

Parker Core Knowledge Charter School

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Parent Handbook

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1. PCK

1.01 – Definitions

As used in this Policy Manual, the terms set forth below shall have the following meanings:

- (a) “Operating Council” (OC) shall mean the Operating Council of PCK.
- (b) “CKCS” or “PCK” shall mean Parker Core Knowledge Charter School.
- (c) “District” or “DCSD” shall mean Douglas County School District Re. 1.
- (d) “Member” means a person who is a member of PCK’ OC, as set forth in Parker Core Knowledge Charter School’s bylaws.
- (e) “Director” and “Principal” mean the head administrator of PCK.
- (f) “Parent” means a parent or legal guardian of a PCK student.

1.02 - Mission Statement

PCK is committed to building a solid foundation of knowledge and skills, while challenging each individual to become a critical thinker, responsible citizen and future leader.

Guiding Principles:

- We will respect and adhere to the guidelines presented in our Charter
- We will offer a well-rounded curriculum including Spanish, technology, physical education, art and music
- We will consistently evaluate and adjust our curriculum, technologies, strategies and systems to leverage our past successes as well as ensure a high level of achievement among future students
- We will provide targeted and advanced instruction that will help students exceed standards in reading writing and math
- We will teach and reinforce Core virtues both individually and throughout the broader school community
- We will encourage, acknowledge and reward demonstration of our Core Virtues from kindergarten through eighth grade
- We will promote, recognize and reward leadership from kindergarten through eighth grade
- We will reinforce the importance of and promote opportunities for volunteerism among the PCK community and the Parker community at large

O/C Revision 11/20/08

1.03 - Brief History

The idea to establish a school based on the Core Knowledge curriculum and to offer foreign languages began with a small group of parents. These parents shared a commitment to offer an academic environment centered on the content-rich Core Knowledge curriculum. Through their hard work and perseverance, the school charter application was approved. Work got underway to find and prepare a facility in time to open for the 1994/95 school year. On September 6, 1994, Parker Core Knowledge Charter School opened its doors to 164 students, nine teachers, a tutor, three educational assistants, a school secretary, a Principal, and a nine-member governing board.

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Today, PCK consists of 600 students, 26 classroom teachers, 10 specials teachers (PE, music, art, tech, and Spanish), 4 full time aides, 6 resource teachers, 1 school secretary, an operations manager, a business manager, an vice-director/academics, a school director, and a nine-member governing board. What started as a grass-roots effort to establish a first-rate school based on a strong curriculum with strong parental involvement has flourished. PCK students consistently score among the highest in Douglas County and the state of Colorado on standardized CSAP tests.

The combined talents and dedication to a true partnership between teachers, students, and parents have resulted in significant success. Today PCK remains committed to maintaining a strong educational environment that develops the skills, talents, and abilities of all its students..

1.04 - Director's Message

Welcome to Parker Core Knowledge (PCK)! PCK is a well-established P-8 public charter school in Douglas County that is known for excellence in academics. Featuring the highly respected Core Knowledge curriculum, and leveraging a strong partnership with parents, the PCK staff works hard to ensure that each and every student is able to reach his or her academic potential; the overarching goal is to place each student on the highest possible track in high school. In addition to teaching the basics of Reading, Writing and Math, PCK also offers a well-rounded education that includes Science, Social Studies, Foreign Language, Music, Art, Technology, and Physical Education. PCK is proud to graduate strong, disciplined, knowledgeable and enthusiastic student learners who are ready for the academic and leadership challenges of high school and beyond.

2. The Operating Council

2.01 - Governing Body

An Operating Council (OC) consisting of nine members who govern PCK: six elected parents, at least one teacher, and the School Director. Parents and teachers are elected members. The School Director is automatically a member of the OC. The job of the OC is to set policy for the administration to carry out and to oversee the school finances.

The OC conducts meetings one evening per month unless otherwise noted. Meeting dates and times, along with an agenda are posted on the school website. Everyone is encouraged to attend these meetings. Notice of meetings is posted 24 hours prior to meetings on the school website. The current OC members are listed annually in the school directory and on our website.

When giving suggestions or input to the OC, guidelines are as follows:

- All input to the OC should be put in writing. Suggestions for the OC can be turned into the office and will be handled confidentially.
- All input will be shared with all OC members.
- The OC will discuss/resolve input at next regularly scheduled meetings.
- A Communications Officer will be designated.

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- Written input will receive written acknowledgment within one week following the next OC meeting.

2.02 - Standing Committees

(a) CKCS Building Corporation.

- (1) The CKCS Building Corporation was incorporated as a corporation under the laws of the State of Colorado in October 1999. Its primary purpose is to construct and maintain a school building to be used for the Parker Core Knowledge Charter School.

Reference: Bylaws of CKCS

Building Corporation

- (b) Foundation at PCK.** The Foundation at PCK is the official fundraising arm of the school. The vision of the foundation is to create a tradition in fundraising that rivals our tradition of academic excellence at PCK. The high quality education PCK provides cannot be achieved from the operating budget alone. It is essential for the foundation to raise additional funds each year for the many school-wide needs that are not covered by our general operating budget.

Mission: The Foundation at PCK will promote and support the educational advancement of PCK through the development of private resources and charitable donations.

Vision: To provide financial support to PCK that will enhance the learning environment while upholding a standard of excellence in education.

- (c) School Advisory Committee (SAC)** will be responsible for:

- (1) The academic accountability process of PCK.
- (2) The School Improvement Plan (SIP)
- (3) The annual parent survey

- (d) Parent Teacher Organization (PTA)**

- (1) The PTA of PCK is a parent run organization that incorporates parents into school wide community events and fundraising.

2.03 - The PCK Charter

A copy of the PCK Charter is available for viewing in the main office upon request.

3. Personnel

3.01 - Equal Opportunity Employment

PCK shall not discriminate against any employee on the basis of race, creed, color, gender, national origin, religion, ancestry, age, or disability in its recruitment, selection, training, utilization, termination, or other employment-related activities.

3.02 - Faculty and Staff

The PCK faculty and staff consists of the following members:

<i>Administration</i>	<i>Teaching</i>	<i>Support</i>
School Director Vice Director	Classroom Teachers - K-8 Physical Education	Speech/Language Special Education

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Operations Manager School Secretary Business Manager	Spanish Media/Technology Music Art	Tutorial Program Educational Assistants Carpool Coordinator School Counselor Senior Volunteers
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4. School Information

4.01 - Technology Acceptable Use and Social Media Policy

This Policy sets forth the Parker Core Knowledge Charter School ("PCK") requirements with respect to (i) use of technology systems owned by PCK or in use at PCK or PCK-sponsored events and (ii) the use of Social Media in regards to PCK by staff, students and parents.

1.0 INTERNET USAGE

- 1.1 Offensive Sites. Accessing sites containing any of the following is strictly prohibited:
 - 1.1.1 adult content (including, but not limited to, pornography, profanity and nudity) and
 - 1.1.2 offensive or degrading material (including, but not limited to, expression of opinions based upon sex, religion, ethnic background, race, or creed).
- 1.2 Computer Viruses. All computers with Internet access must have anti-virus software installed and operating. Disabling anti-virus software is prohibited.
- 1.3 File Downloads. All downloaded files must be scanned for viruses and the use of such downloaded files must comply with all applicable intellectual property laws and regulations. Compressed files must be scanned before and after decompression. Only the Technology Administrator may download or authorize the download of program, driver, and font software in addition to background images, screensavers, and clip art.
- 1.4 Internet Applications.
 - 1.4.1 Some Internet sites require "plug-in" software such as QuickTime or Shockwave. Only the Technology Administrator may authorize the download or installation of plug-ins.
 - 1.4.2 The use of "streaming" information systems is not allowed. This includes any internet based system or service that maintains a resident, continuous feed of information and includes but is not limited to online music players, stock ticker tape systems and real time weather broadcast systems. These systems consume significant bandwidth resulting in rate increases for PCK's internet service.

2.0 E-MAIL SYSTEMS

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- 2.1 Confidentiality. Because e-mail often travels over unsecured connections, it should be assumed that all transmissions could be examined by a third party. The e-mail system and the messages contained therein are PCK property. PCK reserves the right to monitor and/or view any content sent through the system or over the PCK network.
- 2.2 Usage Restrictions. Internet e-mail accounts may be established for employees requiring external communication. The use of non-PCK, web-based e-mail systems on PCK property or at PCK-sponsored functions is subject to this policy.
- 2.3 Message Content. The use of profanity or adult content, in any form (for example, a typed message or an attachment) is not permitted.
- 2.4 Computer Viruses. Any file attachment to an incoming Internet e-mail message must be scanned for viruses before it is opened or viewed. In particular, Word and Excel files can contain macro viruses that run automatically when the file is opened. If you have Internet e-mail and are not familiar with the operation of the anti-virus software, contact the I.T. department for training.
- 2.5 Network Traffic. The e-mail software on the individual computers operates by polling the mail servers for new mail. The polling rate is a setting in the client (user's) computer. Every time a client computer polls a mail server it generates network traffic. Unless approved by the I.T. department, no computer shall be set to poll more frequently than five (5) minute intervals.
- 2.6 Forwarding Messages. A PCK computer user may choose to automatically forward e-mail messages to another e-mail account in the event of a prolonged absence from PCK grounds. This may be done by any e-mail system user at their own discretion. The use of the e-mail account receiving forwarded messages is subject to this policy during the period of automatic forwarding.

