



Success is the only option for members of The Pinnacle Learning Community.

2008—2009

Parent/Student Handbook
And
Resource Guide

Home of the



1001 W. 84th Avenue
Federal Heights, CO 80260

303-450-3985

Table of Contents

Welcome!

	Page
From The Executive Director	6
The Pinnacle's Mission and Educational Approach	7
Introduction	7

About the Pinnacle

What is The Pinnacle?	7
What is the Core Knowledge Sequence?	8
Instructional Staff	8

Admission, Transfer, and Withdrawal Procedures

Admission and Transfer Procedures	8-9
Pinnacle Charter School Choice Policy	9-10
Withdrawal Policies and Procedures	10
Dress Code	10 - 19

Academic Program

Curriculum Guidelines	19 -20
Grading Scale: Third Through Twelfth Grades	20
Report Cards and Conferences	20
Assessment Program	21
Retention and Promotion	21
Specials (Art, Computers, Spanish, Etc.)	22
Special Education and Related Services	22
Honor Roll	22
Graduation Requirements	22-23
Academic Lettering	23
Valedictorian	23

Salutatorian	23
Student Council	23
Extra-Curricular Activities	24
Athletics	24
Game Day Dress Policy	25
Athletic Lettering	25
Athletic Participation Fees	26
Athletic Fee Refund Policy	26-27
Summer School	27

General Information

Arrival and Departure: K-8	27
Arrival and Departure: High School	27
Early Departure	28
Parking and Traffic	28
Car Pool and Transportation	28
Bus Service	29
Fire and Emergency Drill	29
Fund-Raising	29
The Pinnacle Dress Down Day Fundraisers	30
Inclement or Severe Weather/School Closing and Late Starts	30-31
Lost and Found	31
Items of Value	31
Lunch Program	31 - 34
Telephones	34
Textbooks and Materials	35
Lost and Replacement Fees	35
Return Check Policy and Fees	35

School Office Procedures

Absence Procedures	35-36
Attendance Policy	36-39
Excused Absences	39
Excessive Excused Absences	40
Tardiness	41
Unexcused Absences	41
Habitually Truant Students	42
Attendance Enforcement Policy	42 - 44
Change of Address and Phone Number	44

Leaving School Early	44
Deliveries for Students	45
Parents Out of Town	45
Permanent Records	45
Publication of Student Directory Information Name, Image, and/or Selected Work	45
Office Hours	45
Visitors to the School	45-46
Student Messages	46
Make Up Work	46

School Standards and Discipline Policy

General Guidelines for the Operation of The Pinnacle Program	46-47
General Classroom Management	47
Classroom Supervision	47
Expectations of Student Behavior - Pinnacle Three R's (The Rules)	47
Positive Behavior Support Program	47 - 49
Discipline Policy and Procedure	49
Conduct of Pupils as Bus Passengers	49 - 51
Surveillance	51
Water Bottles	51
Detention Policy	52
Gum Policy	52
Public Display of Affection (PDA) Policy	52
Sherlock Holmes	52
Electronic Device Policy and Procedure	52-53
Saturday School	53 - 54

Medical

Health Office	54
Confidentiality	54
Children Ill or Injured at School	55
Emergency Health Situations at School	55
Administration of Medications at School	55 - 56
Guidelines for When Parents Should Keep Students Home	56 - 57
Vision and Hearing Screening Programs	57
Other Screening Programs	57
Excused from Gym and Physical Activity	57
Bathroom Passes/Snacks for Medical Condition	57
Head Lice Procedures	57-58
Colorado Mandatory Immunization Law	58
Immunization Requirements for 2006-2007	59
Colorado Mandatory Child Abuse Reporting Law	60

Classroom Information and Policies

Back to School Night	60
Classroom Hours	60
Field Trips	60
Holiday Events and Observations	60
Parties	61
Homework	61

Parents As Partners in Education

Parent Responsibilities	61
Public Complaints	61 -62
Monthly Newsletter	62
Weekly Communications to Parents from Teachers	62-63
Parent-Teacher Conferences	63
Voting for Pinnacle Board Members	63
Volunteer Work	63
The Parent-Teacher Organization (PTO)	63

Pinnacle Computer Policy

Philosophy	64
Internet Use	64
Computer Use	65
Software	65
Web Site Access	65
Security Practices	65 - 66
Plagiarism and Copyright	66
Disclaimers	66
Consequences for Violation of the Terms for Computer Use Agreement	66

Important Policies and Statutes

Public Challenges	66-67
Child Abuse Reporting	67
Controversial Issues	67 - 68
Homeless Students	68-69
Law Enforcement (Partners)	69-70
No Child Left Behind	70
Non-Discrimination/Harassment	70 - 73
Obtaining Offender Information	73
Political and Campaign Matters	73-74
Sec. 504 (Rehabilitation Act of 1973)	74-75
Special Education (I.D.E.A.)	75
Staff Relations With Students	75
Student Records (FERPA)	75 - 77
Bullying Prevention Initiatives	77-78
Classroom Removal of Disruptive Students By The Teacher	78- 80
Student Conduct, Discipline, and Due Process	80 - 90
Safe Schools	90-91
Search and Seizure	91- 93
Tobacco Policy	93-94
Video and Camera Usage	94
Weapons	94-95

From the Executive Director...

Dear Students and Parents:

Welcome to the 2008-09 School Year: a year which holds the promise to be our best yet as we begin our second decade of making a difference in the lives of our students.

I am glad that you chose The Pinnacle and trust us to educate your daughters and sons. I believe we have an outstanding faculty and staff who work their hardest to bring the best in educational services to our students. They, along with our Administrative Team, are here to work with you to help all students enrolled at The Pinnacle to achieve excellence.

Last year, our School Improvement Team, composed of representatives from the teaching staff, administration, and Board of Directors, developed a Vision and number of value statements for our school. These, along with our Mission Statement, which you will find below, guide what we do and what takes place at the Pinnacle:

Motto/Vision:

Success is the only option for members of The Pinnacle Learning Community.

What We Value:

*We model the teaching/learning process as a joint venture through the development of active partnerships of teachers, students, and parents and view such partnerships as essential to academic success.

*We strive to increase our understanding and appreciation of diversity among our students and staff because it is critical to developing and maintaining a positive school environment.

* We value the fact that each student possesses a unique set of intellectual abilities and interests and we will work to capitalize upon individual learning differences to facilitate the student's mastery of The Pinnacle's challenging curriculum.

*Exhibiting Respect, Being Responsible, and Developing Positive Relationships are behavioral expectations emphasized in our school community to achieve academic excellence and life-long success.

To better serve you, please take time to read this handbook and keep it close by as a handy reference. It contains all the information parents and students will need to know about being a part of The Pinnacle community.

Sincerely yours,

Doc

William K. Wiener, Ph.D.
Executive Director - The Pinnacle

The Pinnacle's Mission and Educational Approach

The mission of The Pinnacle is “**To educate students to attain superior levels of academic performance, as determined by meeting State standards, positive responses to interventions, and measured by various assessments, through use of a rigorous Core Knowledge curriculum and college preparatory course of study within a safe structured learning environment featuring a comprehensive system of support. Striving for excellence in the arts, athletics, and extracurricular activities completes the Pinnacle experience.**”

The Pinnacle uses the Core Knowledge Curriculum in Grades K-8. This curriculum provides students with a rich and broad knowledge base upon which future learning can build. Our goal is to insure that all students are given access to the same knowledge base that will assure them of success as adults. The Core Knowledge Curriculum provides a detailed, explicit, and systematic sequence of grade specific content taught consistently each year.

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

The Pinnacle's High School program offers a college preparatory curriculum to prepare students for entry into post-secondary educational experiences. Advance Placement and college credit courses are available.

Introduction

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

About the Pinnacle

What Is The Pinnacle?

The Pinnacle is a charter school governed by a five-member Board of Directors: all of whom are parents of Pinnacle students. The Pinnacle is chartered by The Charter School Institute (CSI): an Agency of the State of Colorado created to provide oversight to schools that are accepted by them to be their chartering authority. The Pinnacle is beginning its third year as a CSI school.

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

What is The Core-Knowledge Sequence?

The Core Knowledge Sequence provides students with a rich and broad knowledge base on which future instruction can build. The ultimate goal is to insure that all children are given access to the same knowledge base that assures educational success. Thus, the Core-Knowledge Sequence provides a detailed, explicit, and systematic sequence of grade-specific content taught consistently year after year.

This core content is organized to spiral through the grade levels, becoming more sophisticated and detailed in each successive grade. Students retain information much longer and skills more easily when meaningful content is combined with the teaching of skills. The Pinnacle emphasizes the teaching of basic skills with a traditional approach, in reading and mathematics. Emphasis is placed on the basic foundations necessary for an academically sound education.

Instructional Staff

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

Admission, Transfer, and Withdrawal Procedures

Admission and Transfer Procedures

All students are required to complete the Intent to Return Form annually. If a returning student has not indicated that they will return by the first week of April, they are not guaranteed enrollment for the next school year whether or not they have been formally withdrawn.

The following are the basic minimum expectations of the school. These must all be met in order to continue enrollment at the Pinnacle:

1. Homework is vital for optimum development. Pinnacle students are expected to spend from thirty to sixty minutes a night on homework.
2. Memorization is expected and required for mastery of subjects such as math, history, science, languages, etc.
3. Students will display self-control and be able to follow the discipline and structure required at The Pinnacle. Inability to do so will result in consequences.
4. Regular school attendance is the single most important determining factor in student achievement and success. Attendance is the responsibility of the student and parents.

When admitting transfer students, requests for transfer will be approved for admission **only up to October 1, 2008**.

For students transferring to or from the Pinnacle, please allow three to five days to process paperwork, organize desks, books, notify the teachers and be cleared through the school office. Please notify the school office in advance of pending transfers or withdrawals.

Applications to enroll will be accepted on a first-come, first served basis. The Pinnacle admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students and does not discriminate on the basis of race in administration of its education policies, administration policies, scholarship and loan programs, and athletic and other school administered programs.

Failure to comply with the rules and guidelines set for by the school may result in negative consequences.

Pinnacle Charter School: Choice Policy (2008-2009)

The Pinnacle Charter School is a school of choice. Choice may be revoked as allowed by statute. The student's attendance must be prompt and regular and the student's conduct must be in accordance with school policies, procedures, rules and regulations. If the placement is terminated or revoked, the student shall be enrolled in his/her home school.

The Pinnacle Charter School requires that all students wishing to attend The Pinnacle complete an application to be considered for enrollment. Once a student is registered he/she is subject to and accepts the rules and guidelines set forth by The Pinnacle and contained in this Handbook. All students are required to pre-register annually. All Pinnacle students must submit a "letter of intent" to return and complete pre-registration documents prior to May 1 annually.

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

An application may be denied if there is a lack of space or teaching staff in the program. Parents may request an explanation for denials.

Students who are admitted after the beginning of the school year shall do so at the quarter or semester, as determined by school officials. Additionally, students who have their choice revoked while at The Pinnacle will be withdrawn from the school (if possible) at the quarter or semester, as determined by school officials.

Appeals of revocation of choice to attend The Pinnacle shall be foiled with the Executive Director of The Pinnacle for review. The Executive Director shall notify the parent and student of his/her decision.

Withdrawal Policies and Procedures

The Parent must go to the front office and obtain a withdraw checklist and coordinate the withdrawal process with the Registrar.

Parents and students are not allowed to check out during instruction hours (7:15 AM - 3:45 PM).

Outstanding fines and the cost of unreturned books and materials will be sent to collections.

Parent/Guardian will be allowed to clean out their child's desk or locker after school hours only. This will avoid any disruptions that a teacher as well as the students may encounter during instructional time.

Dress Code (Uniforms) [revised 06/16/08]

The responsibility to make academics the primary focus obligates The Pinnacle to prevent anything which may distract from the education of students. An environment in which students, staff, parents and community members feel safe is of the utmost importance. **To this end, a uniform policy has been adopted and will be enforced.** Registering your child at The Pinnacle indicates your acceptance of the uniform policy. Students not in uniform will be sent home and further disciplinary action may be taken. Repeat offenders will be considered in defiance of authority.

Please refer to Resource Guide for parents and students in the back of this Handbook (Safe Schools) for details regarding items that interfere with the safety and security of the school during a school sponsored activity.

Uniform Wear Guidance

Students must present a clean and neat appearance. Uniforms are to be of appropriate size/fit, and they must be worn as intended by the policy and by the standard of fit and repair discussed elsewhere in this standard. A student can be out of compliance for wearing non-approved items, or by wearing approved items in a manner that is sloppy, immodest or otherwise inappropriate. No temporary altering of items (only to abide by the dress code) is allowed.

Items that bare or expose traditionally private parts of the body including, but not limited to, the stomach, upper leg, thighs, buttocks, back and breast are not acceptable (i.e. too tight/baggy, too short, low cut or otherwise revealing).

Shirts/Turtlenecks/Sweaters/Sweatshirts

Shirts must be solid white or solid dark navy blue. Shirts may be short or long sleeve. Dress shirts may or may not have a pocket(s) and may have either a button down or non-button down collar. All polo shirts and dress shirts must have buttons all the way to the top of the garment. Shirts must be buttoned to a standard of neatness and modesty. Dress shirts worn with ties should normally be buttoned all the way up, while polo shirts may have one or more buttons unbuttoned.

Shirts must be 4" below belt line and worn tucked inside the pants, skirt, skorts, or shorts. Only one uniform shirt may be worn with optional one plain navy blue or white T-shirt, shirt, or turtleneck as an undershirt. Polo shirts may be of any material, with or without cuffs, but should have two to four buttons. They must be plain, without any logos (except for PCS approved logos) or decorations. School-designed polo shirts with a PCS logo may be worn as part of the regular uniform.

Hooded or un-hooded sweatshirts with the PCS approved logo or navy blue or white pull-over sweaters may be worn as part of the regular uniform **provided a uniform shirt is worn underneath and the collar or turtleneck is showing. The shirt underneath must be tucked** (Other shirts and sweatshirts with the PCS logo are sold during the year as internal fundraisers and are not available through vendors may be worn). This policy does not permit normal wearing of sweatshirts designed by various PCS activities such as sports teams and/or clubs on a daily basis. Those sweatshirts are acceptable Friday wear items.

The shirt worn on top must have the longest of sleeves. One plain white or navy blue T-shirt, shirt or turtleneck may be worn under the uniform shirt. Turtlenecks with a full turned over collar or mock turtlenecks are authorized for both junior high and high school students. Sweaters and turtlenecks may be plain or ribbed. Sweaters and turtlenecks may not be form-fitting.

Pants/Shorts

Pants and shorts for both boys and girls at all levels may pleated or flat front and can be cuffed or non-cuffed. Pants and shorts must be navy blue or khaki, have internal pockets and be no shorter than 4 inches above the knee, while the student is sitting down or standing up. No "low riding" of pants or shorts is allowed. Pants with holes may not be worn. Pants with elastic waistbands without manufactured belt loops are permissible. Pants that become too short or get holes in the knees can be cut off into shorts. They must be hemmed the same length as purchased. Neither pants, nor shorts may be rolled to achieve proper length.

Shorts/Skorts/Skirts/Jumpers

Female students have the option of wearing skorts, skirts and jumpers. The length of shorts, skirts, skorts and jumpers will not be shorter than 4 inches above the top of the knee, while the student is sitting down or standing up. Shorts and skorts cannot go below the top of the knee. The hemlines in skirts may not be shorter than 4 inches above the top of the knee, while the student is sitting down or standing up. Shorts, skorts, skirts and jumpers must be navy blue or khaki.

Neckties/Belts

Neckties are optional. If worn, the necktie must be of standard length and properly tied. Ties must be solid blue, white or maroon. Neckties may only be worn with oxford shirts. Belts can be any color or style as long as it is color coordinated and in good taste. Belts may not have spikes, metal protrusions, beaded or painted designs. Both boys and girls with pants and shorts that have belt loops must wear belts. Belt loops may not be removed from the pants and shorts. Pants with elastic waistbands without manufactured belt loops may be worn without belts. **Buckles should be plain and conservative in size.** Belts must be worn even if they do not show, such as with a sweatshirt, or sweater.

