



Family Handbook

**3133 Cornerstone Drive
Pagosa Springs, CO 81147**

(970) 317-2151

hello@ppos.co

www.PagosaPeakOpenSchool.org

Dear Families,

As another year comes around we continue to improve our policies and procedures and adjust to best practices in our school. The Handbook is updated each year. We ask that families review the handbook and ask any questions they may have. Each student and family is required to return the signature pages to the school office during registration or the first day of school.

This handbook outlines the values, expectations, and policies of Pagosa Peak Open School. It is important to note that on the Family and Student Contract, you and your family have signed a statement that states that you are familiar with and will abide by all the policies in this handbook.

We thank you for the opportunity to teach, learn, grow, and explore with your children. We look forward to an excellent year with all of you. Should you have any questions, please call the school office at (970) 317-2151.

Respectfully,

Angela Reali Crossland,

School Director, Pagosa Peak Open School

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About Pagosa Peak Open School

Vision/Mission

Our Mission

Developing brave and experienced lifelong learners who contribute to our evolving world.

Our Vision

Pagosa Peak Open School provides a project-based learning environment designed to foster a joy of learning, confidence, and academic excellence through multi-age collaborations, and original and meaningful work.

Philosophy & Culture

To read more about our school's philosophy and culture, professional development goals, how we serve exceptional and educationally disadvantaged students, and more, please visit:

www.pagosapeakopenschool.org

About Charter Schools

- Charter Schools are public schools
- Charter schools are tuition-free
- Charter schools operate separately from the school district and has its own board of directors
- Charter schools are accredited
- Charter schools accept students with IEP and 504 Plans
- Charter schools ARE mandated to participate in state testing
- Charter schools are not required to follow certain Colorado Laws, including hiring “certified teachers”

About Open Schooling

The “Open School” framework that we’ve chosen to adopt refers to the elimination of barriers in education that can prevent broader ideas of success and recognition. Open education is motivated by a belief that children have a natural desire to learn, and that desire can be encouraged when given access to multiple avenues to obtain the knowledge that interests them. The means in which this type of learning is facilitated generally involves hands-on experiences, where children take responsibility for their educational decisions, and students can experience the emotional and physical side of education. Open education allows children to have a deeper understanding of how education and community is related. Teachers in turn become the Advisor. Advisors observe, guide, and provide materials for the learners; they facilitate not dominate the learning process.

Project-based Learning

Pagosa Peak Open School has chosen “Project-Based Learning” (also known as “PBL”) as its core educational model. PBL is not merely an excellent tool for learning academic skills; it also strengthens a child’s ability to successfully collaborate, and to persevere in the face of challenges. As we see it, PBL is an excellent way to prepare children for “real life.”

PBL is essentially intensive hands-on learning that requires all students to become experts on what they are studying; it demands a significant amount of revision of work, meaningful classroom, and community critiques, and carries the expectation that every child can produce high-quality work. As PPOS students are given the opportunity to absorb, master, and go beyond the basic learning material, learning becomes more meaningful and empowering.

Public presentations are created by the students for an audience beyond the classroom, compelling students to reflect on and articulate what they’ve learned, how they’ve learned, explain the research they conducted, their areas of strength, and their struggles. Students also present their projects for their classmates regularly, and for the community at least semi-annually. These presentations are an opportunity to make learning public, so that it is even more meaningful and memorable – and thus, more valuable.

Shared Responsibility & Democracy

Our students are immersed in the operations and decisions of the school as much as possible in order to instill a sense of responsibility. Students not only have a say in their education, via collaboration on their Personal Learning Plans, and the education of their peers in mixed-age classrooms but the functioning of school government and school environment. When there is a strong sense of equal responsibility, a student culture is cultivated where there is little to no bullying.

Place-Based Learning

Place-Based Learning (where students use their local environment as a primary source of curriculum material) is to provide students with the knowledge and experiences needed to actively participate in the democratic process. Students engage with significant projects that take place in the community and where community elders and experts support the Advisors. This approach helps children learn about themselves, engage with the world around them, and become positive and contributing members of society.

Advisors

“Advisors” is the term we use for the teaching staff at Pagosa Peak Open School. At PPOS, the advisor is considered a co-learner and collaborator with the student and not merely an instructor. Advisors are encouraged to facilitate the student’s learning by planning activities and lessons based on student’s interests, asking questions to further understanding, and actively engaging in the activities alongside the student. Advisors are active life-long learners who are naturally curious and creative, and interested in making the world a better place. Just as students at PPOS are

encouraged to stretch their limits and push themselves beyond their 'comfort zones,' in the same way, the school will encourage advisors to take risks, be creative, forego the mundane, and embrace the unexpected.

Year-Round School

In order to facilitate PPOS's stress on environmental education and health, the school will operate on a year-round schedule, thus providing access to summertime activities — hikes, outdoor science experiments, and our "Edible Schoolyard".

Assessments

Assessments will reflect the ongoing change and growth innate in this community-driven system. DIBELS NEXT and NWEA are conducted at the beginning of the year (BOY); middle of the year (MOY), and end of the year (EOY) along with significant progress monitoring depending upon the needs of the student. The in-school assessment system will include both formative and summative assessments, which will be created collaboratively based on input from all participants.

Special Education

Special Education advisors are fully certified teachers by the state of Colorado. We offer a wide range of Special Education Services as required by the student's Individual Educational Plan (IEP). In addition, we support 504 plans, READ plans, and a full Response to Intervention programs. We partner with San Juan BOCES to provide some of our services. If you feel your student qualifies for any of these services please contact our Exceptional Student Services Advisor.