3.0 COMPUTER NETWORK AND WORKSTATION SECURITY

- 3.1 Network Accounts. This section deals with issues related to network logon accounts and their usage. These are the accounts that identify specific individual computer users and control general network access and rights.
 - 3.1.1 Periodic changes to network passwords are required to ensure security. It is recommended that PCK computer users change their passwords every thirty (30) days. Users may choose their own passwords and will implement the change from their own workstations.
 - 3.1.2 All issues pertaining to network accounts and passwords should be directed to the Technology Administrator. The Technology Administrator is the sole entity that can create, modify or remove network user accounts. Account generation requires the explicit approval of the Technology Administrator to ensure proper training and usage of network systems.

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- 3.2 Accounting Packages. This section deals with issues related to the user accounts used to gain access to accounting systems. This includes any application employed by the Business Manager that requires a secure log-in including but not limited to Payroll and GL systems.
- 3.2.1 Accounting system passwords must be changed at least every three (3) months.
 - 3.2.2 The Business Manager is responsible for maintaining an accurate, up to date list of all permissions for all users of all accounting systems.
 - 3.2.3 All issues pertaining to Accounting system accounts and passwords should be directed to the Business Manager. Both the Technology Administrator head and the Business Manager can designate representatives to create modify or remove Accounting user accounts and passwords. Account generation requires the explicit approval of the Business Manager to ensure proper training and usage of the Accounting systems.
 - 3.2.4 Remote access to accounting systems is prohibited. No such access may be established or maintained.
- 3.3 General Password Protection. This section relates to all system passwords employed by PCK computer users in the course of their normal business functions. This includes, but is not limited to, passwords for the Network and Accounting Packages.
- 3.3.1 Passwords should not be written down or stored, physically or electronic, in any way.
 - 3.3.2 Users should not give out nor attempt to obtain PCK system passwords belonging to other users.
 - 3.3.3 PCK computer users are not required to give a system password to PCK Technology Administrator personnel. In order to effectively troubleshoot, maintain or upgrade a system PCK IT personnel may require the use of a computer user's profile or access to the user's system account to perform the required operation. If the user does not tell the IT staff member the password for a given system the computer user is required to cooperate fully with the IT staff member and provide access to the system account for the duration of the required operation.
 - 3.3.4 PCK Technology Administrator may change any system password for any user in the event of an emergency, to facilitate a request by the user's department head or in the event of a necessary system update.
 - 3.3.5 System passwords may not contain offensive or profane content. This includes but is not limited to racial, ethnic or sexual terminology, slurs or slang.
- 3.4 General Workstation Security. This section relates to use of PCK networked computers.

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- 3.4.1 Users may not allow others to use their system accounts. System accounts include but are not limited to accounting packages, e-mail and access to the Internet. Users are responsible for all actions performed under their system accounts regardless whether they performed the action personally or not.
- 3.4.2 All requests to change a user's permissions/access should be directed to the Technology Administrator. The Technology Administrator will validate any requested changes to a user account with the Director prior to processing the request.
- 3.4.3 Computer users must ensure that others cannot use their accounts. Techniques to accomplish this requirement include enabling screen saver passwords, logging off of computers upon completing work and locking office doors.
- 3.4.4 Any user with access to highly sensitive material should utilize screen-saver passwords to lock down their account in the event of inactivity for longer than five (5) minutes.
- 3.4.5 All computer users must log off or lock the computer at the end of the workday.
- 3.4.6 When using a general or shared computer, users are required to log off at the end of their work session. In the event that another user has not logged off a general or shared computer system prior to leaving the area, the next user must log the previous user off and re-log in under his or her own account before using the system.
- 3.4.7 In the event that a system user feels that their system password has been compromised and/or known by another party, the user is required to change the system password immediately.
- 3.5 Data Security. This section addresses the proper handling of data transmissions to parties outside of PCK, including but not limited to data transfer via internet based transmissions (e-mail, FTP etc) as well as transferring data to physical media (diskettes, zip disks etc).
 - 3.5.1 Data transfers of proprietary, sensitive or personally identifiable information require the approval of the Director.
 - 3.5.2 When re-transmitting data that is received from third parties, users are required to enforce the same level of security exercised by the originating party and must mimic the treatment of the data as the third party at all times.
- 3.6 Employee Turn over. All system accounts utilized by a departed employee must be disabled and may not be used by another employee.
- 3.7 Laptop Users.

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- 3.7.1 PCK laptop users are required to restrict access to PCK laptops to PCK employees by enabling screen-savers and ensuring the physical safeguarding of the system.
- 3.7.2 Laptop users must contact the Technology Administrator immediately if their laptop is lost or stolen.
- 3.7.3 PCK laptop users may not install software on a PCK laptop without the approval of the Technology Administrator or a designee.

3.8 VPN Connections.

- 3.8.1 PCK employees with VPN access into the PCK computer network may not provide details of the nature of the technology used to non-PCK employees.
- 3.8.2 PCK VPN users may not load PCK VPN software or attempt to use a VPN connection into PCK computer network on any non-PCK owned computer systems.
- 3.8.3 In the event that a user feels that the security on their VPN account has been compromised in any way, that user is required to contact the I.T. department immediately.
- 3.8.4 PCK employees may not allow non-PCK personnel to use their VPN connections at any time.

3.9 Additional Requirements.

- 3.9.1 Non-PCK employees may not use any PCK computer system or use their own computer on the PCK computer network without the explicit approval of the Technology Administrator.
- 3.9.2 Information regarding security aspects of PCK computer network may only be conferred to a third-party by the Technology Administrator.
- 3.9.3 Users must inform the Technology Administrator immediately in the event of any suspected security breach.
- 3.9.4 Neither PCK computer systems nor the PCK network may be used for personal use and/or non-PCK business.

4.0 PCK-OWNED ELECTRONIC DEVICES. Electronic devices (including, but not limited to, computers, iPads, and laptops) owned by PCK are valuable assets.

- 4.1 Care of Devices. Students and staff must treat all PCK electronic devices with care. Intentional or negligent abuse of PCK electronic devices is prohibited.
- 4.2 Staff Reminders. Staff should remind students of their stewardship responsibilities with respect to PCK electronic devices whenever students are using such devices.

4.3 Damage and Remedy. If a student or staff member damages a PCK electronic device through intentional or negligent action, the student or staff member must replace or repair the device to the satisfaction of the Director.

5.0 **STUDENT-OWNED DEVICES.** As used in this Policy, "Student-Owned Electronic Devices" means any electronic device not owned by PCK and includes, but is not limited to, cellular phones, game consoles, smart phones, iPads, Kindles, Nooks, watches, calculators and electronic music players.

5.1 Student-Owned Electronic Devices at PCK. Students may bring Student-Owned Electronic Devices to PCK. Any Student-Owned Electronic Devices that are brought to PCK are subject to the terms of this Policy.

5.2 Agreement to Policy Terms. By permitting students to bring Student-Owned Electronic Devices to PCK, parents agree to the terms of this Policy. By bringing Student-Owned Electronic Devices to PCK, students agree to the terms of this Policy.

5.3 Use of Student-Owned Devices. Student-Owned Electronic Devices that are brought to PCK may only be used in accordance with the restrictions set forth below.

5.3.1 Use of Student-Owned Electronic Devices is restricted as follows:

5.3.1.1 Students may not use Student-Owned Electronic Devices during school hours (7:45 am – 3:10 pm), except for documented learning needs that are specifically authorized by the Academic Director.

5.3.2 Using Student-Owned Electronic Devices to access sites containing any of the following is prohibited:

5.3.2.1 adult content (including, but not limited to, pornography, profanity and nudity) and

5.3.2.2 offensive or degrading material (including, but not limited to, expression of opinions based upon sex, religion, ethnic background, race, or creed).

5.3.3 Using Student-Owned Electronic Devices to send or receive any transmission that includes profanity or adult content (in any form) is prohibited.

5.3.4 When not in use, Student-Owned Electronic Devices shall be powered off and stored in the student's school bag, back pack, desk or locker.

5.3.5 Notwithstanding anything in this Policy to the contrary, use of Student-Owned Electronic Devices is prohibited inside bathrooms and locker rooms.

5.4 Loss or Theft of Student Devices. Students and parents are solely responsible for the security and care of Student-Owned Electronic Devices at all times. PCK shall have no responsibility for the security and use of Student-Owned Electronic Devices or for the recovery or repair of Student-Owned Electronic Devices that are stolen, lost or

damaged. PCK, at its sole discretion, may inform law enforcement personnel regarding the suspected theft of a Student-Owned Electronic Device.

