using the school's computers or network for private commercial or for-profit purposes, product advertisement or political lobbying.
- Wasting district resources. This includes wasting network bandwidth by streaming music or video for non-educational purposes and/or storing personal, redundant, or out-of date materials on district computers and servers.
- Accessing hacker-related sites or use of hacking tools or utilities.
- Attempting to circumvent Internet content filtering. Disabling the filter for student use is prohibited as per federal law. (CIPA)
- Running executable or programs from USB Devices.
- Violating local, state or federal statute.

### Technical Device Use

The Pinnacle Charter School provides computers, iPad/ChromeBooks and other devices for staff and student use. While staff and students use these computers and devices on a daily basis it must be remembered that these computers, iPad/ChromeBooks and devices are the property of The Pinnacle Charter School and must be used appropriately. Inappropriate use of The Pinnacle Charter School's electronic resources includes, but is not limited to:

- Using school computers and electronic devices for storage of personal documents, e.g. bank statements, personal photos, resumes, etc.
- The installation of personal software, as this can lead to licensing issues.
- Use of CD burners to copy MP3s or software. If you need copies, ask the IT Department to make copies for you.
- Screensavers or wallpaper downloaded from the Internet or a CD.
- Use of telnet or any instant messenger service at any time.
- Use of email that is not directly related to education.
- Use of chat, instant messaging or posting to non-school related message board programs at any time.
- Deliberate attempts to disrupt the technology system performance or destroy data by any means.
- Attempts to gain unauthorized access to any outside system through The Pinnacle Charter School's system.
- Logging into any other account or accessing any other account for the purpose of deleting or browsing files.
- Having hidden or password protected files.
- Streaming music or video for non-educational purposes.
- Students' agreement to meet in person with someone they have met online.
- Students' failure to promptly disclose to their teacher any message they receive that contains inappropriate content or makes them feel uncomfortable.

### Software

As restricted users, students **DO NOT** have permission to load and install software. Students will not download programs or other large files without the permission of the IT Department or other administrator.

If staff members would like to use non-approved freeware and shareware available on the Internet, please contact the IT Department for testing and approval before downloading or installing. The IT Department will then install it for you.

### Website Access

The Pinnacle Charter School uses hardware to monitor and restrict Internet access. If you need access to a site, submit an IT request. The IT Department will review your request and will notify you of a decision. All decisions are final.

### Security Practices

- Keep passwords absolutely secret. This ensures each user that no one else can access his/her computer and network resources by using his/her password.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose. Do not let someone else work on your computer while you are logged in.
- Log off computers when leaving workstation. When a user logs off the system, all of the user's open files are closed. Windows remains running, so that another user can log on.
- It is your responsibility to ensure that your password is kept secret. There will be no excuses for someone else using your password. **If a password has been misused and the IT Department has not been contacted, you will be held responsible for any misuse.**
- If you feel that your password has been compromised, contact the IT Department. This will limit your liability.

### Plagiarism and Copyright

- Staff and students will not plagiarize works found on the Internet. Plagiarism is the taking of ideas or words from others and presenting them as if they were original to yourself.
- Staff and students will respect the right of copyright owners. Copyright infringement occurs when an individual reproduces a work that is protected by copyright without permission from the copyright holder. This includes downloading copies of songs, movies, or other media, whether from websites or peer-to-peer networks without the permission of the copyright holder.
- Staff and students will not use or duplicate software unless it is in accordance with the appropriate license agreement.
- Students will cite works in an appropriate format.

### Disclaimers

The Pinnacle Charter School makes no warranties of any kind, either expressed or implied, for the provided access. The Pinnacle Charter School and its staff are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service; the loss of data stored on The Pinnacle Charter School resources, personal property used to access The Pinnacle Charter School resources; the accuracy, nature, or quality of information stored on The Pinnacle Charter School resources or gathered through corporation-provided access; unauthorized financial obligations incurred through The Pinnacle Charter School provided access. All provisions of this agreement are subordinate to local, state and federal statute.

### Consequences for Violation of the Acceptable Use Policy

Consequences for misuse of Pinnacle technology resources will be at the discretion of the Assistant Principal in conjunction with IT and may involve administration or law enforcement. The following chart indicates the consequences for specific technology infractions.



| Infraction  | Consequence  |
|---|--|
| <ul style="list-style-type: none"> <li>Working or playing on the iPad/ChromeBook/ChromeBook while standing in line or walking down the hall</li> </ul>                    | Loss of the iPad/ChromeBook for the remainder of the day (or if during the last hour of school, the following day). All assigned work must still be completed manually.  |
| <ul style="list-style-type: none"> <li>Attempting to bypass the filter and/or visit inappropriate websites</li> </ul>   | Depending on severity of the infraction*, iPad/ChromeBook will be confiscated for 1 to 30 school days with referral to Dean for possible suspension.   |
| <ul style="list-style-type: none"> <li>Taking inappropriate photos / videos</li> </ul>  | Loss of access to the camera on the iPad/ChromeBook for the remainder of the year.   |
| <ul style="list-style-type: none"> <li>Playing on the iPad/ChromeBook or using the iPad/ChromeBook for non-instructional purposes during school</li> </ul>                | Loss of the iPad/ChromeBook for the remainder of the day (or if during the last hour of school, the following day). All assigned work must still be completed manually.  |
| <ul style="list-style-type: none"> <li>Adding a passcode and then forgetting what it is</li> <li>Adding a restrictions passcode and then forgetting what it is</li> </ul> | A mandatory reinstall of software (when this occurs, all personalized settings and documents will be lost). iPad/ChromeBook will not be available for student use for at least one full day. All assigned work must still be completed manually. |
| <ul style="list-style-type: none"> <li>Removing or defacing the iPad/ChromeBook cover</li> </ul>  | iPad/ChromeBook confiscated by teacher for one day. All assigned work must still be completed manually. If cover needs replacing, student will be responsible for replacement costs.   |
| <ul style="list-style-type: none"> <li>Failing to bring the iPad/ChromeBook to school</li> <li>Failing to bring the iPad/ChromeBook to school fully charged</li> </ul>    | All assigned work must still be completed manually. This may have a negative impact on student grade. Student report card will reflect lack of responsibility.   |
| <ul style="list-style-type: none"> <li>Losing or damaging the iPad/ChromeBook or any iPad/ChromeBook accessories</li> </ul>   | Per iPad/ChromeBook Agreement, students are responsible for repair and/or replacement costs.   |
| <ul style="list-style-type: none"> <li>Repeated infractions (more than three minor infractions)</li> </ul>  | iPad/ChromeBook will be confiscated and parents and students will be required to attend a meeting to revisit iPad/ChromeBook expectations.   |

\* Major infractions include (but are not limited to): searching for or storing sexually explicit material; engaging in personal threats or attacks including discriminatory, prejudicial, harassing, slanderous, or libelous comments (cyberbullying); malicious attempts to harm hardware, software, or systems.

## Important Policies and Statutes

### Public Challenges

#### Pinnacle Policy

1.0 It shall be the policy of The Pinnacle, to allow parents/guardians/patrons/school personnel/students to challenge the use of any materials, methods, curriculum, activities or presentations in accordance with procedures established for implementation of the policy.

2.0 In keeping with the intent of this policy, please follow the Grievance policy.

### Child Abuse Reporting

#### Pinnacle Policy

1.0 The Pinnacle has established procedures for reporting suspected abuse to the specified social service agency and/or law enforcement agency in compliance with the provisions of the “Child Protection Act of 1987”. In addition, The Pinnacle will implement periodic in-service programs for all school personnel about the recognition and reporting of suspected child abuse or neglect, and other related issues as provided by law.

2.0 The confidentiality of reports of suspected child abuse or neglect shall be preserved in accordance with statute.

### Controversial Issues

#### Pinnacle Policy

1.0 It shall be the policy of The Pinnacle to permit, when deemed appropriate, the inclusion of issues of a controversial nature with the schools instructional goals, objectives, and curriculum, subject to regulations and standards imposed by law, and the orderly operation of the schools.

2.0 A controversial issue is herein defined as any issue which has generated sufficient interest and discussion to have provoked dissent and opposing points of view.

3.0 The Superintendent or designee is charged with the responsibility of establishing procedures for implementation of this policy.

#### Administrative Procedure

In compliance with Pinnacle Policy, the following criteria shall be followed when implementing or dealing with controversial issues.

1.0 School personnel and parents share the responsibility for identifying and responding to controversial issues. School personnel shall develop procedures to:

1.1 Notify parents, in a timely manner, of anticipated curricula, materials, learning activities and instructional strategies which could reasonably be considered controversial; and,

1.2 Provide opportunities for parents to request and receive additional information as is reasonably necessary to comprehend the curriculum, learning materials, learning activities, and/or instructional strategies.

1.3 School personnel shall notify parents/guardians by mail when students will be involved in a school-approved controversial health education course or topic prior to such involvement. Parents'/guardians' have a right to exclude their child from all or part of such instructions.

1.3.1 To assist parents/guardians in determining whether to request an exemption, each school shall give parents/guardians so requesting, an opportunity to review the materials to be used and participate in a conference with the instructor and principal or designee.

1.3.2 Parents/guardians shall direct requests for exemption to the school, in writing, and shall specify the components of the curriculum from which the student is to be excused.

1.3.3 Administrators shall maintain all requests for exemption in students' files.

1.3.4 Students for whom parents/guardians have submitted a signed exemption request shall be provided with appropriate alternative activities.

2.0 Controversial issues shall be reviewed and judged with reference to the context within which the specified activity occurred. Controversial issues shall be related to the curriculum being taught and be appropriate to the grade level, maturity and intellectual capacity of the students.

2.1 Surveys designed to determine student perceptions of themselves as learners must:

2.1.1 Be age appropriate, relevant to the curriculum being taught, and have a clear educational purpose;

2.1.2 Be shared with parents; and be administered only as set forth in Pinnacle policy if intended to reveal information concerning the student or the student's parents or legal guardians:

(I) Political affiliations or beliefs;

(II) Mental and psychological conditions potentially embarrassing to the student or the student's family;

(III) Sexual behavior and attitudes;

(IV) Illegal, anti-social, self-incriminating or demeaning behavior;

(V) Critical appraisals of individuals with whom a student has close family relationships;

(VI) Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and members of the clergy;

(VII) Religious practices, affiliations, or beliefs of the student or student's parent; or

(VIII) Income, except as required by law. This provision applies whether or not the name of the student or his/her parent/guardian will be connected to the information.

2.2 Teachers shall refrain from demonstrating practices, or directing students to demonstrate practices, which have significant religious or spiritual components.

