

## ARRIVING AT SCHOOL

The first bell rings at 8:05 AM. The academic day starts at 8:15 AM. Students should not arrive at school before 7:30 AM. Playground supervision does not begin until 7:50 AM. Any student that arrives before this time must be supervised by a parent or guardian. In case of inclement weather, students may enter at 7:30 AM for breakfast, and then proceed to the gym.

## ATTENDANCE

State Attendance Laws are explicit in the definition of valid excuses for absence from school. Acceptable reasons are: student illness, severe family illness, family death or funeral, medical emergencies, doctor appointments, or court appointments. Whenever possible, doctor and dentist appointments should be made outside of the school day, and certainly not during formal assessments or the first or last days of school. A student will be excused for one-half day for a medical appointment.

The appropriate administrator will review absences for any other reason than mentioned above and a decision will be made whether to excuse the student's absence. The parent is charged with the duty of keeping the student's attendance regular. **Anytime a pupil is absent, a parent should call the school attendance line 720-424-2840 as soon as possible, to report the absence and the reason for it.** When parents are unable to call, we do expect that the child will bring a written excuse (it may be written in the planner) to bring to the office when they return.

Excessive absences from a class for any reason will have a negative effect on a student's learning. **A habitually truant student is defined as a student who accumulates 4 unexcused absences in any month, or 10 unexcused absences or trancies in a year.** Judicial proceedings may be initiated according to the professional judgment of administration and staff for habitually truant students. Judicial proceedings **must** be initiated if the student has more than 30 trancies or unexcused absences during a school year.

**Whether an absence is excused or unexcused, it is the responsibility of the student to make up assignments, that would be missing due to an absences.** Whether an absence is excused or unexcused, it is the responsibility of the student to

follow the guidelines set forth by their teachers as to make-up work.

## TARDIES

School starts at 8:15 a.m. First period tardiness is unacceptable and disrupts the start of the school day. Severe medical emergency, doctor or dental appointment (with documentation) or major family emergency is the only reasons to be excused to first period. **Oversleeping is not an excused tardy. It is the student and parents' responsibility to make sure their student is in school at 8:15 a.m.** Tardiness for reasons other than mentioned above will be reviewed by the appropriate administrator and a decision will be made whether to excuse the student's tardy.

Students must be in their seats and ready to begin when the bell rings. Passing periods are designed for students to move to and from classes, to use the restroom and get a drink. Students are expected to use class time wisely. **Teachers will contact a parent the first time a student arrives late to class. If a student is late a second time they will be assigned to After School Detention for the next day. (See ASD in the interventions section.)**

Hall Sweeps: Random checks for students who are found in the hall after the tardy bell. Students found in the hall after the tardy bell, without a planner signed by a staff member will be **assigned ASD.**

## ANTICIPATED ABSENCES

When a parent wants a student excused before the end of the school day, the parent should write a note stating the time and reason the student should be excused. The student needs to bring that note to the office before school and exchange it for a slip, which he/she will show to the teacher when it is time to leave. This procedure is much more effective than calling in the information or simply coming into the office. Your child can meet you in the office rather than you waiting for a message to be delivered to your student to come in the office. We will then ask you to sign your child out as you leave.

**Only a parent or adult listed on the enrollment information form is allowed to pick up a student from school at a time other than the regular dismissal time. The adult must come inside and sign the student out and sign the student back in upon returning.**

Students who know in advance they will be absent for several days for urgent and unavoidable reasons should bring a note from a parent or guardian to inform the school of the absences. It is the student's responsibility to make up the work in the allowed time given by each teacher. Students who are truant or 'skipping' class will receive the appropriate consequences.

## **STAYING SAFE AT SCHOOL**

FPW is a safe place where all you need to worry about is doing your best schoolwork possible. We are a safe school because administration, staff, and students all work together to ensure a safe and positive environment. Some ways for you to help keep our school and yourself safe are: whenever you feel frightened or uncomfortable, tell the nearest adult. While you will also want to tell your parents, please talk to someone here at school first so we can get the problem solved.