- 5.5 **Noncompliance.** In addition to the potential disciplinary actions set forth below, failure to comply with the terms of this Section 5 shall result in immediate confiscation of the applicable Student-Owned Electronic Device. Such confiscation shall not create a bailment and PCK shall not be responsible for the security of a confiscated Student-Owned Electronic Device during the confiscation period. PCK shall contact the applicable student's parents to arrange pick up of the applicable Student-Owned Electronic Device.

6.0 **SOCIAL MEDIA.** For the purposes of this Policy, "Social Media" means any form of online publication or presence that allows end users to engage in multi-directional conversations. Social Media includes, but is not limited to, Facebook, MySpace, Ning, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, document sharing and e-mail. This section applies to all Social Media communications regarding PCK.

- 6.1 **Common Code of Online Conduct.** While the rules especially applicable to staff, students and parents vary in some particulars, a common code of conduct in the use of Social Media should be observed by all. Standards stated for staff, students and parents in the sections below may, in appropriate circumstances, be applicable to others (for example, teachers and parents rarely have the opportunity to "plagiarize," but of course should not do so). Expectations routinely applicable to all members of the school community are stated in this section 6.1.

6.1.1 **Be transparent.** Do not misrepresent who you are. Never assume the identity of another person.

6.1.2 **Be reflective.** Think before you communicate online. If you are upset or angry, give yourself time to calm down. Consider whether a negative communication you receive even requires a response. If it does, respond factually, not emotionally.

6.1.3 **Be respectful.** Employees, parents and students are a diverse group of people with many different customs, viewpoints and beliefs. Communications that are racist, pornographic, threatening or bullying are prohibited. Broad generalizations ("all teachers ..."; "all students ...") are almost never accurate.

6.1.4 **Be factual.** Add to the information available to others, not just the noise.

6.1.5 **Write well.** In a school environment, everyone should try to express themselves effectively. Re-read your posts or emails for form and content before posting or sending. Check spelling, avoid slang and do not use excessive abbreviations. Use proper grammar, capitalization and punctuation. Send a polished communication, not a confused draft.

6.1.6 **Own your mistakes.** If you make a mistake, correct it. If another calls you on a mistake, own up to it. Apologize, if an apology is due.

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- 6.1.7 **Keep confidences.** Do not violate the privacy of others. Social Media may seem private, but it is both public and durable — many people you don't know are likely to see what you write or post, and it may last for a very, very long time.
- 6.1.8 **Make proper attributions.** Follow copyright law and fair use protocols. When quoting or relying on another's work, make a proper citation to your source. When using a hyperlink, double check that it goes to the correct place and to appropriate content.
- 6.1.9 **Be smart.** People often share too much information electronically. People who reveal the names of their pets, parents, children or other details may give hackers the clues to passwords. Information about planned vacations can be used by burglars. Think about how information can be used and misused.
- 6.2 **Staff.** Staff members are subject to the following specific rules regarding use of Social Media.
- 6.2.1 **You Are Always a School Employee.** Regardless of the electronic media you are using; whether you are using it at school or home; what equipment you are using; and whether or not you make a disclaimer, all electronic communications and posting may be regarded by PCK as reflecting upon you as a school employee. Social Media seems private, but is public. Teachers at other schools have been fired for "private" postings that revealed personal sexual behavior or use of alcohol — even when behavior is "legal," putting it online for the world to read about or see can be unprofessional. PCK reserves the right to review anything you post as a communication that reflects upon the school and sanction you for any such communications.
- 6.2.2 **Use Disclaimers.** While a disclaimer may not always be sufficient, it can be very helpful. When you are communicating in a personal capacity and not representing the School, clearly say so.
- 6.2.3 **Use School Media to Communicate with Parents and Students.** One of the greatest dangers to appropriate teacher-student and teacher-parent relationships is confusing the professional relationship with a personal friendship. Teaching is by its nature a caring profession, and this boundary can be difficult to maintain. PCK has a strict policy of requiring each employee to only communicate with parents and students using the school's Social Media systems. Staff may not "friend" any student or any former student who is under the age of 18 and should take appropriate steps to confirm that any friend requests they receive are not from a student or any former student who is under the age of 18. Use of personal accounts for side-communication raises an automatic concern that there must be a reason for not using school accounts and appropriate boundaries are not being maintained. Email to anyone in the school community should be school-related and conform to this Policy.
- 6.2.4 **Get Permission.** Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students or make any post

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that discusses students with any third party without written, current administrative **and** parent consent.

6.2.5 **Monitor Assigned or Suggested Content.** Services such as YouTube have no capacity to monitor everything posted on their site. URLs can be reused, so a link to an appropriate site or activity may be replaced by something completely inappropriate. Make sure references you give students are current.

6.2.6 **Represent the School Well.** Consider how to present the school in the best light and what approach will build a stronger school community. Do not circulate rumors or unsubstantiated information. You are fully responsible for what you post.

6.3 Students. Students are subject to the following specific rules related to Social Media:

6.3.1 **No Social Media Use at School.** Students may not use Social Media while at school.

6.3.2 **Do not Plagiarize.** Do not copy the work of others. Give proper attribution for quotations and ideas. Write to develop and express your own thoughts.

6.3.3 **Use Appropriate Language.** Obscene, insulting, threatening, derogatory, inflammatory and bullying language is prohibited.

6.3.4 **Respect the Power of Public Media.** Honor the wishes of fellow students that information (e.g., compromising stories) be kept private. Always remember that posted information may be seem private, but is highly public.

6.3.5 **Do Not Spam.** Meaningless messages, mass messages and repetitive messages are not appropriate.

6.3.6 **Read, then Reply.** Do not skim statements and respond. Understand the thoughts of another before you comment on them.

6.3.7 **Do Not Hack.** Never access another person's identity or account, or restricted sources of information.

6.3.8 **Only Use School Media to Communicate with Teachers.** Teachers are not permitted to use non-school media to communicate with students and this restriction applies to students as well. Do not attempt to "friend" a teacher on any non-school Social Media site (such as Facebook) and do not accept a friend request from a teacher. Report any such requests to Administration. Use of personal accounts for side-communication raises an automatic concern that appropriate teacher-student boundaries are not being maintained.

6.4 Parents. Parents are subject to the following specific rules related to Social Media:

6.4.1 **Discourage Rumors.** Do not rely upon or pass on unsubstantiated information or gossip. If information seems unlikely and inflammatory, it is most likely

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untrue and inflammatory. When in doubt, go directly to the source.

6.4.2 **Respect Confidentiality.** Many personnel issues and many issue involving other families and students are legitimately confidential (and many are confidential by law). Do not make other peoples personal information or issues public.

6.4.3 **Do Not Complete Student Work.** Your child’s work is his or hers.

6.4.4 **Debate Issues Constructively.** Schools often face legitimate controversies. PCK respects and solicits parent voices in addressing such issues. Effective arguments are usually civil, measured, well-supported and take into account the legitimate reasons for opposing views. Ineffective arguments are abusive, disrespectful of others, and marked by hyperbole or factual carelessness.

7.0 **NONCOMPLIANCE.** Failure to comply with this policy may, at PCK's discretion, result in disciplinary action up to and including, but not limited to, termination (for staff), expulsion (for students) and barring from school grounds or PCK Social Media (for parents).

4.02 - Closure and Delay

While emergency closings occur infrequently, we are prepared for times when building systems malfunction making the building unfit, or when weather makes it necessary to send children home. During severe weather, tune in your radio or TV for announcements regarding school closings or delayed openings. We recommend 9 News (KUSA) or KOA

We will follow the same school closures and delayed starts as the Douglas County School District RE-1. If our area is not mentioned, the school is in operation. We will post a message on the school phone regarding cancellation or a delayed start. You can also call the district directly at 303-387-SNOW or check out their website at www.dcsdk12.org.

We have two alternatives for “bad weather” days. The options are:

School Cancellation	Delayed Start
Notification being made on the radio or TV stations. When possible, the PCK phone, 303-840-7070, will have a cancellation notice recording by 6:00 A.M. No school for the day.	School will begin 90 minutes later than usual (9:30 A.M.). As with the school cancellation procedure, this will be announced on radio and TV stations by the 6:00 A.M. news. The school phone will have a delayed start recording as early as 5:30 A.M. Dismissal time will be as usual at 3:10 P.M. on delayed start days. Carpool will stay on usual schedule.

For the most current and accurate information on <i>Snow Day Schedules</i> , you may either call the DCSD weather line or access the district web site.	District Weather Hotline – EAST Parker Region 303-387-SNOW District Internet >> www.dcsdk12.org
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4.03 - Drug Free School

PCK is a tobacco free/drug free zone in accordance with state law. We practice ‘zero tolerance’ for drugs and alcohol at school.

4.04 – Student Fees

Student fees collected by the school are used by PCK to cover the cost of consumable items used by individual students at PCK. This accounts for the variation in fee amounts by grade. Student fees fall into two categories: (1) “Mandatory Fees” are fees payable to PCK by parents of a student as a result of such student being enrolled at PCK (including, but not limited to, field trip transportation fees, the Douglas County School District Fee (for normal wear and tear of textbooks) and an annual yearbook fee) and (2) “Elective Fees” are fees payable to PCK by parents of a student by virtue of the students enrollment in a voluntary or elective activity (including but not limited to sports, clubs and theater performance groups).

