



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

Student & Family Handbook

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

2009-2010

Non Discrimination Statement

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

Principal: Dr. Patricia Arnold

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PIKES PEAK PREP

Mission

Pikes Peak Prep will embrace learning methods tailored not only to meet Colorado Content Standards and each student's personal interests but will also offer a quality choice education for all students. Our commitment to academic excellence will occur in all stages of life. We will encourage the development of all learners to become intrinsically motivated to assume ownership of their tasks and accountability for their learning while embracing the students who are at-risk. We will incorporate "best practices" while ensuring that learning will be approached individually and will focus on the development of the whole child, to include their emotional, physical, social, and intellectual needs.

Vision

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

Core Beliefs

We believe all students can and want to learn. Pikes Peak Prep will guide and support them in learning. Parents and students are expected to be active participants in the learning process.

We believe that every attempt should be made to maintain the dignity of both the adult and the student.

We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.

We believe that misbehavior should be handled with logical/natural consequences instead of punishments whenever possible.

We believe that students have the opportunity to tell their side of the story.

We believe that misbehavior should be viewed as a learning experience and an opportunity for individual problem solving and preparation for the real world.

PPP Board

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

Our current School Board Members:

- Gary Feffer
- Walt Glover
- Terri Hill
- Mike Edmonds
- Wayne Artis
- Joe Aldaz

ACADEMICS

Academic Standards

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

Academic Integrity

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

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

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

Core Academic Skills

- **Mathematics:** Students will develop abilities to reason logically and to understand and apply mathematical processes and concepts, including those within arithmetic, algebra, geometry, and other mathematical subjects, in accordance with state standards.
- **English Language Arts:** Students will demonstrate strong reading, writing, listening, speaking, and presentation skills. They will comprehend and critically interpret multiple forms of expression, including literature from various time periods, cultures and dialects.
- **Science:** Students will successfully utilize scientific research and inquiry methods to understand and apply the major concepts underlying various branches of science, which may include physics, chemistry, biology, ecology, astronomy, and earth sciences.
- **History/Social Studies:** Students will understand and apply civic, historical, and geographical knowledge in order to understand the development of history as well as serve as citizens in today's world of diverse cultures.
- **World Language:** Students will have the opportunity to gain knowledge in speaking, reading, writing, and listening comprehension in a foreign language. Students will understand key aspects of the culture, both past and present, of the second language.
- Underlying and utilized throughout each of the above subject areas will be other core skills such as: **critical thinking skills** (e.g., problem-solving, analyzing, and applying knowledge) and the ability to effectively apply to real world experiences.
- Creative expression through various forms of the **arts** (e.g., music, visual/studio arts, drama, and dance).
- Knowledge of pertinent issues of **health** and the development of **physical fitness**.

Field Work

Students will go on many field experiences within and outside the city limits of Colorado Springs as a general part of their education. Details concerning field trips will be shared with parents/guardians as the trips are planned. Permission slips will be issued for field trips away from the school when bus transportation is used.

Homework Policy

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

Life Skills

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

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

Middle College Program

Each 9th Grade (or older) Pikes Peak Prep student has the opportunity to enroll in and attend Pikes Peak Community College. Courses taken at PPCC will result in transferable college credit as well as dual High School Credit. Credit hours for college courses are determined solely by the faculty and staff of Pikes Peak Community College or of any other institution of higher education with whom we partner.

Enrollment in the Middle College Program is a privilege and not a right. Moreover, students in the Middle College Program are ambassadors of Pikes Peak Prep and guests on the PPCC Downtown Studio Campus and will therefore be held to the highest standard of behavior. The following is required for participation in the Middle College Program:

- Student must not have any discipline referrals during 9th Grade school year
- Student must not be on a behavior plan
- Student must be doing grade-level work
- 3.25 or B average for all Pikes Peak Prep classes
- Positive Attitude and work ethic
- Middle College Program agreement signed by student and parent/guardian (attached to this Student & Family Handbook)

Social/Interpersonal Skills

Students will demonstrate:

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

Special Education (ECEA and IDEA)

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

Parent Rights

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

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

Non-custodial Parent Rights

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

Parent – Teacher Conferences

Achieving maximum progress for your child necessitates a close line of communication and understanding between teacher and parent. Parent-teacher conferences are the best means of accomplishing this. The teacher or the parent can initiate such a conference. Scheduled parent-teacher conferences occur on a regular basis. **Our expectation is that all parents attend.** It is necessary to make an appointment for a conference. This can be easily done by calling the school office or by sending a note to the teacher. Conferences can be held by phone or in person. The dates for regularly scheduled conferences are noted on the school calendar.