Student Activities Fee

Student activity fees are **\$250 per school year**, and **an additional \$100 per sibling**, these fees are authorized by Colorado state law(C.R.S. 22-32-117). A student fee schedule detailing a complete list of the student fees, the purpose of each fee, whether the fee is voluntary or mandatory, and the specific activity from which the student will be excluded if the fee isn't paid, shall be adopted annually by the PPOS board. The fees shall remain in place until modified or removed by board resolution. All student fees adopted by the board shall be used for the purposes set forth in the fee schedule and shall not be spent for any other purposes. The purpose of this policy is to ensure parents are informed of the fee schedule and how to apply for a waiver of fees. Students shall not be required to pay a fee as a condition of enrollment in the school or as a condition of attendance in any course that is part of the academic portion of the school's educational program, except for fees reasonably necessary for and reasonably related to the actual cost of textbooks or expendable supplies. ***Waiver forms are available through our Business Manager at the beginning of the year for students who qualify for free or reduced lunch status.***

School Contact Information

Main school phone line (970) 317-2151

Business Office phone line (970) 731-6188

hello@ppos.co

www.pagosapeakopenschool.org

If you have questions or concerns for your student, you can call and leave the advisors (teachers) a voicemail or you can email them. Staff will do their best to address your concerns within 24 hours. If it is an immediate concern or emergency, you can call the front office at (970) 317-2151 or come in to speak with our school director.

School Board Contact Information

Lawrence Rugar President lrugar@ppos.co

Closed Campus

Pagosa Peak Open School (PPOS) is a closed campus. PPOS school hours are between 8:00 AM and 3:15 PM Monday through Thursday, and between 8:00 AM and 1:15 PM on Fridays. When on campus, students must always be under the supervision of an adult. Students who leave campus without authorization will receive a consequence. Students who need to leave campus early, must have a written note signed by a parent/guardian presented to the main office in advance or must be picked up by a parent/guardian or authorized individual. Parents/Guardians/Individuals authorized must sign the student out in the Sign In/Sign Out log before the student leaves.

Pick-up and Drop-off

Safety of our students is our top priority so please follow the rules for dropping off and picking up students. PPOS's only pick-up and drop-off location is the front of the building. Students will not be allowed to be dropped off/picked up elsewhere.

We ask that families USE THE PICKUP/DROP OFF LINE, unless they are coming inside the building. As families drive up their students will be radioed to come out.

We highly encourage our families to consider carpooling to help ease school congestion.

Please contact hello@ppos.co for carpool information to be emailed out.

Food on Campus

Lunch Program

Menus

Menus for meal service will be available on our website.

Location and Schedule of Meals

School-provided **breakfast will be served between 7:30-7:50 am** and **lunch between 11:30am-12:30pm**, depending on schedule.

Cost of Meals and Payment:

PPOS will be participating in the Free Meals for All. There are no fees for meals during the 23-24 school year. Partial meals such as just milk will not be provided. If your student would like to supplement their home lunch they need to take 3 components to include a fruit and/or vegetable.

*** Please note that allergies or dietary restrictions can only be accommodated by completing the proper paperwork through our Food Service Director.**

Outside Food

Food from outside the school nutrition program is subject to the following rules:

- Meals must be brought by the student at the beginning of the day. Microwaves will not be available for student use.
- Students may bring their own individual snacks if they would like to supplement our food service. Pagosa Peak Open School embraces healthful eating, food preparation and agricultural practices as crucial to a healthy school community and a healthy planet.
- Please do not send:
 - Soda or caffeinated drinks
 - Candy
- Due to possible allergies or family preferences, students cannot share food or drink.

Mealtime Guests

If you would like to eat lunch with your student please arrange beforehand and sign-in at the office upon arrival. Parents are welcome to eat school lunch for a charge. Please see the front desk for pricing.

Free & Reduced Lunch Eligibility

Please fill out the Household Economic Survey application, even if you do not think you will qualify in order for us to obtain accurate information for our school population. Families are welcome to check the box stating that they request the school not share this information with any outside programs. THIS FORM ALSO ALLOWS US TO APPLY FOR MANY GRANTS THAT SUPPORT THE CURRICULUM AND WORK OF THE SCHOOL. **In order for us to use the economic data**

for grant applications we need 90% of our families to complete the application.

Family Participation Commitment

Families are key partners in supporting student learning and the school community. Regular communication and multiple opportunities for participation encourage families to be strong partners in their student's learning.

Each family is asked to sign a commitment form (at the back of this handbook), which specifies how the family will contribute to the success of the program. Parents represent a wealth of skills, interests, talents, and resources that add to the depth of students' learning. PPOS holds high expectations of students' families, just as the families hold the school's professional staff to the highest expectations.

The Family Participation Commitment has four major components:

- Attend all student-led conferences
- Attend Back-to-School Events and Project Presentation Events
- Plan for student to participate in all activities
- Attend Family Informational Nights

The 20-hours of service commitment, (10-hours for single parent homes,) can be carried out by any member of the student's immediate family, individually or as a family unit, depending on the type of task. PPOS strives to ensure that parents/guardians feel that they are welcome and comfortable volunteering in any way they can.

While this parental commitment cannot be enforced — being that PPOS is a public school that is open to any and all students of the public — families are encouraged and supported to participate in school functions through multiple strategies to ensure the highest rate of success for all participants in the learning environment.

Please sign the Family Contract form at the back of this handbook to acknowledge that you have read and agree to the terms of the Family Participation Commitment.

Family Committees

The School Accountability Committee (SAC)

The School Accountability Committee (SAC) will meet at least monthly to discuss issues and advise school leadership, and the governing board of PPOS through dialogue and reports disseminated to PPOS Board as well as school newsletter highlights.

The SAC will consist of parents/guardians, community members, advisors, school director, and at least one board member.