Always be where you should be. If you are scheduled to be in class, be there. Stay in the designated areas during your lunch hour.

## **DRESS CODE POLICY**

### **Male Students**

- Slacks or shorts: Tan or blue color only. Absolutely no jean or sweat pant material will be allowed. Shorts may be no shorter or longer than knee high.
- Belts: Belts must be worn inside the belt loops. Belts will be plain black or brown.
- Shirts: Hunter green, gold, or white collared polo shirts must be worn at all times.
- Sweatshirts or sweaters: These are allowed, but a collared shirt must be visible underneath. Absolutely no hooded sweatshirts are allowed. All sweatshirts must be hunter green, gold or white.

### **Female Students**

- Slacks, shorts, skirts, or jumpers: Tan or blue color only. Absolutely no jean or sweat pant material will be allowed.
- Skirts, jumpers, and shorts may be no shorter than knee high. No slits are allowed in skirts, jumpers or shorts.
- Belts: Belts must be worn in the belt loops. Belts will be plain black or brown.

- Shirts and Blouses: Hunter green, gold, or white collared polo shirts must be worn at all times.
- Sweatshirts or sweaters: These are allowed, but a collared shirt must be visible underneath. Absolutely no hooded sweatshirts are allowed. All sweatshirts must be hunter green, gold or white.

## **Headwear is not allowed in the building (hats, caps, bandannas, du-rags, etc.).**

"Heeleys" or any other roller shoes are not allowed in school. If the shoes must be worn, the wheels will be removed.

Any student that does not meet the requirements of the dress code policy will be sent home to change. **Students that are repeat offenders of the policy will be subject to after - school interventions or suspension.** Any time missed from a dress code violation will be made up at After-school intervention.

## **THE APPROPRIATENESS OF STUDENT DRESS WILL ALWAYS BE UP TO THE DISCRETION OF THE FLORIDA PITT WALLER STAFF**

## **PERSONAL ITEMS**

School is your work place. Do not bring items to school that distract you from working. Other items that you bring to play with or entertain yourself and others with are not appropriate for school. Electronic items are not allowed at school (i.e., pagers, CD players, etc.) Cell phones may be brought to school; however, cell phone will be powered off and will not be seen on school grounds (i.e., school classrooms, bathrooms, or on the playground). Long chains or lots of gadgets that make your key ring jingle, toys, stuffed animals, and other playthings need to stay at home. Items that are valuable should never be brought to school. Any inappropriate item brought to school will be confiscated by the staff. The first offense the item will be returned after school. The second offense the item will be return to a parent. The third offense will result in item held until the end of school year. FPW is not responsible for the loss of a confiscated student's personal items.

Backpacks will not be allowed in classes. Female students will be allowed to carry a small cosmetic bag for personal needs. The cosmetic bag should not be any larger than 4"-6" in size.

## **MONEY AT SCHOOL**

There are not very many times you will need to have money at school. If you are buying tickets for something, paying for projects, or paying for lunch each day, you will need small amounts of money. Please do not bring money to school that is not needed.

## **LOCKERS** (Middle School Students)

**Students are not allowed to bring backpacks, purses or jackets into class. These items must be stored in a locker.**

You will be given a hall locker. Your locker is for your belongings only. It is your responsibility to follow these locker rules.

Locker guidelines:

- ✓ **Students may not share their locker with anyone but their assigned partner** (if applicable).
- ✓ Do not give your locker combination to anyone. Write it down somewhere safe so you can remember the combination. If you need help with your locker, or forget the combination, either ask an adult in the hall to help you or go to the Dean's office, after obtaining a pass from your teacher.
- ✓ Close your locker and turn the combination, so no one can get into your locker.
- ✓ You may not go to your locker during your lunch period.
- ✓ Students who are found to be sharing lockers will be assigned the appropriate consequences.
- ✓ You may go to your locker before school and after lunch only. Middle school students will not be permitted to go to their lockers after school. All coats, backpacks, and any other "go home" items will be taken to specials with the students.