2.3 Sensitivity to practices and beliefs of other cultures shall be manifested in instructional methods and academic content.

2.4 This Policy shall not be construed to prevent teachers from teaching about the many religious, ethnic, and cultural groups and their contributions to our American heritage.

3.0 An educational climate shall be established which is conducive to rational thought, free inquiry, and reflect respect for the dignity of the individual.

4.0 Students shall be taught how to study issues and shall be provided the opportunity to identify, express, and defend their opinions without penalty, or fear of reprisal or ridicule.

5.0 Adequate instructional resources shall be provided in order to promote fair representation of a variety of views on all issues presented.

6.0 Staff members shall consult with the principal or designee concerning the nature of a known controversial issue that is to be presented. Staff members shall also inform the principal of all controversial issues that arise unexpectedly which cause or are likely to cause concern among students and/or parents.

7.0 Administrators are responsible for seeking guidance from legal sources whenever the presentation of a controversial issue may be illegal or threatens the orderly operation of the school.

8.0 Whenever possible, appropriate learning alternatives, equivalent in value/quality to those which parents object, shall be provided in a non-stigmatizing manner when a student's parent/guardian determines that the student should not be

exposed to the assigned materials, methods, curriculum, activities or presentations. This provision shall not be invoked so as to fundamentally alter school curriculum.

## Homeless Students

### Pinnacle Policy

1.0 It is The Pinnacle's intent to remove barriers to the enrollment and retention of homeless students in school in accordance with state and federal law. The Pinnacle shall take reasonable steps to ensure that homeless students are not segregated or stigmatized and that decisions are made in the best interests of the student.

1.1 The term "homeless children" is defined in federal law as individuals who lack a fixed, regular and adequate nighttime residence; including:

1.1.1 Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

1.1.2 Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

1.1.3 Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

1.1.4 Migratory children who are living in circumstances described above.

1.2 School-based personnel will work cooperatively with the liaison and/or agents, including participation in meetings and training sessions, as appropriate, to facilitate on-going, pro-active and accurate identification of homeless students/families.

1.3 Policies/procedures which would conflict with The Pinnacle's legal obligation to homeless students are hereby waived. Such policies include, but may not be limited to, Student Immunizations; and Age Requirement.

2.0 Each homeless student shall be provided services for which the student is eligible comparable to services provided to other students in the school, regardless of residency, including transportation services, education services, vocational and technical education programs, gifted and talented programs, and school nutrition programs.

2.1 Homeless students shall be provided access to education and other services necessary to ensure that they have equal opportunity to meet the same student performance standards to which all students are held. All educational decisions shall be made in the best interests of the student.

2.2 Decisions on enrollment and transportation for homeless students shall be made in accordance with other Pinnacle policies.

### Administrative Procedure

1.0 The grade level Principal will:

1.1 Identify homeless children and facilitate each homeless child's access to and success in school

1.2 Mediate disputes concerning school enrollment;

1.3 Assist in making transportation arrangements;

1.4 Assist in requesting the student's records, provide information, and give referrals on services and opportunities; and

1.5 Assist any homeless child who is not in the custody of a parent or guardian with enrollment decisions.

1.6 In addition, the Superintendent shall report the number of homeless students enrolled in the school to the Colorado Department of Education by October 1 of each year.

1.7 In carrying out these functions, the Principal may designate, hire, or contract with another person or entity to provide services.

2.0 Enrollment shall be immediate even if the student lacks records routinely required prior to enrollment. The school shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When

feasible the school shall seek immunization through no- or low-cost health care providers. If an expense is incurred, the school shall seek reimbursement through Medicaid if possible.

3.0 Transportation. Subsequent to a determination that the student shall attend The Pinnacle, a request for transportation may be made by the student, or by the student's custodial parent/guardian.

## **Law Enforcement [Partners]**

The Pinnacle works cooperatively with the Federal Heights or Thornton Police departments. The Pinnacle has access to a law enforcement officer known as a "School Resource Officer" (S.R.O.). Maintaining campus safety and an orderly environment conducive to learning is of the utmost priority at The Pinnacle. In addition to working with Pinnacle safety support staff, school administrators are directed to notify proper law enforcement representatives in all school-related situations which may involve criminal violations.

## **No Child Left Behind**

Under Public Law 107-110 (No Child Left Behind Act, 2001), parents must be informed of their right to know the qualifications of their child's teacher(s). This notification serves as one measure of The Pinnacle's compliance with its responsibilities under that act. Parents are invited to contact their grade level principal for further information.

## **Non Discrimination/Harassment**

### **Pinnacle Policy**

1.0 The Pinnacle Charter School is committed to a policy of nondiscrimination/ harassment in relation to race or color, sex, religion or creed, national origin, marital status, sexual orientation and disability. Pinnacle policies, programs and activities should foster a climate of inclusiveness in which all individuals have the opportunity to participate, to be heard, and to be acknowledged for their dignity and worth and for their unique role in the pluralistic nature of our society. Students and staff who feel safe and welcome are more likely to perform more effectively.

2.0 **Publication of Policy** - The Superintendent, or his designee, shall notify students, parents of students, sources of referral of applicants for employment, applicants for employment and employees, that The Pinnacle does not discriminate in relation to race or color, sex, religion or creed, national origin, marital status, sexual orientation and disability in school educational programs or activities, or in employment decisions.

3.0 **General Information.** The purpose of this nondiscrimination/harassment policy is to prevent conduct or communication that is directed at a person's particular characteristics as defined in **paragraph 5.0**, and that is likely to substantially disrupt the educational environment or interfere with the rights of others.

Nothing in this policy shall be construed to prohibit discipline of a student or staff member for conduct which, although it does not rise to the level of harassment as defined here, otherwise violates one or more of The Pinnacle's policies.

4.0 In keeping with these statements, the following shall be objectives of The Pinnacle:

4.1 To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.

4.2 To focus on education about and publication of policies of nondiscrimination so that all Pinnacle personnel, students and community members are in a position to promote and contribute to a positive climate of inclusiveness.

4.3 To carefully consider, in all decisions made which affect The Pinnacle, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.

4.4 To implement recruitment, compensation, fringe benefits, job classification, in-service, promotion, termination and grievance procedures which promote the focus of inclusiveness and prevent discrimination in any area of employment.

4.5 To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.

5.0 **Definitions** – Any person found to be in violation of this policy is subject to discipline, including, but not limited to, reprimand, probation, demotion, suspension, expulsion, termination, or cessation of business.

5.1 **“Staff member”** means all teachers, student teachers, Para educators, support staff, administrators, bus drivers, custodians, nutrition services workers, coaches, contractors, and other agents of the school, whether employed by the school or by a contractor or subcontractor of the school, or acting in a volunteer capacity.

5.2 **“Harassment”** includes, but is not limited to unwelcome verbal, written or physical conduct based on a student’s or staff member’s actual or perceived race, religion, creed, color, national origin, marital status, sex, sexual orientation or disability which has the effect of substantially undermining or detracting from, or interfering with, the victim’s educational or work performance or access to The Pinnacles resources and activities, or creating a hostile, offensive or intimidating school environment. Such conduct can include, but is not limited to, derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, or the display or circulation of written materials or pictures when such conduct creates a hostile, offensive or intimidating school environment or substantially undermines or detracts from, or interferes with, the victim’s educational or work performance or access to The Pinnacles resources and activities.

5.3 **“Racial harassment”** includes, but is not limited to, unwelcome verbal, written or physical conduct, directed at a person’s race or color, such as, racial slurs, taunts, or insults when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim’s educational or work performance or access to The Pinnacles resources and activities.

5.4 **“Sexual harassment”** includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

5.4.1 Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status or progress, or a staff member’s work environment or employment; or

5.4.2 Submission to or rejection of such conduct by an individual is used as a component of the basis for decisions affecting that individual; or

5.4.3 The conduct has the effect of substantially undermining and detracting from, or interfering with, a student’s or staff member’s educational or work performance or access to The Pinnacle’s resources and activities, or creating an intimidating, hostile or offensive environment.

Sexual harassment can include, but is not limited to, unwelcome verbal, or physical conduct of a sexual nature, such as sexual gossip or personal comments of a sexual nature, sexually suggestive language, sexual jokes, comments or anecdotes, offensive touching, pinching or grabbing, or restraining someone’s movement when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim’s educational or job performance or access to The Pinnacle’s resources and activities.

5.5 **“Religious or creed harassment”** includes, but is not limited to, unwelcome verbal, written or physical conduct, directed at the characteristics of a person’s religion or creed, such as religious slurs, taunts or insults when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim’s educational or job performance or access to The Pinnacle’s resources and activities.

5.6 **“National origin harassment”** includes, but is not limited to, unwelcome verbal, written or physical conduct directed at the characteristics of a person’s national origin, such as ethnic slurs, insults or taunts when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim’s educational or job performance or access to The Pinnacle’s resources and activities.

5.7 **“Marital status harassment”** includes, but is not limited to, unwelcome verbal, written or physical conduct, directed at the characteristics of a person’s marital status, such as taunts, insults or slurs regarding pregnancy or the status of being an unwed mother or father when the conduct creates a hostile, offensive or intimidating school environment or

5.8 **“Sexual orientation harassment”** includes, but is not limited to, unwelcome verbal, written or physical conduct, directed at the characteristics of a person’s sexual orientation, such as ridicule, taunts, insults or slurs when the conduct

creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational or job performance or access to The Pinnacle's resources and activities.

5.9 **"Disability harassment"** includes, but is not limited to, unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling mental or physical condition, such as intimidation, ridicule or insults based on manner of speech or movement, cognitive ability, receipt of educational services outside the general education environment, or other manifestation of a person's disability when the conduct creates a hostile, offensive or intimidating school or substantially undermines and detracts from, or interferes with, the victim's educational or job performance or access to The Pinnacle's resources and activities.

**6.0 Reporting (student):**

6.1 Any student who believes that s/he has been harassed by a person subject to this policy, or who witnesses conduct that s/he believes might constitute harassment, shall report the conduct to a person designated under this policy as a principal or designee, department head or designee, or to any other school employee. An employee who witnesses conduct or who receives a report that s/he believes might constitute harassment under this policy shall report the conduct to a principal or designee, department head or designee. A complaint or report may be made either orally or in writing.

**7.0 Reporting (staff members):**

Procedures for staff members to report alleged violations of this policy are included in The Pinnacle Charter School Employee Handbook.