Parent Counsel

The Parent Counsel is responsible for coordinating parent volunteers and for maintaining communication between the school, parents/guardians and community. The primary responsibilities of the Parent Counsel will be:

- Planning and recruiting volunteers for fundraising events, school-wide gatherings, and community presentations.
- Collaborating with the school director, the Finance Committee and the SAC when necessary.
- Advertising for said events.
- Initiating community connections with local businesses that may not have been approached or followed up with.
- Communicating volunteer opportunities to parents and scheduling, facilitating, and overseeing volunteer work.
- Facilitating monthly or bi/monthly meetings in person, by phone or email with advisor liaisons.
- Work with school personnel to track family volunteer hours.

Student Attendance Policy

To support student learning we have the expectation that students maintain a 95% attendance rate, missing a maximum of 8 days per school year. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training, and if of compulsory attendance, attends school.

Notification of Absences

In the event of a necessary absence, a parent/guardian must either call the main office at (970) 317-2151 and report the absence by 8:15 AM or register the student as absent by emailing hello@ppos.co. The parent/guardian needs to include the student's name, date of absence, and the reason for the absence and a contact number for the parent/guardian. The notification and explanation of the absence is only that and does not automatically excuse the absence. Automated notification of unexcused absences will occur daily.

The school cannot assume reasons for absences (i.e. sick for more than a day), nor can we use excuses given to us by students or siblings of students. Parents/guardians must notify the school each day a student is not attending school or provide a doctor's note with dates of absence.

Tardiness/Early Dismissal

Being prompt and present for the full school day is expected. Tardies and Early Dismissals do add up and count towards absent days. Should your student arrive late or need to leave early, a parent/guardian should notify the office via phone or email and must come into the building to sign them in or out.

Excused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a pre-arranged basis. Pre-arranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
4. A student who is suspended or expelled.
5. If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities, or who are in the custody of a court or law enforcement authorities, shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.
6. A student who is experiencing physical, mental or emotional illness or disabilities.
7. A student who has experienced harassment or discrimination for any time the student is out of school because of therapy, medical, legal, or victim services appointments related to the harassment or discrimination or for behavioral or mental health concerns related to the harassment or discrimination.

Unexcused Absences

Unexcused absences are those absences deemed unacceptable by the Director regardless of the prior approval or knowledge of the parents. Absences not properly reported by the parent are unexcused.

In accordance with law, the school may impose appropriate penalties that relate directly to classes missed while unexcused absences.

Student and parents/guardians may petition the Board for exceptions to this policy.

1. Upon a student's eighth unexcused absence, the school administrator shall contact a parent/guardian by "8-Day Letter" notifying the parent of the absenteeism and reminding

the parent of the need to comply with the Compulsory Attendance Law and the importance of consistent attendance.

2. Upon the student's sixteenth unexcused absence, the school administrator will send a "Sixteen-Day Letter" requesting a meeting with the parent. In this meeting, the parent, student, and administrator will develop a plan to help the student make a better choice about school attendance. The plan can involve, but not be limited to, consequences applied at home and at school. In the meeting, the administrator will advise the parents of the Compulsory Attendance Law to explain the School Attendance and Review Board (SARB) and the potential for municipal court involvement.
3. Upon the student's twenty-fourth unexcused absence, the student shall be referred to the Student Attendance Review Board (SARB). The SARB will be composed of the student's teacher(s), the school counselor, the student, his/her parent/legal guardian, a representative from the department of social services and a representative from the Municipal Court and a building administrator. The SARB will review the academic and attendance record of the referred student and will develop intervention strategies and resources to assist in gaining the desired effect of maintaining a regular pattern of class attendance with resulting academic success. In the course of the review, an improvement plan is to be completed to address the needs and responsibilities of the individual student, as well as the support to be provided by the parents, the school district, and other agencies. The primary goal of the SARB process is to effect significant improvement through structure and supportive measures.
4. Should the student's attendance problem continue after the SARB hearing, upon the student's thirty-second unexcused absence a referral will be made to law enforcement and/or for truancy court proceedings to enforce the Compulsory Attendance Law. In addition to law enforcement referral, the District, through recommendation by the building principal may address habitual absenteeism under the school district policy of willful disobedience or open and persistent defiance of proper authority.

Extended Days of Absences

All pre-arranged absences for more than 2 days must have a pre-excused absence form filled out **2 weeks prior to leaving**. This will allow the advisor to send missed work home with the student. It is the school's expectation that this work be completed to ensure the student does not fall behind. Absences where a student will miss more than 8 consecutive school days will not be approved unless for a family emergency.

Standardized Testing and Interim and Performance Assessment (IA/PA)

To assess the effectiveness of the rigorous, integrated and personalized academic curriculum, students are required to be present and take various scheduled standardized tests and final exams. Attendance is required and promptness is expected in all classes and is essential for assessing progress of the student. The opportunity to adequately assess learning is lost due to absences.

Under the Place-based and Project-based model, authentic assessments of learning (demonstrations) are essential. The ability to communicate what has been learned through writing and speaking are included in the expectations. We use rubrics to determine the level of proficiency with these tasks.

We use NWEA and DIBELS assessments in literacy and math as an interim assessment administered in both spring and winter. These assessments provide useful tools that advisors use to differentiate instruction and set growth goals. PPOS testing meets the State requirements outlined in the READ Act for testing students in grades K-3. CMAS is required by the State of Colorado to measure math, reading and writing levels for 3rd grade and above. CMAS testing for Science is done in grades 5 and 8 as well as Social Studies is tested every three years in 4th and 7th grade.

While families have the legal authority to opt out of State-required standardized tests, we ask them to reconsider this option. In a small school environment such as PPOS just one student opting out can have large impacts on our performance data. Please speak to a our school director if you would like to further discuss withdrawing your student from Standardized Testing days.