**If YOU WANT TO SEE THE NURSE, A COUNSELOR OR ADMINISTRATOR?**

At the beginning of each class period, you may ask your teacher for a form to fill out asking that the appropriate person send for you.

The form asks your name, your class schedule, who you want to see, and the reason. (If it is an emergency, **TELL YOUR CLASSROOM TEACHER**. Be sure if you say it's an emergency that it really is.) If it's not an emergency, the administrator, counselor nurse will send for you. **DO NOT GO TO THEIR OFFICES UNTIL THEY SEND FOR YOU.**

## **YOU HAVE LOST AN ARTICLE**

Check in all your classrooms and the office. You are responsible for your personal property. Be sure you put your name on your belongings; you may be able to find a lost article if you do. Ask for a pass to check the lost and found. You will not spend class time looking for items that do not belong at school. Items in lost and found will be donated to charity if not claimed within one month.

## **TELEPHONE**

The office telephone will be limited to use for school business only. **Students use the office phone only for emergency calls and with permission from an office staff member.** Students must plan ahead if they need a ride or to change plans.

## **SCHOOL MEDICATION POLICY**

According to Colorado Law, prescribed medication is given at school only upon written request from the student's local attending physician.

The school nurse must receive a request from the student's doctor before she is allowed to give medicine to a student. **All medication will be kept in the nurse's office and will be administered by the nurse or other school official.**

Non-prescriptive drugs will not be given at school. Students may not have in his or her possession any drug, legal, illegal, prescription or over-the-counter. If one of the above is found in a student's possession, consequences will be assigned.

## **CAFETERIA**

**Breakfast** will be served from 7:30 AM until 8:00 AM. Students eating breakfast will go to the play ground or to the gym on inclement weather days.

**Lunch** may be purchased or brought from home. Snacks are also available for purchase.

Full Price is \$1.65  
Reduced Price is \$ .40

Free and reduced meals are available for students whose families meet federal guidelines. If your parents think you may qualify, talk to the cafeteria manager or the office to pick up an application. The application must be returned to the cafeteria manager for approval.

## Lunch Rules

- ✓ Students will line up in single file line and proceed to the cafeteria with their teacher. There is no shoving, running, yelling, pushing, or cutting in line.
- ✓ After getting your food, you will sit at your assigned table.
- ✓ Use good manners at lunch, which includes eating only from your lunch, using conversation voices, and being respectful.
- ✓ Remain in your seat until a lunchroom supervisor signals you that you may leave.
- ✓ When leaving, be sure that all trash is removed from your area. If something has been spilled, please take care of that before you leave.
- ✓ **Food and utensils** may not be taken from the cafeteria.
- ✓ You need permission to go to the nurse, bathroom, office, etc. You will need a pass from the lunchroom supervisor.

## GUM AND CANDY

Students will not be allowed to chew gum or eat candy during school hours. Candy may be given to students as a reward at the end of the day, but never eaten in the school.

## PARENTS/VISITORS

We welcome you to visit our school at anytime. It is necessary to sign in and out of the office and wear the visitor pass provided.

## SCHEDULE CHANGES

When students are not being successful in class, there may be a variety of explanations. Many times, student and parents immediately decide that a change of teachers is the best answer. Usually, that is not the problem at all. Whenever a student has a classroom problem, the parents and/or student should discuss the concern with that particular teacher and/or the team. If the problem cannot be solved, then the principal or assistant principal will be happy to have a conference with the parents, student and teacher. **We do not change students' schedules except to balance class sizes, correct an error in a schedule, or at administrative request.**

## HALL TRAFFIC

All students are expected to proceed through the hallways at a normal walking pace, **keeping to the right-hand side as they walk**. Running in the halls, horseplay, and yelling is disruptive and will not be tolerated. Passing period is the time to go from one room to the next, and/or use the bathroom. Middle school students may only go to their lockers before and after school, and before lunch.