**8.0 Consequences:**

8.1 The Superintendent or shall take appropriate action, beginning with initiation of an investigation. Consequences may include, but is not limited to, disciplinary action where warranted, in all cases where the investigating official concludes that this policy has been violated. Any person who is determined to have violated this policy may be subject to consequences including but not limited to, warning, exclusion, suspension, expulsion, transfer, remediation, termination or discharge. Action taken for violation of this policy shall be consistent with the requirements of any applicable state and federal law, and Pinnacle policy. Depending on age and circumstances, educational interventions, rather than, or in addition to, discipline shall be appropriate.

8.2 The Pinnacle will provide interventions for the victim (e.g. counseling, etc.) as appropriate.

**9.0 Engaging in Retaliation or Making a False Report:**

9.1 It shall be a violation of this policy for any person to retaliate against a person who alleges harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to harassment allegations. Violation of this anti-retaliation provision may exist regardless of whether the underlying complaint of harassment is substantiated.

9.2 Retaliation may take the form of intimidation, reprisal or harassment, and shall be subject to the reporting, investigation, and enforcement procedures set forth in this policy.

9.3 Any person who knowingly makes a false report of harassment shall be subject to disciplinary action in accord with Pinnacle Policies.

**10.0 Mandatory Response to Report:**

10.1 Any staff member who witnesses conduct, or otherwise has reasonable cause to believe that conduct which, either as a single incident or if continued or repeated, could constitute harassment, has the duty to take action, including reporting to the Superintendent, a principal or designee, or department head or designee to stop the conduct. Administrators have the duty to take those actions reasonable and necessary to prevent the conduct in the future. When a student reports such conduct to a staff member, the person to whom the conduct is reported shall refer the report to a building administrator or other individual for informal or formal resolution in accord with the procedures related to this policy.

10.2 In the event the staff member is unable to take appropriate and prompt action after witnessing or receiving a complaint about conduct that could constitute harassment, the staff member must report the incident or complaint to a building administrator as soon as possible after witnessing or receiving the complaint.

### **Administrative Procedure**

*(Compliance with Title VI, Title VII, Title IX, Section 504, and Americans with Disabilities Act)*

The Pinnacle shall implement the following procedures in compliance with Title VI, Title VII, Title IX, Section 504, and The Americans with Disabilities Act:

**1.0 Designation of Responsible Employee** -The Superintendent or designee will be responsible for coordinating, monitoring and documenting school compliance with Nondiscrimination/Harassment, Equal Employment Opportunity policies, and with Title VI, Title VII, Title IX, Section 504, Americans with Disabilities Act, and administrative regulations there under.

1.1 The Superintendent or his designee shall serve as the schools nondiscrimination/harassment policy compliance person, shall formulate procedures for carrying out The Pinnacle's policies of harassment / nondiscrimination in school programs, activities, and employment practices, and shall be responsible for continuing surveillance of these matters with regard to compliance with federal and state laws and regulations pertaining to nondiscrimination.

1.2 All students and staff members of The Pinnacle shall be notified of the title, address, and telephone number of the nondiscrimination/harassment policy compliance officer\*. Notification shall be by posting and/or other means sufficient to advise all students and employees.

1.3 For staff members, The Pinnacle's Business Office (Human Resources) Administrator may also receive complaints under this procedure.

1.4 If one of the designated principal or designee, department head or designee is the person alleged to be engaged in the conduct complained of, the complaint shall be filed with The Pinnacle Board of Directors, Business Office (Human Resources) or other principal or designee, department head or designee.

## **Obtaining Offender Information**

### **(Notification of Sex Offenders)**

Sexual Offender Information - Colorado Revised Statute 16-22-110(6) instructs school districts to notify parents of their right to request information concerning registered sex offenders in their community. More information on accessing such information may be obtained online at either of the following:

[http://dcj.state.co.us/odvsom/Sex\\_Offender/SO\\_Pdfs/schoolresourceguideregistration.pdf](http://dcj.state.co.us/odvsom/Sex_Offender/SO_Pdfs/schoolresourceguideregistration.pdf)

[http://www.cde.state.co.us/cdeprevention/download/pdf/School\\_Sex\\_Offender\\_Guide.pdf](http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf)

## **Political and Campaign Matters**

### **Pinnacle Policy**

1.0 The Pinnacle Board of Directors has a responsibility to ensure that Pinnacle resources are dedicated to the support of educational programs and activities. It is the Board's obligation to take all reasonable steps to preserve an environment which is conducive to learning. The Board's policy on Political and Campaign Matters is focused on those goals.

### **Administrative Procedure**

1.0 Use of Facilities - Use of Pinnacle facilities for political and campaign purposes (other than in connection with student activities) shall be governed by Policy/Procedure Community Use of School Facilities.

2.0 Political Signage - There shall be no political and/or campaign signs on or in the facilities or on the grounds of The Pinnacle.

3.0 Use of Equipment - The school shall prohibit the use of school letterhead, printing and copying equipment, telephones, bulk mailing permit, or other Pinnacle equipment or resources; or staff time to urge voters to vote in favor of or against any ballot issue or candidate.



4.0 Use of Bulletin Boards - The Pinnacle shall prohibit placement of political material on school bulletin boards except to the extent such a bulletin board is generally available for public use.

5.0 Use of Pinnacle Forum

5.1 The Pinnacle may not use its meetings or publications for the purpose of influencing an election.

5.2 The Pinnacle must present both sides of issues; all candidates must have the opportunity for equal time. The Pinnacle's method of communicating an invitation, access given to Pinnacle facilities, and the opportunity to present information and positions must be substantially the same for all candidates.

5.3 As citizens, candidates may participate in school meetings to the same extent members of the public are allowed to participate in such meetings.

6.0 Distribution of Political and Campaign Literature

6.1 The Pinnacle prohibits distribution of political and campaign literature on school grounds during the school day.

6.1.1 The Superintendent may designate a temporary table or location at which candidates may leave campaign materials during a public after-school event while the event is in session. It is the responsibility of each candidate or committee to remove campaign material immediately after the event; campaign materials remaining after the event will be discarded.

6.2 Information regarding candidates may not be sent home via students, nor included in school newsletters.

6.3 If a ballot issue is of "official concern" to The Pinnacle, the school may make expenditures to publish newsletters, flyers, and other materials which present a balanced, factual summary of a ballot question. The summary must include statements in support of and against the issue, may not be slanted in favor of either position, and may not include a conclusion or opinion in favor of or against the issue. An issue of official concern is one unique to The Pinnacle, such as bond issue. It does not include statewide issues.

6.4 If the board adopts a resolution concerning a ballot issue, the board may report this resolution through established, customary means. A special flyer reporting the board resolution or a paid advertisement is inappropriate.

7.0 Use of Employee Mail Boxes - The Pinnacle shall prohibit use of the employee mail system, staff lounges, or offices for the purpose of distributing political or campaign information.

8.0 Communication of Political and Campaign Matters Policy - This policy shall be included in the Individual Rights and Responsibilities booklet distributed at the beginning of the school year, and additional communication through Pinnacle at the beginning of any year in which a significant federal, state, or local election will be held.

## Section 504 (Rehabilitation Act of 1973)

1. Section 504 of the 1973 Rehabilitation Act is a nondiscrimination statute barring discrimination on the basis of one's disability.

2. It is the policy of The Pinnacle Charter School not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act.

3. The Act requires The Pinnacle Charter School to locate, evaluate and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs.

4. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA).

5. Parents or guardians disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer by notifying the Superintendent.

6. Contact The Pinnacle Charter School Section 504 Coordinator at:

**The Pinnacle Charter School.** 1001 W. 84<sup>th</sup> Ave., Federal Heights, CO 80260  
Ph: (303) 450-3985

## **Special Education [Individuals with Disabilities Education Improvement Act of 2004]**

The *Individuals with Disabilities Education Improvement Act of 2004* guarantees basic rights and provides the framework for special education services at The Pinnacle. Every student between the ages of 3 and 21 with a disability is assured a public education at no cost to the parent. The public education is to be appropriate to the needs of the student. In addition, students with disabilities must be educated in the least restrictive environment. This means that they must be educated in the most “normal” setting possible while still meeting their educational needs.

## **Staff Relations with Students**

### **Pinnacle Policy**

1.0 The relationship between staff members and students should be one of cooperation, understanding, and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate students to perform to their capacity.

2.0 Staff members shall extend to students the same respect and courtesy which they as staff members have a right to demand. Any staff member who violates Pinnacle policy regarding nondiscrimination, corporal punishment, sexual harassment, use of profanity, or other policies which protect students' rights to be free from intimidation, harassment, or physical harm, by engaging in conduct that directly or indirectly causes intimidation, harassment, or physical harm to a student, shall be subject to appropriate disciplinary action, up to and including termination.

3.0 Staff members as well as students and others are expected to report any incident of intimidation, bullying, harassment or physical harm of students to a building administrator, or Superintendent.

## **Notification of Rights under the Family Education Rights and Privacy Act (FERPA)**

### **Directory Information Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age and older (“eligible students”) certain rights with respect to the student’s education records. These rights include:

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

Parents or eligible students should submit to the grade level principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Alternate arrangements may be made upon request.

2. The right to request revision of the student’s education records that the parent or eligible student believes are inaccurate, ~~or~~ misleading, or otherwise in violation of the student’s privacy under FERPA.

Parents or eligible students may ask The Pinnacle to change a record that they believe is inaccurate or misleading. They should write the school administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If The Pinnacle decides not to change the record as requested by the parent or eligible student, The Pinnacle will notify the parent or eligible student of the decision and advise them of their right

to a hearing regarding the request. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent to disclosures of personally identifiable information (PII) contained in the students education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent occurs when school administrators disclose to school officials with legitimate educational interests.

A school official is a person employed by the school as an administrator, supervisor, teacher, or support staff member (including but not limited to, paraprofessionals, transportation personnel, health and law enforcement unit personnel and before-and after school program personnel); a member of the Board of Directors; a person, agency or company with whom the school has contracted, or otherwise arranged to perform a special task or service; or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official (as defined in this Notification of Rights) in performing his or her tasks. A school official includes a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional and/or official responsibility. A legitimate educational interest will also be found where a staff member or authorized volunteer works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members. This provision applies whether or not the school official receives compensation.