Student Illness

Policy Please do not send your child to school if any of the following symptoms are present: fever, diarrhea, severe rash, vomiting, pink eye, pinworms, lice, chicken pox, or other contagious illnesses. If your student comes to school with one of these major symptoms, we will call the parent/guardians to take them home. In cases of fever, vomiting, and diarrhea, your child must be symptom-free for 24 hours, without medication, before returning to school. If your student becomes ill with a communicable disease, please let us know right away so we can alert others.

According to Colorado Revised Statutes 25-4-902 immunization requirements will be strictly enforced for all students. Students who do not meet the requirements will be denied attendance. State immunization requirements can be met with either proof of immunization OR completion of the state approved immunization exemption form.

Medication

Medication (prescription, over-the-counter, or homeopathic) is self carried or administered only with the written consent of the parent/guardian and the medication administration form filled out and signed by a doctor. This includes cough drops, chapstick and sunscreen. All medication must be locked in the Health Office. Do not put medication in your student's backpack or lunch box, always hand medication directly to our Site Manager or School Director. We will give the medication at the noted time and will record the amount, time, date, and person giving the dosage. Please note any allergies to medication on enrollment forms.

Dress Code

Please dress your student to be comfortable for school and play. Make sure your child has clothing appropriate for the season, weather and the possibility of getting dirty. Please take into consideration that Pagosa Peak Open School has a different way of teaching that is flexible from student to student, and this is reflected in our dress code. Students should have a change of clothes at school: we often get dirty, wet and muddy and we want students to be comfortable throughout the day.

Advisors will not rinse or wash clothing if students get dirty. Keep in mind appropriate footwear so students can engage in all activities. Students may wear slippers or high heels, etc, as long as they also have shoes that are appropriate for playing, running etc. Please keep in mind that PPOS has a lot of field study days.

Stay in touch with your child's advisor about when these are scheduled so they have shoes appropriate for hiking/skiing/etc. There may be a separate dress code per fieldwork that will be shared by advisors before the day of fieldwork. Clothing, jewelry, or accessories that promote gangs, vulgar language, illegal activity, violence, bigotry, hatred or intolerance against people based on their race, ethnicity, religion, gender or sexual orientation is prohibited. Please remember that during Presentations of Learning, students are expected to show up in professional dress.

Professional dress at PPOS is defined as suit, tie and dress attire. Dress pants and a clean button up or a skirt and blouse are examples of professional dress. If your student does not have appropriate attire, please contact your student's Advisor.

Staff reserve the right to refer a student to the Restorative Practice Student Board for clothing that appears too revealing or breaks the dress code in any way. Students breaking the PPOS dress code will be asked to change. If they do not have a change of clothes, guardians will be called to bring clothing.

General School Policies

Items from Home

Students are expected to bring a backpack or similar bag, a water bottle, and a healthy snack each day. K-5 students may not bring phones, smart watches, or other electronics to school. Middle school students must keep phones, smart watches, or other electronics turned off during school hours and in their backpack or locker. Teachers may opt to have a drop box for these devices in their classroom and collect/return them each day.

Students are not allowed to bring items from home unless they are a part of the curriculum and the advisor has requested it. Items such as game cards, dolls, toys, marbles, action figures, cars

etc. are not allowed at school. Toy weapons and water pistols are also not allowed. Students are prohibited from using their electronics during school hours. If a student has an electronic device that they have on their person or use during school hours, it may be confiscated. A parent/guardian will have to come inside and pick up the electronic device to get it back.

We understand that some families have two households and need to take items mentioned above to and from. Please leave them at the front office so they are not a distraction.

Random locker checks will be completed periodically to ensure the safety of our students.

Student Telephone Usage

In order to limit disruption to the classroom, students will not be called to the telephone except in cases of extreme emergency. Only when necessary students may use the office telephone with the permission of a staff member.

Lost and Found Policy

Cubbies will be expected to be cleaned out completely by students each Friday. Anything left in or on top of cubbies after school on Friday will be put into the Lost and Found. During the winter, snow clothing, shoes, and accessories will be left only if they are in the correct cubby or in a bag on top of the cubby labeled with the child's name. Lost and Found will be donated at the end of each month, so we encourage parents and guardians to check it with students at least once a month.

Cleaning Classroom Area

PPOS Students are responsible for cleaning their classroom area every day before they go home. Additionally, several times a year we organize a school clean up. Classes will be assigned regular responsibility to maintain certain areas of the school and/or daily duties like recycling, trash, playground clean up, and lunch room clean up.

Drug/Alcohol Policy for PPOS Students and Staff

For purposes of clarifying this policy, the substances at issue include: all beverages containing alcohol, tobacco products, marijuana, and "harder" drugs including, but not limited to heroin, cocaine, amphetamines, and any other illegal, illicit or controlled substances.

PPOS advocates a generally healthy lifestyle for its students, including positive development of mind, body, emotions and spirit, the adults who are responsible agents of the school have a special role to play in student lives. Drug use is oppositional to the development of healthy lifestyles of all students.

Parents play the most critical role in student substance use issues. Students will not bring prohibited substances to any activity of PPOS. This includes regular classrooms, field trips, school events, and any other activity sponsored by the school. Students will not make such substances available to other students at any such event or school hosted outing or gathering.

Students will not come to any school activity under the influence of any of the prohibited substances. There will be no smoking on school grounds or in the school building. **Students who are found to have broken this policy will be returned to the supervision of their parents or guardians as soon as is practical, the student will serve 3-days-in-school suspension and all travel privileges will be suspended for the remainder of the academic year.** 2nd offense of violating the policy, travel privileges will be revoked entirely for the duration of the student's attendance at PPOS and the student will serve 5 days out of school suspension.

Family or community members who are present at school events or on school property while under the influence of drugs or alcohol will be asked to leave the property and or event. If staff believe that a family member is under the influence of drugs or alcohol and is transporting their student we reserve the right to call the authorities.