Mandatory Fees must be paid at registration (August)

In the event that parents of a student are unable to pay Mandatory Fees, the parents must contact the PCK Business Manager to arrange a plan agreed to by both parents and the PCK Business Manager, pursuant to which parents make smaller, periodic payments in satisfaction of a specific Student fee instead of a single lump sum payment (a “Payment Plan”)

Payment of Elective Fees is not optional. If parents fail to pay an Elective Fee, the student of such parents will not be permitted to participate in the applicable activity. If parents wish to enroll their student in an activity that requires payment of an Elective Fee, but such parents are unable to pay such Elective Fee in a single lump sum, the parents may contact the PCK Business Manager to arrange a Payment Plan.

Students of parents that have either (i) failed to arrange a Payment Plan for Mandatory Fees or (ii) failed to timely adhere to an established Payment Plan for Student Fees shall not be eligible to participate in any PCK activity that requires payment of an Elective Fee until the parents are in compliance with a Payment Plan for all outstanding Student Fees. *Revised 4/30/13*

4.05 - Field Trips

Each class will take at least two field trips a year. The parents will fund trips if entrance fees are required. Each PCK student is assessed a bus fee [see Section 4.06] in order to cover bus transportation for field trips.

A permission slip and emergency medical form must be completed for each field trip. The forms will be sent home prior to the scheduled trip. This form must be completed and returned to school *before* a student may participate on the trip. **Phone permission is not sufficient and will not be accepted.**

If the field trip requires parental transportation, each parent that will be driving must fill out a DCSD authorization form. This form, along with a copy of insurance coverage, must be filled out at least two weeks prior to the date of the trip. Forms are available at the school office.

4.06 - Leaving During the School Day

We strongly encourage parents to schedule medical and dental appointments outside of school hours. When it is necessary to schedule such appointments during school hours, parents must first report to the school office. For the protection of students, parents are required to **sign out**

students from the office when they are picked up early. No child will be permitted to leave the school with any other adult unless the parent has given **written** permission to release the child in that person’s custody.

4.07 - Lost ‘n’ Found

The school has a Lost ‘n’ Found bins located in the elementary and MS areas. Shortly after the end of each quarter, the school will donate any unclaimed articles. Please label your children’s clothing and school supplies in order to alleviate any mix-ups. Have your child check Lost ‘n’ Found regularly.

4.08 - Lockers for Middle School

Middle School students are given the privilege of using lockers. Student lockers are the property of Parker Core Knowledge Charter School. Lockers may be periodically inspected, without notice, for illegal items, stolen property, or potentially harmful items. Students should not leave money or valuable items in hall lockers.

Middle school students must use a school-supplied padlock on their locker if they want it locked. Outside locks are not permitted. A deposit will be paid to the school. At the end of the year, students may return the padlock and receive their deposit. PCK padlocks are all combination locks. Combinations must be kept confidential.

4.09 - Mascot

The School Mascot is a Cougar.

4.10 - Medical Needs

The school will utilize reasonable precautions to ensure a healthy environment. To ensure the health of students, please keep your child home if s/he has one or more of the following symptoms:

▫ a fever of 100 degrees or more	▫ stomach pain
▫ sore throat	▫ conjunctivitis (pink eye)
▫ rash	▫ vomiting and/or diarrhea

Be sure your child is free of the symptoms mentioned for at least 24 hours before returning him/her to school. Some communicable diseases require a longer exclusion from school.

Should any of the above symptoms appear in school, the following procedures will be followed:

1. When a child becomes ill at school s/he will be isolated from other children.
2. The parents will be notified that their child must be picked up.
3. If parent(s) cannot be reached, the emergency contact person listed on the emergency card will be called.
4. The child will remain isolated until picked up.
5. In case of a more serious injury or illness, “911” will be called for medical assistance and the parents will be notified immediately. Emergency personnel will determine if the child should be transported to your designated hospital.

Prescription medication and *over-the-counter drugs* will be administered to students at school only on the specific written request of the student’s parent or guardian and with the

PARKER CORE KNOWLEDGE CHARTER SCHOOL

written authorization of the student’s physician. *Student Medicine Request Release Agreement* Form is required.

Tylenol (acetaminophen) may be used at school only with parental permission through a signed Acetaminophen Permission Card. Designated school personnel may give acetaminophen to students with the following symptoms, providing prior written parental permission has been given.

<ul style="list-style-type: none"> ▪ headache ▪ toothache ▪ dysmenorrheal (menstrual cramps) 	<ul style="list-style-type: none"> ▪ musculoskeletal pain ▪ fever (100 degrees F or above) only after the parent has been notified to pick up student
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A phone call will be made or a note will be sent home with a student if s/he has taken acetaminophen during the school day.

▪ Immunizations.

Colorado law requires that PCK have on file, at the time a child enters school, a certification stating that students have received immunizations against communicable diseases as specified by the Department of Health. Exemptions from this ruling can be given upon:

1. A written statement from your doctor that immunization might be harmful to your child.
2. The parents or child have a religious belief opposed to immunizations.
3. The parents or child have a personal belief opposed to immunizations.

▪ Emergency Care.

Each student must have emergency contact information up to date in Infinite Campus indicating persons to be called in case of illness or emergency. It is important that the school be informed of home or work phone numbers or other contact numbers that change. Also, a contact person other than parent must be listed.

▪ Allergies

The school must be informed of any situation that warrants particular attention such as high allergy to bee stings, possibility of seizures, etc. In case of an extreme medical emergency when parents cannot be reached, the student will be taken to the nearest medical facility for treatment. All efforts will be made to reach the parents.

4.11 - School Hours

Office Hours	Student Hours
The school’s office hours are from 7:30 A.M. to 4:00 P.M. Monday through Friday during the days of regular school operations. The office is closed during holidays and school breaks including the whole month of July. Voice mail is available at all times, but not necessarily checked daily when school is out.	The school day for K through 8 th grade is 8:00 A.M. to 3:15 P.M. Students should arrive by 7:55 A.M. in order to be seated in class and ready to begin their day at 8:00 A.M. Students who arrive after 8:00 A.M. must check in at the front office and will be marked tardy. Morning kindergarten hours are 8:00 A.M. to 11:00 P.M. Afternoon kindergarten hours are 12:15 A.M. to 3:15 P.M.

4.12 – Safety Procedures

The safety of students at PCK is a top priority for all staff. Rules and procedures to maintain safety have been established in the following areas:

Fire Drills	Severe Weather	Lightning
Fire alarm and fire drill procedures have been established and will be practiced periodically. Law requires periodic fire drills. It is essential that everyone obeys directions promptly and clears the building by the predetermined routes.	In the event of a severe weather warning, the district office has a weather-radio alert which is automatically activated by the National Weather Bureau (in Aurora). In addition, our building has been examined to determine the most protected areas in the event of a tornado. Drills will be held to familiarize students with appropriate procedures.	Outdoor activities will be curtailed whenever the possibility of a lightning storm exists. The following guidelines will be applied by those on duty to determine the existence of a hazard. <ul style="list-style-type: none"> a. Rolling tumultuous clouds b. <i>Sudden</i> darkening of the sky c. Unusual stillness d. Lightning spotted and thunder heard in the surrounding areas

Please respect the schools decision regarding dismissal of students during severe weather. Dismissal may be delayed at times when the safety concern of students and staff is in question due to severe lightning, heavy rains, tornado, or the like.

4.13 - Student Council

The Student Council will make many constructive contributions to school life and to the personal development of students. It serves the following purposes:

- Provides leadership opportunities.
- Help students learn to formulate and express ideas in a group.
- Help students understand the school program and develop a sense of ownership and responsibility for the success of the school
- Student Council Members are elected by their classmates for a one-year term.

4.14 - Supervision

PCK students are always supervised during school hours (7:35 A.M. – 3:45 P.M.) **It is the responsibility of parents to supervise non-PCK siblings whenever they are on school grounds.** For safety, when on school grounds outside the normal school hours, (7:35 A.M. – 3:45 P.M), children must remain with their parent(s) at all times.

4.15 - Telephone and Fax Numbers

Office phones are limited to the use of school personnel and official business only. Except for an emergency, neither teachers nor students are called to the phone during school hours. Parents are requested not to call school for delivery of routine messages, to make after school arrangements, etc. These interruptions effect instruction and learning time for students.

SCHOOL PHONE 303-840-7070	SCHOOL FAX 303-840-9785
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This number is to be used when you want to speak directly to someone in the office. If the call goes immediately into the voice mail, it indicates that the line is currently busy and you can either leave a message or try again in a few minutes. If it rings several times before going to voice mail, it indicates that there is no one available to answer the phone at the time.

4.16 – Transportation / Carpool

Students must arrive and depart by private vehicle. Parents or an assigned adult are responsible for the timely drop off and pick up of students. Written permission must be provided to the office before a student will be dismissed to anyone other than his/her parent or regular carpool driver.