Upon request, The Pinnacle discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent/guardian or eligible student, FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to review the disclosures. Information may be released by Pinnacle Charter School to the following personnel and agencies (third parties) without written authorization from parents, legal guardians and/or adult students:

1. To other school officials, including teachers, within the school whom Pinnacle has determined to have a legitimate educational interest;
2. Officials of other schools, school systems, or institutions of postsecondary education in which the student intends to enroll;
3. Authorized representatives of federal or state education agencies;
4. In connection with a student's application for, or receipt of financial aid;
5. State and local officials or authorities to whom state law specifically says such information must be reported or

- disclosed, including State agencies;
6. Organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met;
  7. Accrediting organizations;
  8. Parents of a student who is 18 years or older and who is defined as dependent for income tax purposes;
  9. Under certain emergency situations, to protect the health or safety of students;
  10. Information the school has designated “directory information;”
  11. Agency caseworkers or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible for the care and protection of the student in foster care placement;
  12. Authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the National School Lunch Act or Child Nutrition Act; and
  13. A recruiting officer for any branch of the U.S. armed forces who requests names, addresses and home telephone numbers of secondary school students.

Parents and students, who have reached 18 years of age, may refuse to have any or all of these types of information released without written consent. To indicate such refusal, parents/guardians or eligible students must submit a written “opt out” request to the school principal by October 1 of the school year.

Federal regulations permit the disclosure, without prior parental consent, of certain types of information contained in an education record of a student to third parties when such disclosure would not generally be considered harmful or an invasion of privacy. Such information is designated “directory information.” The primary purpose of directory information is to allow the Pinnacle Charter School to include information from your child’s education records in certain school publications such as: a playbill showing your student’s role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity sheets such as for basketball or football.

Directory information may also be disclosed to outside organizations without a parent/guardian’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Directory information includes student’s name, parents’ names, address, telephone listing, electronic mail address, photograph, student’s date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance at The Pinnacle, degrees and awards received, and most recent previous educational agency or institution attended. In addition, student ID number, user ID or other unique personal identifier used to communicate in electronic systems or student ID number or other unique personal identifier that is displayed on a student ID badge is designated directory information but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

## **Student Records**

### **Release of Student Records**

By state law, The Pinnacle Charter School must collect and maintain academic records on all students who reside and attend The Pinnacle. The cumulative record holds the official student records and other data which school officials believe is needed to provide the best instructional services for each student. Cumulative records include birth date, sex, race, names and addresses of parents, academic work completed, standardized achievement scores, and attendance records. Other

personal student records maintained by the school include scores on standardized intelligence and aptitude tests, health data, family background information, clinical findings, systematically gathered teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. Official records are maintained in the cumulative record at the school.

Cumulative records shall be permanent and maintained by the school system for an indefinite period. These permanent files are kept to fill requests for information from former students who later need to verify school-related information from their own records.

## **Bullying Prevention Initiatives**

### **Pinnacle Policy**

1.0 The Pinnacle recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment. Bullying as defined by state law is any written or verbal expression, or physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students. Bullying is prohibited on school grounds, in a vehicle owned, leased or otherwise used by the school, including school buses, at designated school bus stops, or in connection with or at a school-sponsored activity or event. All administrators, teachers, classified staff, parents and students shall take all reasonable steps to prevent and address bullying.

2.0 Bullying which is directed at a student's race, gender, religion or creed, national origin, sexual orientation, or disability may constitute harassment. Harassment is specifically prohibited by the Policy Nondiscrimination/Harassment.

### **Administrative Procedure**

1.0 All administrators, teachers, classified staff, parents and students shall take all reasonable steps to prevent and address bullying on school grounds, in a vehicle owned, leased or otherwise used by the school, including school buses, at designated school bus stops, or in connection with or at a school-sponsored event. Toward that end:

- 1.1 All students who believe they have been victims of bullying in any such circumstances shall immediately report it to an administrator or teacher at their school.
- 1.2 All students who witness bullying, if at all possible under the circumstances, are expected to make all possible efforts to seek the help of a school employee.
- 1.3 All administrators, teachers, and classified staff who witness student bullying in any circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the building administrator, and shall promptly report the bullying to the principal or principal's designee for appropriate action.
- 1.4 Each building principal or principal's designee shall ensure that all reports involving student bullying in any such circumstance are promptly and thoroughly investigated, and that appropriate action is taken.

2.0 In determining the appropriate action to be taken in response to incidents of the student bullying, the principal or principal's designee shall refer to the Policy Student Conduct, Discipline and Due Process. In addition, the building administrator shall consider other actions which may be appropriate in response to student bullying, including, but not limited to:

- 2.1 Implementing programs to warn students that bullying is prohibited and advise them of the consequences for engaging in bullying activity, to encourage all students to immediately report incidences of bullying, and to create an atmosphere where bullying is not tolerated.
- 2.2 Implementing student peer mediation programs.
- 2.3 Holding conferences with the parent(s) of students who continue to engage in bullying after administrator/teacher intervention, in order to develop cooperative strategies for dealing with the student's behavior.
- 2.4 Separating students who continue to engage in bullying after administrator/teacher intervention or exclusion from particular school programs or activities until they can demonstrate acceptable behavior.

2.5 Withholding privileges (e.g. recess, field trips, participation in extracurricular activities, school-provided transportation) from students who continue to engage in bullying after administrator/teacher intervention, until they can demonstrate acceptable behavior.

2.6 Conducting training to assist building staff in the identification of student bullying behaviors, taking appropriate action and helping to create an atmosphere where bullying is not tolerated.

3.0 When an incident of student bullying is directed at a student's race, gender, religion or creed, national origin, sexual orientation, or disability, the principal or principal's designee shall refer to the Policy Nondiscrimination/Harassment for further reference and consideration of appropriate response.

## **Classroom Removal of Disruptive Student By A Teacher**

### **Pinnacle Policy**

1.0 To the extent authorized by Colorado law, a classroom teacher has the authority to remove a student who continually and persistently disrupts the educational environment of the classroom for the remainder of that class. Upon a third such removal from class, teachers are given authority to remove the student from class for the remainder of the term, so long as such removal is consistent with federal and state law, and with Pinnacle policy/procedure.

### **Administrative Procedure**

1.0 As used in this regulation, the term "classroom removal" means the teacher's exclusion of a student from the classroom for causing a disruption in the classroom through behavior that is initiated, willful and overt on the part of the student. Teachers may also exclude students from class without the incident being classified as a classroom removal (e.g. through a pre-existing building referral process). If the incident is to be considered a classroom removal, the teacher must complete a classroom removal Due Process Form and submit it to the building principal or designee. A classroom removal is not a suspension from school. If any of the procedural requirements of this policy are not followed, or if the student's behavior is not initiated, willful and overt, the exclusion shall not be classified as a classroom removal.

2.0 Under this regulation a "term" shall be a quarter or trimester at the elementary level and at the secondary level, the time period during which classroom credit is earned.

3.0 Due Process for Classroom Removal – The following procedures shall be followed with respect to any classroom removal of a student.

3.1 A teacher may remove a student from his/her classroom for the remainder of the class period for causing a disruption through behavior that is initiated, willful and overt on the part of the student.

3.2 Except as otherwise set forth in this section, as soon as possible after a classroom removal of a student (and within 24 hours), the teacher shall complete the classroom removal Due Process Form and provide a copy to the principal or designee. The principal or designee shall have the power to overturn the removal decision of a teacher if the principal or designee determines that due process has not been afforded.

3.3 The teacher initiating the disciplinary removal of a student from the classroom shall provide the principal or designee with assignments and other course work to be completed by the student as make-up work to account for the period of removal, and the teacher shall contact the parent or legal guardian of the student as soon as possible after the removal to request the parent's or legal guardian's attendance at a student-teacher conference with the teacher concerning the removal. The teacher shall notify the principal or designee of the time and place of the meeting. The principal or designee is encouraged to attend.

3.4 The teacher may develop a discipline contract approved by the principal or designee after a student's first one-day removal from the classroom during any term, and must develop a discipline contract approved by the principal or designee after a student's second one-day removal from the classroom during any term. The teacher and school administration shall make all reasonable efforts to ensure that the discipline contract is developed and approved before the student is scheduled to re-enter class. However, the student shall not be excluded from class pending completion of the discipline contract and sufficient time for implementation. The discipline contract must include a statement of the

desired behavioral goal, the student's action plan, and consequences if the student fails to do so. The discipline contract shall also indicate that a third classroom removal during a term will result in the student's removal from the classroom for the remainder of the term. As soon as possible, the teacher shall provide a copy of the discipline contract, as well as a copy of each revision thereto, to the student and the student and the parent or legal guardian of the student. In order for a student to be removed from class due to a third classroom removal, an approved discipline contract, a copy of which has been provided to the student and parent/guardian, must have been in place and implemented prior to the class period during which the third event occurred. Removals by substitute teachers may be counted as documented classroom removals at the discretion of the principal.

3.5 For any student removed from the classroom for the remainder of a term as provided in paragraph 3.4 above, the teacher responsible for the removal shall, in a timely fashion, and unless excused by the principal, provide the principal or designee with a lesson plan, assignments, other course work, quizzes and exams for the remainder of the term which the teacher must grade and return to the student within a reasonable time so as to allow the student to complete and receive credit for the course.

3.6 classroom removals shall not count as suspensions for purposes of declaring a student as "habitually disruptive" unless school administration takes the necessary steps under the Policy Student Conduct, Discipline and Due Process.

3.7 After a classroom removal has been imposed, a suspension or expulsion can also be imposed for the same behavior, if the principal or designee can support a violation of the Policy Student Conduct, Discipline and Due Process.

3.8 A teacher's ability to remove a student with disabilities from the classroom for disciplinary purposes shall be subject to governing law and the terms and conditions of the student's IEP or Section 504 Plan. In general, any one-day disciplinary removal of a disabled student from the classroom will be permissible unless it constitutes a change of placement when considered in connection with any suspensions and prior removals the student may have received during the school year. In general, any such change in placement, or the disciplinary removal of a disabled student from the classroom for the remainder of a term, must be preceded by a determination made by the student's IEP or Section 504 team that the student's alleged conduct was not a manifestation of his or her disability.

## **Student Conduct, Discipline, and Due Process**

### **Pinnacle Policy**

1.0 The opportunity of obtaining an education at public expense is guaranteed to every student, and there are inherent responsibilities on the part of students to conduct themselves in a manner that:

- recognizes the objectives of the instructional program;
- contributes to the learning process by active and positive participation;
- recognizes the authority of school personnel for maintaining a climate in which academic and personal growth can take place; and
- respects the educational and personal rights of others. Principles of fundamental fairness and procedural due process shall guide the regulation of student conduct.

2.0 The Pinnacle Board of Directors recognizes its statutory duty and authority to take all reasonable steps to provide an educational environment for students which is safe, conducive to the learning process, and free from unnecessary disruption.

3.0 It shall be The Pinnacle's policy to foster continued attendance of all students at The Pinnacle. Nonetheless, it is The Pinnacle's policy to exclude from school those students whose conduct makes their continued attendance detrimental to themselves, other students, school personnel or authorized volunteers.