*****Students in kindergarten, first and second grade are not required to wear belts.**

Shoes/Socks/Tights

Shoes must be worn at all times. Shoes should be conservative in style and color coordinate with attire. Shoes can not have flashing lights or characters. Ankle high boots are acceptable in black or brown. For safety reasons, shoes should be tied/buckled/zipped, etc. at all times and heels/soles should not be more than two inches high. Girls may wear clog-type shoes (mules) without a back. Shower/beach thong sandals, flip-flops, crocs and athletic sandals are not appropriate for either boys or girls. Heelies, or any other shoe with a wheel, are prohibited. Socks, if they show, must be in solid colors that coordinate with the uniform. Socks worn with skirts, skorts, and shorts must be solid and coordinating colors. Girls may also wear coordinating colored tights. Tights may be the lighter nylon type or the heavier cable tights.

Additional Dress and Appearance Guidelines Hair, Beards, Mustaches

All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well groomed manner. Hair styles must comply with the general dress code guidelines (neatness, avoidance of showiness, etc.). Hair that is so conspicuous, extreme, or odd in color or style that it would draw undue attention from an outside visitor shall not be allowed. If bangs are worn, they must be above the eyes in front.

Length of boys' hair will be maintained as follows:

Hair will not be spiked longer than 1 ½ inch.

Hair will be no longer than the bottom of the ears on the sides.

Hair in back will be no longer than the bottom of a dress shirt collar.

Long hair may be pulled back and placed in a pony tail.

Mohawk haircuts are not allowed

The administration will make final decisions regarding hair.

Hair Accessories-Girls/Hats

Girls may wear their own navy blue, khaki, white or maroon hair accessories. This includes small, uniform-coordinated scarves worn as a scarf. However, bandanas or bandana print head accessories are not allowed. No head scarves or bandanas are allowed for boys. No hats of any kind, including baseball caps, may be worn in the buildings. No sunglasses are allowed in the building without a written doctor's prescription. Appropriate hats may be worn in the gym during after-school athletic events.

Jewelry/Piercing/Tattoos

All jewelry must be conservative, non-offensive, and not draw undue attention from an outside visitor. Dog tag or dog tag types of necklaces are not permitted. Excessive jewelry such as "dog collars," large neck chains, pocket chains, safety pins, key or wallet chains, and large amounts or numbers of jewelry items are not permitted for safety reasons and for lack of compliance with the overall intent for student appearance. Bracelets and necklaces should be in good taste and coordinate with the uniform. Plastic or silicon-style bracelets such as the "Livestrong" bracelet may be worn. Students may not have more than three earrings in each ear. No other visible piercing is allowed for students. Large dangling or hoop-style earrings are discouraged for safety reasons. Visible tattoos are prohibited.

Jackets/Outerwear

Non-approved outerwear may be worn to school, but must be placed and left in a locker during the school day. In inclement weather only, students may wear a winter jacket or raincoat while walking to and from the main building and the event center. Once inside all non-PCS outerwear must be removed.

Backpacks

Backpacks may not contain any patches or logos that are associated with professional sports teams and may not have any college team logos or patches, for example; Georgetown "Hoyas", UNLV "Rebels", University of Colorado "Buffaloes", Miami "Hurricanes", Rutgers "Scarlet Knights," etc.

Friday Wear

Students may wear all PCS Extra-curricular activity sweatshirts, polo's, t-shirts (should not be faded and be in good repair), and vests which have been approved by the administration. This does include group/team outerwear purchased through PCS, but not practice/game uniforms, warm-ups, etc. Seniors that have been accepted to a college may wear appropriate shirts, sweatshirts, polos and turtlenecks of the school they have been accepted to.

Outfits for Extra-Curricular Activities

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

Physical Education Classes

K-6th Grade Students will wear regular school uniforms or any authorized Pinnacle T-shirts. 7th-12th Grade Students taking a PE class will be required to be in PE uniform. All students are required to wear tennis shoes. Students are not allowed to wear black-soled shoes in the gym. Sweats are optional and can be purchased separately. Students who are not in PE Uniform will not be able to participate and will not receive credit. 7th-12th grade students are required to pay a PE locker rental fee of \$2.00.

**Fee is subject to change with advance notice.*

Club/Organization Uniforms

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

School Pictures

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

Dress-Up Day Guidelines

On designated Dress-Up Days, students who choose not to wear the uniform are expected to dress up from the uniform, not down. Clothing should not be overly tight, see-through, nor draw undue attention from an outside visitor. Spaghetti straps are not allowed for girls.

Boys - Dressing up would include the following:
dress slacks, dress shirts, ties, sweaters, sports coats, suits, belts, and dark socks.
Dress shoes are preferred, but not required.

Girls - Dressing up would include the following:
modest dress slacks, skirts, blouses, dresses, suits, sweaters, belts, and dress shoes/sandals.

Items Considered Dressing Down, Not Up: (This list is not all inclusive).

All denim items: jackets, skirts, jumpers, dresses, jeans, etc. (As a general rule, denim is never considered “dressy”)

All sandals for boys.

Athletic sandals and flip-flops/thongs for both boys and girls.

Non-PCS logo sweatshirts (sweatshirts are only allowed if wearing a PCS uniform).

Dress Down Day Guidelines

- 1) Students are expected to follow “Safe School” guidelines as noted in the Parent/Student Handbook.
- 2) Students who fail to wear the appropriate clothing for the Dress Down-Day will be required to make arrangements to obtain their school uniform, or be sent home for the day. Any absences due to dress violations will be considered unexcused.
- 3) Students not participating are expected to wear their PCS uniform.
 - Students may wear pants and shirt (sweatshirts, sweater, etc.) other than their regular uniform on dress down days. ALL OTHER DRESS CODE POLICIES WILL REMAIN IN EFFECT. Please review these policies in the Pinnacle Parent/Student Handbook. Clothing must be clean and in good repair and NOT disruptive to the educational process (i.e. too tight/baggy, too short, low cut or otherwise revealing).
- 4) Students may wear:
 - Short/long sleeve shirts
 - All tops must fall below the waist
 - Jeans or slacks of any color, in good repair
 - Shorts or skirts
 - Tops and bottoms must be a different color
 - Jackets/hoodies
 - Items that bare or expose traditionally private parts of the body including but not limited to, the stomach, upper leg, thighs, buttocks, back and breast are not acceptable. **Do not wear clothing that would cause us to question your judgment.**
 - If you believe the outfit is inappropriate, do not wear it.

Approved Uniform Items

The following table contains approved items and colors.

Approved Items

Girls	Skirt, pleated	Navy or Tan
	Skort	Navy or Tan
	Jumper	Navy or Tan
Boys and girls	Pleated Front Pants(internal pockets)	Navy or Tan
	Flat Front Pants (internal Pockets)	Navy or Tan
	Pleated Front Shorts (Internal Pockets)	Navy or Tan
	Flat Front Shorts (Internal Pockets)	Navy or Tan
	Polo Shirts Long or Short (Regular) Sleeve	Navy or White
	Crew-Neck, Cardigan or V- Neck Sweaters	Navy or White
	Turtleneck with full turned-over or mock turtleneck collar	Navy or White
	PCS hooded and Non-hooded Sweatshirts	Navy or White
	Belts (not required for K-2 nd)	Color Coordinated
	Socks	White or Coordinating Solid Color.

Regarding all dress code policies, the final interpretation will be made by the Administration of the school.

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

- Students uniforms are an essential and distinctive facet of the PCS academic culture.
- Wearing uniforms impact the school positively by:
 - Fostering a distinct and positive “PCS Appearance”
 - Decreasing distractions
 - Increasing wardrobe equity
 - Supporting easy identification of visitors or strangers.
- Uniforms are mandatory for all PCS students. Wearing uniforms is intended to promote safety, improve discipline, and enhance the overall learning environment. Proper wear of the uniform also shows pride in oneself and in PCS. Students are expected to be in uniform throughout the school day.
- Students are expected to be in uniform upon arrival in the morning or when returning to school.

- After 3:45, students on campus may be out of uniform, but must still be modestly and appropriately dressed (Safe Schools). Students who finish before 7th period must remain in uniform until 3:45 if they remain on campus.

Uniforms must be worn during detention, Saturday School, and on field trips unless the administration approves otherwise. Uniforms are not required for any evening or weekend activities unless specified by the administration or the activity supervisor.

Parent and Staff Responsibilities

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

CONSEQUENCES FOR UNIFORM VIOLATIONS ARE OUTLINED IN THE DRESS CODE CONTRACT

6TH – 12TH Dress Code Contract

Step 1 *** 1st Dress Code Violation

Date placed on step 1 _____

Student receives a warning and a writing assignment. Student reviews Dress Code Policy and steps with administrator/designee. Parents may be called and required to pick their student up from the school or bring clothing in order for the student to comply with dress code. Student will not return to class until in dress code. Absences due to dress code infractions will be counted as unexcused. *Student will be moved to step 2 if they have 1 more dress code violation.*

Step 2 *** 2nd Dress Code Violation

Date placed on step 2 _____

Student loses dress-down privileges for the following Dress Down Day, is assigned 1 after school detention and is issued an office referral. Parents may be called and required to pick their student up from the school or bring clothing in order for the student to comply with dress code. Student will not return to class until in dress code. Absences due to dress code infractions will be counted as unexcused.

Student will be moved to step 3 if they have 1 more dress code violation.

Step 3 *** 3rd Dress Code Violation

Date placed on step 3 _____

Student loses dress-down privileges for the following Dress Down Day, is issued 1 Saturday School and is issued an office referral. Administrator/designee contacts parents by mail. Parents may be called and required to pick their student up from the school or bring clothing in order for the student to comply with dress code. Student will not return to class until in dress code. Absences due to dress code infractions will be counted as unexcused.

Student will be moved to step 4 if they have 1 more dress code violation.

Step 4 * 4th Dress Code Violation** **Date placed on step 4 _____**
Student loses dress-down privileges for the rest of the year, is issued a Saturday School and is issued an office referral. Administrator/designee contacts parents by mail. Parents may be called and required to pick their student up from the school or bring clothing in order for the student to comply with dress code. Student will not return to class until in dress code. Absences due to dress code infractions will be counted as unexcused.
Student will be moved to step 5 if they have 1 more dress code violation.

Step 5 * 5th Dress Code Violation** **Date placed on step 5 _____**
Student is suspended out of school for up to 2 days for continued defiance of authority and is issued an office referral. Student is required to check in with the Dean's office at the Dean's discretion to make sure that the student is in dress code.
Student will be suspended up to 5 days for additional dress code violations.

Dress Code Contract K-5th

Step 1 * 1st Dress Code Violation** **Date placed on step 1 _____**
Student receives a warning and is placed on step 1. Student reviews Dress Code Policy and steps with administrator/designee. Parents may be called and required to pick their student up from the school or bring clothing in order for the student to comply with dress code. Student may not return to class until in dress code. Absences due to dress code infractions will be counted as unexcused.
Student will be moved to step 2 if they have 1 more dress code violation.

Step 2 * 2nd Dress Code Violation** **Date placed on step 2 _____**
Student loses dress down privileges for the following Dress Down Day, is assigned 1 lunch detention and is issued an office referral. Parents may be called and required to pick their student up from the school or bring clothing in order for the student to comply with dress code. Student may not return to class until in dress code. Absences due to dress code infractions will be counted as unexcused.
Student will be moved to step 3 if they have 1 more dress code violation.

Step 3 * 3rd Dress Code Violation** **Date placed on step 3 _____**
Student loses dress down privileges for the following Dress Down Day, is issued 1 after school detention and is issued an office referral. Administrator/designee contacts parents by mail. Parents may be called and required to pick their student up from the school or bring clothing in order for the student to comply with dress code. Student may not return to class until in dress code. Absences due to dress code infractions will be counted as unexcused.
Student will be moved to step 4 if they have 1 more dress code violation.

Step 4 * 4th Dress Code Violation** **Date placed on step 4 _____**
Student loses dress down privileges for the rest of the year, is issued two after school detentions and is issued an office referral. Administrator/designee contacts parents by mail. Parents may be called and required to pick their student up from the school or bring clothing in order for the student to

comply with dress code. Student will not return to class until in dress code. Absences due to dress code infractions will be counted as unexcused.

Student will be moved to step 5 if they have 1 more dress code violation.

Step 5 *5th Dress Code Violation**

Date placed on step 5 _____

Student is suspended in school 1 day for defiance of authority and is issued an office referral. Parents may be called and required to pick their student up from the school or bring clothing in order for the student to comply with dress code. Student will not return to class until in dress code. Absences due to dress code infractions will be counted as unexcused.

Student will be moved to step 6 if they have 1 more dress code violation.

Step 6 *6th Dress Code Violation**

Date placed on step 6 _____

Student is suspended out of school for a minimum of 1 day for continued defiance of authority and is issued an office referral. Student is required to check in with the Dean's office at the Dean's discretion to make sure that the student is in dress code.

Student will be suspended up to 5 days for additional dress code violations.

Academics

Curriculum Guidelines

Please refer to The Educational Approach section of this Handbook for general philosophical information regarding the academic program. The Pinnacle encourages and provides growth in basic skills and utilizes the Core-Knowledge sequence in its K-8 programs. We continually evaluate the curriculum and related methods and materials based on the following criteria:

1. Is the curriculum written from a Core-Knowledge approach?
2. Is the curriculum research-based, utilizing proven advances in education?
3. Is the curriculum teacher-centered, allowing the teacher to exercise personal judgment in applying the curriculum, methods, and materials?
4. Does the curriculum cover the Colorado State Model Content Standards which guides instruction in all Colorado schools?

With the above in mind, The Pinnacle uses curriculum methods and materials with the following emphasis:

1. Reading and Language Arts: Reading, penmanship, composition and writing, phonics, speaking, listening, grammar, persuasion, literature, library skills.
2. Mathematics: Problem-solving, application and computational skills.
3. Spelling: An emphasis on spelling generalizations to word families and word lists.

4. Handwriting: Introduced through a cursive program in Kindergarten.
5. Grammar and Writing: Grammatical terms, concepts and rules with writing and presentation of ideas.
6. Science: The use of a “hands on” approach as well as training in science concepts and terms.
7. Social Studies: American and World Civilizations and geography.
8. Languages: Spanish, French and American Sign Language.
9. Music: Vocal and instrumental music and music appreciation.
10. Physical Ed.: Sets a firm foundation for a life-long physical fitness and recreation program.
11. Art: Emphasis on art history as it relates to the Core-Knowledge Curriculum along with developing students’ creative abilities.
12. Computer: Focus is placed on developing and applying computer skills.

Grading Scale Third Through Twelfth Grade

- A (90-100) Exceptional Achievement
- B (80-89) Above Average Achievement
- C (70-79) Average Achievement
- D (60-69) Below Average Achievement
- F (below 60) Unsatisfactory achievement

K-2nd will use a numerical scale to report skill attainment levels.

Report Cards and Conferences

The Pinnacle is on a quarter system. Thus, there are four separate grading periods. Upon conclusion of the second and fourth quarters, the teachers will issue a semester grade.

There are two Parent/Teacher conferences during the school year. Parents are requested meet with their student’s teachers at these conferences. Additional conferences may be scheduled if needed. At the end of the first through fourth quarters, report cards will be sent home with the student or by mail.

Assessment Program

A comprehensive assessment of the curriculum is achieved through a number of achievement measures, which document your student's performance. Two of these important assessments are the Colorado Student Assessment Program (CSAP) given in the early spring and the Measurement of Academic Performance (MAP) given in the fall and spring of each year in all grades and in January for grades K-8. School personnel interpret and use assessments to not only compare the performance of our students with other students of the same grade or at the same level of learning across the nation, but to differentiate instruction to meet the needs of each student.

MAPs testing provides The Pinnacle with immediate and informative feedback that allows us to evaluate the effectiveness of our programs and measure student growth. MAPs testing data is also used to guide instructional decisions.

A number of other assessments of student progress will be administered through out the year and used to assist students to increase their achievement.

How is this assessment information useful to you?

- Results on the CSAP will tell you how your student is achieving in comparison to other students in the same grade across the state.
- Results on the MAPs testing will tell you how your student has progressed academically.
- Results on performance measures, including teacher-made tests, tell you how well students can use and apply what has been learned.
- The testing information will tell you how you can help your student at home. It will provide information on your student's academic strengths, as well as areas where more work is needed. It will also allow you to track your student's academic growth through the grades.
- It is important that you understand the testing information and results, which we will be sending home. If you have questions, contact your student's teachers or the school administration.
-

Retention and Promotion

The Pinnacle will promote and retain students according to policy. Please see the administration regarding further discussion of student retention or promotion if you believe retention is a possibility for your child.

Specials (Art, Music, Computers, Spanish, etc.)