Title IX Policy and Procedure for Sexual Harassment

Pagosa Peak Open School (the "School") is committed to providing a safe and inclusive learning and working environment for its community members. Sexual Harassment is strictly prohibited in all of the School's Educational Programs and Activities. The following policy and procedure is designed to ensure an adequate and appropriate response to allegations of Sexual Harassment in the School's Educational Program and Activities, as described herein. The Title IX Coordinator for the School is: Angela Reali Crossland The Title IX Coordinator may be contacted at the following: 7 Parelli Way Pagosa Springs, CO 81147 970-317-2151 areali@ppos.co To file a Title IX Formal Complaint contact the Coordinator or go to www.pagosapeakopenschool.org/title-ix/

Non-Discrimination Statement

It is the policy of the Pagosa Peak Open School to recruit, hire, train, educate, promote, and administer all personnel and instructional actions, without regard to race, religion, sex, sexual preference, age, national origin, disability, marital status, need for public assistance, or any other applicable protected class status under state or federal law. We will not tolerate any unlawful discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents.

In compliance with the Colorado Crown Act, any practices or references in any handbooks or policies of the School related to prohibiting discrimination on the basis of an individual's race shall include a person's hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race. Specifically, without limitation, such hairstyles as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps, and no policy herein shall be construed as prohibiting such.

Student Records

The school maintains important information files on paper for each student. PPOS also utilizes a digital Student Information System called Infinite Campus that parents/guardians can also use as a portal for their students' information.

Under the Family Educational Rights and Privacy Act (FERPA), parents have certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. "Student Records" shall mean any written or recorded information concerning a student by which a student may be individually identified and which the school maintains. They may include, but are not limited to, the following; basic identifying information, academic transcript, attendance records, health records, performance scores on standardized assessments, disciplinary records, records from previous schools. Recorded information maintained by a staff member for his or her exclusive use, or his or her substitute, shall not be considered a part of the student records.

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

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

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

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

Parents or eligible students who wish to ask the School to amend their child's or their education record should write to the school principal, or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding

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

A school is not required by FERPA to afford a parent the right to seek to change substantive decisions made by school officials, such as discipline decisions, grades or other evaluations. FERPA is intended to require only that educational agencies and institutions conform to fair recordkeeping practices; not to override accepted standards and procedures for making academic assessments, disciplinary rulings, placement determinations, and other evaluations. Accordingly, the right to seek amendment of education records cannot be used to challenge a substantive decision unless it has been inaccurately recorded.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include 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 parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school 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. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with the School's procedures. The primary purpose of directory information is to allow the School to include information from your child's education records in certain school publications. Examples include:

- 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 wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations that provide school related products and services to students without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the School to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the School that they do not want their student's information disclosed without their prior written consent.

If you do not want the School to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the School in writing by the first day of school.

The School has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems 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
- A student ID number or other unique personal identifier that is displayed on a student ID badge, 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.

Disclosure Without Consent

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 or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To 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. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker 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, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Media Release

PPOS will periodically create publications to highlight student achievement, school life and school events. These publications will be developed for the purposes of admissions, public relations,

fundraising, and other uses that promote the school. From time to time, the school may also get media requests to highlight the school and its students.

Distribution of Materials or Documents

School Materials

Publications prepared by and for the school by students may be posted or distributed to the greater community, with prior approval by the Directors. Such items may include school posters, brochures, murals, etc. The school newspaper and the yearbook are available to students. All school publications are under the supervision of an advisor, sponsor, and the Director and may be taken down at the sole discretion of the school.

Non-School Materials

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

Weather and Emergency Procedures

Accident or Medical Emergency

If a medical emergency occurs to a student at school, first aid will be administered, and the parent(s)/guardian(s) of that student will be contacted immediately. If parent(s)/guardian(s) cannot be reached, a person listed on the student's health form (or emergency contact card) or the family physician will be contacted. If the situation warrants, the school will call Emergency Medical Service (911). Please maintain current records in our office.

School Closings

PPOS will follow the Archuleta School District 50JT (ASD) weather school closing decisions. If ASD closes or has a delayed opening, PPOS will do the same. At times due to the lack of bus transportation for our students PPOS may call weather closing separately for our school. In both situations an automated message sent via email and mobile push notifications.

Should we need to close school early for other emergency reasons; the school office may call students' homes to inform them of a school closing. If the school must close during the school day, every attempt will be made to inform the parent(s)/guardian(s) in order to arrange for transportation.

In the event of an on site emergency situation the school may choose to evacuate students to an off site location. If this is the case the parents will be notified through our mobile app as well as email as to the location that they can pick up their situation. Please see our emergency operating procedures for more information.

Fire Alarms and Building Emergencies

Should an emergency require evacuation of the School, fire alarms will sound. Students will proceed to designated areas with their advisors. Individuals will remain in the areas until a member of the administrative staff gives the all-clear signal. All fire alarms are treated as real and must lead to an immediate evacuation of the building.

Students must follow these evacuation procedures:

1. Silently follow staff directions and proceed out the nearest exit.
2. Do not grab backpacks or any belongings before exiting.
3. Meet in the designated spots with your advisors. Students who fail to follow this procedure will be given a consequence. The school faculty and staff have reviewed and been trained in the emergency management procedures.

Technology – Acceptable Use Policies

Student Use of the Internet and Electronic Communications

The Internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the Board shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of school technology devices to avoid contact with material or information that may be harmful to minors. For the purposes of this policy, “school technology device” means any school-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

Blocking or filtering obscene, pornographic and harmful information

Technology that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall report access to material and information that is inappropriate, offensive or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the

supervising staff member.