STUDENT’S SAFETY IS THE PRIMARY GOAL DURING CARPOOL

Please follow the drop off and pick up procedures listed below.

Drop Off - 7:35 - 7:55 A.M.	Pick Up - 3:10 - 3:40 P.M.
<p>Two concurrent carpool loops run during morning drop off – one through the North parking lot, entering off of Centennial Dr. (North/Centennial Loop) and one through the South lot, entering from Pine Dr (South/Pine Dr. Loop). Your assigned loop will also be the same place you will pick up for afternoon carpool. Morning drop off begins at 7:35 a.m. and will end at 7:55 A.M.</p>	<p>Two concurrent carpool loops run during afternoon pickup – one through the North parking lot, entering off of Centennial Dr. (North/Centennial Loop) and one through the South lot, entering from Pine Dr (South/Pine Dr. Loop).</p> <p>The grade of the youngest member in each carpool will determine the pick-up time and designated carpool loop for the entire car. Each carpool shift will have a specific colored sign (given out at Registration/Open House each August before school starts).</p> <p>Students are led outside by the classroom teacher at their assigned release time, 3:10, 3:20 or 3:30. They will be waiting in their designated loop for pick up.</p>

Safety Guidelines

- Carpools are strongly encouraged in order to reduce congestion in the parking lot.
- Do not pass other vehicles unless directed to by carpool worker.
- Do not get out of your car. School personnel will assist children
- Load and unload from right side of car ONLY. Children are at risk when exiting car on left side into possible moving traffic.
- Be sure car doors are unlocked so children may load quickly.
- A detailed outline of carpool procedures and assistance is available on the school website.

NOTE: If children are delayed in the building, you will be directed to park so carpool line can continue.

4.17 - Visitation / Observation

Parents’ access to the teachers and administration of PCK is vital to the success of PCK. Parents of enrolled students are welcome to visit the school any time.

Please observe the following guidelines:

- Contact the teacher or administration to schedule an observation. This will help avoid conflicts with classroom procedure, testing, etc.
- Only one (1) observation will be scheduled at a given time. If additional observations are desired, please contact the PCK administration.
- For safety considerations, when arriving at PCK for a visit or observation period, parents and visitors must sign in at the office, get a name tag, and inform the administration staff as to the purpose and location of their visit before proceeding to classrooms or other areas of the PCK

facilities. For security purposes, no one may proceed beyond the office area until asked to do so.

- ❑ Observation periods are for observing only. Comments or discussion regarding what is observed need to be scheduled as a conference with the teacher or Director at a later time. The teacher and students should not be interrupted during the observation period. To maintain an optimal learning environment, parents are asked not to interact with students unless directed to do so by the teacher.
- ❑ Other children are not permitted to accompany an observer in the classroom, nor can they be left in the PCK office. Arrangements must be made for the care of siblings or other children during the observation periods.
- ❑ Aligning with DCSD Policy KI - Visitors to Schools, it is the policy of PCK to encourage parent involvement in school activities and events as long as such visits do not disrupt school operations or interfere with the educational process. Furthermore, in order to ensure the safety and security of all students, parent involvement during open recess times shall be limited to observation only. Parents who wish to join their child for lunch and then recess must first check in at the front desk. Once outside, parents may observe their child from the observation bench near the ramp; PARENT PARTICIPATION SHALL BE LIMITED TO OBSERVATION ONLY. In the event a parent observes a behavior that requires correction, they will notify the Recess Aide(s) on duty; only the Recess Aides or the teacher-on-duty shall address inappropriate behaviors.

* **Waiting-List Families** - Only those potential students who have been offered a spot at PCK are allowed to observe a classroom. This observation must also be scheduled in advance through the office to avoid disruption to the educational environment.

5. Academics

5.01 – About Core Knowledge

An Idea. . . That for the sake of academic excellence, greater fairness, and higher literacy, elementary and middle schools need a solid, specific, shared core curriculum in order to help children establish strong foundations of knowledge, grade by grade.

A Guide To Specific, Shared Content. . . as outlined in the Core Knowledge Sequence (a grade-by-grade guide to important knowledge) and supported in Core Knowledge resources, including the *What Your Kindergartner – Sixth Grader Needs To Know* book series.

A School Reform Movement. . . taking shape in hundreds of schools where educators have committed themselves to teaching important skills and the Core Knowledge content they share within grade levels, across districts, and with other Core Knowledge schools across the country.

The Four S's - Core Knowledge Is:

Solid

Many people say that knowledge is changing so fast that what students learn today will soon be outdated. While current events and technology are constantly changing, there is nevertheless a body of lasting knowledge that should form the core of a Preschool-Grade

PARKER CORE KNOWLEDGE CHARTER SCHOOL

8 curriculum. Such solid knowledge includes, for example, the basic principles of constitutional government, important events of world history, essential elements of mathematics and of oral and written expression, widely acknowledged masterpieces of art and music, and stories and poems passed down from generation to generation.

Sequenced

Knowledge builds on knowledge. Children learn new knowledge by building on what they already know. Only a school system that clearly defines the knowledge and skills required to participate in each successive grade can be excellent and fair for all students. For this reason, the *Core Knowledge Sequence* provides a clear outline of content to be learned grade by grade. This sequential building of knowledge not only helps ensure that children enter each new grade ready to learn, but also helps prevent the many repetitions and gaps that characterize much current schooling (repeated units, for example, on pioneer days or the rain forest, but little or no attention to the Bill of Rights, or adding fraction with unlike denominators.)

Specific

A typical state or district curriculum says, “Students will demonstrate knowledge of people, events, ideas, and movements that contributed to the development of the United States.” But which people and events? What ideas and movements? In contrast, the *Core Knowledge Sequence* is distinguished by its specificity. By clearly specifying important knowledge in language arts, history and geography, math, science, and the fine arts, the *Core Knowledge Sequence* presents a practical answer to the question, “What do our children need to know?”

Shared

Literacy depends on shared knowledge. To be literate means, in part, to be familiar with a broad range of knowledge taken for granted by speakers and writers. For example, when sportscasters refer to an upset victory as “David knocking off Goliath,” or when reporters refer to a “Threatened presidential veto,” they are assuming that their audience shares certain knowledge. One goal of the Core Knowledge Foundation is to provide all children, regardless of background, with the shared knowledge they need to be included in our national literate culture.

5.02 – Core Knowledge Publications

The Core Knowledge series of books, *What Your First, Second, etc....Grader Needs To Know*, can be purchased at most bookstores in Denver including:

DC Library Barnes and Noble	Tattered Cover Amazon
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Additional information about the Core Knowledge Foundation can be obtained by using one of the following options:

Write: The Core Knowledge Foundation 2012-B Morton Drive Charlottesville, VA 22902	Call: 1-800-238-3233 1-804-977-0021 (FAX)	E-Mail: www.coreknowledge.org (web site) coreknow@coreknowledge.org (e-mail)
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5.03 - Academic Honesty

Honesty is one of the Core Virtues we emphasize in our school community, and this includes honesty in our schoolwork. Student dishonesty on papers, tests, or other work is one of the behaviors that will result in an immediate disciplinary action and potential administrative intervention.

Plagiarism

One form of student academic dishonesty is plagiarism on written papers. This involves using someone else’s words, ideas, phrases, and/or designs without giving credit. Students are encouraged to make references to other works, but these references (including individual ideas, words, phrases, and/or designs) must be credited properly. Material from Internet sites must also be credited properly, just like any other reference source. Teachers will help students learn how to give proper credit for these other sources.

Before attending high school and college, it is important for students to learn what plagiarism is, and how to avoid it, for the consequences of plagiarism in high school and beyond can be severe. All work turned in (be it written, oral, artistic, or programmed for a computer) is to be the student’s own, except where otherwise credited. Any questions a student might have about plagiarism should be asked BEFORE a particular work is handed in for a grade.

We expect our students to be honest. Being honest includes writing our own papers, producing our own work, and giving proper credit to sources. The expectation for honesty extends to making sure that test answers are the student’s own and even that homework produced by the student be original.

Computer and Electronic Devices Ethics

Any student who intentionally, deceitfully or maliciously uses the computer for illegitimate purposes will be in violation of school rules on DCSD Internet Usage Policy. The misuse of computer privileges includes writing or using any programs or web sites that have offensive language or images.

Cheating

Cheating will not be tolerated. Students who give or receive information or otherwise cheat on quizzes, tests or work turned in for a grade, will receive an immediate discipline notice and a zero on the paper in question. In some cases, parental involvement and/or further disciplinary action will be required.

We expect each student to develop the good habit of honesty in all areas of academic life.

5.04 - Evaluations and Assessments

PCK follows the Douglas County School District practice of standardized testing. The Transitional Colorado Assessment Program (TCAP) is administered to students in third through eighth grade. The subject areas assessed each spring are:

3 rd grade	Reading, Writing, Math
4 th grade	Reading, Writing, Math, Social Studies (beginning 2013-14)
5 th grade	Reading, Writing, Math, Science
6 th grade	Reading, Writing, Math
7 th grade	Reading, Writing, Math Social Studies (beginning 2013-14)
8 th grade	Reading, Writing, Math, Science

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The **TCAP** is generally administered in all the above grades and subject areas between mid-Feb through the end of March every year. Results are released by the state in August.