Art, Music, Computers, Physical Education, and Spanish are taught to students in Grades 1-8 on a rotating basis. High School electives are offered based on student enrollment in the class and availability of teachers.

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

Special Education and Related Services

The Special Education Department provides services to our students with special education needs. Questions about Special Education procedures should be directed to the grade appropriate principal.

Honor Roll

Students 3rd thru 6th grade having letter grades of A and B will qualify for the Silver Honor Roll. Students 3rd thru 6th grade having all A letter grades qualify for the Gold Honor Roll.

Students 7th thru 12th grade having a Grade Point Average (GPA) of 3.0-3.5 qualify for the Silver Honor Roll.

Students 7th thru 12th grade having a GPA of 3.6-4.0 qualify for the Gold Honor Roll.

Students maintaining a 4.0 average for all four quarters of the school year are eligible for the 400 Club.

Graduation Requirements

Class of 2009 and Beyond			
English	4	Foreign Language	2***
Mathematics	4*	Physical Education	2
Social Studies	3**	Electives	5
Science	3		
Total 23 Credits			

For college preparation:

* For the Class of 2009 and beyond, the math requirement will be four (4) math courses Algebra 1 and higher.

**Social Studies: American History and Government (1 credit) and Colorado History are required classes for Social Studies. World History is a recommended academic elective.

***Must be two years of the same language. A third year is recommended.

Our high school course requirements perfectly align with college entrance and CCHE requirements.

Students must enroll in at least six (6) classes per semester in grades 9-12.

Academic Lettering Requirements

Lettering is available for 9-12 grades. A Grade Point Average (GPA) of 3.7 for 4 consecutive grading quarters (obtained only through The Pinnacle Charter School) is required to obtain an academic letter. Letters are awarded in the fall semester for the previous four quarters accomplished in the preceding year.

Valedictorian Requirements

Valedictorians must maintain a 4.0 GPA for each year of High School beginning with 9th grade and continuing through the 3rd quarter of 12th grade. If there is no qualifying student in the year of graduation within the senior class, the student with the highest GPA through the 3rd quarter of their senior year will then be chosen.

Salutatorian Requirements

The student with the second highest GPA through the 3rd quarter of their senior year will be chosen as the Salutatorian.

Student Council

Student Council is the official representative of the student body. The Student council must have a teacher sponsor and will meet with him/her to discuss school-related concerns and activities. High School Student Council representatives are chosen from grades 9-12.

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

Extra-Curricular Activities

In addition to the above extra-curricular activities, teachers will sponsor several extra curricular activities throughout the year. These will be updated on a monthly basis and information will be sent home to parents in the Family Communications Newsletter (FCN).

Athletics

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

All athletes participating in high school sports must return all required forms and fees before practice begins. The necessary forms are available in the attendance office and on the PCS website. All athletes must comply with the following to participate in the high school athletics program:

1. Must be an undergraduate of the Pinnacle or any other public school not participating in athletics.
Students who are not registered at the Pinnacle and are participating in athletics will be expected to abide by all rules, dress codes and behavior codes outlined in Pinnacle policy.
2. Must be enrolled in and attending classes which offer a minimum of 2.5 Carnegie Units of credit during the semester he/she is participating and the previous semester. If an athlete drops his/her class load to less than the equivalent of 2.5 credits, he/she immediately becomes ineligible.
3. Cannot be failing more than one class after a two week period.
4. Must have read and signed the Pinnacle Authorization For Athletic Participation form.
5. Must have a physical examination from a practicing physician, physician assistant or nurse practitioner within the last calendar year. Physicals are good for one calendar year.
6. Must have a permission form signed by parent/guardian giving authorization to participate in the athletic program and indicating coverage by an insurance plan. You will be required to sign a waiver if you do not have insurance coverage.
7. Must not have turned 19 before August 1st
8. Must not have dropped out of school.
9. Cannot participate in more than four seasons in any one sport during their high school career. The period for eligibility for a high school athlete shall be limited to eight consecutive semesters (if he/she begins high school as a 9th grader).

10. Should an athlete wish to participate in a sport that is not offered by The Pinnacle at another school, he/she needs to receive permission from the Athletics Director.
11. All student athletes must attend all classes the day of an athletic activity (game or practice) in order to participate. Absences due to a doctor appointment, court appearance, or other legitimate reasons need to be cleared by the Athletics Director. Any unexcused absence from any class by the end of the school day makes the participant ineligible to participate on that day.
12. If student is serving a suspension for discipline, he/she shall not participate in athletics until they have regained status as a student (a student suspended on Friday from school, cannot participate in athletics until he/she regains student status on the next scheduled school day).

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

Game Day Dress Code

The change in dress code for athletes on game day is a privilege. It shows The Pinnacle Community that an athlete has successfully met all requirements to be eligible for that week. Those athletes who are not eligible will not be permitted the game day dress privileges. Game day dress code is as follows:

For Boys' Teams: athletes shall wear slacks, a button down dress shirt and tie and dress shoes. This will be professional attire, therefore, the shirt will be tucked in and the colors of the attire will be of a professional nature.

For Girls' Teams: athletes shall wear pants, appropriate skirts, dresses and/or blouses.

Absolutely NO TEAM UNIFORMS will be permitted unless otherwise approved by the Athletics Director or other members of the administrative team. Failure to meet these expectations, or, if the athlete's judgment in attire falls under question, the athlete's eligibility may be taken away for that week. Only the cheerleading squad will be allowed to dress in uniform without prior approval.

Lettering in Athletics

Lettering is available for high school students participating in varsity sports. See the Athletics Director for criteria of lettering.

Athletic Participation Fees

Students who participate in two or more sports during a school year or families with more than one student participating in sports during a school year qualify to pay the discount fee.

Sport ...	Amount	Discount
Varsity/JV Sports	\$125.00	\$100.00 each student
Junior High Sports	\$ 65.00	\$45.00 each student
Intramural Sports	\$ 25.00	\$15.00 each student

Athletic Fee Refund Policy

Criteria	Amount
a) Cut from the squad by coach	100%
b) Quits the squad or declared ineligible for semester:	
• Day 1- 5 of practice	100%
• Day 6 of practice to first sanctioned, competitive contest (scrimmage)	50%
• After the first sanctioned competitive contest (scrimmage)	0%
c) Injuries or illness (serious) that will eliminate the athlete for the entire season. Written diagnosis by a physician will be required.	
• Day 1 of practice to the day of the first sanctioned, competitive contest (scrimmage).	100%
• After the first sanctioned, competitive contest to the middle of the competitive season.	50%
• After the mid-season contest	0%
d) Sports with special shortened seasons (golf/tennis) if the student is injured or quits the squad:	
• Day 1 – 5 of season	100%
• Day 6 through the end of season	0%
e) Dropped for disciplinary reasons (no exceptions)	0%
f) Transfers out of the building:	

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

Summer School

Please contact the grade appropriate principal for information about Summer School.

General Information

Arrival and Departure for Grades K-8

Students are not allowed in the building any earlier than 8:10 a.m. unless accompanied by an adult. Students in grades K-2nd will be supervised by staff from 8:15 a.m. until their classes begin at 8:30 a.m. outside on the east-end playground. Students in grades 3rd-8th will be supervised by staff from 8:00 until school begins at 8:15 a.m. on the sidewalk in the front of the school. Once students arrive, they must remain on the school grounds in the designated areas, unless directed otherwise by an adult supervisor. Students will be let into the school in the event of inclement or cold weather. There will be no adult supervision until 8:00 a.m.; therefore, students may not be dropped off at The Pinnacle prior to 8:00 a.m. If your work or transportation situation requires you to have your student here prior to 8:00 a.m., the Before and After School Enrichment (B.A.S.E.) Program is available on-site at The Pinnacle for your daycare needs. Please contact the B.A.S.E. program Director (Glen Gould) for information about registration and fees. Students are not supervised after 4:00 p.m. Parents must arrange to have their child/children picked up before 4:00 p.m. Likewise, The Pinnacle does not provide supervision for children that are not enrolled in athletics in the gym area. Students that are not enrolled in athletics that are in the gym area after 4:15 may be escorted to B.A.S.E. Parents will be responsible for charges incurred. If the B.A.S.E. program is full, students may be referred to the Federal Heights Police Department and/or Social Services if they are not picked up by 4:15 p.m.

Arrival and Departure for High School

Students are not allowed in the building any earlier than 7:10 a.m. unless accompanied by an adult. Students in grades 9-12 will be supervised by staff from 7:00 a.m. until their classes begin at 7:15 a.m. on the sidewalk in the front of the school. Once students arrive, they must remain on the school grounds in the designated area, unless directed otherwise by an adult supervisor. Students will be let into the school in the event of inclement or cold weather. There will be no adult supervision until 7:00 a.m.; therefore, students may not be dropped off at The Pinnacle prior to 7:00 a.m.

Early Departure

For early departure during the day, the parent must check the student out at the office by signing the "Check In/Check Out Sheet." Whenever someone, other than the parent/guardian, will be picking up your child/children from school during school hours, please send a note to the office giving the following information:

1. Name of person authorized to pick the student up.
2. Reason
3. Time of pick-up and whether student will return to school that day.

To maximize end-of-the-day classroom instruction, please do not check students out before class has ended. For example, it is not uncommon that a parent may request a student be released 5 to 15 minutes prior to the end of school. We discourage this as we try to maximize each minute for instructional purposes.

Parking and Traffic Pattern

Students who park at The Pinnacle must have a parking sticker (see the Campus Supervisor for a parking sticker). The Pinnacle maintains a closed campus. Students who park at school cannot leave during the school day without prior approval from a parent and an administrator or parking privileges will be revoked. Students may park in designated areas only. Failure to park in designated area may result in the car being towed.

Please follow the directions of the staff as they direct you through the traffic pattern. Please observe this pattern at all times.

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

Car Pools and Transportation

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

We offer the following suggestions for those wishing to organize car pools to make car-pooling run smoother:...

Guidelines for Parents:

- You are responsible for the children in your car. All children must wear seat belts.
- Carry adequate insurance.

- Be on time.
- Be careful and alert in the parking lot. Be courteous and follow the directions of the staff as they direct you.
- Report to parents any continuous misbehavior from a student. You have the right to refuse to car pool a student who causes you trouble.
- Do your best to provide a cheerful atmosphere for your passengers.
- Please observe the traffic pattern and orange cones. **DRIVE SLOWLY.**

Guidelines for Students:

- Always wear your seat belt.
- Be courteous and well behaved in the car. Loud talking or poor behavior can distract the driver and cause an accident.
- Be ready when your ride comes, either at home or school.
- Be standing in the waiting area for your ride. When your ride comes to a complete stop, then you may approach the car. **Walk....** don't run to your ride.
- Remember to thank your driver for transporting you.

Bus Service

The Pinnacle operates bus service for the convenience for students and their parents. For information about routes, call 303-450-3985 Ext. 211. If your student takes the wrong bus after school, or is not dropped off when expected, call 303-591-0599.

Fire and Emergency Drills

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

Fund-Raising

All fund-raising must be pre-approved through the Executive Director. Non-school fund raising is not allowed on school property.

The Pinnacle Dress-Down Day Fundraiser

This fundraiser is held on the average of once a month and funds are raised for various grade levels and departments throughout the school year. Students can participate in Dress-Down Day by paying one dollar to his/her teacher **before** the Dress-Down day. Students will be given a stamp or sticker indicating they have paid one dollar and are qualified to be out of uniform.

Students must abide by the following Dress Down Code Rules:

Students are expected to follow “Safe School” guidelines found in this Handbook.

1. Students who fail to wear the appropriate clothing for the Dress-Down Day will be required to make arrangements to obtain their school uniform, or be sent home for the day. Any absences due to dress violations will be considered unexcused.
2. Students not participating are expected to wear their PCS uniform.

Students may wear pants and shirt (sweatshirts, sweater, etc.) other than their regular uniform on dress down days. ALL OTHER DRESS CODE POLICIES WILL REMAIN IN EFFECT. Please review these policies in the Pinnacle Parent/Student Handbook. Clothing must be clean and in good repair and NOT disruptive to the educational process (i.e. too tight/baggy, too short, low cut or otherwise revealing).

3. Students may wear:
 - Short/long sleeve shirts
 - All tops must fall below the waist
 - Jeans or slacks of any color, in good repair
 - Shorts or skirts
 - Tops and bottoms must be a different color
 - Jackets/hoodies
 - Items that bare or expose traditionally private parts of the body including but not limited to, the stomach, upper leg, thighs, buttocks, back and breast are not acceptable. **Do not wear clothing that would cause us to question your judgment.**
 - If you believe the outfit is inappropriate, do not wear it.

The final interpretation regarding all dress code policies will be made by the Administration of the school. This list will be modified as needed.

Inclement or Severe Weather/School Closing and Late Starts

Please send students dressed according to the weather conditions. All major radio and television stations will be advised of school closure. If District 12 announces school closures, The Pinnacle will also be closed. There may not be a separate announcement for Pinnacle closure.

Delayed Starts

The Pinnacle will also follow any delayed starts as announced by District 12. If District 12 announces a two hour delayed start, The Pinnacle will begin classes exactly 2 hours after the school's normal start time. This means classes will begin at 9:00 a.m. for High School and 10:00 a.m. for grades K-8 , morning Kindergarten will be cancelled, and all High School students will report to their 3rd hour classes. Supervision will not be provided on delayed start days before 8:50 a.m. (for High School) and 9:50 a.m. for Grades K-8. If your child is enrolled in the B.A.S.E. [before and after school] Program, you must check directly with that program for operating hours on delayed start days.

Lost and Found

The school is not responsible for lost items. Please leave valuables at home and mark all clothing and personal items so that they may be returned to your child if misplaced. All unmarked or unclaimed items will be donated to a charitable organization.

Items of Value

Items of value or large amounts of cash should not be brought to school. The school assumes no responsibility if money or items are lost or stolen. Cellular phones, I pods, MP 3 players, disc players, electronic or battery powered devices, hand held gaming devices, laser pointers, playing cards, or any items that disrupt the educational environment are not allowed on campus.

Lunch Program and Pinnacle Food Service

Hot lunch will be available in the cafeteria daily. The Federal Free and Reduced applications for the Lunch program for those families needing assistance with providing their students with daily lunch are available at the front office. The following are lunchtime guidelines for students:

- Book-bags, etc. will not be allowed in the lunch line and shall be kept at the lunch table. If you need a jacket, please bring it with you to the cafeteria. Students will not be issued classroom passes during lunch to retrieve items. Classrooms will be kept locked during lunch.
- All food and drink is to be consumed in and remain in the cafeteria. No food or drink is allowed outside of the cafeteria.
- Leave the table and surrounding area clean.
- Supervision will be in accordance with Positive Behavior Support program.

- When the supervising lunchroom adult decides, he/she will direct you to a supervised activity.
- The Pinnacle is a closed campus. Any student wishing to leave the campus must do so with his/her parent, who must sign the student out at the school office. Leaving campus without a parent is considered truancy.

Prices for School Meals

Ala Carte / Extra Entrée:

Students may still be hungry after they eat. To satisfy that hunger we offer two options:

1. A second full meal, for \$3.00.
2. Extra entrée from \$1.50 to \$2.00

Meal Prices for School Reimbursable Meals for 2008-09:

Breakfast (Grades K-12)	Daily	Weekly
K-12 Breakfast with Milk	\$1.75	\$ 8.75
Reduced with Milk	Free	Free
Adult Breakfast	\$3.00	\$15.00
Lunch (Grades K-2)	Daily	Weekly
K-2 with Milk	\$2.50	\$12.50
K-2 reduced with Milk	Free	Free
K-2 Free with Milk	Free	Free
Milk	\$.75	\$ 3.75
Lunch (Grades 3-12)	Daily	Weekly
3-12 with Milk	\$2.50	\$12.50
3-12 Reduced with Milk	\$.40	\$ 2.00
3-12 Free with Milk	Free	Free
Milk	\$.75	\$ 3.75
Lunch (Adult)	Daily	Weekly
Adult with Milk	\$ 3.00	\$15.00
Adult without Milk	\$ 2.75	\$13.75
Milk	\$.75	\$ 3.75

Don't Forget

Parents! Check meal account balances and make on-line payments at: www.SchoolPassport.com

Charging Lunch

The following policy has been adopted by The Pinnacle Food Service Program.

- . Elementary: 2 charges
- . Middle School: **No charges**
- . High School: **No charges**

Unpaid charges place a financial strain on Food Services. Please keep your student's account current. We have provided you with several options to do this. In Mid-April, a "no charge" policy takes effect for the remainder of the school year. At that time, meal payment options include daily cash payments or a pre-payment into the meal account.