## DISCIPLINE POLICIES AND PROCEDURES

The goal of disciplining students is to modify student behavior so all students can be successful. An administrator will initiate all suspensions and/or expulsions. When students break rules, we will work with them and their parents to correct those behaviors. The teacher is in charge of the classroom and is responsible for normal classroom discipline. Teachers will usually be the first ones who may work with you or your parents regarding your behavior. Each classroom teacher will share with students their specific established classroom behavioral expectations and consequences. The teacher may contact the parent, and/or assign consequences in order to change the disruptive behavior. Students are expected to complete any consequence assigned by a teacher.

If, after having worked with a student on behavior, the classroom teacher believes additional help is needed, a student may be referred to the appropriate administrator. Some behaviors, which are severe in nature, will result in an immediate referral to administration.

The Bison Pride Code of Conduct and school wide expectations are strictly enforced at Florida Pitt Waller. Students should learn the expectations and use the expectations when making decisions at

school. Failure to follow the expectations will result in a consequence. A student may discuss their concerns about a write-up with the Student Advisor, with a pass, **however arguing with a teacher will result in a consequence.**

### **TEACHER REFERRAL LADDER**

When a student's behavior requires disciplinary action, the following referral ladder is implemented. Actions are followed sequentially and records are kept of the actions taken. Depending on the severity of the event, the students' intervention could elevate to a higher level!

Level 1 Teacher conferences with students and reminds him/her of rules; student faces classroom or school consequences.

Level 2 Teacher contacts home and informs parent.

Level 3 Teacher requests parent conference. Student often attends conference. Parents may be requested to shadow the student for a day.

Level 4 Teacher requests student conference with the dean, or assistant principal. Student will be assigned a consequence.

Level 5 The dean, or assistant principal conferences with student again, and suspension with parent conferences or expulsion may result.

### **UNACCEPTABLE BEHAVIORS**

Some of these behaviors may result in possible police charges. If the school feels that any student behavior may constitute a crime, the school will immediately contact the police. The school does not interfere with a police investigation and will therefore contact the parents or guardians of the students involved when the appropriate measures have been taken.

#### **SPECIFIC BEHAVIOR PROHIBITIONS**

A. The following actions are expressly forbidden, will subject the student to disciplinary action:

1. Behavior on or off school property, which is detrimental to the welfare or safety of other students or school personnel.

2. Behavior, which interferes with a school's ability to provide educational opportunities to other students or violates the school code of conduct.

3. Causing a disruption on school property, in school vehicles, or at school events. This includes individuals who by their actions contributed to the cause of a disruption directly or indirectly.

4. Carrying, bringing, using, or possessing a dangerous weapon, including, but not limited to:

a. A firearm, whether loaded or unloaded.

b. An object that looks like a firearm.

c. Any pellet, "BB" gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

d. A fixed-blade knife with a blade longer than three inches, a spring-loaded knife, or a pocketknife with a blade longer than three and one-half inches.

e. Any other object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

f. Slingshots, Nunchaku, brass knuckles, or artificial knuckles of any substance whatsoever.

5. Gang-related activities and such gang-related characteristics as colors, hand signs, graffiti, apparel, jewelry, notebooks, trademarks, and any other attributes denoting gang affiliation as determined and prohibited by school administrators from time to time.