MAPs (Measures of Academic Progress) are administered in grades K-8th three times per year. Results are available to parents during Parent/Teacher conferences or at any time by request.

COGATs (Cognitive Abilites Test) are administered one time at the beginning of 3rd grade. Results will be mailed to parents as soon as they are available.

Various content assessments will be administered by teachers in all subject areas. Style and timing of assessment will be determined by the teacher.

Parents are encouraged to check the IC parent portal at anytime for student grades.

The academic grading scale used at PCK is as follows:

A =	93 to 100
B =	86 to 92
C =	78 to 85
D =	70 to 77
F =	69 and below

5.05 - Homework

Homework is an integral part of the education program at PCK. It is an extension of the classroom lessons and directly relates to class work. It reinforces skills and concepts that are taught and helps develop good study skills and habits. It also informs parents of what is being taught in the classroom. Some guidelines for the assignment of homework follow:

- Homework should be assigned with coordination between teachers and consideration of the importance of child participation in family activities and responsibilities.
- Teachers are expected to make specific assignments, evaluate and differentiate them as much as possible to the ability and maturity level of the student, and relate them to the course objectives. If a student is consistently not completing homework in the allotted time, parents should contact the student’s teacher(s). Similarly, if a student is completing homework too rapidly, parents should contact the student’s teacher.
- A PCK student should spend time each day studying, whether or not homework is assigned. It should be thought of as a study time. If no homework is assigned, students are encouraged to review math facts, read, practice writing, study spelling words, or read a book with parents. This approach helps students develop good study habits.
- The following guide is the **minimum** recommended amount of time students should spend studying each evening (excluding special projects):

<i>Kindergarten:</i> 30 minutes (plus 15 minutes of reading)		
<i>Grade 1:</i> 30 minutes (plus 15 minutes of reading)	<i>Grade 3:</i> 45 minutes (plus reading and/or Study Island)	<i>Grade 5 & 6:</i> 60 minutes (plus reading and/or Study Island)
<i>Grade 2:</i> 30 minutes (plus 15	<i>Grade 4:</i> 45 minutes (plus reading)	<i>Grades 7 - 8:</i> 90 plus minutes (plus

minutes of reading)	and/or Study Island)	reading and/or Study Island)
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- **Make-up Work for Excused Absences**

All make-up work will be assigned on the day the student returns from the absence. The student is given two days for each day absent to make up work. However, work must be submitted in a timely fashion, and teachers will indicate the due date for all make-up assignments. If previously assigned work is due the day the student was absent, it becomes due the first day the student returns to school. **Make-up work is NOT allowed for unexcused absences** (please refer to section 6.1 regarding attendance.) Students are responsible for content missed.

- **Late Work**

Grades K-5 - A student is usually docked one letter grade or more when an assignment is not completed on time. This is to communicate to the parents that their child may need assistance or guidance in establishing good study skills. The child may be given an opportunity to complete the assignment and hand it in a timely manner; it is at the discretion of each teacher to accept late work for partial credit. If a student is habitually late with assignments, the teacher will schedule a conference with both the student and parent.

Grades 6-8 – It is completely up to the discretion of each teacher whether late work will be accepted and, if accepted, how it will be graded.

5.06 - Department of Instructional Support Services (ISS)

This department consists of a special education teacher, special educational assistant(s), a speech/language pathologist, a social worker, an occupational therapist, and a school psychologist. The ISS team provides direct or consultative services for those students who are identified with specific learning related disabilities and have an Individual Education Plan (IEP). They also help teachers with students who may have unidentified disabilities. Direct services are provided to students both in the classroom and in small groups outside of the classroom, as well as consultative services with teachers and parents.

5.07 – PCK Resource Teacher Program

PCK Resource teachers generally address the needs of students who either require extra help with their studies, or in some cases, resource teachers may also help with enrichment activities. Classroom teachers refer students for tutoring and then meet with the resource teacher to discuss what assistance is needed based on assessments or classroom observations. Goals are then set for each student and a time frame is created to serve them. At the end of the time period, the student’s progress is reviewed and further plans are made. **If the parent has any questions or concerns related to student progress while working with a resource teacher, the parent should contact the classroom teacher and not the tutoring department staff.**

5.08 - Enrichment Classes

Music, drama, enrichment opportunities, and extracurricular activities may be offered at various times throughout the school year. Please read the school news and other handouts for details.

5.09 – Grade Advancement and Retention

(OC approval 12/10/12)

Advancement: Advancement is defined as promoting a student to the grade after next.

Determination of Advancement:

- Parents or teachers can propose advancement of students to PCK's academic administration
- Data to support such advancement will be collected by teacher and administration. This data can include MAPs, standardized testing, DRAs, math placements, social/emotional observations, etc.
- Maturity and social-emotional factors, along with superior academic standing will be determining factors in student advancement
- Students will not be advanced if parents or school administration do not agree to this placement.

Retention: Retention is defined as not promoting a student to the next grade. The student will not be offered a spot in the next grade but will be offered a spot in the same grade in which they are currently enrolled.

Determination of Retention:

- Students will be considered for retention when they lack the building block knowledge to proceed to the following level of learning in core subjects.
- Parents will be advised of Consideration of Retention by the end of the second trimester in K-5th Grade and by the end of the second quarter in 6th to 8th Grades.
- The grade level RTI team of teachers will provide data and information to support the consideration. . This data can include MAPs, standardized testing, DRAs, math placements, social/emotional observations, etc.
- Students will also be considered for retention if their level of maturity does not allow them to access the curriculum.
- Parent request for retention of their student will be taken into account.
- If it is determined that a student is unable to access a grade curriculum in the first 8 weeks of the school year, the student may be placed in a lower grade as soon as possible.
- The final determination of retention will be made by PCK's administrative team, including the Vice-Director in charge of Academics and the School Director

Promotion to High School: At graduation, 8th grade students are identified as having satisfactorily completed middle school academic requirements. Graduates are considered ready to advance into high school level requirements.

Non-promotion to High School:

- PCK will not give a graduation certificate to the following 8th grade students:
 - Students who have failing grades in 3 or more core subjects (Language Arts, Math, Science, Humanities) during one semester or more, AND

- Students whose MAPS and State Standardized testing show performance in the below-proficient range.
- A letter will be placed in the student's cumulative file and IC record to indicate that the student has not mastered 8th grade standards.
- Student may not participate in PCK's graduation ceremony

5.10 - Math Placement Guideline:

(OC approval 12/10/12)

- Students are ability grouped for math class starting in 1st Grade. Teachers make the placement determination for each student every year based on standardized assessment data and classroom performance. **Parent requests will be taken into consideration but will not be the determining factor when deciding placement for a student.**
- If students are unable to sustain the requirements of their class placement, the teacher, in consultation with the Academic Director (when needed), will make the determination to move the student into a different class as soon as the student's grade demonstrates this need. Parents will be advised of this class change.
- Students who consistently score between 93% and 100% on assessments, and fulfill all other class requirements to the teacher's satisfaction, will be considered for movement into a faster-paced class at the end of the school year. In the unlikely event that a student is moved into a faster-paced class during the school year, parents will be required to cover missed material with their student in order to prepare them to transfer successfully.

5.11 – Requirements for Participation in the Honors Math Program:

In order for students to keep their placement in the Math Honors program at PCK, the following criteria must be met:

- Maintain a 90% or higher math grade. Tutoring by classroom teachers is not available to honors math students.
- Maintain a consistently high score in MAPS math testing. Some small dips are expected, but should be followed by a strong MAP score rebound.
- School attendance is high – very few absences
- Student must do homework consistently and be willing to show work for all problems.
- Student must have the ability and desire to quickly grasp math concepts and sustain a fast pace of learning.

If a student's grade or work habits do not fit the criteria, the student will be put on probation. If the student is unable to fix the problem by the end of the grading period, or if the student fluctuates in grades or effort, he or she will be moved to the next level of math

for the remainder of the school year. At the end of the school year, teacher recommendation will be used to place the student for the following year.

6. Students

6.01 - Attendance

By state law, boards of education are required to adopt written policies setting forth attendance requirements. PCK complies with all Douglas County and Colorado State policies and procedures regarding attendance.

Law requires school attendance for every child between the ages of seven and sixteen years. Attendance in class is an integral part of the successful educational process. Students are required to be in attendance every day school is in session during each academic year. Parents, guardians, and legal custodians of students between the ages of seven and sixteen are obligated by state law to ensure the child's attendance. Students who have four or more unexcused absences in a one-month period, or ten or more unexcused absences from school or from class in a school year are considered to be "habitually truant" under state law.