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

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

ACCOUNTABILITY GUIDELINES: Public Law 221

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

Planners

Students will have the opportunity to purchase a school planner at the beginning of the school year. You will want to check it nightly for positive comments, samples of assignments, academic progress, and discipline comments.

Portfolios

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

Student Goals

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

Summary of Data

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

School Accountability Committee

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

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

Progress Reports to Parents and Students

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

Corrective Action Plan

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

Promotion-Retention-Assignment

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

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

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

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

Students not working at this pace will be given individual growth plans and expectations and additional assistance. Students who do not show consistent effort toward academic growth will be invited to a parent-teacher conference where educational growth expectations will be discussed and goals agreed upon.

CODE OF CONDUCT

Philosophy

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

Intention

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

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

Family Contract

The Family Contract is the guiding commitment between Pikes Peak Prep students, teachers, and parents/guardians. All parents/guardians, students, and teachers will together sign the Family Contract at the Family Orientation event prior to the opening of school. This contract outlines general and specific expectations for students, teachers, and parents/guardians, and is signed in the spirit of mutual accountability. Our work together is a three-way partnership, and the highest expectations must govern all of our actions to ensure the highest-quality education for every child.

Signing the Family Contract indicates that each parent/guardian and student has read, understands and agrees to abide by the Code of Conduct.

Family Contract

For Parents & Guardians:

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

For Students:

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

For Teachers and Staff:

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

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Teacher Signature _____ Date _____

Principal Signature _____ Date _____

PPP BEHAVIOR EXPECTATIONS

The Code of Conduct is the concise description of the **4** primary rules that govern student behavior at Pikes Peak Prep. All of our expectations are adopted from the **Colorado Safe Schools Act 22-32-109.1**. All parents/guardians and students will read the Code of Conduct at their meeting with an administrator prior to the start of school.

In addition, there is a three referral limit for students being sent to the Principal / Dean. Should the student's behavior be deemed habitually disruptive, a committee will review whether the student should continue at Pikes Peak Prep to determine if our school is the best placement. At Pikes Peak Prep 3 minor violations are equivalent to one major violation

Primary Rules

1. Respect For Self:

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

2. Respect for Others:

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

3. Respect for Time:

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

4. Respect for Property:

- Do not bring headphones, cell phones, GameBoys, or any other **electronic devices** to school.
- Appropriate use of Technology/ Internet

DISCIPLINE REGULATIONS

Pikes Peak Prep has adopted the following Zero- tolerance policies pursuant to state law (A **zero-tolerance policy** is a policy of not having a tolerance for transgressions: any infraction of existing laws and regulations, regardless of mistakes, ignorance, or even extenuating circumstances, will be met with full punishment) and are enforced For the following behaviors: Bullying, Drugs, Alcohol and Tobacco, Gang Affiliation, Violence, and Weapons.

Bullying § 18-9-109(5), C.R.S.

"Bullying" means any written or verbal expression, or physical act or gesture, or pattern thereof, intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events. § 22-32-109.1(2)(a)(X), C.R.S.

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

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

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

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

Gangs

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

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

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

Gang Affiliation §19-1-103(52), C.R.S

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

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

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

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

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

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

The primary purpose for the Code of Conduct is to make Pikes Peak Prep a safe environment for all students. As a result, violent behavior will never be tolerated and will be treated with the most severe consequences. Any student who commits an act of physical violence at school, on school-sponsored transportation, or at a school-related event will receive an immediate out-of-school suspension with a recommendation for expulsion.

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

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

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when on school grounds, on school property, at school sanctioned activities and events.

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

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

Discipline for Students with Special Needs: IDEA and ECEA

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

Habitually Disruptive Students

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

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments, shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