Student, Parent and Guardian Notification About Lunch Money

1. Several meals prior to exhausting the pre-paid account, students will be reminded that lunch money is due. Food Services staff will ask students if they may stamp their hand with a "Need Lunch Money" stamp to remind them to ask their parents or guardian for lunch money.
2. When the account balance is negative, the student will not be allowed to make cash purchases of ala carte items, snacks and extra entrees until balance is paid in full. Food Services staff will continue to remind students daily that money is due and request they stamp their hand with a "Need Lunch Money" stamp to remind them to ask their parents or guardian.
3. Notification letters will be sent home weekly by mail and or sent home with your students with the out standing balance amount.

Please be aware outstanding balance older then 30 days may be sent to a collection agency and/or report cards may be held.

Ala Carte, Snacks and Extra Entree

Your child may select an extra entrée or snacks, which may reduce the amount of money left in their account. If you wish to prohibit these services, you may notify the Food Services manager or cashier

at the school and it will be noted in their computer file. You also have the option to designate that your child never charges a meal.

Check return policy

Returned checks are handled by an outside agency, Checkcare Systems. You will need to contact Checkcare Systems (303) 657-3230 to resolve why your check was returned.

If a family carries uncollected charges into the next year, the family will be placed on a "cash only" basis for the school year.

Payments

Payments can be made by sending a check or cash with your child; mailing it to the school; dropping off a payment personally; or making an on-line payment at Schoolpassport.com. If you are sending in a check, please put your student's 6 digit ID number on it. If you wish to make an on-line payment, the payment will be posted to your child's account within 24-48 hours. Your student's account balance can also be checked on-line. Once an online payment is made, a deposit will be made to your child's account. An additional small transaction fee will be charged to your credit card or checking account.

To Set Up a SchoolPassport Account

Go to <http://www.SchoolPassport.com> click on **Login** for instructions on how to set up your account. You will need your child's nine-digit student number. Please call The Food Service Manager for this information.

Restrictions on a student's account

Parents may impose restrictions on a student's account (examples: "no snacks", or snacks only on designated days, no charges, etc.) by notifying the kitchen manager.

Telephones

Permission to use any telephone must come from the student's teacher or staff member.

Textbooks and Materials

Textbooks and school materials (laboratory equipment, desks, etc.) are the property of The Pinnacle. Textbooks shall be covered by students to help keep the books in good condition. Fines will be assessed for damaged or lost books and materials.

Lost or Replacement Fees

Student ID (first one is free)	\$ 5.00
Student planner (Mandatory for grades 1-12)	\$ 5.00
Parking permit	\$20.00
Locker rental	\$ 2.00
Textbook Fines	List price plus 10% shipping

Students will have one week from the first day of school/semester to make schedule changes/withdrawals from the course/school and could be eligible for a full course fee refund or transfer without incurring additional charges. Any changes or withdrawals from school/course after the time allowed will be subject to additional course fees with no refund. Non-payment of fees/fines will result in a non-release of report cards and other records by The Pinnacle. In addition, students may be suspended from activities activities for your student (i.e., Sports, Outdoor Education, Lockers, Graduation Ceremony, etc).

Return Check Policy and Fees

All returned checks are automatically forwarded by the Pinnacle's bank to CheckCare Systems for collection. The person who wrote the check will be responsible for any and all fees CheckCare assigns.

School Office Procedures

Absence Procedures

1. Please call the attendance telephone line at 303-450-3985 (press 3) to report absences.
2. For the absence to be excused, you are required to call this line by 8:35 a.m.
3. If your child is going to be absent more than one day, mention that on the first days' call. If you anticipate a one-day absence and the absence is for a longer time, call each day.
4. When an absence has been called in, it is not necessary to send a note.
5. The parent or guardian, not a student, must make the absence call to be excused.

6. When a student has an excused absence, he/she is given two (2) school days for each day absent, up to a maximum of two weeks, in which to make up work.
7. When a student has an unexcused absence he/she is encouraged to make up the work but may not receive credit.

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

1. Month and day of absence
2. Student's full name
3. Name of student's teacher
4. Student's grade
5. Reason for absence
6. Person reporting the absence

Pinnacle Charter School Attendance Policy

The Pinnacle adheres to the policy/procedures outlined in the back of this handbook (Resource Guide for Parents and Students). A copy has been distributed to you. Please familiarize yourself with these policies.

All students are expected to participate in the educational program. Regular school attendance is the single most important determining factor in student achievement and success. Attendance is primarily the responsibility of the students and parents.

State Law C.R.S. 22-23-104 and Article IX of the Colorado State Constitution specifies the responsibility of the school and its staff for making sure compulsory school attendance procedures are followed. This law states that every school student under the age of 16 must attend school for a prescribed number of hours during each school year. Exceptions to this include those who are ill, injured, suspended, expelled, or whose absence is approved by the administration.

In accordance with the law, Pinnacle Policy clearly outlines student, parent, and administrative responsibilities regarding student attendance and revocation of choice due to non-attendance. These responsibilities are included in this Handbook.

A consistent effort by our students, our parents and our staff to reduce absences is critical for several reasons. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process for all students in class. Class discussions and interactions among students and teachers are lost and cannot be entirely regained, even with extra after school instruction. Consequently, many students who miss school frequently experience great difficulty in achieving the maximum benefits of a core knowledge and/or college preparatory education. The regular contact of students with one another in the classroom and their participation in a well-planned instruction activity under the guidance of a competent teacher are fundamental requirements of a sound educational program.

The Pinnacle Charter School Attendance Policy is designed to accomplish the following:

1. Encourage completion of school by all students.
2. Develop good attendance and punctuality as a lifetime habit.
3. Increase the potential for academic success for all students.
4. Encourage and reward a high rate of student attendance while accommodating legitimate, authorized absences.
5. Promote student responsibility for contributions to classroom activities.
6. Maximize the effective use of staff's time by minimizing:
 - a. Instructional repetition
 - b. Planning time spent on make-up work
 - c. Classroom disruption to deal with attendance/tardy procedures
7. Implement strategies that help students who are chronically late or absent to take positive action to correct this behavior and to accept consequences of excessive absenteeism.

Attendance Rights and Responsibilities

Student Responsibility for School Attendance:

1. To attend school for all the days of the established Pinnacle Charter School calendar.
2. To appear in class on time, prepared for academic endeavor.
3. To contact teachers immediately upon return from absences to arrange to complete all make up work assigned, establish when this make up work shall be completed, and complete the assigned work in an acceptable manner.
4. To complete work as assigned by the teacher when a prearranged absence is requested; and,
5. To follow established school procedure(s) when enrolling in or withdrawing from a class

Responsibilities of Parents, Guardians and/or Legal Custodians for School Attendance:

1. To recognize that any absence, regardless of cause, may have a detrimental influence on student achievement;
2. To contact the school regarding student attendance via the established school procedure(s); and in the case of extended home confinement, request make up assignments.

3. To maintain communication with his/her son or daughter regarding attendance.
4. To monitor the make up work of a student who has missed class.
5. To contact the school and request a conference with the appropriate administrator upon notification from the school of an attendance concern.
6. To work cooperatively with the teacher and administrative personnel to resolve attendance concerns.
7. To recognize that the school depends upon the support of parents, guardians and/or legal custodians to address attendance concerns.
8. To ensure compliance with the compulsory attendance statute when a pupil is expelled by a school or school district for the remainder of the school year.

Teacher Responsibility for Attendance:

1. To maintain accurate daily attendance records.
2. To record and report attendance to the school office on a daily basis per the guidelines established in the school.
3. To support and administer the make up work procedures in a fair timeline for student completion of work.
4. To notify students, parents, guardians and/or legal custodians, as appropriate, of attendance concerns and consequences for non-attendance.
5. To notify the school principal or designee of those students in need of attendance intervention.
6. To participate, as necessary, in conferences to address attendance concerns.
7. To provide positive recognition to students who attend school regularly.

Administrative Responsibility for Attendance:

1. To implement comprehensive attendance policy which includes, but is not limited to:
 - A. Procedures for excusing and processing absences, late arrivals and early departures.
 - B. Procedures for ascertaining as soon as possible whether or not the student's parent(s), guardian or legal custodian had knowledge of a student's absence.
 - C. Procedures for determining how and where the official attendance records are to be kept.
 - D. Intervention strategies for students identified as having attendance problems.

2. To supervise the attendance policy and procedures, including monitoring individual attendance to ensure implementation of procedures when any student is absent on a regularly scheduled school day.
3. To provide parents, guardians, or legal custodians and students with receipt of “Rights and Responsibilities” information about the school attendance policy and procedures as well as information about their child’s attendance record when requested, and to require from parents, guardians or legal custodians written acknowledgment of having received Pinnacle attendance policies/procedures.
4. To approve or disapprove reasons for absences.
5. To follow through on consequences for unexcused absences and excessive excused absences.
6. To provide assistance to students who have been identified as having attendance problems.
7. To provide positive recognition to students who attend school on a regular basis.

Pinnacle Excused Absences

Students are expected to attend all classes for which they are registered.

1. Student absences must be excused by the parent/guardian by 8:35 a.m. the day of the absence by calling the Attendance Office at 303-450-3985 and press 3 for the Attendance Line.
2. If your child is to be absent for more than one day, you must call each day of the absence or make prior arrangements with the attendance office.
3. Make up work is allowed for a student with an excused absence. The student has two school days for each day absent to make up the work. Make up for absences in excess of four days (see excessive excused absences), must be arranged through the teacher.
4. Please give the following information when you call.
 - a) Month and day of absence being reported.
 - b) Student’s full name.
 - c) Name of the student’s teacher
 - d) Student’s grade
 - e) Reason for absence.
 - f) Person reporting the absence.

If the student’s absence is not called in, the absence will be reported as unverified. The attendance office will attempt to make contact with parents/guardian to verify the absence during the school day as *time allows*. **However, it is still the parent’s responsibility to notify the school.** If no contact

is made, the unverified absence will be considered **UNEXCUSED** after 24 hours and will not be excused without written documentation with explanation for absence.

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

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

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

Students needing to leave school during the school day **MUST** check out through the front office. They must be signed out by a parent or guardian and/or receive permission from the appropriate administrator. (Single period absences will not be excused without the legal guardian personally checking the student out through the office.) Verification from a physician, dentist, court, etc. or verification from the school nurse is required to excuse a student during the school day.

Excessive Excused Absences

Once a pattern of chronic non-attendance, period absences and /or tardiness develops, it becomes difficult to break. **Excessive absence** is determined when **four absences** occur in a class during **a month**. The school administration may require official verification to excuse further absences. (Teachers need to submit a student behavioral referral after the fifth excused absence to the appropriate administrator.)

The School may request a physician's verification of illness, court subpoenas, etc. for excessive excused absences. In addition, a student's grade may suffer significantly from excessive absences as they cannot accumulate participation points required by the teachers.

Upon the request of a teacher, an administrator or designee will arrange and facilitate an attendance conference with the **student and parent** to review the conditions related to the student's attendance problem and develop an intervention plan.

If intervention strategies are ineffective in improving a student's attendance, the student may be referred to Social Services and/or be subject to possible legal disciplinary actions, as well as exclusion from the Pinnacle.

Tardiness

A student is tardy when he/she has not entered the classroom by the scheduled time for the beginning of class. Students entering the classroom later than five minutes after the scheduled starting time of class without an excused pass will be considered **tardy absent**.

PROCEDURES FOR TARDY ABSENCES

TARDIES 1-5

- Teacher discusses unexcused tardy absences with the student and implements teacher or administrative directed sanctions.
- Teacher notifies parent/guardian of tardy absence concerns and future consequences for tardy absences.
- Teacher conducts parent conference.

TARDIES 6 or more

- If teacher intervention with tardiness proves to be ineffective, the teacher submits a tardy absence referral form to the Deans office. The Dean's office will notify parents and inform them of the consequences (present and future) if tardy absences continue.
- Parent/student/teacher conference may be arranged.
- Student may be placed on an attendance contract
- Disciplinary sanctions may be imposed.
- Student may be referred to Pinnacle Review Committee.

Unexcused Absences

At the beginning of the term, teachers will inform students and parents/guardians of the effects of absences and tardiness and **participation points** on students' grades in a letter of classroom expectations. Students and parents/guardians will sign in acknowledgment of their understanding of classroom policies.

Teachers will develop a way to incorporate participation points into their grading systems. **Participation points cannot be made up.** Students will not lose participation points due to absences for school related functions or accepted religious observances.

Missed work during unexcused absences may not receive credit.

After the student's second unexcused absence in any class, the teacher will notify the Dean's Office. The Dean's Office will notify parents/guardians and determine an appropriate course of action. Disciplinary and/or academic sanctions may be imposed. These sanctions may include, but are not limited to, detention, Saturday School, suspensions and class failure. A parental conference with

student may be held with the administration to review alternatives including exclusion from the Pinnacle.

Habitually Truant Students

Students shall be declared, “Habitually truant” if they have four (4) days of unexcused absence from school in any month or ten (10) days of unexcused absence from school during any school year. Absences due to suspension or expulsion shall not be counted in making a declaration of habitual truancy.

When a student has been designated as “habitually truant” or is endanger of becoming “habitually truant,” the administration or designee shall hold a conference with the student, his/her parent(s), guardian(s) or legal custodian to review the student’s attendance pattern.

An administrator may refer the student to the Pinnacle Review Committee for further action, which may include a recommendation for expulsion, exclusion from the Pinnacle, or other intervention options.

Attendance Enforcement Policy

Students that have six (6) or more unexcused tardies or two (2) or more unexcused absences will be placed on a six step attendance contract. The six step attendance contract follows:

Attendance Contract Pinnacle Charter School Grades 7-12

Step 1 ***6th unexcused Tardy and/or 2nd unexcused absence **Date placed on step 1** _____

Currently, this student has _____ unexcused tardies and _____ unexcused absences.

Warn student and issue up to 1 day of in-school suspension (ISS). Administrator/designee contacts parents by mail. Student reviews attendance policy and 6 steps with administrator/designee.

Student is placed on an attendance contract. The contract is to be signed by the student, parent, and administrator.

Student will be moved to step 2 if they have _____ or more unexcused tardies and/or _____ or more unexcused absences.

Step 2 ***10th unexcused tardy and/or 3rd unexcused absence **Date placed on step 2** _____

Currently, this student has _____ unexcused tardies and _____ unexcused absences

Student serves up to 1 day of Saturday School. Parent is contacted by mail or phone.

Student will be moved to step 3 if they have _____ or more unexcused tardies and/or _____ or more unexcused absences.

Step 3 ***14th unexcused tardy and/or 4th unexcused absence **Date placed on step 3** _____

Currently, this student has _____ unexcused tardies and _____ unexcused absences

Student will serve up to 2 days in Saturday school. Parent is contacted by mail or phone.

Student will be moved to step 4 if they have _____ or more unexcused tardies and/or _____ or more unexcused absences.

Step 4 *18th** unexcused tardy and/or 5th unexcused absence **Date placed on step 4 _____**

Currently, this student has _____ unexcused tardies and _____ unexcused absences

Student will serve up to 2 Saturday schools in an addition to an in school suspension. Meeting with Parents is required.

Student will be moved to step 5 if they have _____ or more unexcused tardies and/or _____ or more unexcused absences.

Step 5 *22nd** unexcused tardy and/or 6th unexcused absence **Date placed on step 5 _____**

Currently, this student has _____ unexcused tardies and _____ unexcused absences

Student is suspended (OSS) until a meeting is held with the Executive Director, Principal, Dean, parent and student. **Students designated as “habitually truant” and under the age of 16 will be referral to the Adams County Courts Truancy Reduction Project.**

Student will be moved to step 6 if they have _____ or more unexcused tardies and/or _____ or more unexcused absences.

Step 6 *26th** unexcused tardy and/or 7th unexcused absence **Date placed on step 6 _____**

Currently, this student has _____ unexcused tardies and _____ unexcused absences

Student is suspended (OSS) pending the outcome of Dean, parent and student conference. A hearing will be set to decide if the student would be better served by attending his or her home school.

Student will be suspended (OSS) pending the outcome of Dean, Parent and Student conference if they have _____ or more unexcused tardies and/or _____ or more unexcused absences.