6. Sale, distribution, possession, use, or being under the influence of alcohol, a drug, or controlled substances.

7. Fighting

8. Assault

9. Robbery

10. Theft, larceny, or breaking and entering.

11. Use or possession of tobacco on any school grounds, in any district vehicle or at any school activity or event.

12. Making a knowingly false accusation of child abuse against a school employee.

13. Harassment

14. Bullying

15. Willful destruction or defacing of the property of others.

16. Use of obscenities or vulgarities verbally, written or in gesture.
17. Use of slurs, including but not limited to those based on disability, ethnicity, gender, race, religion, or sexual orientation or gender identity.
18. Personal appearance or lack of hygiene that is disruptive.
19. Violation of school district or school dress codes or wearing apparel deemed disruptive.
20. Willful disobedience or open defiance of authority.
21. Assault upon, disorderly conduct or any criminal conduct directed toward the person or property of any school employee or adult volunteer.
22. Conduct on or off school premises which would constitute a crime of violence if committed by an adult, regardless of whether other students or school personnel are involved.
23. Direct or implied threats against persons or property.

## INTERVENTIONS

The following are possible interventions that may be used to correct poor student behavior:

### **Parent conference and Behavior Contracts:**

Teachers will be required to make contact with a student's parent when poor behavior results in classroom disruptions. In the event that this contact does not remedy the problem the parent will be required to come to the school for a conference with the appropriate school designee. At this conference a behavior plan or contract will be developed.

**After School Detention:** During ASD a student is expected to remain quiet and complete work assigned to them. Failure to do so will result in additional ASD days to be assigned, or an out of school suspension. A parent/guardian notification will be sent home with the student the day of the event, notifying the parent/guardian of the students' ASD assignment. Students must return the signed copy to school to prevent additional ASD assignments. Students will be assigned ASD for the following reasons:

1. Violation of the school's tardy policy.
2. The student is identified in a random hall sweep after the tardy bell.

3. To complete missing, incomplete, or insufficient assignments as determined by the teacher.

**Out of School Suspension:** If a student is suspended from school, they may not be on Denver Public School Property or participate in any DPS event during the suspension, regardless of where the event is held. If a student is suspended a day before a holiday or before a weekend the suspension will run until the beginning of the next school day. A minimum three (3) day suspension shall be mandatory for any student who:

1. Intentionally, willfully, or recklessly causes damage to the property or injury to the person of any school employee;
2. Engages in an assault upon, disorderly conduct toward, harassment of, or criminal conduct toward a school employee; or
3. Knowingly makes a false allegation of child abuse toward a school employee.

## SUSPENSION OR EXPULSION

Students may be suspended or expelled for prohibited behavior which:

1. Is detrimental to the welfare or safety of pupils or school personnel including intentional or reckless behavior that creates a threat of physical harm to any other persons.
2. Interferes with the school's ability to provide educational opportunities to other students.
3. Demonstrates willful disobedience or open and persistent defiance of authority.
4. Would constitute a crime of violence.
5. Is willful and results in destruction or defacing of school property.
6. Prohibited gang related activity.
7. Is on school property and is determined by a principal to be a serious violation of the conduct code warranting suspension or expulsion.

**Expulsion shall be mandatory for:**

1. Bringing, carrying, using or possessing a dangerous weapon, as defined above, unless the weapon is brought to school accidentally and the student gives the weapon to an adult school employee as soon as the student discovers the weapon.
2. Commission of an act which, if committed by an adult, would be robbery.
3. Commission of an act which, if committed by an adult would be first or second degree assault.
4. The sale of a drug or controlled.
5. Declaration as a habitually disruptive student.

## **SEARCHES**

The nature of a school setting requires that school district property and student property brought onto school premises be subject to search as necessary to enforce school rules and ensure the safety of students, staff, and members of the public. Searches by school officials on the school premises may be conducted as follows:

1. All school district property, including any room, closet, locker, desk, computer equipment, book, and electronically recorded information, is subject to search at any time. Students are expected to understand that the contents of any such property are subject to examination by school officials without notice, for any reason deemed sufficient by those officials.
2. Backpacks, briefcases, lunchboxes or other similar containers brought onto school property shall be subject to search at any time.
3. Purses, wallets, and clothing shall be subject to search upon reasonable suspicion of a school official that such a search may reveal evidence regarding the commission of a crime or a violation of this student conduct and discipline code.