Inappropriate Use of Internet/Technology

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

DISCIPLINE POLICIES & PROCEDURES

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

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

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

ZERO TOLERANCE OFFENSES: Immediate referral to Dean and/or Principal

BULLYING/ INTIMIDATION	1 st – Parent call, Detention & Conflict resolution 2 nd – Suspension, Bullying Presentation (PPT Format), & Behavior Contract 3 rd – Habitual – Expulsion
DAMAGE OF PROPERTY	Suspension possible expulsion Reimbursement or repair of damages. Restorative Justice Activity When applicable.
DRUGS, ALOHOL AND TOBACCO	10 day suspension while investigation is conducted. Violation will lead to expulsion and possible arrest.
FIGHTING OR ANY VIOLENT BEHAVIOR	10 day suspension while investigation is conducted. Violation will lead to expulsion and possible arrest.
GANG AFFILIATION	Consequences will be applied according to the circumstances of the infraction and may include suspension and/or expulsion.
PUSHING; SHOIVING; PUTTING HANDS ON OTHERS; THROWING OBJECTS	5 day suspension, possible arrest. A re-occurrence may result in expulsion.
SEXUAL MISCONDUCT	Consequences will be applied according to the circumstances of the infraction and may include suspension and/or expulsion.
TECHNOLOGY MISUSE (tampering w/ servers, files, pornography, adult sites) Electronic devices are prohibited	Consequences based on severity of the offense. Could include but not limited to, restriction from technology, failing grade for the class, and/or suspension and expulsion. Students are not allowed to bring headphones, cell phones, Game Boys, or any other electronic devices to school. Students using electronic devices on school property will have these confiscated and released to a parent or guardian only. School personnel and/or administration are not responsible for the loss or damage or any cell phone/ electronic device brought onto school property. In cases where the cell phone/ electronic device is stolen, school personnel will not investigate.
VIOLATION OF ACADEMIC INTEGRITY POLICY.	Consequences based on severity of the offense. Could include but not limited to, restriction from technology, failing grade for the class, and/or suspension and expulsion
WEAPONS OR ANY OBJECT THAT CAN BE CONSTRUED AS A WEAPON. TOY WEAPONS ARE NEVER PERMITTED	10 day suspension while investigation is conducted. Violation will lead to expulsion and possible arrest.

OTHER OFFENSES

DRESS CODE	Teacher Has Student Call Home: Parent brings proper uniform. If parent can not bring clothing, then student stays in Recovery with class work provided by the teacher. See Rule 3: Dress Code Infraction Consequences.
ELECTRONICS (including mp3 players, game systems and cell phones)	1 st Turn into the Dean / Principal & Parent must collect on behalf of the student. 2 nd Item held until end of semester – any item not collected within 2 weeks after semester, donated to charity 3 rd Item held until the end of the year- any item not collected within two weeks of the end of school, donated to charity
FOOD IN ROTUNDA/ CLASS	NO FOOD IS PERMITTED IN CLASSROOMS WITH THE ACCEPTATION OF SPECIAL EVENTS 1 st – warning and the food is taken away. 2 nd –Detention given and student will need to clean the room he/she was eating in. 3 rd - Referral to the Dean
HABITUAL, INAPPROPRIATE BEHAVIOR	Three referrals of any kind are considered habitually inappropriate behavior and it will be considered a major offense. - Conference - Behavior Contract - Behavior is Tracked for the remainder of the school year. 3 rd – Habitual – Expulsion
NON-COMPLIANCE/DISRUPTIVE / DISRESPECT/ DEFIANT BEHAVIOR W/ STAFF or STUDENTS	1 st Student conference with Dean and other staff involved; Parent Notified & Recovery 2 nd Conflict resolution with all involved, led by the Dean; Parent Notified & Recovery) 3 rd 3 days of ISS and behavior contract is written Three referrals of any kind are considered habitually inappropriate behavior and it will be considered a major offense. 3 rd – Habitual – Expulsion
/ ABSENCE	1 ST Skip/Absence- Call parent and hold a meeting with student 2 ND Skip/Absence- Parent Contacted & Referral to Make-up Work/Missed Time: Teacher hosts student during Saturday school 3 RD Skip SKIPPING CLASS /Absence- Attendance contract to be signed by student and parent 4 th Skip/Absence- Truancy referral & meeting with the principal 5 th Skip/Absence- Student considered to be habitually truant and reported to the Juvenile Division of the District Court 10 th Skip/Absence- Student may be asked to withdraw from school
TARDY or SLEEPING in CLASS	If late to school, parent must sign the student in: 1 st Verbal Warning and Tardy Slip

	2 nd Parent phone call 3 rd Parent conference with Principal 4 th Referral to Make-up Work/Missed Time: Teacher hosts student during Saturday school 5 th Student to be placed on attendance contract. 6 th Student may be asked to withdraw from school
THEFT	Suspension, possible expulsion & arrest. Restorative Justice Activity when applicable.
All Other Infractions	Step 1: Recovery in the Classroom/ call home to parent Step 2: Recovery in another Teacher's Classroom/ Detention Step 3: Parent/teacher conference 3 Minor referrals are equal to 1 referral to the Dean or Principal. Habitual inappropriate behavior is a major offense.