Attendance Contract Pinnacle Charter School Grades K-5

Step 1 *6th** unexcused Tardy and/or 2nd unexcused absence **Date placed on step 1 _____**

Currently, this student has _____ unexcused tardies and _____ unexcused absences

Administrator/designee contacts parents by mail. Student reviews attendance policy and 6 steps with administrator/designee. Student is placed on an attendance contract. The contract is to be signed by the student, parent, and administrator.

Student will be moved to step 2 if they have _____ or more unexcused tardies and/or _____ or more unexcused absences.

Step 2 *10th** unexcused tardy and/or 3rd unexcused absence **Date placed on step 2 _____**

Currently, this student has _____ unexcused tardies and _____ unexcused absences

Student serves up to 1 recess detention. Parent is contacted by mail or phone.

Student will be moved to step 3 if they have _____ or more unexcused tardies and/or _____ or more unexcused absences.

Step 3 ***14th unexcused tardy and/or 4th unexcused absence **Date placed on step 3** _____

Currently, this student has _____ unexcused tardies and _____ unexcused absences

Student will serve up to 2 after school detentions. Parent is contacted by mail or phone.

Student will be moved to step 4 if they have _____ or more unexcused tardies and/or _____ or more unexcused absences.

Step 4 ***18th unexcused tardy and/or 5th unexcused absence **Date placed on step 4** _____

Currently, this student has _____ unexcused tardies and _____ unexcused absences

Student will serve up to 1 Saturday School or In School Suspension. Meeting with Parents is required.

Student will be moved to step 5 if they have _____ or more unexcused tardies and/or _____ or more unexcused absences.

Step 5 ***22nd unexcused tardy and/or 6th unexcused absence **Date placed on step 5** _____

Currently, this student has _____ unexcused tardies and _____ unexcused absences

Student is assigned Saturday School or In School Suspension. Hearing is held with the Executive Director, Principal, Dean, parent and student. **Referral to the Adams County Courts Truancy Reduction Project for students that are designated “habitually truant.”**

Student will be moved to step 6 if they have _____ or more unexcused tardies and/or _____ or more unexcused absences.

Step 6 ***26th unexcused tardy and/or 7th unexcused absence **Date placed on step 6** _____

Currently, this student has _____ unexcused tardies and _____ unexcused absences

Student serves 1 day out of school suspension. A hearing will be set to decide if the student would be better served by attending his or her home school.

Student will be suspended (OSS) pending the outcome of Dean, Parent and Student conference if they have _____ or more unexcused tardies and/or _____ or more unexcused absences.

Change of Address and Phone Numbers

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

Leaving School Early

Students **MUST** be signed out by parent or guardian or Administration to leave school early.

Deliveries for Students

In order to maintain an optimum, uninterrupted learning environmental in the classroom, we ask that you not send deliveries to students at school. Any items sent to students at school will be kept at the front office until the end of the school day, at which time the student may claim the item. (This includes flowers, balloons, cakes, gifts, etc.)

Parent Out of Town

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

Permanent Records

In accordance with Family Rights and Privacy Act, parents may view their child's permanent record by submitting their request in writing. Record Request forms are available from the Registrar. Please give the school a one-day notice so that the record may be retrieved. The record may be reviewed in the presence of the classroom teacher, grade appropriate principal, or designee.

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

There may be times during the school year when different media groups (newspapers, television, university, school production, class, etc.) will cover activities with articles, video or still photography that may be published. In addition, The Pinnacle may want to include school-orientated articles, video or photography on their web site. If you do not want your student to be included in any such media or web coverage, you may fill out the "Opt-Out" form, which is available at the front office. In the absence of your formal objection, we conclude you are giving consent for your student to be included in media and/or school web coverage, and agree to hold harmless the school against any claims that may arise from the use of the student's image or likeness in the project.

Office Hours

The school office will be open from 6:45 a.m. to 4:30 p.m. Monday through Friday except school holidays and in-service days.

Visitors to the School

The Pinnacle is a closed campus. Only visitors on official business are allowed on campus during school hours. Visitors must check in at the front office and must furnish a valid drivers license or

ID before being admitted to the school. Students are not allowed to bring friends to school for the day. These types of visits can become disruptive to the educational process.

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

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

Student Messages

Only messages regarding a change in arrangements for transportation home will be delivered as an interruption to class time. Other messages will be forwarded to teachers' voice mail. We ask that parents cooperate in ensuring that classes are not interrupted unnecessarily.

Make-Up Work

Make up work is allowed for a student with an excused absence. The student has two school days for each day absent to make up the work. Make up for absences in excess of four days (see excessive excused absences), must be arranged through the teacher.

When a student has an unexcused absence he/she is encouraged to make up the work but may not receive credit.

It is the responsibility of the parent and student to request make-up work from the teachers. You may leave your request for make-up work in the teacher's voice mail and they will do their best to forward your student's work to the front office by the end of the next school day.

School Standards and Discipline Policy

General Guidelines for the Operation of the Pinnacle Program

1. Effective discipline provides an atmosphere for learning.
2. Courtesy and respect are emphasized at all grade levels.
3. Letter grades are earned in each subject 3rd through 12th grades.
4. Homework fosters good study habits and is vital for optimum development.
5. Proper spelling, grammar and penmanship are expected in assignments.

6. Regular communication is critical in the educational process. Parents will receive progress reports from the teacher every two weeks to keep them informed of their child's status.

General Classroom Management

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

Classroom Supervision

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

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

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

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

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

Positive Behavior Support Program

The Pinnacle has been utilizing Positive Behavior Support (PBS) for 7 years with support from the Colorado Department of Education. PBS is a systems approach to enhancing the capacity of schools to educate all students, including students who present challenging behaviors. It is a three-tiered model that looks at universal, targeted and individual supports. Our universal objectives are found in the following chart. They explain the behavioral expectations in specific locations in school for all staff, students and parents. Please familiarize yourself and your student with these before the beginning the new school year and as often as necessary.

Behavior In...	Looks Like...	Sounds Like...
----------------	---------------	----------------

Pinnacle Charter School Parent/Student Handbook 2008-2009

Cafeteria	<p>Using self Control – appropriate body contact Cleaning up after yourself and putting all trash in trash cans Following staff directions Entering/exiting cafeteria in safe & orderly way Remaining seated unless told otherwise Consuming food only in the cafeteria</p>	<p>Using 1-3 voice level Using respectful language and tone of voice Polite treatment of lunch staff Using please and thank you</p>
Playground	<p>Using self control-appropriate body contact Using equipment properly and safely Following teacher directions Playing games that are teacher approved Leaving rocks on the ground</p>	<p>Using a 2-4 voice level Using respectful language and tone of voice Using words to problem solve</p>
Hallway	<p>Walking Using the right side of the hallway Using self-control – appropriate body contact Being respectful of other classrooms and the school environment Entering/exiting the building in a safe & controlled manner</p>	<p>Using a 0-2 voice level Using respectful language and tone of voice Closing lockers quietly</p>
Office	<p>Using self control - hands and feet to self Raising your hand when you have a question and waiting for acknowledgement Following staff directions Working on school assignments or homework Remaining seated unless told otherwise</p>	<p>Using a 0 voice level Using respectful language and tone of voice when directed Using please and thank you</p>
Gymnasiums	<p>Entering without food, gum, or drink Being respectful of gym equipment and using equipment only with permission Using self-control – appropriate body contact Wearing only appropriate tennis shoes on the gym floor</p>	<p>Using a 2-4 voice level Using respectful/positive language, gestures, and tone of voice Cheering for your team</p>
Parking Lot	<p>Displaying positive behavior Respecting self, others, and the environment Following staff directions Showing respect to crossing-guards Entering the parking garage only when supervised by adult/parent</p>	<p>Using a 2-3 voice level Thanking staff for keeping students safe</p>
Library	<p>Being respectful of library resources & property, staff, and each other</p>	<p>Using a 0-1 voice level Using respectful language and tone</p>

	Putting items back where you found them Entering/exiting in dress code and with permission or a library pass Using self control-appropriate body contact	of voice Asking questions without interrupting
Theater and Assemblies	Giving full attention to the speaker Facing forward and staying in assigned areas Sitting in seats appropriately Consuming food and drinks in the appropriate areas Leaving a performance only during intermission	Using 0-1 voice levels Using respectful language, gestures, and tone of voice Cheering or clapping when appropriate
Bathroom	Using self control- hands and feet to self One person in the stall at a time Washing hands with one squirt of soap and rinsing thoroughly Dry hands with one push of the hand dryer Respecting property and keeping the bathroom clean	Using 0-2 voice level One flush Using respectful language and tone of voice
Bus	Using self control- appropriate body contact Staying in your seat with all body parts and belongings inside the bus Behaving in a way that allows the driver to focus on bus/passenger safety Respecting property(no food/drink consumption), the driver, and other students	Using 0-2 voice level Using words to problem solve Using respectful and appropriate language and tone of voice
<p>Voice Levels 0 = Silent 1 = Whisper 2 = Inside Voice 3 = Small Group Voice 4 = Outside Voice 5 = 911 Voice (RARE)</p>		

Discipline Policy and Procedure

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

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

Conduct of Students as Bus Passengers

Parents and students will be required to sign a bus contract agreeing to follow the bus rules and procedures prior to riding the bus.

Colorado Law does not require schools or school districts to transport public school pupils to and from school. [22-32-113, Colorado Revised Statutes, 1973]. Therefore, riding the bus is a privilege. Your

understanding, cooperation and support in helping to maximize the “Safety” of all students while you are a passenger on a school bus is required. The following rules and regulations exist which promote and help assure the safety of each student while in transit.

The driver is in full charge of the bus and of its passengers. **Students must obey the instructions of the driver without argument.**

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

1. Only students and school personnel regularly assigned to the bus for a particular route or excursion shall be allowed to ride in a school bus unless special permission is granted by the school official in charge.
2. Arrive at the bus stop five minutes prior to the scheduled time of the stop to ensure that the bus does not leave you. No matter how late the bus may be due to unforeseen circumstances, all stops will be made in their pre-arranged order.
3. While at a bus stop or pick up point students must:
 - a. Conduct themselves in an orderly manner. No disturbances of any type (i.e. fighting, assault, throwing things, etc.)
 - b. Avoid littering and respect private property.
 - c. Stay out of the street.
4. Students shall take seats promptly after boarding the bus. Seats cannot be reserved. Should the driver or bus assistant assign a student to a specific seat, the student must comply. Students will remain seated while the bus is in motion.
5. Students shall not open or close windows or emergency doors except when asked to do so by the driver or bus assistant. **Students must keep arms and head inside the bus.**
6. While a passenger on the bus, students *must not*:
 - a. Damage property, disturb others, fight and/or engage in personal or verbal assault.
 - b. Transport items, which may endanger the health or safety of any other passengers [e.g. no matches or fireworks). Additionally, all carry-on items must fit safely in the child’s lap. Large items must be transported by other means.
 - c. Smoke (State and DPS regulations) or possess/use any tobacco products.
 - d. **Eat food or drink beverages on the bus.**
 - e. Litter.
 - f. Make loud or unnecessary noise which disturbs others and the driver.
 - g. Throw any objects in the bus or out the window
 - h. Hang body parts out the window (head, arm, etc.)

7. Students are encouraged to report to the driver or bus assistant any damage to seats or other parts of the bus. If a student causes damage to the bus, that student/family will be required to make payment for that damage as well as be subject to appropriate discipline.
8. **Students who exit from a bus must never walk behind the bus.** Students must obey all traffic controls for street crossings. If students must cross approximately 10 feet in front of a bus.
9. All students must show, upon request, a bus pass as proper identification and authorization to ride a school bus.

Should any student persist in violating any of these rules and regulations, the driver or bus assistant will refer the incidents to the Transportation Supervisor. The student will receive consequences according to the severity of the offense, up to and including suspension from the bus and/or school, and termination of bus riding privileges. **Any student with three bus referrals will automatically lose bus-riding privileges.**

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

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

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

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

Surveillance

Audio and/or video surveillance is maintained throughout the school for your child's protection. This may include discipline conferences or interviews. Registering your child at The Pinnacle indicates your acceptance of this practice.

Water Bottles

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

Detention Policy

Teachers may assign detention to enforce school and classroom rules. Teachers will allow students until the next day to make arrangements to serve before or after school detention. Parents and students are expected to make arrangements for students to attend detention. Failure to complete scheduled detention will result in the teacher notifying parents and student being assigned up to two additional detentions. Failure to complete reassigned detentions will result in a referral to the Dean's Office. The Dean's Office may assign 1 Saturday School for missed reassigned detentions for students in grades 6-12 or 1 day in-school suspension for students in grades k-5.

Gum Policy

We are a gum-free campus. Students are not allowed to chew gum at anytime during school hours. Students who choose not to follow the NO GUM rule are subject to discipline by the teacher and/or the Dean's Office.

Public Display of Affection Policy

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

Sherlock Hounds

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

Electronic Device Policy and Procedures

Students are not allowed to have or use electronic devices during school hours. Examples of Electronic devices that should not be used during school include, but are not limited to, cell phones,

mp3 players, I pods, discs players, and handheld gaming devices. All staff members will enforce this policy.

Failure to abide by this policy will result in Saturday school for the first violation and a minimum of 1 day out of school suspension for additional violations.

Saturday School

The Pinnacle is offering Saturday School (SS) for the students in grades 7-12. The objectives are to correct errant behavior; provide experiences in learning; and reinforce self-discipline, respect, responsibility and community service. SS, rather than suspension, may be assigned to students for attendance and tardy consequences along with general misbehavior, disrespect, rudeness, etc. Violent acts or other serious misbehaviors will still be dealt with through the usual out-of-school suspension. Decisions about assigning students to Saturday School will be made by the Dean of Students' office.

Following are the Saturday School Guidelines:

1. The building will be open at 7:55 a.m. Use the gate entrance that leads into the cafeteria, near the Events Center. No, student will be admitted after 8:00 a.m. It is advisable to arrive a few minutes early. If the student arrives after 8:00 a.m. they will not be able to attend that day. It will result in an In-School Suspension and a reassigned SS. Students that are late to more than one SS will be suspended out of school. Students will be dismissed at 1:00 p.m.
2. Students must bring school assigned work. It is the responsibility of the student to get their work prior to serving SS. Not having any work to do in SS is unacceptable. If the student arrives with no school work, parents will be contacted, the student will be sent home and the absence will be counted as a missed SS resulting in disciplinary actions.
3. Saturday School will be held in the Deans Office or the cafeteria. No part of the building will be open to SS students.
4. All Pinnacle polices and regulations are in effect with regard to school conduct. If the student fails to use the time appropriately or misbehaves, the SS administrators will not certify the detention as satisfactory completed and the student will be required to serve the following SS or be suspended at the discretion of the administrator.
5. Behavior problems will result in dismissal from the detention room and subsequent consequences by Administration. Parents will be notified and are responsible for picking up the student immediately.
6. Restrooms usage will be at the discretion of the Administrator.

7. Silence is mandatory when serving in SS. Food and or beverages will not be allowed with exception of one clear water bottle. No, radios, disk-man, MP 3s, cellular phones or any other electronic device will be tolerated.
8. School phones will not be available. Transportation must be arranged prior to serving your SS. Students that arrange for a ride will need to be picked up no later than 1:10 p.m. Students will not be allowed on campus after 1:10 p.m. Federal Heights authorities may be contacted after this time.
9. Proper notification will be given by the administrator when SS is assigned. Once the date of SS has been verified, the student must be in attendance. When a student fails to serve an assigned SS without advance approval, the administrator will confer with the student on the following student attendance day. At this d\time the student will be subject to disciplinary action of up to five days out of school suspension. If the reason for not attending was an emergency matter, the detention may be rescheduled [limit of one time per semester]. Examples of acceptable emergencies include students' illness, death in the family, or serious illness in the immediate family. Lack of transportation, over sleeping, working, athletic competition, and recreational activities are not legitimate excuses for missing SS.
10. Suspension, rather than SS may be used at the administrations' discretion if a student has been assigned SS repeatedly with no apparent effect on the student's behavior.
11. In case of inclement weather, call (303) 450-3985 ext 100 to find out whether SS has been postponed.