4.0 Pinnacle policies procedures shall ensure that each student, including students with disabilities as defined by law, faced with suspension, expulsion or denial of admission shall be afforded due process, in accordance with applicable law.

5.0 To the extent allowed by law, responsibility for the conduct of procedures relative to suspension, expulsion or denial of admission shall be delegated to appropriate administrators.

6.0 Alternatives to suspension, expulsion and/or denial of admission shall be explored whenever feasible, as determined by school officials.

7.0 School personnel will enforce rules for student conduct which are consistently applied as set forth in Pinnacle procedures, and must communicate clearly such rules for students and their parents/custodians or legal guardians, as well as the fact that violations of such rules shall result in disciplinary action.

## Administrative Procedure

Students and parents or legal guardians are notified through this handbook of policies and administrative procedures concerning rights and responsibilities, rules of student conduct, and due process. Matters of common knowledge or practice shall be considered as notice of existing standards of conduct for students.

In establishing and enforcing the rules for conduct, the principal/designee and staff shall be consistent with Colorado statutes and Pinnacle Policies and afford fair and equitable treatment to all students. Failure to comply with established rules shall result in disciplinary action in accordance with school Policies and Procedures.

**2.0 Grounds for Exclusion from School** – The grounds for suspension, expulsion or denial of admission shall be as established by law. **Each item applies to offenses which occur on school grounds; in a vehicle owned, leased or otherwise used by The Pinnacle, including school buses; or under circumstances, on or off campus, having a substantial effect on school programs or activities.**

Specifically as examples, but without limiting or excluding any other acts or conduct that may fall within the statutory grounds for suspension, expulsion or denial of admission, it is determined that the following acts or conduct fall within the statutory grounds for suspension, expulsion or denial of admission.

- 2.1 Repeated interference with a school's ability to provide educational opportunities to other students.
- 2.2 Continued willful disobedience or open and persistent defiance of proper authority.
- 2.3 Theft, willful or grossly negligent damage, vandalism, defacing or destruction of school or private property.
- 2.4 Assault, as described in Policy in paragraph 3.1.7.
- 2.5 Physical or verbal abuse, or any form of intimidation, hazing, bullying, or harassment of a student or other person, as described in Policy in paragraphs 3.2.5, 3.2.6 and/or 3.2.7.
- 2.6 Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel, including behavior which creates a threat of physical harm to the student or to other students.
- 2.7 Designation of a student as "habitually truant" in accordance with Policy/Procedure Student Attendance.
- 2.8 Use of obscene language or involvement in obscene conduct.
- 2.9 Knowingly making a false accusation or intentionally giving false information regarding child abuse, sexual harassment, sexual misconduct; and/or allegedly committing an offense referenced in the Colorado Criminal Code.
- 2.10 Possessing, distributing, and/or communicating slanderous or libelous material.
- 2.11 Carrying, bringing, using, or possessing a dangerous item, as described in Policy in paragraph 3.2.9, or dangerous weapon, as described in Policy in paragraph 3.1.1 or 3.1.2.
- 2.12 Carrying, bringing, using, or possessing a facsimile of a weapon which a reasonable person would believe is a weapon, without the authorization of the school.
- 2.13 Activities and actions reasonably considered to be gang-related.
- 2.14 Manufacture, use, possession, sale, transfer or distribution of alcoholic substances or drugs, or being in an impaired state apparently caused by the use of alcoholic substances or drugs in the school.
- 2.15 Repeated use of tobacco products in violation of Policy.
- 2.16 Fighting, rioting or illegal disruptive demonstrations.
- 2.17 Having been expelled from any school district during the preceding twelve (12) months.
- 2.18 Behavior in another school district during the preceding twelve (12) months that is detrimental to the welfare or safety of other pupils or of school personnel.



**3.0 Classes of Offenses** – With the exception of those Class One offenses for which expulsion is required by statute, penalties for specific offenses may vary as a result of the nature of the offense, the age of the student, the student's prior disciplinary record, and other relevant circumstances as identified by the administration.

**3.1 Class One Offenses - Expulsion for First Offense** - Class One offenses are those which are considered so serious that, if supported by a preponderance of the evidence, they may result in expulsion for the first offense, or, as indicated below, shall result in expulsion for the first offense.

3.1.1 Offenses in paragraph 3.1.1 of this Procedure ***shall result in mandatory expulsion for no fewer than 365 days for the first offense*** if they involve bringing to school the following weapons, as defined in Section 921 of Title 18 of the United States Code, without the authorization of the school:

1. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any weapon described above;
3. Any firearm muffler or firearm silencer;
4. Any destructive device, which includes:
  - A. any explosive, incendiary, or poison gas
    - 1) bomb;
    - 2) grenade;
    - 3) rocket having a propellant charge of more than four ounces;
    - 4) missile having an explosive or incendiary of more than one-quarter ounces;
    - 5) mine; or,
    - 6) similar device.

3.1.2 Offenses in 3.1.2, involving dangerous weapons as defined by (Colorado Revised Statute) C.R.S. 22-33-106, ***shall result in mandatory expulsion for the first offense***, and include:

1. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm;
2. Any pellet or "B-B" gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
3. A fixed-blade knife with a blade that measures longer than three inches in length, or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches; or,
4. Any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

3.1.3 With respect to paragraphs 3.1.1 and 3.1.2, so long as the student is removed from his/her regular school program, the Superintendent may modify the length of the expulsion on a case-by-case basis because of the student's age; circumstances which have changed significantly with respect to the student since the commission of the violation or institution of the penalty; the requirements of federal law with respect to a student with a disability; or, needs of the student which are best served by provision of educational services in an alternative setting. In making such determination of needed modification, the Superintendent or designee may consider recommendations of the hearing officer.

3.1.4 The Superintendent or designee shall refer to a local law enforcement agency any student who brings a weapon to school.

3.1.5 Sale of a drug or controlled substance, including alcohol ***shall result in mandatory expulsion for the first offense***.

3.1.5.1 Drugs or controlled substances shall be defined as narcotics, drugs, and controlled substances, excepting drugs for which there is a valid medical prescription in effect, or which are sold over the counter, when use of such drug is (1) for the purpose for which it was prescribed or sold over the counter; (2) at the dosage prescribed

or authorized; and (3) is consistent with a student's attendance at and participation in, school classes and activities.

3.1.5.2 "Imitation controlled substances" (also known as counterfeit or look-alike drugs), which dosage unit, appearance, including color, shape, size and markings, or by representations made, would lead a reasonable person to believe that the substance is a drug or controlled substance.

3.1.6 Commission of an act by a student at least ten (10) years of age which, had it been committed by an adult, would be robbery, as defined by C.R.S. 18-4-301. When charges have been filed and are supported by a preponderance of the evidence, the commission of such act in a school building, school bus, or in or on school property ***shall result in mandatory expulsion for the first offense.***

3.1.7 Commission of an act by a middle or senior high school student which, had it been committed by an adult, would amount to knowingly or recklessly causing bodily injury to another person. When charges have been filed in connection with an assault in a school building, school bus, in or on school property, or at a school activity and are supported by a preponderance of the evidence, the commission of such act ***shall result in mandatory expulsion for the first offense.***

3.1.8 **Expulsion is mandatory** when a student is designated by the Superintendent or designee as a "habitually disruptive student" as described in paragraph 4.2 of this procedure.

3.2 **Class Two Offenses- Disruptive Acts** – Class Two offenses are those which, if supported by a preponderance of the evidence, are likely to be determined by the principal or designee of a school to be a **disruptive act**. A student shall be subject to discipline up to and including expulsion for any one serious disruptive act or for more than one disruptive act. When a student commits three (3) disruptive acts within a school year for which he/she is suspended in accordance with paragraph 4.2, in spite of development of a Remedial Discipline Plan, The Pinnacle may declare such student to be a **habitually disruptive student**, as described in paragraph 4.0 herein.

3.2.1 Fighting offenses, regardless of infliction of bodily injury, when: (1) a person acts with the intent of making physical contact with another person, or acts with the knowledge that such contact would probably result; (2) physical contact with another person does result; and, (3) the contact is offensive to the other person. A fight may also include a case where a person acted with the intent of making harmful or offensive contact with another person but failed to make such contact.

3.2.1.1 **Student responsibilities:** If a conflict appears to be likely, or occurs, the student is, if at all possible under the circumstances, expected to make all possible efforts to avoid the conflict, including leaving the scene or seeking the help of a school employee.

3.2.2 Encouraging fighting or assault, including use of insults, taunts or challenges to another in a manner where such words or behavior is likely to incite a fight. If a conflict appears to be imminent, students should contact a school employee at once.

3.2.3 Vandalism - The defacing or destruction of school property (including books, supplies and furniture), or the property of school employees or students, which is initiated, willful and overt and which requires the attention of school personnel.

3.2.4 Drug and alcohol offenses, other than Class One offenses

3.2.4.1 Bringing, transferring or distributing drugs, drug paraphernalia or alcohol to school or to a school activity, or possessing illegal drugs, drug paraphernalia or alcohol;

3.2.4.2 Using or consuming drugs or alcohol; and

3.2.4.3 Being under the influence of drugs or alcohol.

3.2.4.4 Possessing paraphernalia having as its common or primary purpose the processing or utilization of drugs.

3.2.5 Intentional harassment, bullying or intimidation, or abuse including, by way of example only, and not intended as a limitation:

3.2.5.1 Repeated touching or other physical contact which is intended to harass, annoy or alarm another person;

3.2.5.2 Repeated following a person;

3.2.5.3 Threatening another person with physical harm; and,

3.2.5.4 Bullying, defined as any written or verbal expression, or physical act or gesture, or a pattern, thereof, that is intended to cause distress upon one or more students in the school,

3.2.5.5 Hazing, or initiations which are demeaning or threatening.

Hazing is defined as any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any student organization; except that 'hazing' does not include customary athletic events or other similar contests or competitions. It includes but is not limited to: 1) forced and prolonged physical activity; 2) forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption or forced consumption of any substance not generally intended for human consumption; 3) prolonged deprivation of sleep, food or drink.

3.2.6 Harassment, including sexual harassment, as prohibited by Pinnacle Policy/Procedure, as may be revised from time-to-time, or otherwise by law.

3.2.7 Physical or verbal abuse, including the use of lewd or obscene language or involvement in lewd or obscene conduct; ethnic or racial slurs; or derogatory statements addressed publicly to others that precipitate disruption to the school program; or any intimidation on the basis of race, disability, religion, national origin, or gender.