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

Expulsion

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

Expulsion is mandatory under state law for:

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

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

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

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

DRESS CODE

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

Students must arrive at school in the Pikes Peak Prep uniform dress code daily. The uniform includes:

- ☑ Students must present a neat, professional appearance in order to be considered in uniform. Students' shirts must be tucked in and shoelaces must be tied.
- ☑ Students are under no circumstances allowed to "sag" their pants.
- ☑ A Pikes Peak Prep polo shirt, or a solid color (blue, green, red, white) polo shirt to be tucked in at all times;
- ☑ Pants, skirts, skorts and jumpers must be tan, black or navy blue and a black or brown belt (without studs, jewels or spikes) when belt loops are on the garment. NO trendy styles such as cargos, flairs, carpenter's, sweats/ warm-ups, zip offs or leggings.
- ☑ All shoes need to be closed toe and no more than a ½ inch heel. Every student will need a pair of non-marking, limited logo tennis shoes for P.E. Sandals, crocks, "heelies", flip flops and slippers are not permitted.
- ☑ Sweaters and sweater vests must be solid navy blue, black, red or white and free of logos. School logoed and/or College sweatshirts may be worn. No other jackets, sweatshirts or hoodies may be worn during the school day.
- ☑ **Tattoos (including temporary) should not be visible.** All tattoos must be completely covered and not visible while on school property or school events.
- ☑ **Body piercings other than earrings are not allowed at school or school activities.** Students will need to remove any piercings other than one per ear. Students are allowed one post or clip earring per ear. For safety reasons, hoop- style earrings larger than a dime are prohibited.

Dress Code Infraction Consequences

First Infraction: Reminder. A dress code infraction card is completed and turned in to the Dean. Dress code violation is corrected. Proper dress is delivered or borrowed.

Second Infraction: Reminder. Student contacts parent/guardian and informs them that this is the second infraction; a third is ground for disciplinary action. Proper dress is delivered or borrowed. A dress code infraction card is completed and turned in to the Dean.

Third and Final Infraction: Reminder. Student contacts parent and informs them that this is their third infraction. Proper dress is delivered or borrowed. A dress code infraction card is completed and turned in to the Dean. Disciplinary action is at the discretion of the Principal and Dean.

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

HARASSMENT

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

Definition Of Harassment

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

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

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

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

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Pikes Peak Prep.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Board of Trustees.

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

GRIEVANCE PROCEDURE

I. Where to File a Complaint.

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

II. Contents of Complaints and Timelines for Filing.

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

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

III. Investigation and Resolution of the Complaint.

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

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

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

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

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

POLICIES AND REGULATIONS

Attendance/Tuancy/Tardiness Policy

The School Year Begins on August 17 and ends on July 1. Students are expected to begin and complete the school year as scheduled. Vacations need to be scheduled when school is not in session, according to the school calendar. All excused absences should be documented by the policy set forth in the attendance section of the Student/Family Handbook.

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

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

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

Unexcused absences are never acceptable.

To avoid truancy, all absences must be excused with a parent phone call and written documentation.

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

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

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

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

Accident or Medical Emergency

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

Before-School Care/After School Care

Students may arrive at 7:30 a.m. and must be picked up no later than 3:00 p.m or 1:00 p.m. on early release days. **If your child has not been picked up by 3:15 or 1:15, a fee will be charged per child. The fee will be \$2.00 per minute. Payment is due when the child is picked up. Parents who prefer not to be charged for after school babysitting may utilize the Boys and Girls Club or Hillside Community Center.**

If school staff is unable to contact the parent or guardian of a student not picked up by 3:45 p.m. or 1:30 on early release day, The Department of Human Services will be notified.

Arrangements can be made for after school care with various after school programs such as, Hillside, Boys & Girls Club, and the Urban League. We will make every effort to assist you in this process.

Calendar

The Pikes Peak Prep school year runs from August 17, 2009, through July 1, 2010. School hours are from 8:00 a.m. to 3:00 p.m. Monday through Friday. (See back page of Handbook).

Closings

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

Our school closings will be posted on all local media. It is the responsibility of parents/guardians and students to access this information.

Closed Campus

Pikes Peak Prep is a closed campus. Pikes Peak Prep begins at 8:00 a.m. and students are released at 3:00 p.m., during which time all students must remain on the campus as defined by the school unless supervised by a staff member. Pick up time for students is at 3:00 p.m. Students who are excused at dismissal time may leave campus if they do not have other obligations. When on campus, students must always be in class and under supervision of an adult. Students k-6 must stay in their classrooms until their carpool number is called or in the case of a walker, an older sibling may pick them up in their classroom.