Medical

Health Office

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

Confidentiality

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

Children who become Ill or Injured at School

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

Emergency Health Situations at School

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

Administration of Medications at School

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

1. All medicine given at school needs to have a medication request form signed by both a parent/guardian and a physician. It must provide information stating the name of the medication, the dosage, when the medication needs to be taken and why the medication is being given. These medication request forms are available at school. Remember that this policy applies to prescription medication and all over-the-counter medications such as Tylenol, cough syrups, eye drops, ointments, etc. Please note that cough drops are not considered medication under this policy; therefore, parent and physician authorization is not required for a student to have them at school.
2. Medication must be provided by the parent in an individual pharmacy labeled bottle for the student or in the original over-the-counter container.
3. All medication is to be kept in the clinic. Students are not allowed to keep medication with them such as in their lunch box, backpacks, etc. Exception: Students may carry certain medications when a physician specifically authorizes this in writing. Those medications may include (1) inhalers necessary to control an upper respiratory condition as asthma, (2) auto-injector epinephrine pens for severe allergies, or, 3) any other medications for serious health conditions which may require immediate intervention.

4. The Registered Nurse, health aide, or delegated staff shall give your child the prescribed medication during the school day. All medication taken at school is recorded in a daily log and initialed by the school personnel giving the medication to the child.
5. At the end of the school year all unused medication will be returned to the parent or guardian.
6. Parents are asked to please have the physician complete and/or fax a written permission for the school at the time the doctor prescribes any medication that may be administered at school. If necessary, two containers (one for school and one for home) can be requested at your pharmacy.

Guidelines for When Parents Should Keep Students Home.

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

If your student becomes ill at school needing to go home, please make arrangements in advance for a responsible adult to pick-up your student. Also, parents are asked to please let the school know if he/she does discover that his/her child has a communicable disease or serious illness.

The following are guidelines to help parents determine whether or not they should send their child to school:

1. Rashes- Students should be kept at home unless a written or faxed note is provided by a doctor stating the rash is not contagious or until the rash resolves on its own.
2. Vomiting or Diarrhea- Students should be kept at home until symptom- free for 24 hours.
3. Fever of 100 Degrees or More- Keep a student home until fever free for 24 hours.
4. Strep Throat- The student may return after 24 hours of antibiotic treatment and when symptom free or a note from the doctor stating your child is not contagious.
5. Common Cold- Keep student at home if he/she is not "feeling well", has a fever, has a lot of nasal discharge, or has a persistent cough.
6. "Pink Eye" (conjunctivitis usually with green or yellow drainage)- Student should be kept at home and treated until their physician feels the infection is not contagious.
7. Impetigo- Keep student home from school until their physician advises their return to school.

8. Chicken Pox- Student should remain home for approximately one week after symptoms appear OR until all papules (water-filled lesions) are scabbed or crusted over. Please notify the School Health Office of this illness.
9. Persistent Cough- Student should remain at home if the cough is persistent or would be disruptive to the class.
10. Untreated Drainage from Wound, Eye, or Ear Infections- Student should remain home from school until their physician advises their return.

Vision and Hearing Screening Programs

Vision and hearing screening is mandated for all students in kindergarten, first, second, third, fifth, seventh, and ninth grade levels; for children new to the school; and for any child with a suspected deficiency. This screening does not include extensive testing, but if a deficiency is found, the parents are contacted and advised to arrange for a more complete examination by a doctor or healthcare provider.

Other Screening Programs

When screeners are available, additional student screenings will be performed at the same time as the above screening. This includes lice, dental, height and weight, BMI ratios, and, in some cases, blood pressure screening. By sending a written note to the Health Office before the scheduled fall screening, parents may decline this screening.

Excused from Gym and Physical Activity

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

Bathroom Passes and Snacks for Medical Conditions

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

Head Lice Control Procedures

Head lice are described as an infestation of head hair by adult lice, larvae or nits (eggs). Itching is one main sign that can be observed.

Eggs hatch in one week and are capable of multiplying in two weeks. A special lice treatment sold at pharmacies is needed to kill the lice and the nits. Ask your healthcare provider or pharmacist for their recommendations before use. If directed to use the treatment and following the use of the lice shampoo **ALL NITS MUST BE REMOVED** before the child may return to school. Follow the suggestions on the lice treatment package for removing the nits (eggs). Lice can be spread as long as they remain on the infested person and until eggs in hair and/or clothing are dead.

If a child is suspected of having head lice at school the following procedures will be followed: children who have come into contact with the infested child will be checked; parents of the infested child/children will be informed regarding shampooing, cleaning, and combing out nits. The infested child will be excluded from school until the hair has been treated with a recommended lice treatment and all nits have been removed from the hair. Parents should remind their child about not sharing combs, brushes, hats and/or hair bands. The Colorado Health Department protocol and School Policy will be followed with regard to school attendance.

Colorado Mandatory Immunization Law

Please be advised that:

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

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

1. **Certificate of Immunization** from a licensed physician or authorized representative of the department of health or local health department certifying that your child has received minimum immunizations as indicated above.
2. **Statement of Exemption to Immunization Law** printed on the reverse side of the Colorado Department of Health Certificate of Immunization:
 - a) Medical exemption signed by licensed physician stating that the student's physical condition is such that immunizations would endanger life or health; or
 - b) Religious exemption signed by parent or guardian or emancipated child that he/she adheres to a religious belief whose teachings are opposed to immunizations; or
 - c) Personal exemption signed by parent or guardian or emancipated student that he/she adheres to a personal belief opposed to immunizations.

IMMUNIZATION REQUIREMENTS FOR CURRENT SCHOOL YEAR

It is the responsibility of the parent/legal guardian to present proof of immunization or a completed exemption form at the time of registration.

Kindergarten Students:

DPT (Diphtheria, Pertussis, Tetanus): **5 DOSES** upon school entry unless 4th dose was given on or after 4th birthday. In that case, only 4 doses are required.

POLIO: **4 DOSES** upon school entry unless 3rd dose was given on or before 4th birthday. In that case, only 3 doses are required. Written evidence of a laboratory test showing immunity eliminates the need for this immunization.

MMR (Measles, Mumps, Rubella): **2 DOSES** upon school entry. The first dose must have been given on or after the first birthday. Written evidence of a laboratory test showing immunity eliminates the need for this immunization.

HEPATITIS B: **3 DOSES** upon school entry. Written evidence of a laboratory test showing immunity eliminates the need for this immunization.

VARICELLA: **1 DOSE** upon school entry. Must have been given on or after the first birthday. Written evidence of a laboratory test or a history of the disease from a Health Care Provider or parent/guardian eliminates the need for this immunization.

*******ATTENTION: DO NOT CONFUSE HIB WITH HEP B WHEN CHECKING YOUR IMMUNIZATION RECORDS. HIB IS REQUIRED ONLY FOR PRE-SCHOOL CHILDREN AND IS AN INFLUENZA SHOT.**

1st, 2nd, 3rd, 4th, 5th, and 6th GRADE STUDENTS:

DPT	5 DOSES
POLIO	4 DOSES
MMR	2 DOSES
HEPATITIS B	3 DOSES
VARICELLA (CHICKEN POX)	1 DOSE

7th through 12th GRADE STUDENTS:

DPT	5 DOSES
POLIO	4 DOSES
MMR	2 DOSES
HEPATITIS B	3 DOSES

Colorado Mandatory Child Abuse Reporting Law

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

Classroom Information and Policies

Back to School Night

Parents and students are expected to attend Open House/Back to School Night, an opportunity to get an overview of the school year in your child's classroom.

Classroom Hours

Classes are 8:30 a.m. to 11:40 a.m. for Kindergarten a.m. sessions and 12:20 p.m. to 3:45 p.m. for Kindergarten p.m. sessions. Classes for all day Kindergarten, First Grade and Second Grade are 8:30 a.m. to 3:45 p.m. Classes for 3rd - 8th grade are from 8:15 a.m. to 3:45 p.m. Classes for high school are from 7:15 a.m. to 3:00 p.m.

Field Trips

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

Holiday Events and Observances

Holiday activities may be presented after school hours. Events will be scheduled in advance by filling out the events form available at the front office. All events must be pre-approved by the administration in writing. Acknowledging holidays serves the academic goal of education about history, culture, and traditions within a pluralistic society. As a public, non-religious, nonsectarian school, The Pinnacle must insist that concerts avoid programs dominated by religious music, though some may be included.

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

Parties

All parties celebrated will be school-wide parties scheduled by the school and not held in individual classrooms due to health concerns. Only food which is individually pre-packaged may be distributed to students. No home-baked items are allowed due to health issues.

Homework

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

Parents As Partners in Education

Parent Responsibilities

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

Public Complaints

The Board of Directors of The Pinnacle and administration seeks to provide the highest quality service to the public and wishes to improve wherever service may be deficient. Therefore, the administration invites constructive criticism from parents and patrons of the school.

The Pinnacle trusts, values, and supports its employees and seeks to protect them against unwarranted and unnecessary attacks. Therefore, all formal complaints by members of the public concerning school personnel shall be in writing and bear the signature of the concerned party.

Anyone who defames a Pinnacle employee and damages a person's professional reputation, whether before students or any third party, may be subject to legal action brought by the employee.

Parents or patrons of the school who wish to express a concern must follow the procedure listed below:

1. Initial Communication

A member of the public with a concern or complaint about a staff member should first try to resolve the matter directly and informally with the staff member concerned.

2. Review

If the matter cannot be resolved informally at the initial level, the concerned party should **submit a written statement** (the Expression of Concern form is available in the school Front Office) describing his/her concerns in a clear, specific and detailed manner and submit it to the appropriate principal or the staff member's supervisor. The principal or supervisor shall investigate the facts and meet with the concerned party and then with the staff person(s) named in the written statement in an effort to facilitate a mutually acceptable resolution. The issue shall be resolved within ten (10) school days from the receipt of the written statement unless the parties involved mutually agree to extend that period. After that time period, the principal or supervisor will supply the concerned party with a verbal or written result of the investigation.

3. Appeal

If the issue has not been resolved to the concerned party's satisfaction, he or she may submit a **written appeal** within ten (10) school days to the Executive Director. The Executive Director will hold a conference of all parties involved within ten (10) school days. The concerned party will receive a written response within ten (10) school days after the conference.

4. Appeal to the Board of Directors

If the issue is still not resolved to the concerned party's satisfaction, he or she may submit a written appeal within ten (10) school days to the Board of Directors. The Board has the discretion to accept or reject the Executive Director's resolution of the issue.

The Board of Directors will give its decision by the next regular meeting (or sooner, if the situation warrants). If the Board rejects the Executive Director's decision, it will hear the matter at the first regular session. A vote by a simple majority of the Board members shall be required to come to a decision. The matter will be heard in closed session unless the staff member involved requests an open hearing. The Board of Directors will supply the concerned party with a verbal or written result of the investigation.

Monthly Newsletter

Every month, the Family Communications Newsletter (FCN) is sent home with each child to communicate academic classroom information and school news. Parents may also receive the FCN and other school news via e-mail.

Weekly Communications to Parents from Teachers

Teachers send work home with students. The following items will be sent home on a weekly basis:

1. The previous week's work, which has been graded.

2. Any notes, newsletters or communications to parents from the teacher, school, or PTO.
3. The teacher will send a progress report to parents every two (2) weeks. These reports include s grades or pass/fail comments regarding every subject.

Parent-Teacher Conferences

Parent-Teacher conferences may be scheduled by the teacher throughout the school year. We request that parents/guardians attend the two parent conferences scheduled for October 2-3, 2008 and February 12-13, 2009. We encourage additional conferences with your child's teacher, if possible, on an appointment basis (drop-in conferences are hurried, and lack privacy and preparation).

Voting For Pinnacle Board Members

The Pinnacle School Board of Directors is composed of five (5) parent members who have vested in them the responsibility to oversee the administrators and school policy; review and approve the school's, budget; provide a listening and attentive ear to the school's community; and make decisions regarding grievances filed at the Board level. Self-nominations begin in Mid-August and continue through Mid-September. Board elections are held on the second Tuesday in October. Parents are encouraged to run for the Board and vote for individuals running for the Board.

Volunteer Work

The Pinnacle encourages and welcomes parent volunteers. Volunteering adds to your child's educational experience and demonstrates your commitment to your child's education. We ask that under school age children do not accompany parents while volunteering. Contact your child's teacher if you are interested in volunteering. Please see the Business Office for Volunteer application packet.

The Parent-Teacher Organization (PTO)

The PTO is a team of parents and teachers who provide support for school activities and trips; provide programs that enhance children's classroom experiences; encourage school spirit and pride; help foster a spirit of community, cooperation and communication; and demonstrate support through donations, support groups, events and committees. The Pinnacle encourages active participation in the PTO and welcomes any involvement you may be able to provide. If you want more information about the PTO, please contact the school at (303) 450-3985 ext. 600 to contact the President of the PTO.

Pinnacle Computer Policy

Computer Policy

This Policy applies to all Pinnacle Charter School computers

Philosophy

It is The Pinnacle's intent to provide Internet and server access to its staff and students to assist in education and curriculum planning.

Internet Use

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

- Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive, sexually explicit language; Violence, terrorist activities, or racial separatism.
- Students will not engage in personal attacks including discriminatory, prejudicial, harassing, slanderous, or libelous comments.
- Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional mis - or overuse of electronic distribution or storage space, e.g. downloading audio or video files not used in the classroom, or the spreading of computer "viruses" through the inappropriate use of files or diskettes.
- Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work or files.
- Purchasing items online from sites such as Amazon or E-bay.
- Use of chat rooms or email.
- Students will not use the system for any criminal act such as arranging the sale, production or trade of alcohol, drugs, weapons or other controlled substances; engaging in criminal or gang activity; threaten the safety of others or theft of records or information.
- Students will not use the system for private commercial or for-profit purposes, product advertisement or political lobbying.
- Violating local, state or federal statute.

Computer Use

The Pinnacle provides computers for student use. While the students use these computers on a daily basis it must be remembered that these computers are the property of The Pinnacle Charter School and must be used appropriately. Listed below are some examples of **inappropriate** use.

- Student's use of telnet or any instant messenger service at any time.
- Student's agreement to meet in person with someone they have met online.
- Student's use of any email, chat, instant message or message board programs or web sites at any time.
- Student's failure to promptly disclose to their teacher any message they receive that contains inappropriate content or makes them feel uncomfortable.
- Students who make deliberate attempts to disrupt the technology system performance or destroy data by any means.
- Students who attempt to gain unauthorized access to any outside system thru The Pinnacle's system.
- Students who attempt to log into any other account or access any other account for the purpose of deleting or browsing files
- Having hidden or password protected files.

Software

As restricted users, students will not have permission to load and install software.

Students will not download programs or other large files without the permission of the IT dept or other administrator.

Web Site Access

The Pinnacle Charter School uses St Bernard hardware to monitor and restrict Internet access. If students need access to a site, they should ask their instructor to submit a request form. The IT Department and The Pinnacle administration will review their request. The IT dept. will notify students of a decision. All decisions are final.

Security Practices

- Keep passwords absolutely secret. This ensures each user that no one else can access his/her computer and network resources by using their password.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- **Log off computers when leaving workstation. When a user logs off the system, all of the user's open files are closed. Windows XP remains running, so that another user can log on.**
- As activities are recorded, it is the student's responsibility to ensure that his/her password is kept secret. There will be no excuses for someone else using someone else's password. **If a password has been**

misused and the student has not asked an instructor or staff to contact the IT Department, the student will be held responsible for any misuse.

- If the student feels that his/her password has been compromised, ask an instructor or staff to contact the IT dept. This will limit the student's liability.
- Your user name will be your first name and last initial e.g.: JohnS

Plagiarism and Copyright

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

Disclaimers

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

Consequences for Violation of the Terms for Computer Use Agreement

Consequences for misuse of Pinnacle Computers will be at the discretion of the instructor, the dean's office, and school administration.

Important Policies and Statutes

Public Challenges

Pinnacle Policy

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

2.0 In keeping with the intent of this policy, please follow public complaint procedure.

Child Abuse Reporting

Pinnacle Policy

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

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

Controversial Issues

Pinnacle Policy

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

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

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

Administrative Procedure

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

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

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

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

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

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

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

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

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

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

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

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

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

(I) Political affiliations or beliefs;

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

(III) Sexual behavior and attitudes;

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

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

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

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

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

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

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

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

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

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

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

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

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

8.0 Whenever possible, appropriate learning alternatives, equivalent in value/quality to those which parents object, shall be provided in a non-stigmatizing manner when a student's parent/guardian determines that the student should not be exposed to the assigned materials, methods, curriculum, activities or presentations. This provision shall not be invoked so as to fundamentally alter school curriculum.