3.2.8 Repeated or substantial disrespect to or defiance of authority; defiance of authority which occurs after statement of a lawful school policy, rule, regulation, or directive, and warning to the student to abide by such policy, rule, regulation, or directive.

3.2.9 Dangerous item violations include, but are not limited to, possession or use of any substances or objects, regardless of their intended purpose(s), in a manner that may render them dangerous to the user or others, without the authorization of the school.

**3.3 Class Three Offenses** – Class Three offenses are those which, if supported by a preponderance of the evidence, shall be determined by the principal or designee of a school to warrant disciplinary consequences at his/her discretion. A student shall be subject to discipline up to and including expulsion for any one serious Class Three offense, or for more than one Class Three offenses. Based upon circumstances, a Class Three offense may be designated by the principal or designee to be a **disruptive act**, as described in Policy in paragraph 3.2.

3.3.1 Stealing or borrowing without authorization any item of property from another student, school employee, or the school itself.

3.3.2 Profanity - directing profanity, vulgar language or obscene gestures towards others including, students, school personnel or school visitors.

3.3.3 Academic dishonesty, including cheating on tests, copying papers, forging the signatures of teachers, parents, guardians and/or legal custodians on any document, or illegally changing a grade.

3.3.4 Failure to attend detention.

3.3.5 Indecent or improper dress, as determined by reference to school policy or procedure.

3.3.6 Violations of the Safe School Policy (including improper use of electronic communications devices).

3.3.7 Violation of Internet / Technology Policy (including threats not otherwise defined in 3.2.5).

3.3.8 Forgery or counterfeiting of documents or currency.

3.3.9 Unsafe operation of a motor vehicle on school property.

3.3.10 Single violations of any Pinnacle policy cross-referenced at the end of this Administrative Procedure, except as otherwise addressed herein;

3.3.11 Any other behavior which interferes with or disrupts the educational process

**3.4 Class Four Offenses - Off-Campus Activities** - Misconduct which does not take place in school; on school grounds; in a vehicle owned, leased or otherwise used by the school, including school buses; or at a school activity may result in discipline when such misconduct is or is likely to be detrimental to the welfare or safety of other pupils or of school personnel. Such misconduct may include, but is not limited to, any of those examples described elsewhere in this policy.

In determining whether such off-campus misconduct is or is likely to be detrimental, the administrator shall consider, among other relevant factors: the extent to which other Pinnacle students were involved in or present at or during the off-campus misconduct; the proximity to school and the school day; and the likelihood of an articulable negative effect on the school environment.

#### **4.0 Habitually Disruptive Students – Mandatory Expulsion**

4.1 *Expulsion shall be mandatory* as described in Policy in paragraph

3.1.8 for students designated by the Superintendent or designee as a “habitually disruptive student.”

4.2 A “habitually disruptive student” is one who meets all of the following criteria:

1. Has been suspended for behavior pursuant to C.R.S. 22-33-105 (Grounds for Suspension, Expulsion and Denial of Admission) (1) (a), (b), (c), or (d);
2. Has been suspended three (3) times during the course of the school year;
3. For causing, in the determination of the grade level principal or designees, and as described in Policy, a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events;
4. Because of behavior that was initiated, willful, and overt on the part of the student;
5. And for whom The Pinnacle has developed a Remedial Discipline Plan as described herein of this section, following the first such suspension; and
6. The student and the parent, guardian or legal custodian shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive.

4.3 The Remedial Discipline Plan which must be developed shall address the student’s disruptive behavior, his or her educational needs, and the goal of keeping the student in school. The Pinnacle shall encourage and solicit the full participation of the student’s parent, guardian, or legal custodian in the development of the plan.

4.4 Challenge of a designation as a “habitually disruptive student” may be raised as part of an appeal of expulsion.

#### **5.0 Initial Suspension**

5.1 **Delegation of Authority** –The grade level principal or designee has the authority to suspend a student in accordance with paragraph 5.5.

##### **5.2 Notice of Contemplated Suspension**

5.2.1 Prior to contemplated disciplinary action which may involve suspension, the principal/designee shall cause notice of an informal conference to be given to the student.

5.2.2 The notice may be given in whatever manner is reasonable under the circumstances, including but not limited to personal contact, telephone contact, or written contact.

5.2.3 The notice shall contain the following basic information:

1. A description of the specific incident or incidents which may result in disciplinary action;
2. A statement of the general grounds involved which could lead to exclusion from school;
3. A statement of the specific rule(s) which may have been violated; and,
4. A statement of the time and place at which informal conference regarding the disciplinary action will be considered.

5.2.4 The notice may be given at the outset of the informal conference.

##### **5.3 Informal Conference**

5.3.1 During the informal conference regarding the disciplinary action, the school official in charge shall ensure that the procedures set out below are substantially followed:

5.3.1.1 The student shall be informed in reasonable detail as to the events and the student’s involvement therein which are thought to be a possible basis for disciplinary action.

This information may include reference to the student’s past school-related record. If possible, the information shall include personal statements of the individuals having knowledge of the incident or incidents.

5.3.1.2 The student shall be given a reasonable opportunity to make such response or explanation as he/she sees fit. The time limit and other conditions for the informal conference shall be determined by the official in charge of the conference.

#### **5.4 Decision - Contemplated Suspension for Further Investigation/Discipline**

If, following the informal conference, the disciplinary action contemplated involves suspension, the principal or his/her designee shall base his/her decision as to whether or not to suspend primarily on the information presented at the informal conference, and the presence or absence of threat of imminent harm to students or staff. For the purposes of investigation, all pertinent information, including law enforcement or judicial records, as permissible, shall be considered. *The suspension may be for punitive purposes and/or for the purpose of further investigation or consideration.*

#### **5.5 Suspension**

5.5.1 If the principal or his/her designee determines that suspension is warranted, he/she may suspend the student for a period not to exceed five (5) days for Class Two, Three or Four offenses inclusive, or for a period not to exceed ten (10) school days for Class One offenses. The duration of the suspension shall, subject to Pinnacle Policies be within the discretion of the principal or his/her designee. The first day of suspension time shall be the first school day following the conference.

5.5.2 If it is determined that a suspension is warranted, reasonable efforts shall be made immediately to notify a parent, guardian or legal custodian of the student involved of the circumstances surrounding the suspension.

5.5.3 The parent, guardian, or legal custodian and the school shall confer as to the best way to transfer custody of the student to the parent, guardian, or legal custodian. Once such determination has been made and the principal/designee can accomplish such transfer, the suspended student shall be required to leave the school building and the school grounds immediately.

5.5.4 The pupil shall not be readmitted to school until a meeting between the parent, guardian, or legal custodian and the principal/designee has taken place. The principal/designee shall make every reasonable effort to meet as indicated but, if the parent, guardian, or legal custodian cannot be contacted, or the parent, guardian, or legal custodian repeatedly fails to appear for scheduled meetings, the principal/designee may readmit the pupil. The period of suspension shall not be extended because such meeting has not taken place.

5.5.5 The student shall have an opportunity to make up school work during the period of suspension.

5.5.5.1 Section 5.5.5 shall be applied in the following manner:

5.5.5.1.1 The integrity of a test or other assessment shall not be jeopardized.

5.5.5.1.2 In assisting students with make-up work, every effort will be made to provide a student, who seeks out the opportunity from the teacher(s), with school work equivalent to that missed with regard to instructional goals and objectives, and anticipated time on task, but with due regard to minimizing the burden on the teacher.

5.5.5.1.3 For a first suspension in a school year, for any violation of school policy, procedures, rules or regulations, a student may have the opportunity to receive full credit for work made up, if the school work is the equivalent of that missed, and is accomplished within the time provided in Policy/Procedure Student Attendance. If the student has been suspended for the second time in a school year, for any such violation, the maximum credit which may be received is 75%. If the student has been suspended for the third time in a school year, for any such violation, the maximum credit which may be received is 50%. The student may not receive credit for work made up during a fourth suspension, or thereafter. Further reductions from credit given may be based on the quality of the work submitted and any delay beyond the acceptable time period.

5.5.6 Students with disabilities may be suspended by the school principal or designee consistent with provisions for initial suspension set forth in this policy.

**5.6 Alternative to Suspension** – The pupil may remain in school if the parent, guardian, or legal custodian, with the consent of the pupil's teacher or teachers (which consent shall not be unreasonably withheld); attends class with the pupil for a period of time specified by the principal/designee. If the parent, guardian, or legal custodian does not agree to attend class with the pupil or fails to attend class with the pupil, or is prohibited from further attendance as set forth in paragraphs 5.6.1 or 5.6.2, the pupil shall be suspended in accordance with Policy/Procedure Student Conduct, Discipline and Due Process.

5.6.1 Principal/designees shall collaborate with the building's certified staff members to determine conditions under which it shall be deemed reasonable for a parent, guardian or legal custodian to accompany a student to school in accordance with this paragraph. Such conditions shall include, but need not be limited to: prohibition against bringing younger siblings or other children to school during the specified period of time, and authority of the principal/designee to curtail the attendance of the parent, guardian or legal custodian if such attendance is disruptive to the educational process. In each individual instance in which use of this alternative is contemplated, the principal/designee shall meet with the student's teacher(s) to determine whether a reasonable basis exists to limit or expand such conditions.

5.6.2 In the event that the student's disruptive behavior continues despite the presence of the student's parent, guardian, or legal custodian, the use of this alternative to suspension shall end as to that student, and the disciplinary process shall continue. Such student may not be offered this alternative during the remainder of the school year.

**5.7 Emergency Suspension** – In the event that the principal or designee determines that a student poses an imminent threat to the learning environment in the school; or creates a dangerous and unsafe environment for students, teachers, and/or other school personnel, an immediate suspension may be imposed without a prior informal conference. In such event the notice and informal conference shall be provided as soon as practicable following the suspension. In such a case, the first day of the suspension time shall be the day the suspension occurs.

## **6.0 Extensions of Suspension**

**6.1 Delegation of Authority** - The grade level principal or designee has the authority to suspend a student for additional periods of time, consistent with law and due process, as set forth below.

### **6.2 Initial Extension of Suspension**

6.2.1 The Superintendent or designee may extend the suspension imposed by the principal/designee up to ten (10) additional school days on grounds specified in paragraph 3.1 of this procedure, or others which may be provided by law. Pursuant to the procedural requirements set forth in paragraph 7.0 below, the Superintendent or designee may extend the suspension so that such combined periods of suspension by the principal/designee and Superintendent/designee do not exceed twenty-five (25) days.