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

Commerce

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

Corporal Punishment

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

Distribution of Published Materials or Documents

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

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

Electronic Devices

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

Electronic Device Consequences:

- 1st Infraction: Turn into the Dean / Principal & Parent must collect on behalf of the student.
- 2nd Infraction Item held until end of semester – any item not collected within 2 weeks after semester, donated to charity
- 3rd Infraction: Item held until the end of the year- any item not collected within two weeks of the end of school, donated to charity

Emergency Drills

During the first week of school and frequently throughout the school year, students and staff will participate in fire, tornado and Lock down drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency. In case of a more serious emergency, should it be necessary to evacuate our school before, during, or after the school day—and it appears that we will be unable to return to the school for an extended period of time—school staff and students will evacuate from each of the school's buildings. A copy of each evacuation plan is available from the Principal upon a family's written request.

Food Service

Pikes Peak Prep provides breakfast and lunch food service for its students. The school participates in the National School Lunch Program, which provides free or reduced price breakfasts and lunches as well as free milk to eligible students. Tables describing eligibility and applications to participate in the program will be provided at the Family Orientation Day. Lunch is served in the school cafeteria. All students are expected to eat lunch and are responsible for cleaning the cafeteria before being dismissed for the subsequent break. Disruptive behavior during lunch may result in losing the privilege of having the following break. Students who do not qualify for free or reduced lunches are expected to pay for lunch weekly (or monthly, if desired). Speak to the Facilities Manager regarding questions about lunch purchases.

Breakfast is served from 7:30 a.m. in the school cafeteria and is optional for all students. Students purchase breakfast by completing a weekly breakfast order form. Speak with the Director of Operations about breakfast purchases. Students must arrive at school by 7:45 a.m. in order to eat breakfast.

All K-2 students who are eligible for "reduced breakfast and lunch" are served at no charge.

Lost and Found

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

Personal Property

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

Release of Photographs and Other Information

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

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

School Fees

Parents/Guardians may be responsible for paying school assessed fees for additional services provided by the school (I.E. planners, field trips, etc.)

School Property

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

School Supplies

It is the responsibility of students to come with requested materials to school. If circumstances make this impossible, parents/guardians should speak with their child's advisor.

Student Emergencies

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

Student Record: (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99

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

Student Restraint : CPPRA

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

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

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

Student Searches: 22-32—109.1 Safe Schools Act

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

Textbooks

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

Visitor Policy

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

Internet Acceptable Use Policy

I. Acceptable Use

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

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

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

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

II. Unacceptable Use

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

- accessing personal e-mail correspondence;
- accessing websites during class other than those identified by the teacher as appropriate for class;
- disclosing, using or disseminating personal identification information about self others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;

- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of a member of the faculty;
- plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through email or news sources must also be credited as to sources;
- using the Internet service for commercial purposes;
- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Computer Teacher; and
- overriding the Internet filtering software.

III. Safety Issues

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

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

IV. Privacy

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

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

V. Violations

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

local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

Inquiries or Concerns About Pikes Peak Prep Procedures

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

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

Statement of Understanding

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

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

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date

Date

Agreement for Participation in the Pikes Peak Prep Middle College Program
(Part 1)

Pikes Peak Prep Student & Family Handbook
2009-2010 School Year

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

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

Academics

- The student has completed the Accuplacer placement test and is determined to be prepared for developmental college courses (060 or 090 level courses).
- The student has fulfilled any academic prerequisites set by Pikes Peak Prep
- The student is in good academic standing, maintaining a 'B' average (minimum 80%) in all classes, at Pikes Peak Prep; students maintaining less than a 'B' in any course will be considered on Academic Probation and are required to attend after-school tutoring and/or Saturday School until good standing is restored.
- The student is consistently working towards graduation by maintaining a 'B' average (minimum 80%) in all classes.
- The student must be in the academic position of 10th grade or higher (exceptions granted on a case-by-case basis).

Behavioral

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

Agreement for Participation in the Pikes Peak Prep Middle College Program

(Part 2)

For Parents & Guardians:

- I commit to supporting Pikes Peak Prep's enrollment criteria and requirements for participation in the Pikes Peak Prep Middle College Program.
- I recognize the need for consistent academic progress and high standards of conduct.
- I commit to calling Pikes Peak Prep if I have questions about the program.

For Students:

- I understand and agree to the enrollment criteria and requirements for participation in the Pikes Peak Prep Middle College Program.
- I understand that, while enrolled in the Middle College Program, I am an ambassador of Pikes Peak Prep and a guest on the Downtown Studio Campus of Pikes Peak Community College and will behave accordingly.
- I understand the need to achieve academically to uphold the integrity of the program.
- I agree to abide by the rules and regulations of Pikes Peak Community College or any other institution of higher education that partners with Pikes Peak Prep in its Middle College Program.

For Teachers and Staff:

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

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Teacher Signature _____ Date _____

Principal Signature _____ Date _____