Homeless Students

Pinnacle Policy

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

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

1.1.1 Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds

due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

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

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

1.1.4 Migratory children who are living in circumstances described above.

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

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

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

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

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

Administrative Procedure

1.0 The grade level Principal will:

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

1.2 Mediate disputes concerning school enrollment;

1.3 Assist in making transportation arrangements;

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

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

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

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

2.0 Enrollment shall be immediate even if the student lacks records routinely required prior to enrollment. The school shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible the school shall seek immunization through no- or low-cost health care providers. If an expense is incurred, the school shall seek reimbursement through Medicaid if possible.

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

Law Enforcement [Partners]

The Pinnacle works cooperatively with the Federal Heights Police department. The Pinnacle has access to a law enforcement officer known as a "School Resource Officer" (S.R.O.). Maintaining campus safety and an orderly environment conducive to learning is of the utmost priority at The Pinnacle. In addition to working

with Pinnacle safety support staff, school administrators are directed to notify proper law enforcement representatives in all school-related situations which may involve criminal violations.

No Child Left Behind

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

Non Discrimination/Harassment

Pinnacle Policy

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

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

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

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

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

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

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

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

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

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

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

5.1 **"Staff member"** means all teachers, student teachers, paraeducators, support staff, administrators, bus drivers, custodians, nutrition services workers, coaches, contractors, and other agents of the school,

whether employed by the school or by a contractor or subcontractor of the school, or acting in a volunteer capacity.

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

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

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

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

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

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

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

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

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

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

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

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

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

6.0 Reporting (student):

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

7.0 Reporting (staff members):

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

8.0 Consequences:

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

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

9.0 Engaging in Retaliation or Making a False Report:

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

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

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

10.0 Mandatory Response to Report:

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

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

incident or complaint to a building administrator as soon as possible after witnessing or receiving the complaint.

Administrative Procedure

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

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

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

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

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

1.3 For staff members, The Pinnacle’s Human Resources Administrator may also receive complaints under this procedure.

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

Obtaining Offender Information

(Notification of Sex Offenders)

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

http://dcj.state.co.us/odvsom/Sex_Offender/SO_Pdfs/schoolresourceguideregistration.pdf

http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf

Political and Campaign Matters

Pinnacle Policy

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

Administrative Procedure

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

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

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

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

5.0 Use of Pinnacle Forum

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

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

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

6.0 Distribution of Political and Campaign Literature

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

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

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

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

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

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

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

Section 504 (Rehabilitation Act of 1973)

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

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

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

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

5. Parents or guardians disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer by notifying the Executive Director.
6. The designated Pinnacle Charter School Section 504 Coordinator is:

Ms. LaDorothy Lightfoot
The Pinnacle Charter School
1001 W. 84th Ave.
Federal Heights, CO 80260
Ph: (303) 450-3985

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

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

Staff Relations with Students

Pinnacle Policy

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

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

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

Student Records (Family Education Rights and Privacy Act)

In compliance with the “Family Educational Rights and Privacy Act,” here are your rights regarding student records.

If you have further questions, please telephone The Pinnacle for a prompt response to your inquiry.

Parents and students over 18 years of age (“eligible students”) have certain rights with respect to the student’s education records under a federal law called the Family Education Rights and Privacy Act, (“FERPA”). These rights include:

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

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

2. The right to request revision of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask The Pinnacle to change a record that they believe is inaccurate or misleading. They should write the school administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If The Pinnacle decides not to change the record as requested by the parent or eligible student, The Pinnacle will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

A school official is a person employed by the school as an administrator, supervisor, teacher, or support staff member (including but not limited to, paraprofessionals, transportation personnel, health and law enforcement unit personnel and before-and after school program personnel); a member of the Board of Directors; a person, agency or company with whom the school has contracted, or otherwise arranged to perform a special task or service; or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official (as defined in this Notification of Rights) in performing his or her tasks.

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

Upon request, The Pinnacle discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

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.

What student information is collected by the schools?

By state law, The Pinnacle Charter School must collect and maintain academic records on all students who reside and attend The Pinnacle. Cumulative records include birth date, sex, race, names and addresses of parents, academic work completed, standardized achievement scores, and attendance records. Other personal student records maintained by the school include scores on standardized intelligence and aptitude tests, health data, family background information, clinical findings, systematically gathered teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Where is the student record information kept?

Official records are maintained in the cumulative record at the school. The cumulative record holds the official student records and other data which school officials believe is needed to provide the best instructional services for each student. Financial aid to The Pinnacle is based on administrative records and other information sent to the State Department of Education.

How long are records kept?

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

What happens to records when a student leaves The Pinnacle?

When a student leaves The Pinnacle (graduates, moves away, withdraws), copies of the cumulative records are forwarded to other schools, colleges, and vocational institutes requesting them.

How may records be released to third parties?

Released Without Written Authorization

Information may be released to the following personnel and agencies (third parties) without written authorization from parents, legal guardians and/or adult students:

1. Officials of other schools or school systems in which the student intends to enroll;
2. Authorized representatives of federal or state education agencies;
3. In connection with a student's application for, or receipt of financial aid;
4. State and local officials or authorities to whom state law specifically says such information must be reported or disclosed;
5. Organizations such as the Educational Testing Service and the College Entrance Board, as long as the data is not personally identifiable.
6. Accrediting organizations;
7. Parents of a student who is 18 years or older and who is defined as dependent for income tax purposes;
8. Under certain emergency situations, to protect the health or safety of students; and
9. A recruiting officer for any branch of the U.S. armed forces who requests names, addresses and home telephone numbers of secondary school students. If a student does not want such information released, he/she must submit a written request to the school's principal on a form, available from the school.

In addition, federal regulations permit the disclosure, without prior parental consent, of certain types of information contained in an education record of a student to third parties when such disclosure would not generally be considered harmful or an invasion of privacy. Such information includes student's name, parents' names, student's date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance at The Pinnacle, degrees and awards received, and most recent previous educational agency or institution attended. Parents and students who have reached 18 years of age, may refuse to have any or all of these types of information released without written consent. To indicate such refusal, please request and complete an "opt-out" form at the front desk of The Pinnacle and submit it to your principal by October 1 of the school year.

Bullying Prevention Initiatives

Pinnacle Policy

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

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

Administrative Procedure

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

1.1 All students who believe they have been victims of bullying in any such circumstances shall immediately report it to an administrator or teacher at their school.

1.2 All students who witness bullying, if at all possible under the circumstances, are expected to make all possible efforts to seek the help of a school employee.

1.3 All administrators, teachers, and classified staff who witness student bullying in any circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the building administrator, and shall promptly report the bullying to the principal or principal's designee for appropriate action.

1.4 Each building principal or principal's designee shall ensure that all reports involving student bullying in any such circumstance are promptly and thoroughly investigated, and that appropriate action is taken.

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

2.1 Implementing programs to warn students that bullying is prohibited and advise them of the consequences for engaging in bullying activity, to encourage all students to immediately report incidences of bullying, and to create an atmosphere where bullying is not tolerated.

2.2 Implementing student peer mediation programs.

2.3 Holding conferences with the parent(s) of students who continue to engage in bullying after administrator/teacher intervention, in order to develop cooperative strategies for dealing with the student's behavior.

2.4 Separating students who continue to engage in bullying after administrator/teacher intervention or exclusion from particular school programs or activities until they can demonstrate acceptable behavior.

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

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

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

Classroom Removal of Disruptive Student By A Teacher

Pinnacle Policy

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

Administrative Procedure

1.0 As used in this regulation, the term "classroom removal" means the teacher's exclusion of a student from the classroom for causing a disruption in the classroom through behavior that is initiated, willful and overt on

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

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

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

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

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

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

3.4 The teacher may develop a discipline contract approved by the principal or designee after a student's first one-day removal from the classroom during any term, and must develop a discipline contract approved by the principal or designee after a student's second one-day removal from the classroom during any term. The teacher and school administration shall make all reasonable efforts to ensure that the discipline contract is developed and approved before the student is scheduled to re-enter class. However, the student shall not be excluded from class pending completion of the discipline contract and sufficient time for implementation. The discipline contract must include a statement of the desired behavioral goal, the student's action plan, and consequences if the student fails to do so. The discipline contract shall also indicate that a third classroom removal during a term will result in the student's removal from the classroom for the remainder of the term. As soon as possible, the teacher shall provide a copy of the discipline contract, as well as a copy of each revision thereto, to the student and the student and the parent or legal guardian of the student. In order for a student to be removed from class due to a third classroom removal, an approved discipline contract, a copy of which has been provided to the student and parent/guardian, must have been in place and implemented prior to the class period during which the third event occurred. Removals by substitute teachers may be counted as documented classroom removals at the discretion of the principal.

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

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

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

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

Student Conduct, Discipline, and Due Process

Pinnacle Policy

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

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

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

3.0 It shall be The Pinnacle's policy to foster continued attendance of all students at The Pinnacle.

Nonetheless, it is The Pinnacle's policy to exclude from school those students whose conduct makes their continued attendance detrimental to themselves, other students, school personnel or authorized volunteers.

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

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

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

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

Administrative Procedure

Students and parents or legal guardians are notified through this handbook of policies and administrative procedures concerning rights and responsibilities, rules of student conduct, and due process. Matters of common knowledge or practice shall be considered as notice of existing standards of conduct for students. In establishing and enforcing the rules for conduct, the principal/designee and staff shall be consistent with Colorado statutes and Pinnacle Policies and afford fair and equitable treatment to all students. Failure to comply with established rules shall result in disciplinary action in accordance with school Policies and Procedures.

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

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

2.1 Repeated interference with a school's ability to provide educational opportunities to other students.

2.2 Continued willful disobedience or open and persistent defiance of proper authority.

2.3 Theft, willful or grossly negligent damage, vandalism, defacing or destruction of school or private property.

2.4 Assault, as described in Policy in paragraph 3.1.7.

2.5 Physical or verbal abuse, or any form of intimidation, hazing, bullying, or harassment of a student or other person, as described in Policy in paragraphs 3.2.5, 3.2.6 and/or 3.2.7.

2.6 Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel, including behavior which creates a threat of physical harm to the student or to other students.

2.7 Designation of a student as "habitually truant" in accordance with Policy/Procedure Student Attendance.

2.8 Use of obscene language or involvement in obscene conduct.

2.9 Knowingly making a false accusation or intentionally giving false information regarding child abuse, sexual harassment, sexual misconduct; and/or allegedly committing an offense referenced in the Colorado Criminal Code.

2.10 Possessing, distributing, and/or communicating slanderous or libelous material.

2.11 Carrying, bringing, using, or possessing a dangerous item, as described in Policy in paragraph 3.2.9, or dangerous weapon, as described in Policy in paragraph 3.1.1 or 3.1.2.

2.12 Carrying, bringing, using, or possessing a facsimile of a weapon which a reasonable person would believe is a weapon, without the authorization of the school.

2.13 Activities and actions reasonably considered to be gang-related.

2.14 Manufacture, use, possession, sale, transfer or distribution of alcoholic substances or drugs, or being in an impaired state apparently caused by the use of alcoholic substances or drugs in the school.

2.15 Repeated use of tobacco products in violation of Policy.

2.16 Fighting, rioting or illegal disruptive demonstrations.

2.17 Having been expelled from any school district during the preceding twelve (12) months.

2.18 Behavior in another school district during the preceding twelve (12) months that is detrimental to the welfare or safety of other pupils or of school personnel.

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

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

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

1. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any weapon described above;

3. Any firearm muffler or firearm silencer;
4. Any destructive device, which includes:
 - A. any explosive, incendiary, or poison gas
 - 1) bomb;
 - 2) grenade;
 - 3) rocket having a propellant charge of more than four ounces;
 - 4) missile having an explosive or incendiary of more than one-quarter ounces;
 - 5) mine; or,
 - 6) similar device.

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

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

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

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

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

3.1.5.1 Drugs or controlled substances shall be defined as narcotics, drugs, and controlled substances, excepting drugs for which there is a valid medical prescription in effect, or which are sold over the counter, when use of such drug is (1) for the purpose for which it was prescribed or sold over the counter; (2) at the dosage prescribed or authorized; and (3) is consistent with a student’s attendance at and participation in, school classes and activities.

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

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

3.1.7 Commission of an act by a middle or senior high school student which, had it been committed by an adult, would amount to knowingly or recklessly causing bodily injury to another person. When charges have been filed in connection with an assault in a school building, school bus, in or on

school property, or at a school activity and are supported by a preponderance of the evidence, the commission of such act *shall result in mandatory expulsion for the first offense.*

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

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

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

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

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

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

3.2.4 Drug and alcohol offenses, other than Class One offenses

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

3.2.4.2 Using or consuming drugs or alcohol; and

3.2.4.3 Being under the influence of drugs or alcohol.

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

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

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

3.2.5.2 Repeated following a person;

3.2.5.3 Threatening another person with physical harm; and,

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

3.2.5.5 Hazing, or initiations which are demeaning or threatening.

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

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

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

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

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

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

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

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

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

3.3.4 Failure to attend detention.

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

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

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

3.3.8 Forgery or counterfeiting of documents or currency.

3.3.9 Unsafe operation of a motor vehicle on school property.

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

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

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

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

4.0 Habitually Disruptive Students – Mandatory Expulsion

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

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

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

1. Has been suspended for behavior pursuant to C.R.S. 22-33-105 (Grounds for Suspension, Expulsion and Denial of Admission) (1) (a), (b), (c), or (d);

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

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

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

5.0 Initial Suspension

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

5.2 Notice of Contemplated Suspension

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

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

5.2.3 The notice shall contain the following basic information:

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

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

5.3 Informal Conference

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

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

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

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

5.4 Decision - Contemplated Suspension for Further Investigation/Discipline

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

5.5 Suspension

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

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

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

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

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

5.5.5.1 Section 5.5.5 shall be applied in the following manner:

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

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

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

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

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

5.6.1 Principal/designees shall collaborate with the building's certified staff members to determine conditions under which it shall be deemed reasonable for a parent, guardian or legal custodian to accompany a student to school in accordance with this paragraph. Such conditions shall include, but need not be limited to: prohibition against bringing younger siblings or other children to school

during the specified period of time, and authority of the principal/designee to curtail the attendance of the parent, guardian or legal custodian if such attendance is disruptive to the educational process. In each individual instance in which use of this alternative is contemplated, the principal/designee shall meet with the student's teacher(s) to determine whether a reasonable basis exists to limit or expand such conditions.

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

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

6.0 **Extensions of Suspension**

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

6.2 **Initial Extension of Suspension**

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

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

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

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

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

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

6.3.3 If the staffing committee determines that the behavior for which disciplinary action is contemplated is related to the student's disability(ies) the student shall be removed from the classroom and placed in an appropriate alternative setting for a period which, together with the initial suspension, does not exceed ten (10) school days.

In appropriate circumstances, as determined in accordance with the Individuals with Disabilities Education Improvement Act of 2004, the placement in an appropriate alternative setting may be extended to forty-five (45) days. During such period, a fully-composed staffing committee shall meet to review/check the student's Individualized Education Program

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

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

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

7.0 Expulsion and Supplemental Extension of Suspension; Denial of Admission

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

7.1 Procedure for Expulsion or Supplemental Extension of Suspension

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

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

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

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

7.1.3 Hearing

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

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

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

forward Findings of Fact and Recommendations to the Executive Director at the close of the hearing.

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

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

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

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

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

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

7.1.6 **Miscellaneous**

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

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

7.1.6.3 Students who are suspended or expelled are prohibited from attending any school activity, as well as from being on any Pinnacle campus or property without the expressed approval of school administration. Failure to abide by this restriction shall be considered defiance of authority as described in Item 3.2.8 of this procedure, and may also result in a referral to law enforcement.

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

7.2.1 A student is subject to suspension or expulsion from educational services provided pursuant to this section. Such a student is not entitled to receive educational services during the period of this subsequent exclusion, except as otherwise provided in law for students with disabilities.

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

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

7.3.2 Alternatively, the Executive Director may determine to wait until the conclusion of the judicial proceedings if they have been filed in juvenile court to consider the expulsion matter, in which case it

shall be the responsibility of The Pinnacle to provide said student with an appropriate alternate education program or a home-based education program during the period pending the resolution of the juvenile proceedings.

7.3.3 No student who is being educated in an alternate education program or a home-based education program pursuant of this subsection shall be allowed to return to the education program at The Pinnacle until there has been a disposition of the charge. If the student pleads guilty, is found guilty, or is adjudicated a delinquent juvenile, The Pinnacle may proceed in accordance with C.R.S. 22-33-106 to expel the student. The period which the student spends in an alternate education program pursuant to this paragraph shall not be considered a period of expulsion.