6.2.2 If it is determined that an extension of suspension is warranted, the student's parent, guardian, or legal custodian shall be notified of the circumstances surrounding the extended suspension.

6.2.3 Appropriate school personnel shall collaborate to develop a behavior contract for pupils suspended for more than ten (10) days during any school year.

**6.3 Supplemental Extension - Students with Disabilities** – When the subject of a disciplinary action is a student with disabilities as referenced in federal law, and a suspension in excess of ten (10) consecutive days is contemplated, or would be a suspension in a series of suspensions, which, together, equal more than ten (10) days, The Pinnacle shall institute the following procedures:

6.3.1 As soon as a suspension in excess of ten (10) days is contemplated, the principal or designee shall contact the Director of Special Education or designee, who will notify the student's parents of the issue and of all applicable procedural rights.

6.3.2 A staffing committee, the composition of which must include, but is not limited to, the minimum committee members required by federal statute or regulation or state board regulation, shall meet to determine if the behavior for which disciplinary action is contemplated is related to the student's disability(ies). The review shall be conducted and resolved in accordance with the Individuals with Disabilities Education Improvement Act of 2004.

6.3.3 If the staffing committee determines that the behavior for which disciplinary action is contemplated is related to the student's disability(ies) the student shall be removed from the classroom and placed in an appropriate alternative setting for a period which, together with the initial suspension, does not exceed ten (10) school days. In appropriate circumstances, as determined in accordance with the Individuals with Disabilities Education Improvement Act of 2004, the placement in an appropriate alternative setting may be extended to forty-five (45)

days. During such period, a fully-composed staffing committee shall meet to review/check the student's Individualized Education Program

(IEP) to determine what modifications, if any, should be made in response to the student's behavior. Such staffing shall be preceded as necessary by additional evaluations of the student.

6.3.4 If the staffing committee determines that the behavior for which disciplinary action is contemplated is not related to the student's disability(ies), the Superintendent or designee may proceed as indicated pursuant to paragraph 7.0 of this administrative procedure (Expulsion and Supplemental Extension of Suspension). If the staffing committee determines that the behavior is so related, the Superintendent's designee shall be consulted as to necessary procedures.

However, any additional periods of exclusion from school which may be imposed shall not include complete denial of services or deprivation of a Free Appropriate Public Education (FAPE) for a student with disabilities staffed into special education pursuant to the Individuals with Disabilities Education Improvement Act of 2004.

## **7.0 Expulsion and Supplemental Extension of Suspension; Denial of Admission**

**Delegation of Authority** - The Pinnacle Board of Directors hereby delegates to its Superintendent or designee the authority, in accordance with C.R.S. 22-33-105, to extend suspensions, to expel for any period not extending beyond one year, and to deny admission to any child who is not qualified for admission or continued attendance at the public schools, in accordance with the limitations imposed by state law. The Superintendent or designee shall report to the board on such actions as required by law.

### **7.1 Procedure for Expulsion or Supplemental Extension of Suspension**

Prior to any contemplated expulsion or supplemental extension of suspension of any student, the following procedure, as well as those procedures set forth in relevant policies cross-referenced at the conclusion of this policy, shall be followed.

7.1.1 **General Notice** - The Superintendent or his/her designee, shall cause written notice of such proposed action to be delivered to the student and his/her parent, guardian or legal custodian a reasonable time prior to the date of contemplated action. Such delivery may be in person or by registered United States mail and shall be deemed to be completed when handed to the addressee or the notice is deposited in the United States mail addressed to the last known address of the student or his/her parent or guardian.

7.1.2 **Contents of Notice.** The notice shall contain the following basic information:

1. A statement of the allegations leading to the contemplated denial of admission or expulsions;
2. A statement of the nature of the evidence supporting the charges;
3. A statement offering the parent, guardian or legal custodian a hearing on the question of expulsion or supplemental extension of suspension;
4. A statement that the student may be present at the hearing during the presentation of all information, shall have an opportunity to present relevant information, and may be accompanied and represented by the parent, guardian, legal custodian and/or an attorney; and,
5. A statement that failure to participate in such hearing constitutes waiver of further rights in the matter.

### **7.1.3 Hearing**

7.1.3.1 The hearing shall be conducted by the Superintendent or designee. The hearing shall be closed except to participants and witnesses, or, upon agreement by both parties, may be open to such individuals as the parties may specify.

7.1.3.2 Testimony and information shall be presented under oath; however, technical rules of evidence shall not be applicable and the Superintendent or designee may consider and give appropriate weight to such information or evidence as he/ she deems appropriate. The student or his/her representative may question individuals presenting information.

7.1.3.3 A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript shall be at the expense of the party requesting the same. The Superintendent or designee may retire to closed session to review and consider the evidence. When a

designee conducts the hearing, he/she shall forward Findings of Fact and Recommendations to the Superintendent at the close of the hearing.

7.1.3.4 The Superintendent shall render a written opinion within five (5) days after the hearing. All decisions rendered must be submitted in writing to the appropriate personnel, student and parent or guardian.

7.1.3.5 The Superintendent's designee shall advise the Board of Directors of the circumstances, the action taken, and the reasons for the action taken, with respect to each hearing.

7.1.4 **Waiver of Conditions** – By mutual agreement between the Superintendent/designee and the student or his/her representative, time limits and other conditions of this procedure may be waived.

7.1.5 **Right to Appeal** – An appeal may be taken from the decision of the Superintendent or his/her designee to the Board of Directors.

7.1.5.1. Such appeal may be taken by filing a notice of appeal within ten business days of the date of the notice of recommendation for expulsion or date of expulsion hearing, whichever is later.

7.1.5.2. Appeals shall be conducted in accordance with the statement of procedure for appeal hearing.

7.1.6 **Miscellaneous**

7.1.6.1 At any point in the disciplinary process, the administration may refer a student to a school Hearing Officer. A school Hearing Officer shall not restrict the prerogatives of the Superintendent or designee or the Board of Directors to act in accordance with Colorado statutes or Pinnacle policy or procedure.

7.1.6.2 Every effort shall be made, when appropriate, to administer discipline so that the student will not suffer a substantial loss of the educational program.

7.1.6.3 Students who are suspended or expelled are prohibited from attending any school activity, as well as from being on any Pinnacle campus or property without the expressed approval of school administration.

Failure to abide by this restriction shall be considered defiance of authority as described in Item 3.2.8 of this procedure, and may also result in a referral to law enforcement.

7.2 When a pupil is expelled by The Pinnacle for the remainder of the year, the parent, guardian, or legal custodian is responsible for seeing that the compulsory school attendance statute is complied with during the period of expulsion. A student or the student's parent or guardian may request that the school provide educational services to a student who has been expelled. Appropriate educational services may be determined by the school.

7.2.1 A student is subject to suspension or expulsion from educational services provided pursuant to this section.

Such a student is not entitled to receive educational services during the period of this subsequent exclusion, except as otherwise provided in law for students with disabilities.

7.3 When The Pinnacle receives information that a petition or charges have been filed on a student regarding commission of an offense which would constitute a crime of violence, the student shall be suspended pursuant to paragraph 5.0 and its sub-parts for investigation of the circumstances surrounding the matter. The board designates the Superintendent to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or of school personnel in the school and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, teachers, and other school personnel.

7.3.1 If the Superintendent, in accordance with the provisions of this subsection, makes a determination that the student should not be educated in the school, the Superintendent may initiate suspension or expulsion proceedings.

7.3.2 Alternatively, the Superintendent may determine to wait until the conclusion of the judicial proceedings if they have been filed in juvenile court to consider the expulsion matter, in which case it shall be the responsibility of The Pinnacle to provide said student with an appropriate alternate education program or a home-based education program during the period pending the resolution of the juvenile proceedings.

7.3.3 No student who is being educated in an alternate education program or a home-based education program pursuant of this subsection shall be allowed to return to the education program at The Pinnacle until there has been a disposition of the charge. If the student pleads guilty, is found guilty, or is adjudicated a delinquent juvenile,



The Pinnacle may proceed in accordance with C.R.S. 22-33-106 to expel the student. The period which the student spends in an alternate education program pursuant to this paragraph shall not be considered a period of expulsion.

**7.4 Denial of Admission** – The Superintendent/designee may deny admission to students on the basis of grounds set forth in C.R.S. 22-33-106. Such denial is subject to a hearing if requested by the parent within two (2) weeks of the denial.

7.4.1 When a student is expelled for either behavior on or off school property which is detrimental to the welfare or safety of other pupils or of personnel, or for serious violations in a school building or in or on school property (including drug and dangerous weapons incidents), the student shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or a member of the victim's immediate family is enrolled or employed. This provision does not apply if the offense constitutes a crime against property rather than a crime against a person. Moreover, it only applies if the expelled student is convicted, adjudicated a juvenile delinquent, receives a deferred judgment, or is placed in a diversion program as a result of committing the offense for which the student is expelled.

8.0 Administrators shall collect from all relevant school personnel and shall maintain, for each school year, specific information on student conduct.

Such information shall be made available to the building's school improvement team for compilation as required by Colorado Revised Statute. Such information shall not include personally identifiable information pertaining to specific students.

**9.0 The Right to Request Revision of Student Disciplinary Records-**

Parents may challenge contents of a student disciplinary record in accordance with the provisions of Policy 5125 entitled "Your Rights Regarding Student Records: Elementary and Secondary School Parents and Students".

## **Safe Schools**

### **Pinnacle Policy**

1.0 The Pinnacle is required by law to provide a safe and secure environment in school and at school activities in which students and staff are involved.

2.0 Restrictions upon freedom of student dress will be imposed, at the discretion of the administrator, whenever the mode of dress in question is:

2.1 Unsafe for the student or those around him/her; or

2.2 Destructive to school property, disruptive to school operations, or interferes with the educational process in general.

3.0 The Superintendent will ensure implementation of a plan for fair and consistent application.

### **Administrative Procedure**

1.0 In order to ensure fairness, consistency and to avoid areas of possible misunderstanding in the implementation and/or enforcement of this policy, The Pinnacle will observe the following guideline:

1.1 Final authority to act upon disputes concerning implementation and/or enforcement of the Safe Schools Policy rests with the Superintendent and The Pinnacle Board of Directors.