- (1) If a student is absent, the parent should:
 - a. Call the school office at 303-840-7070 before 8:00 A.M. to inform the school regarding the absence, stating the reason for the absence such as illness, or for an appointment.
 - b. If the student is absent due to illness more than three consecutive days, a note from a medical doctor stating the medical reason for the absence will be required.
- (2) Regular attendance is important to academic achievement. **Parents are strongly discouraged** from planning vacations, trips, doctor appointments, etc. when school is in session.
- (3) An absence consists of failure to appear and remain at school throughout the entire school day unless dismissed by the proper authority.
- (4) *Excused absences* are those resulting from: temporary or extended illness, injury, or physical, mental, or emotional disability; family emergencies; absences pursuant to school release permits; or absences which occur when a student is in custody of a court or law enforcement authority.
 - a. Students are responsible to make up work covered or assigned during his/her absence. Assignments that are not made up will negatively affect the student's grades. Teachers are NOT obligated to have work prepared for the student beforehand as it interferes with teaching responsibilities and is often not possible due to the nature and content of the subject. All make-up work will be assigned on the day the student returns from the absence.
- (5) *Unexcused* absences* are those with or without prior knowledge and approval of the parents but for reasons not acceptable to the principal. Unexcused absences also include those resulting from suspensions and expulsions. Missed work during an unexcused absence will not be made up, thus negatively affecting the academic standing of the student.

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**Exception - Special Request Absence (adopted by OC 8/17/09)*

Any non-medical or family emergency absence longer than three (3) consecutive days will be deemed a ‘Special Request Absence’. This designation implies that the absence is entirely elective (the parents are making an intentional choice to allow the student(s) to miss school for purposes of another activity or event.) Given that the absence is elective (not the result of a medical or family emergency) the absence will be logged as ‘unexcused’.

Parents must provide written notification to the school at least 3-days prior to the beginning of the absence. Failure to notify the school will result in a forfeiture of the 2-week make-up period and its associated benefits.

Upon the student’s return to school, they will have a two-week period to complete all missed assignments, quizzes and tests. Completed make-up work will receive up to 70% credit, and student will receive the full percentage they earn/achieve on all make-up tests and quizzes.

Students may complete make-up work at their own pace during the two-week period following their return, but it is entirely the student’s responsibility to independently learn the missed content, request missing work assignments and to arrange make-up test or quizzes with the appropriate teacher(s).

At the end of the two-week period, any missed work not completed will no longer be accepted, and the student will receive a zero (0) for all missing assignments, tests or quizzes.

- (6) *Tardiness* is a failure to appear on time in class and is considered a form of absence. All tardies are recorded daily, and chronic tardiness will result in a parent meeting.

6.02 – Enrollment and Waiting List

The school charter states that:

“Students shall be considered for admission into Parker Core Knowledge Charter School on a first-come, first-serve basis, and without regard to race, creed, color, gender, national origin, religion, ancestry, disability or need for special education.”

The detailed manner in which this statement is adhered to is outlined as follows:

**PARKER CORE KNOWLEDGE
CHARTER SCHOOL
Waiting List/Enrollment Policies**

The school charter states that:

“Students shall be considered for admission into Parker Core Knowledge Charter School on a first-come, first-serve basis, and without regard to race, creed, color, gender, national origin, religion, ancestry, disability or need for special education.”

PARKER CORE KNOWLEDGE CHARTER SCHOOL

The detailed manner in which this statement is adhered to is outlined as follows:

Position on Waiting List: The position on the waiting list is determined by the date and time that the completed Letter of Intent (LOI) is submitted to the school's office. Exception being preferences in the order as stated below:

1. Retention/advancement of currently enrolled students
2. Children of full-time staff (*PCK operating council 5/12/11*)
3. Siblings of currently enrolled* students (in order of family's first student start date, then by LOI date)

Exception: When a student has chosen to voluntarily leave the school and then wishes to return, their new sibling status is based on the new letter of intent date (not sibling date of entry).

Sibling Defined (PCK operating council 2/21/08): For the purpose of assigning sibling status to a student on the PCKCS waiting list, the student in question must have a brother or sister currently enrolled* at PCKS and one or more of the following criteria must be met:

- a) The siblings share at least one common biological or adoptive parent
- b) If the siblings bear no blood or equivalent adoptive relationship, they are related by the marriage (a legally recognized union in the State of Colorado) of the enrolled student's parent to the parent of the other sibling
- c) Two or more students are legally recognized as siblings because the parent or guardian of these siblings has permanent custody with full parental rights

*This includes students enrolled for coming school year (i.e. incoming kindergarten class). The original child must attend PCKCS for the entire 1st trimester of the school year to retain sibling status for any other siblings.

Exception: When a student has chosen to voluntarily leave the school and then wishes to return, their new sibling status is based on the new letter of intent date (not sibling date of entry)

Exception: Parents of former students may submit a request for an exception to this Section 6.02 to the Director. The Director may, at his or her discretion, bring such requests to the Operating Council for approval. The Operating Council may approve such requests by majority vote. *Added 5/20/13*

4. Up to 18 lottery spots for students enrolled in the PCK Junior Kindergarten program as defined below:

**Each spring, students enrolled in the PCK Jr. Kindergarten program who have not already secured placement in the PCK Kindergarten program for the next school year will be invited to participate in a lottery drawing for up to 18 spots on the Fall Kindergarten roster. Each year, the first fifty-four (54) of the available seventy-two (72) Kindergarten spots will be filled directly from the PCK Waiting List. Once these 54 positions have been filled, the remaining 18 spots may be filled via a lottery drawing of interested PCK Jr. Kindergarten students. Any of the lottery spots forfeited after the

PARKER CORE KNOWLEDGE CHARTER SCHOOL

Kindergarten roster is completed will be filled according to the traditional PCK Waiting List policy. *(PCK operating council 09/07/2011)*

One Spot per Child: A child may not occupy more than one spot on the waiting list. School age children are put on their current grade level waiting list at the time of the LOI submission. Younger children are put on the appropriate kindergarten list as determined by their birthday (must be five(5) October 1st of year starting kindergarten.)

Non District Residency: *As of 12/10/12 the PCK Operating Council repealed the requirement to be a Douglas County resident.*

If a child on the waiting list becomes a non-district resident, the child will be treated as a non-district resident and enrollment will be in accordance with the policy for enrolling non-district residents as stated previously. If a child enrolled at PCK becomes a non-district resident, they will not forfeit their enrollment status.

Age Requirement: An applicant must be five (5) years of age by October 1st for admission to Kindergarten. *(DCSD age requirement change November 6, 2007. Effective 2008/2009 school year.)*

Information on Letter of Intent: Parents of the applicant are responsible for updating the Letter of Intent, i.e. notifying the school of change of address, phone number, etc. If PCK cannot contact an applicant's family due to change of contact information, the school is not responsible to continue their search. The applicant will be declined from the waiting list.

48 Hour Decision: If enrollment is offered an applicant, the school requires a decision within 48 hours. If enrollment is not accepted, the applicant will be removed from the waiting list (excluding the mid-year decision). If at a later date it is decided that the child should be put back on the waiting list, a new Letter of Intent must be completed and applicant will be placed on the waiting list based on the date and time recorded on this new form.

Mid-Year Decision (Jan 1 and after): If enrollment is offered during the PCK school year, the applicant will be allowed to either accept or decline the available position. If the position is accepted, the student will be given the option of starting immediately, or waiting until the start of the next school year (August). Once a position is declined, the student's name will be removed from the Wait List.

Declining Spot: If an applicant is offered a spot but declines, the student's name will be removed from the waiting list. If they wish to reapply, a new Letter of Intent must be submitted. The new date and time on this form will determine the student's new position on the waiting list.

Voluntary Removal: Should an applicant be removed from the waiting list on a voluntary basis, and then it is decided that they should reapply, a new Letter of Intent must be submitted. The position on the waiting list will be determined by the new date and time on this form.

Withdrawal from PCK: If a parent withdraws his/her student from PCK and later decides to reapply, they must complete a new LOI. If the student who is reapplying has a sibling currently attending PCK, the reapplying student's sibling status date will not be the enrolled sibling's start date, but rather the date of reapplication (new LOI date.) Please note: this differs from the above mentioned sibling status policy and only applies to those who have previously attended PCK.

Exception: Parents of former students may submit a request for an exception to this Section 6.02 to the Director. The Director may, at his or her discretion, bring such requests to the Operating Council for approval. The Operating Council may approve such requests by majority vote. *Revision 5/20/13*

Birth Requirement: Letters of Intent will **not** be accepted for unborn children. (*As per policy clarification by PCKCS operating council 2/20/96*)

District Open Enrollment Policy:

- 1.) Once a student enrolls in a charter school (or any other school), that school becomes his/her assigned school and s/he must apply for open enrollment into any other district school including his/her former neighborhood school. There will no longer be automatic acceptance of students back into neighborhood schools once they have enrolled elsewhere. Therefore, charter school students are now considered open enrolled students.
- 2.) No annual open enrollment application will be required until the student changes levels and schools. (ie. into middle school or high school).