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

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

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

Such information shall be made available to the building’s school improvement team for compilation as required by Colorado Revised Statute. Such information shall not include personally identifiable information pertaining to specific students.

9.0 The Right to Request Revision of Student Disciplinary Records-

Parents may challenge contents of a student disciplinary record in accordance with the provisions of Policy 5125 entitled “Your Rights Regarding Student Records: Elementary and Secondary School Parents and Students”.

Safe Schools

Pinnacle Policy

1.0 The Pinnacle is required by law to provide a safe and secure environment in school and at school activities in which students and staff are involved.

2.0 Restrictions upon freedom of student dress will be imposed, at the discretion of the administrator, whenever the mode of dress in question is:

2.1 Unsafe for the student or those around him/her; or

2.2 Destructive to school property, disruptive to school operations, or interferes with the educational process in general.

3.0 The Executive Director will ensure implementation of a plan for fair and consistent application.

Administrative Procedure

1.0 In order to ensure fairness, consistency and to avoid areas of possible misunderstanding in the implementation and/or enforcement of this policy, The Pinnacle will observe the following guideline:

1.1 Final authority to act upon disputes concerning implementation and/or enforcement of the Safe Schools Policy rests with the Executive Director and The Pinnacle Board of Directors.

- 2.0 Certain apparel, accessories and symbols are likely to interfere with the safety and security of those who attend or participate at Pinnacle, programs, and activities. The following items, therefore, are prohibited:
- 2.1 All professional athletic team attire to include T-shirts, sweatshirts, jackets, shoes, hats, and caps;
 - 2.2 Military/camouflage apparel not associated with an endorsed school activity or program;
 - 2.3 All steel-toed footwear;
 - 2.4 All attire indicative of gang affiliation;
 - 2.5 Hazardous apparel or jewelry or other items such as spiked belts, spiked wrist bands, spiked rings, spiked coats, chains, laser penlights, or ANY other items which are likely to injure the wearer or someone else;
 - 2.6 Graffiti, and other symbols, emblems, badges, etc., which reflect gang affiliation or represent advocacy of alcohol, tobacco and drug use, violence, disruptive behavior, religious, gender, ethnic or racial intimidation, or other criminal activity including, but not limited to, swastikas and confederate flags;
 - 2.7 Body marks, tattoos, or other body alterations which reflect or represent gang activity, advocacy of alcohol, tobacco and drug use, violence, disruptive behavior, religious, gender, ethnic or racial intimidation, or other criminal activity;
 - 2.8 All electronic communication devices (receiving and transmitting equipment), including beepers/pagers and cell phones are prohibited at the elementary school level. Electronic communication devices are permissible at the middle school and high school levels to be used before or after school, or for emergency situations only. Pagers or cell phones may be confiscated at any time should the device in question disrupt the learning environment or otherwise be used in a manner that violates the privacy or safety rights of others;
 - 2.9 Gang-related activity which interferes with the safe, secure and orderly learning environment. "Gang" shall be defined as set forth in state statute, reflected as an exhibit to this administrative procedure;
 - 2.10 Bandanas and "du-rags" are prohibited at all times;
 - 2.11 Hats and caps may be worn outside school buildings as appropriate for the weather, except as otherwise prohibited under this procedure.
- 3.0 This list shall be updated and modified as The Pinnacle deems necessary.

Search and Seizure

Administrative Procedure

- 1.0 **General Provisions** – This procedure shall not apply to any search, inspection or similar process not directly involving the privacy rights of a particular student.
- 1.1 School officials, as provided for herein, are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the school, or at a school activity, when there is a reasonable suspicion that the search will result in the discovery of:
 - a. "Contraband," which term includes all substances or materials prohibited by school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, guns, knives, and/or other weapons, incendiary devices, and dangerous instrumentalities; and/or,
 - b. Any material or item which presents an imminent danger of physical harm or illness; and/or,
 - c. Materials otherwise not properly in the possession of the student involved.
 - 1.2 "Reasonable suspicion" must be based on articulable facts and reasonable inferences which supply grounds for suspecting that the search will lead to evidence that the particular student has violated or is violating either a specific law or rule of the school.
 - 1.3 When possible, an involved student shall be informed of the reason for a search, and the official conducting the search shall attempt to secure the student's consent to the search.

1.4 The scope of a search must be no more intrusive than is reasonably necessary under the circumstances. All measures taken by school officials must be rationally related to the objectives of the search.

1.5 A written record of the particulars of the search shall be prepared explaining the basis for the search, including facts and inferences amounting to “reasonable suspicion.” Reference to any evidence obtained through the search, and to be used as the basis of disciplinary actions, shall be included in the report.

1.6 school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants.

1.7 school officials may remove contraband, materials or items which present imminent danger of physical harm or illness, materials not properly in the possession of the student involved, and school-owned materials from the locker, desk, or student storage area.

1.8 Reasonable efforts shall be made to notify the student’s parent, legal custodian, or guardian and secure his/her presence at the search. When prior notification will result in delay, which will impede the purposes of the search, or when efforts to notify are unsuccessful, the school official conducting the search, or designee, shall notify the student’s parent, legal custodian, or guardian of the search as soon as practicable thereafter.

2.0 Search of Lockers, Desks, and Student Storage Areas – School lockers, desks, and student storage areas are school property which The Pinnacle has made available for use by students for educational purposes, and school officials have the right to inspect lockers, desks and student storage areas in discharge of their duties.

2.1 No student shall lock or otherwise impede access to a locker, desk, or student storage area except with a lock provided by the school or otherwise approved. Locks not approved by the school are subject to removal and destruction.

2.2 A student’s locker, desk or student storage area shall not be opened for inspection except:

2.2.1 When directed by a school official because there is reasonable suspicion, as explained in paragraph 1.2 above, that the student is storing contraband, materials or items which present an imminent danger of physical harm or illness, or materials not properly in the possession of the student involved;

2.2.2 When searching for school-owned materials;

2.2.3 When seeking access for maintenance; or

2.2.4 When all such areas are being uniformly inspected for an appropriate school purpose.

3.0 Personal Searches – When there is reasonable suspicion, as explained in paragraph 1.2 above, that a particular student is in possession of contraband, materials or items which present an immediate danger of physical harm or illness, or materials not properly in the possession of the student involved, the school official shall have the right to search the student and to seize such materials.

3.1 Searches of the person of a student shall be limited to:

a. Searches of the pockets, shoes and socks of the student;

b. Any object in the student’s possession such as a purse or brief case; and/or,

c. A “pat down” of the exterior of the student’s clothing. The search of a person shall occur only in the presence of a third person of the same sex as the person being searched. Searches shall be conducted out of the presence of other students and in a private room.

d. When extreme emergency conditions require a more intrusive search of the student’s person, the school official shall contact the police.

4.0 Searches of Students on School Buses and/or Other Vehicles Used to Transport Students to and from School or on School-Related Field Trips or Activities

4.1 Generally, necessary searches of students on school buses or other vehicles shall be conducted by a school administrator or a teacher who is the sponsor for the school-related field trip or activity. When a search is based on reasonable suspicion that a particular student is storing contraband, law enforcement officials should be contacted whenever possible to conduct the search.

4.2 The grade level Principal or designee is authorized to conduct searches of students on school buses or other vehicles used to transport students to and from school or on school-related field trips or activities, when such searches are based on reasonable suspicion that the student is storing contraband.

5.0 Searches of Motor Vehicles

5.1 When there is reasonable suspicion that contraband, materials or items which present an imminent danger of physical harm or illness, and/or materials not properly in the possession of the student involved may be present in a student automobile, school official shall have the right to search the automobile when it is parked on, or being operated on, school property or at a school activity, and to seize such materials. When the owner of the automobile is other than the person operating or in possession of the automobile, the owner shall be notified that a search has taken place.

5.2 Applicable criteria as stated for search of student lockers, desks and student storage areas shall apply to search of a student automobile. "Student automobile" shall mean an automobile owned by, operated by or placed on school premises by any student.

6.0 **Seizure of Item** – Items set out in paragraph 1.1 may be seized when found in the course of a search. Any such items seized may be:

- a. Returned to the parent or guardian of the student from whom the items were seized;
- b. Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized;
- c. Turned over to law enforcement officers; or,
- d. Destroyed.

Tobacco Policy

Pinnacle Policy

1.0 The Pinnacle is concerned about the well-being of its students, employees and public, and recognizes that the use of tobacco products can affect health and safety by direct and/or indirect exposure and related hazards. Therefore, the use of tobacco products at any school sponsored event or activity and/or on all Pinnacle property, including all buildings, on school grounds, in school owned and leased vehicles, and at or in sites leased by the school, shall be prohibited.

This policy applies to all students, employees, and members of the public.

Administrative Procedure

Procedures for enforcement of the Tobacco Policy shall be applied as follows:

1.0 Students

1.1 A violation of the Tobacco Policy shall be considered a Class 3 offense as described in Administrative Procedure Student Due Process.

1.2 Applicable building discipline procedures and consequences shall apply.

2.0 Employees

2.1 Violation of the Tobacco Policy shall not be deemed to be just cause for disciplinary action other than the administration of an oral warning, except when:

2.1.1 The employee has a record of repeated violations of this or other applicable rules; and,

2.1.2 The violation is accompanied by conduct reasonably seen as insubordinate.

3.0 Public

3.1 Administrators may request members of the public who use tobacco products at any school-sponsored event or activity, and/or on all Pinnacle property, including all school buildings, on school grounds, in school-owned and leased vehicles, and at or in sites leased by the school, to refrain from such use.

3.2 Administrators may respond to further violations by a member of the public by issuing a directive for the member to leave school property or the school event.

3.3 Administrators may recommend to the Executive Director that a member of the community be barred from entering school property or attending a school activity for repeated violations of this policy.

Video and Camera Usage [On School Grounds and Pinnacle-Provided Transportation]

It is the responsibility of The Pinnacle to provide a safe and secure learning and working environment for students and staff. Video (camera) surveillance is utilized in schools, on school property, and on school provided transportation (including all school buses) to maintain safety and security. Although video surveillance may not always prevent incidents from happening, it does provide an additional deterrent and can provide valuable evidence in the event of an incident.

In all cases:

- a. The recording of specific events may and will be used in the prosecution of crimes against property, students, and staff.
- b. For the protection and privacy of students and staff, recordings will only be made available to school and law enforcement officials, parents/guardians, or other legal authorities as noted in (c).
- c. Parents/guardians or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set forth in Policy/Procedure Student School Records.
- d. Persons unrelated to an incident under investigation will not be permitted to view videotapes.

On Pinnacle property:

- a. The Pinnacle positions cameras in locations to provide the best possible views. These cameras are in operation 24 hours a day, seven days a week. Therefore, anyone who walks in view of these cameras will be recorded.
- b. Recordings are the property of The Pinnacle and are not ordinarily considered as part of the student's record.

On school-provided transportation:

- a. Each bus is equipped with a video recording device.
- b. Tapes may be routinely reviewed by the Transportation Director and/or designee, and evidence of student misconduct will be documented. Student conduct violations will be addressed in accordance with Policy/Procedure Student Conduct, Discipline and Due Process.

Weapons

Pinnacle Policy

1.0 Consistent with The Pinnacle's obligation to provide a safe and secure environment, it shall be a violation of this policy for any pupil, staff member, volunteer, or visitor to possess a firearm, explosive device, knife with a blade larger than three (3) inches, or other dangerous weapon when on Pinnacle property; at any school-related activity, regardless of location; on any vehicle owned by, leased to, or used by The Pinnacle or Pinnacle personnel.

2.0 This restriction shall not apply to individuals who are legally required and approved to carry or use weapons in order to perform their necessary duties and functions.

3.0 With the exception of School Resource Officers, and absent the express permission of the Executive Director, no school personnel may create nor authorize job descriptions which would in any way authorize the carrying of weapons.

4.0 Any such weapon which is brought onto property will be confiscated by school officials or law enforcement, and released only to appropriate law enforcement representatives.

5.0 Any violation of this policy will subject the individual to immediate exclusion from Pinnacle property and from all Pinnacle activities, wherever held, and/or disciplinary action up to and including expulsion or termination.

August 2008						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

September 2008						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	P	13
14	15	16	17	18	19	20
21	22	23	24	P	26	27
28	29	30				

October 2008						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	P	11
12	13	14	15	16	17	18
19	20	21	22	23	R	25
26	27	28	29	30	31	

November 2008						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	P	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

December 2008						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	P	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	R	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	P	30	31

February 2009						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	P	14
15	16	17	18	19	20	21
22	23	24	25	P	27	28









March 2009						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	R	21
22	23	24	25	26	27	28
29	30	31				

April 2009						
Su	M	Tu	W	Th	F	Sa
			1	2	P	4
5	6	7	8	9	10	11
12	13	14	15	16	P	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009						
Su	M	Tu	W	Th	F	Sa
					P	2
3	4	5	6	7	8	9
10	11	12	13	14	P	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

School Board Meeting Dates: Aug. 18, Sept. 15, Oct. 20, Nov. 17, Dec. 15, Jan. 26, Feb. 23, Mar 16, Apr. 20, May 18, June 16, July 21

KEY

	No School For Students
	No School
	Conference Day
	End of Quarter
	Progress Reports
	Report Cards
	Start/End of School
	Student Check In/ Assessment Days

School Hours:
AM Kindergarten: 8:15am to 11:40am
PM Kindergarten: 12:20pm to 3:45pm
All Day K - 2nd: 8:15am to 3:45pm
3rd-8th: 8:15am to 3:45pm
9th-12th: 7:15am to 3:00pm

168 Student Days
184 Teacher Days

- Check In**
- Aug. 5 : K-4th Check In (12-7pm)
 - Aug. 6 : 5th—8th Check In (12 -7pm)
 - Aug. 7 : 9th-12th Check In (12-7pm)
 - Aug. 11 - 13 : New Teacher Orientation
 - Aug. 11-13: K-2 Assessment by Appt.
 - 3rd-5th MAPs, Reading, Math testing
 - Aug. 14: All Teacher RTI In-Service
 - Aug. 15: Open House 4pm to 7pm
 - Aug. 15, 18 : All Teacher In-Service
 - Aug. 19 : Grades 1st -12th First Day
 - Aug. 25: Kindergarten First Day
 - Sept. 1 : Labor Day—No School
 - Sept. 12 : Progress Reports
 - Sept. 25 : Progress Reports
 - Sept. 26 : Teacher In-Service No School
 - Oct. 2 : Parent/Teacher Conf. (4:15-7:15)
 - Oct. 3 : Parent/Teacher Conf (8-Noon)
 - No School for Students
 - Oct. 10 : Progress Reports

- Oct. 16 : Quarter Ends
- Oct. 17 : Core Knowledge Conference
- Oct. 24 : Report Cards Go Home
- Nov. 10 : Teacher In-Service Day
- Nov. 11 : Veteran's Day—No School
- Nov. 17 : Parent/Teacher Conf. for At Risk Students (4:15 to 7:15)
- Nov. 24-28 : Thanksgiving Break
- Dec. 5 : Progress Reports
- Dec. 18 : Semester Ends
- Dec. 19 : Teacher Workday
- Dec. 22 to Jan. 2 Winter Break
- Jan. 9 : Report Cards Go Home
- Jan. 19 : MLK Day, No School
- Jan. 29 : Progress Reports
- Jan. 30 : Teacher In-Service Day
- Feb. 12 : Parent/Teacher Conf. (4:15-7:15)
- Feb. 13 : Parent/Teacher Conf. (8-Noon)

- Feb. 13: Progress Reports
- Feb. 16 : President's Day, No School
- Feb. 26 : Progress Reports
- Feb. 27 : Teacher In-Service Day
- Mar. 13 : Quarter Ends
- Mar. 20 : Report Cards Go Home
- Mar. 23—27 : Spring Break
- Apr. 3 : Progress Reports
- Apr. 17 : Progress Reports
- Apr. 24 : Teacher In-Service Day
- Apr. 27 : Parent/Teacher Conferences for At Risk Students (4:15 to 7:15)
- May 1 : Progress Reports
- May 8 : Teacher In-Service Day
- May 15 : Progress Reports
- May 21 : Senior Graduation
- May 25 : Memorial Day, No School
- May 27 : Kindergarten Graduation

- May 28 : Last Day of School
- May 28: Quarter Ends
- May 28: 8th Grade Continuation
- May 29: Teacher Check-Out
- June 5 : Report Cards Go Home