No expectation of privacy

School technology devices are owned by the school and are intended for educational purposes at all times. Students shall have no expectation of privacy when using school technology devices. The school reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of school technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through school technology devices shall remain the property of the school.

Unauthorized and unacceptable uses

Students shall use school technology in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of school technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shall access, create, transmit, retransmit or forward material or Information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to school education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the school's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law, or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous re-emailer
- that accesses fee services without specific permission from the system administrator

Security

Security on school technology devices is a high priority. Students who identify a security problem while using the school technology devices must immediately notify a system

administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district technology devices
- read, alter, delete or copy, or attempt to do so, electronic communications of
- other system users

Any user identified as a security risk, or as having a history of problems with technology may be denied access to the Internet and electronic communications and/or school technology devices.

Safety

In the interest of student safety, the school shall educate students about appropriate online behavior, including cyberbullying awareness and response, and interacting on social networking sites and in chat rooms, and other forms of direct electronic communications.

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized content

Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

Assigning student projects and monitoring student use

The school will make reasonable effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational

goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications. Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

Student use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, and electronic communications and school technology is a privilege, not a right. Failure to follow the use procedures contained in this policy may result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school disciplinary action and/or legal action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. The school may deny, revoke or suspend access to school technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issues or access shall be allowed.

School makes no warranties

The school makes no warranties of any kind, whether expressed or implied, related to the use of school technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the school of the content, nor does the school make any guarantee as to the accuracy or quality of information received. The school shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Acceptable Internet Use Family Agreement

Student

I have read, understand and will abide by the school's policy on Student Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school's technology devices, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

Your signature on this handbook is binding and indicates you have read the school's policy on Student Use of the Internet and Electronic Communications and understand its significance.

Parent or Guardian

As the parent or guardian of this student, I have read the school's policy on Student Use of the Internet and Electronic Communications. I understand that access to the internet and electronic communications is designed for educational purposes and that the school district has taken reasonable steps to block or filter material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. I also recognize, however, that it is impossible for the school to prevent access to all materials or information I might find harmful or controversial and I agree not to hold the school responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

I hereby release the school from all costs, claims, damages or losses resulting from my child's use of district technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services. I hereby give permission to issue an Internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

Your signature on this handbook is binding and indicates you have read the school's policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.

Discipline Policy

PPOS Discipline Philosophy and Overview

The goal of the Pagosa Peak Open School Discipline Policy and subsequent behavioral expectations is to create a safe, respectful, and responsible environment where learning can take place. PPOS expects students to behave responsibly and treat their peers, Advisors, staff, community and environment with respect.

Regular reviews of expectations in the classroom and at faculty meetings encourage the ongoing implementation of the philosophy throughout the school.

Progressive Discipline

The faculty and staff follow a philosophy and practice of Progressive Discipline. Progressive Discipline means that discipline interventions begin at the least intrusive and lowest levels and work up to more restrictive and consequential levels IF students continue to repeat poor choices and poor behaviors. The positive goal of progressive discipline is to facilitate and foster in each student **the ability to be self-disciplined**.

Family First

The first level of discipline begins with the parents and students themselves. When each family discusses at home what is appropriate language, dress, attendance, and personal action as both a learner and a classmate and schoolmate – then discipline will largely remain in the parent's hands and the school's discipline policy will come into play infrequently and as needed during the school year. This conversation is important for the student to understand what is expected of him or her at school.

RESTORATIVE JUSTICE AND DISCIPLINE

PPOS embraces “Restorative Justice” — an emphasis on repairing the harm done by inappropriate behavior. The offender will be encouraged to take responsibility for his/her actions and to “repair” the harm they have done by apologizing, returning stolen money, property, or doing community service, as determined by the School Justice Committee, or in cases of suspension or expulsion, by the School Director — as agreed to by the student and parent/guardian.

Restorative Practices Committee

The Restorative Practices Council (RPC) at PPOS will be made up of students, Guidance Counselor, and Restorative Justice School Coordinator. Students will be nominated for the RPC by classroom Advisors. When an incident occurs, the classroom Advisor, Guidance Counselor, Restorative Justice Coordinator or School Director may suggest the RPC as a place to go for resolution of the problem. A student may also request a hearing before the RPC.

Every effort will be made to ensure that minorities are represented on the School Justice Committee, to help provide a diversity of opinions and perspectives during judicial processes. Both the affected parties of a dispute need to agree to go to the RPC for mediation. When a mediation occurs, the RPC uses a mediation script to help parties work through the issue and

come to an agreed upon restorative practice. A follow-up meeting is scheduled at this time to check that the restorative practice has been completed.

Further Steps

Students who consistently violate guidelines or who develop inter-personal conflict with another student or Advisor and are unable, for whatever reason, to resolve the conflict through a RPC hearing, will be required to meet with the School Director to assess the situation, discuss corrective steps, or simply “cool off.” During this process, the parents/guardians may be asked to become involved.

A complete discipline plan can be found on our website at pagosaspeakopenschool.org.

The following are corrective steps, or disciplinary actions of escalating levels of punishment, for serious or repeat offenses by students. Each step or action may include, but is not limited to:

- A verbal warning to the student;
- Verbal parental notification;
- A written warning to the student with parent or guardian signature required;
- A parent/guardian, student, and School Director conference
- A hearing with the School Justice Restorative Committee;
- A written contract between the Student and PPOS to improve behavior or performance;
- Loss of off site privileges for field work and school outings
- Suspension or;
- Expulsion

All suspensions and expulsions will be conducted in accordance with C.R.S. 22-33-105 and 106, including without limitation that prior to suspension or expulsion of a student the school will consider (a) The age of the student; (b) The disciplinary history of the student; (c) Whether the student has a disability; (d) The seriousness of the violation committed by the student; (e) Whether the violation committed by the student threatened the safety of any student or staff member; and (f) Whether a lesser intervention would properly address the violation committed by the student.