2.0 Certain apparel, accessories and symbols are likely to interfere with the safety and security of those who attend or participate at Pinnacle, programs, and activities. The following items, therefore, are prohibited:

2.1 All professional athletic team attire to include T-shirts, sweatshirts, jackets, shoes, hats, and caps;

2.2 Military/camouflage apparel not associated with an endorsed school activity or program;

2.3 All steel-toed footwear;

2.4 All attire indicative of gang affiliation;

2.5 Hazardous apparel or jewelry or other items such as spiked belts, spiked wrist bands, spiked rings, spiked coats, chains, laser penlights, or ANY other items which are likely to injure the wearer or someone else;

2.6 Graffiti, and other symbols, emblems, badges, etc., which reflect gang affiliation or represent advocacy of alcohol, tobacco and drug use, violence, disruptive behavior, religious, gender, ethnic or racial intimidation, or other criminal activity including, but not limited to, swastikas and confederate flags;

2.7 Body marks, tattoos, or other body alterations which reflect or represent gang activity, advocacy of alcohol, tobacco and drug use, violence, disruptive behavior, religious, gender, ethnic or racial intimidation, or other criminal activity;

2.8 All electronic communication devices (receiving and transmitting equipment), including beepers/pagers and cell phones are prohibited at the elementary school level. Electronic communication devices are permissible at the middle school and high school levels to be used before or after school, or for emergency situations only. Pagers or cell phones may be confiscated at any time should the device in question disrupt the learning environment or otherwise be used in a manner that violates the privacy or safety rights of others;

2.9 Gang-related activity which interferes with the safe, secure and orderly learning environment. "Gang" shall be defined as set forth in state statute, reflected as an exhibit to this administrative procedure;

2.10 Bandanas and "du-rags" are prohibited at all times;

2.11 Hats and caps may be worn outside school buildings as appropriate for the weather, except as otherwise prohibited under this procedure.

3.0 This list shall be updated and modified as The Pinnacle deems necessary.

## Search and Seizure

### Administrative Procedure

1.0 **General Provisions** – This procedure shall not apply to any search, inspection or similar process not directly involving the privacy rights of a particular student.

1.1 School officials, as provided for herein, are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the school, or at a school activity, when there is a reasonable suspicion that the search will result in the discovery of:

- a. "Contraband," which term includes all substances or materials prohibited by school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, guns, knives, and/or other weapons, incendiary devices, and dangerous instrumentalities; and/or,
- b. Any material or item which presents an imminent danger of physical harm or illness; and/or,
- c. Materials otherwise not properly in the possession of the student involved.

1.2 "Reasonable suspicion" must be based on articulable facts and reasonable inferences which supply grounds for suspecting that the search will lead to evidence that the particular student has violated or is violating either a specific law or rule of the school.

1.3 When possible, an involved student shall be informed of the reason for a search, and the official conducting the search shall attempt to secure the student's consent to the search.

1.4 The scope of a search must be no more intrusive than is reasonably necessary under the circumstances. All measures taken by school officials must be rationally related to the objectives of the search.

1.5 A written record of the particulars of the search shall be prepared explaining the basis for the search, including facts and inferences amounting to "reasonable suspicion." Reference to any evidence obtained through the search, and to be used as the basis of disciplinary actions, shall be included in the report.

1.6 School officials shall not interfere with searches by law enforcement officers who have duly processed search warrants.

1.7 School officials may remove contraband, materials or items which present imminent danger of physical harm or illness, materials not properly in the possession of the student involved, and school-owned materials from the locker, desk, or student storage area.

1.8 Reasonable efforts shall be made to notify the student's parent, legal custodian, or guardian and secure his/her presence at the search. When prior notification will result in delay, which will impede the purposes of the search, or when efforts to notify are unsuccessful, the school official conducting the search, or designee, shall notify the student's parent, legal custodian, or guardian of the search as soon as practicable thereafter.

**2.0 Search of Lockers, Desks, and Student Storage Areas** – School lockers, desks, and student storage areas are school property which The Pinnacle has made available for use by students for educational purposes, and school officials have the right to inspect lockers, desks and student storage areas in discharge of their duties.

2.1 No student shall lock or otherwise impede access to a locker, desk, or student storage area except with a lock provided by the school or otherwise approved. Locks not approved by the school are subject to removal and destruction.

2.2 A student's locker, desk or student storage area shall not be opened for inspection except:

2.2.1 When directed by a school official because there is reasonable suspicion, as explained in paragraph 1.2 above, that the student is storing contraband, materials or items which present an imminent danger of physical harm or illness, or materials not properly in the possession of the student involved;

2.2.2 When searching for school-owned materials;

2.2.3 When seeking access for maintenance; or

2.2.4 When all such areas are being uniformly inspected for an appropriate school purpose.

**3.0 Personal Searches** – When there is reasonable suspicion, as explained in paragraph 1.2 above, that a particular student is in possession of contraband, materials or items which present an immediate danger of physical harm or illness, or materials not properly in the possession of the student involved, the school official shall have the right to search the student and to seize such materials.

3.1 Searches of the person of a student shall be limited to:

a. Searches of the pockets, shoes and socks of the student;

b. Any object in the student's possession such as a purse or brief case; and/or,

c. A "pat down" of the exterior of the student's clothing. The search of a person shall occur only in the presence of a third person of the same sex as the person being searched. Searches shall be conducted out of the presence of other students and in a private room.

d. When extreme emergency conditions require a more intrusive search of the student's person, the school official shall contact the police.

**4.0 Searches of Students on School Buses and/or Other Vehicles Used to**

**Transport Students to and from School or on School-Related Field Trips or Activities**

4.1 Generally, necessary searches of students on school buses or other vehicles shall be conducted by a school administrator or a teacher who is the sponsor for the school-related field trip or activity. When a search is based on reasonable suspicion that a particular student is storing contraband, law enforcement officials should be contacted whenever possible to conduct the search.

4.2 The grade level Principal or designee is authorized to conduct searches of students on school buses or other vehicles used to transport students to and from school or on school-related field trips or activities, when such searches are based on reasonable suspicion that the student is storing contraband.

**5.0 Searches of Motor Vehicles**

5.1 When there is reasonable suspicion that contraband, materials or items which present an imminent danger of physical harm or illness, and/or materials not properly in the possession of the student involved may be present in a student automobile, school official shall have the right to search the automobile when it is parked on, or being operated on, school property or at a school activity, and to seize such materials. When the owner of the automobile is other than the person operating or in possession of the automobile, the owner shall be notified that a search has taken place.

5.2 Applicable criteria as stated for search of student lockers, desks and student storage areas shall apply to search of a student automobile. "Student automobile" shall mean an automobile owned by, operated by or placed on school premises by any student.

**6.0 Seizure of Item** – Items set out in paragraph 1.1 may be seized when found in the course of a search. Any such items seized may be:

- a. Returned to the parent or guardian of the student from whom the items were seized;
- b. Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized;
- c. Turned over to law enforcement officers; or,
- d. Destroyed.

## **Tobacco Policy**

### **Pinnacle Policy**

1.0 The Pinnacle is concerned about the well-being of its students, employees and public, and recognizes that the use of tobacco products can affect health and safety by direct and/or indirect exposure and related hazards. Therefore, the use of tobacco products at any school sponsored event or activity and/or on all Pinnacle property, including all buildings, on school grounds, in school owned and leased vehicles, and at or in sites leased by the school, shall be prohibited.

This policy applies to all students, employees, and members of the public.

### **Administrative Procedure**

Procedures for enforcement of the Tobacco Policy shall be applied as follows:

#### **1.0 Students**

1.1 A violation of the Tobacco Policy shall be considered a Class 3 offense as described in Administrative Procedure Student Due Process.

1.2 Applicable building discipline procedures and consequences shall apply.

#### **2.0 Employees**

2.1 Violation of the Tobacco Policy shall not be deemed to be just cause for disciplinary action other than the administration of an oral warning, except when:

2.1.1 The employee has a record of repeated violations of this or other applicable rules; and,

2.1.2 The violation is accompanied by conduct reasonably seen as insubordinate.

#### **3.0 Public**

3.1 Administrators may request members of the public who use tobacco products at any school-sponsored event or activity, and/or on all Pinnacle property, including all school buildings, on school grounds, in school-owned and leased vehicles, and at or in sites leased by the school, to refrain from such use.

3.2 Administrators may respond to further violations by a member of the public by issuing a directive for the member to leave school property or the school event.

3.3 Administrators may recommend to the Superintendent that a member of the community be barred from entering school property or attending a school activity for repeated violations of this policy.

## **Video and Camera Usage [On School Grounds and Pinnacle-Provided Transportation]**

It is the responsibility of The Pinnacle to provide a safe and secure learning and working environment for students and staff. Video (camera) surveillance is utilized in schools, on school property, and on school provided transportation (including all school buses) to maintain safety and security. Although video surveillance may not always prevent incidents from happening, it does provide an additional deterrent and can provide valuable evidence in the event of an incident.

### **In all cases:**

- a. The recording of specific events may and will be used in the prosecution of crimes against property, students, and staff.

- b. For the protection and privacy of students and staff, recordings will only be made available to school and law enforcement officials, parents/guardians, or other legal authorities as noted in (c).
- c. Parents/guardians or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set forth in Policy/Procedure Student School Records.
- d. Persons unrelated to an incident under investigation will not be permitted to view videotapes.

**On Pinnacle property:**

- a. The Pinnacle positions cameras in locations to provide the best possible views. These cameras are in operation 24 hours a day, seven days a week. Therefore, anyone who walks in view of these cameras will be recorded.
- b. Recordings are the property of The Pinnacle and are not ordinarily considered as part of the student's record.

**On school-provided transportation:**

- a. Each bus is equipped with a video recording device.
- b. Tapes may be routinely reviewed by the Transportation Director and/or designee, and evidence of student misconduct will be documented. Student conduct violations will be addressed in accordance with Policy/Procedure Student Conduct, Discipline and Due Process.

## **Weapons**

### **Pinnacle Policy**

- 1.0 Consistent with The Pinnacle's obligation to provide a safe and secure environment, it shall be a violation of this policy for any pupil, staff member, volunteer, or visitor to possess a firearm, explosive device, knife with a blade larger than three (3) inches, or other dangerous weapon when on Pinnacle property; at any school-related activity, regardless of location; on any vehicle owned by, leased to, or used by The Pinnacle or Pinnacle personnel.
- 2.0 This restriction shall not apply to individuals who are legally required and approved to carry or use weapons in order to perform their necessary duties and functions.
- 3.0 With the exception of School Resource Officers, and absent the express permission of the Superintendent, no school personnel may create nor authorize job descriptions which would in any way authorize the carrying of weapons.
- 4.0 Any such weapon which is brought onto property will be confiscated by school officials or law enforcement, and released only to appropriate law enforcement representatives.
- 5.0 Any violation of this policy will subject the individual to immediate exclusion from Pinnacle property and from all Pinnacle activities, wherever held, and/or disciplinary action up to and including expulsion or termination.