Any out of school discipline of students in grades Kindergarten through 2nd grade will be in compliance with C.R.S. 22-33-106.1, including its prohibition on out-of-school suspension or expulsion of a student enrolled in preschool, kindergarten, first grade, or second grade unless:

1) The School determines that the student has engaged in conduct on school grounds, in a school vehicle, or at a school activity or sanctioned event that:

- Involves the possession of a dangerous weapon without the authorization of the public school or enrolling entity, if different;
- Involves the use, possession, or sale of a drug or controlled substance, as defined in [C.R.S. 18-18-102\(5\)](#); or
- Endangers the health or safety of others;

2) The School determines that failure to remove the student from the school building would create a safety threat that cannot otherwise be addressed; and

3) The School, on a case-by-case basis, considers each of the factors set forth in [C.R.S. 22-33- 106\(1.2\)](#) before suspending or expelling the student. The School must document any alternative behavioral and disciplinary interventions that it employs before suspending or expelling the student.

The out-of-school suspension of a K-2 student shall not exceed three school days unless the Principal determines that a longer period of suspension is necessary to resolve the safety threat or recommends that the student be expelled.

Student Searches

In order to maintain the security of all students, the School authorizes staff to conduct searches of students and their belongings if the authorized staff person has reasonable suspicion to believe that the search, which must be reasonable in scope, will result in evidence that the student violated the law or a school policy or otherwise constitutes a potential threat to the health, safety, or welfare of the school, self, other students, school personnel, or any other person lawfully on school property or attending a school function. In authorizing searches, the school acknowledges both state and federal constitutional rights, which are applicable to personal searches of students and searches of their possessions.

In addition, a school official may search school owned property (i.e. lockers, laptops, desks, cabinets, etc.) at any time for any reason. .

Bullying Prevention

The School is committed to providing a safe school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) are actual or perceived.

Bullying is prohibited on school property, at school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the school, or off school property when such conduct has a nexus to the school or school activities.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when

disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related school policies and procedures.

Students targeted by bullying, especially when such bullying behavior may constitute unlawful discrimination or harassment based on a protected class status, will be provided supportive measures to ensure they can continue to safely access their education.

Dispute Resolution Process

The Internal Grievance Process provides a means by which conflicts can be resolved. Parents/guardians, students, Advisors, or Family Advocates may initiate this process. The procedure for filing concerns is as follows:

- A. The concerned parties will make every attempt to solve the issue themselves, communicating the concern directly to the parent, student, staff member or governing board member in question.
- B. An appointment will be set up where the concern can be expressed in private. Care will be taken to express concerns calmly and respectfully so that an environment conducive to resolution can exist.
- C. The School Judicial Committee (SJC) may serve a mediating function if requested by any party. Parties will document their concerns and its resolution (if one is reached) and file it with the School Director.
- D. If the parties are unable to come to a resolution, they may file their concern in writing with the School Director. The School Director will either ask the SJC to become involved or the School Director will become directly involved. Documentation will be recorded regarding the concern and its resolution (if one is reached).

In cases where the concern has been addressed with the School Director and any party remains dissatisfied with the decisions made to resolve the conflict at this level,

- a. That party may take their written concerns to the PPOS Board of Directors, which details the violation, procedures taken, and requested remedy;
 - i. The complaint shall be submitted to the President of the PPOS Board of Directors at least one week prior to the next Board of Directors meeting. Complaints submitted after this point will be addressed at the subsequent meeting of the Board of Directors.
 - ii. Emergency issues will be dealt with on an as-needed basis, with the board responding at — or prior to — its next regular public meeting.
- b. The Board of Directors may hear arguments from the parties, review prior decisions and evidence, and make inquiries as it deems necessary.
- c. The board shall render a written decision within ten (10) business days after the meeting unless additional time is needed. The Board of Directors' decision shall be final.

PPOS Grievance Policy Checklist

The Internal Grievance Process provides a means by which conflicts can be resolved. Parents/guardians, students, Advisors, or Family Advocates may initiate this process. Please self-initial on the line to the left of each step, as you complete the Grievance Process. The procedure for filing concerns is as follows:

1. Direct contact with the Person(s) causing the Grievance. The concerned parties will make every attempt to solve the issue themselves, communicating the concern directly to the parent, student, staff member or governing board member in question. If this step is not completed, please make comments as to why below.

2. Request and Appointment with the Person(s) causing the Grievance and another Faculty Member or Director. An appointment will be set up where the concern can be expressed in private. Care will be taken to express concerns calmly and respectfully so that an environment conducive to resolution can exist. If this step is not completed, please make comments as to why below.

3. Request Mediation with the School Judicial Committee. The School Judicial Committee (SJC) may serve a mediating function if requested by any party. Parties will document their concerns and its resolution (if one is reached) and file it with the School Director. If this step is not completed, please make comments as to why below.

4. File written Grievance with the School Director. If the parties are unable to come to a resolution, they may file their concern in writing with the School Director. The School Director will either ask the SJC to become involved or the School Director will become directly involved. Documentation will be recorded regarding the concern and its resolution (if one is reached).

If this step is not completed, please make comments as to why below.

5. File written Grievance with the PPOS Board of Directors. In cases where the concern has been addressed with the School Director and any party remains dissatisfied with the decisions made to resolve the conflict at this level, that party may take their written concerns to the PPOS Board of Directors, which details the violation, procedures taken, and requested remedy.

Process for Written Grievance to the PPOS Board of Directors.

- A. The complaint shall be submitted to the President of the PPOS Board of Directors at least one week prior to the next Board of Directors meeting. Complaints submitted after this point will be addressed at the subsequent meeting of the Board of Directors. *Emergency issues will be dealt with on an as-needed basis, with the board responding at — or prior to — its next regular public meeting.
- B. Board of Directors may hear arguments from the parties, review prior decisions and evidence, and make inquiries as it deems necessary.
- C. The board shall render a written decision within ten (10) business days after the meeting unless additional time is needed, which will be explained in writing to the grieving party. The Board of Directors' decision concerning the Grievance shall be final.

Family Contract

In order to uphold our mission, we have included a Family contract as part of the student registration process, we are asking that students and their families review and commit to the following terms. This contract is between _____, their parent(s) or guardian(s), and Pagosa Peak Open School for the 2023-2024 school year.

Student

- I agree to be open to trying new things.
- I agree to ensure that my behavior and choices do not disrupt the learning or safety of others in the school community.
- I agree to avoid any actions or words that might cause harm to myself or others.
- I agree to treat others as I wish to be treated or better.
- I agree to show respect for school staff by telling the truth when asked to do so, by speaking up with things are not going well, and by giving my best effort at everything the staff asks of me, and by showing consideration for the staff's' feelings and values.
- I agree to work individually and collectively for the benefit of school community.
- I agree to try and understand and follow the rules of this handbook. I understand that different activities have different rules, and that staff will make different rules clear as they apply to different situations.
- If I am absent, I will take responsibility for getting missed assignments and making them upon return to school.
- I agree to be a positive participant in all aspects of the PPOS programs including, but not limited to: field trips, academics, group discussions, physical activities, creative activities, celebrations of learning, testing/assessments, and all other instruction deemed appropriate by the PPOS staff.
- I understand that I am responsible for my own behavior, and I agree to comply with making right any harm I may cause to others.
- I agree to refrain from destroying or damaging private or school property, and I agree to pay, either by cash or by school service, for anything I damage. I understand that if I damage computing equipment my privileges concerning the use of this equipment may be temporarily or permanently revoked.

Student Signature _____ Date: _____

Student Signature _____ Date: _____

Student Signature _____ Date: _____

Parent/Guardian(s)

- I agree to accept the responsibility to work cooperatively with the staff on behalf of my student(s), in support of the staff, programs, and policies of this Family Handbook.
- I agree to see that my student is present and on time at school each day.
- I agree to do my best in keeping my student healthy and ready to learn.
- I agree to attend all meetings scheduled between myself and the PPOS staff, including but not limited to parent support meetings, progress meetings, and discipline conferences.
- I agree to come to school for a meeting if my student is suspended and I understand that this meeting may occur before my student returns to class.
- I agree that I will not knowingly allow my student to participate in an off-campus activity where drugs, alcohol or other illicit substances are consumed.
- I agree that I have read and agree to the PPOS Dispute Resolution Policy of this handbook.
- I have read and agree to the PPOS Fees policy of this handbook.
- I have read and agree to the PPOS Discipline policies located in this handbook.
- I acknowledge that all families must contribute 20 hours per year (10 hours for single-parent families) to contribute family participation hours, as explained within this handbook.

We have reviewed the 2023-2024 Family Handbook either online or have requested a copy from the front office to review. We are familiar with and will abide by all the contents, responsibilities and policies contained within.

We understand that these policies govern student and family conduct in the school and will be enforced at school or on school grounds, at school sanctioned activities or events, or while being transported by school approved vehicles, or occurring off school property.

Parent/Guardian Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Pagosa Peak Open School 2023-2024 Field Trip Permission Form

I give permission for my student(s) _____ in grade(s) _____ to attend field trips during the 2023-2024 school year. I understand that locations and information will be sent out by the teacher in advance. I will send my student with the appropriate clothing, water, and if necessary snacks, lunch and/or funds for the trip and will attend any appropriate field trips for which I am available to assist. In case of an emergency, I give permission for my student(s) to receive medical treatment.

We understand that field trips are part of PPOS education and are not optional. When options are available to be chosen for field trips (such as ski days), I agree to stand by all decisions regarding the trip as they apply to myself and my student(s). If an emergency arises I will notify the staff as soon as possible so that other arrangements can be made.

I understand that this form will not cover all field trips as third parties may require additional permission forms to be signed by parents/guardians.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Attendance Contract

Pagosa Peak Open School aims to support all students in their social, emotional and academic success. As a part of this mission, PPOS aims for:

- 95% attendance rate
- Only miss up to 8 days in a school-year

Any student with ten or more unexcused absences in a year are considered habitually truant. It is the responsibility of parents to ensure their children maintain a high rate of attendance. Truancy, defined by the state of Colorado, is “a student who is absent without an excuse by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, it will be considered to be an unexcused absence and the student shall be considered truant.”

Pagosa Peak Open School model does not translate to a flexible attendance policy.

This year-round schedule spreads school days over the course of the year and has the same number of school days as a traditional schedule. Because of this, students have the same attendance expectations across the district. The following is a list of the only options for excused absences:

- A student who is ill or injured. Illnesses lasting more than two days may need a doctor’s note for student to return to school.
- A student absent due to a physical, emotional or mental disability
- A student off-campus for a school-sponsored activity.
- A student who is suspended or expelled.
- A pre-approved absence where work was collected before hand.

The Parent(s) or Guardian(s) understand that they are responsible for ensuring that the student arrives at school on time. The Parent(s) or Guardian(s) agree to:

- Provide the school with proof of a doctor's note in the case of illness.
- To call the school office at 970-317-2151 the morning of an absence and provide a reason for the absence.
- To get the student to school on time.
- To accept and uphold the consequences from the school if there is a violation of this contract.

_____	_____	_____
Student's signature	Parent/Guardian(s) signature	Date
_____	_____	_____
Student's signature	Parent/Guardian(s) signature	Date
_____	_____	_____
Student's signature	Parent/Guardian(s) signature	Date