6.03 – Discipline

PCK Behavior Management System (Revised: August 2009)

PCK Core Behaviors guide our Behavior Management System:

- | | | |
|-------------------|--------------------------|--------------------------------|
| 1. Respect | 2. Responsibility | 3. Ready to Participate |
|-------------------|--------------------------|--------------------------------|

At the beginning of each school year, and on the first day back following the Winter Break, students will be taught what each **Core Behavior** looks like in various locations throughout the school building and grounds, including the classroom, hallways, bathrooms, lunchroom, playground and gym (for carpool dismissal.) One facet of our Behavior Management System is to teach students the positive behaviors we expect and then recognize/reward these same behaviors when we “catch” students demonstrating them. Individual classroom behavior management systems may vary, but each will focus on reinforcing the positive or desired **Core Behaviors**. Classroom expectations will be set on the first day of school each year.

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In the event a student fails to demonstrate one or more of the **Core Behaviors**, we will move into the second phase of our Behavior Management System, as outlined below:

Level I – Teacher/Student: Applies to behaviors that are irritating, disruptive and/or annoying and impact classmates, staff or the learning environment.

- Establish general classroom expectations
- Clarify classroom behavior management system (pennies, beans, ABC tickets, etc.)
- Teach, Model, Review, and Remind students of PCK **Core Behaviors**
- Create/post **Core Behaviors in the Classroom** matrix
- Apply Love & Logic strategies, as appropriate
- Establish both an ‘in-class’ and an ‘outside of classroom’ RECOVERY area
- Log behavioral incident(s) in the online behavior Wiki and send RED Conduct Mark form home

If all of the above does not bring about desired behavior change(s), move to Level II

Level II – Teacher/Student/Parent: Applies to behaviors that have not abated using Level I strategies; student is not responding to teacher corrections or Conduct Mark consequences.

- Phone or e-mail parents to advise of behavior issue(s)
- Agree upon a plan for correcting undesirable behavior(s) that involves the parents
- Conference with parents first, then student
- Clarify consequences for student if behavior does not correct (e.g. loss of privileges, detention, etc.)
- REPEAT process until desired results are achieved
- Notify Teri and Johanna of situation, parent and student responses. Behavior issue logged in IC.
- Continue to use the in class or outside of classroom RECOVERY area as appropriate, and continue with Love & Logic strategies; EMPATHY is key.

If all of the above does not bring about desired behavior change(s), move to Level III

Level III – Administrator/Teacher/Parent/Student: Applies to all MAJOR behavior violations and/or continued willful disobedience/open and persistent defiance of proper authority.

- All parties meet with an Administrator; issue logged in IC.
- Disciplinary action(s) taken or Behavior Plan developed
- HOME RECOVERY (e.g. Suspension), if necessary

competitive differences

6.04 – Dress Code

Revisions to dress code - May 2010

In accordance with the Charter Application approved by the Douglas County School District for Parker Core Knowledge (PCK), a dress code has been established to minimize economic and competitive differences among students. All students are required to follow the dress code.

Dennis Uniform (www.dennisuniform.com) is the preferred provider of our uniforms. However, **JC Penney has been approved as an alternate vendor for middle school khaki pants and shorts.**

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All khakis from JC Penney must be khaki and not dark khaki. You may choose to buy uniform items at various retailers and/or uniform vendors. (Christopher Plaid items must be purchased from Dennis Uniform) However, not everything each retailer/uniform vendor offers will meet our dress code guidelines. If the article of clothing is not defined in these guidelines, it is not approved.

All articles of clothing must match approved colors as shown on the front bulletin board. However, the Christopher Plaid and all outerwear worn inside the building may only be purchased through Dennis Uniforms, or through the PCK PTA.

The School Director has final determination of acceptability for ANY dress code issues in question.

Dennis Uniform 303-738-2255	8600 Park Meadows Drive Lone Tree, CO 80124	School Code: C32
JC Penney www.jcp.com	Park Meadows Mall Southlands Shopping Ctr	303-768-9130 303-693-8454

All pre-existing PCK sweatshirts and hoodies (hooded/Cougar sweatshirt, and crewneck sweatshirts) are allowed through the end of the 2010- 2011 school year.

Uniforms in good condition may be passed on or resold to other students as your child outgrows them. PCK traditionally has a Used Uniform Sales during different events (ie. Conferences, Open Houses) through out the year.

In addition to the specified clothing, a neat appearance is mandatory.

The following guidelines have been established:

Jewelry

- A minimum amount of jewelry is acceptable.
- Girls may only wear one post earring per earlobe.
- For safety reasons, no dangling or hoop-style earrings are allowed at school (including dress down days).
- Boys may not wear earrings.
- Nose rings, other facial jewelry and visible tattoos are **STRICTLY PROHIBITED**.
- One necklace and/or one bracelet and/or **watch** may be worn.

Hair Boys and Girls

- Must be kept neat, groomed, and clean cut.
- Hairstyle and accessories must be non-distracting.
- Bangs cannot cover eyes.
- Hair color must be a natural color.
- Hair should not be dyed any color that is not considered 'natural' for hair; stripes; carvings or other distracting hair color changes are not permitted.

Boys' Hair

- Must be neat and well trimmed at all times and fall above the shirt collar.
- Boy's hair may not be worn in a ponytail, braids, Mohawk, rat tails, tall spikes or shaved with words, symbols or initials.

Girls Hair

- May wear non-distracting hair accessories, i.e. headbands, ribbons, scrunchies, or barrettes, of the school colors (forest green, navy blue, white, yellow, light blue, brown, black, gold, silver or Christopher plaid).

Hats

- Hats are not allowed to be worn in the school building as per DCSD policy, and may only be worn outside for weather protection (e.g. cold weather, strong sun protection, etc.)

Shorts, skorts, and skirts

- Shorts, skorts, and skirts must be no shorter than mid-thigh.
- K-8 girls may wear the Christopher Plaid skort and skirt from Dennis Uniform including the flat front skort as approved by OC (11/10/11).
- 7 & 8th grade girls may also wear the Khaki skort, which must be from Dennis Uniform or match the style of the Dennis Skort.
- No other skorts are acceptable.

Pants

- Pants must be navy blue, in one of two uniform styles:
 - Pleated front with side pocket or
 - Flat front with side pockets
- Pants with patch pockets and cargo pant styles are not acceptable
- Corduroy pants for girls have been discontinued (11/10/11)
- Approved Colors:
 - K-8 may wear navy blue pants.
 - 7-8 may also wear khaki pants. (See exception below)
- Navy uniform style pants/shorts may be purchased from other suppliers as long as the style is the same as Dennis Uniform pants.
- Pants with torn knees or other visible rips MAY NOT be worn.
- Pants that have faded excessively or appear overly worn are also not permitted.
- Pants with belt loops must be worn with a belt.
- Pants may not be worn lower than the waist.
- Pants are to be appropriately fitted to the student. Overly large or baggy pants are not permitted. Underwear may not show.

Middle School Exception: 7th and 8th grade may also wear KHAKI pants, shorts, and skorts. Khaki pants and shorts MUST be purchased from one of our two approved providers (Dennis Uniform or JC Penney and must be khaki, not dark khaki). The khaki skort must be or match the one provided by Dennis Uniforms. NO OTHER BRAND/COLOR OF KHAKI PANTS OR SHORTS ARE PERMITTED. Dennis Uniforms and JC Penney are the only suppliers for permitted khakis (MS only).

Shirts

- Polo style knit shirts, turtlenecks and mock turtlenecks (11/10/11) in the following school colors are acceptable: Navy, White, Forrest Green, Pale Yellow and Light Blue.

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- Oxford, button-down shirts are also acceptable in the appropriate colors as sold by Dennis Uniform.
- All students must have one white uniform shirt with the PCK logo for PCK Spirit days.
- **Please refer to PCK uniform display for clarification on style and color.**
- *Collars should be plain without scallops or decorated edges.*
- Shirts and blouses **MUST** be tucked into pants, shorts, skirts or skirts **AT ALL TIMES** to maintain a neat appearance. **Exception: Dennis Uniform ¾ sleeve blouse.**

Sweatshirts and Sweaters (PCK approved only)

- In addition to the specified uniform tops, students may also wear the Dennis uniform sweaters, and other approved PCK logo outerwear only.
- *The PCK Cougar hoodie and crewneck sweatshirt is approved through the end of the 2010-2011 school year.*
- Sweatshirts may not be worn without an approved uniform shirt underneath.
- Sweatshirts need to be the correct size for the student, not oversized and free of holes and tears.
- *Dennis Uniform cardigans will need to have the logo embroidered on the front left chest in order to meet dress code policy.*
- Jackets, sweaters, and any other non-uniform sweatshirts may not be worn in the building except on designated dress down days.

Middle School Only:

- *In addition to the aforementioned requirements, the Middle School students will have the option to purchase and wear additional PCK approved outerwear found on the website. (OC 8/18/11)*

Shoes

- Must be in a matching pair.
- No sandals or open-toe shoes, heels or boots are permitted.
- Snow boots, hiking boots and rain boots are **ONLY** permitted during extreme weather. If worn to school, be sure to **send another appropriate pair of shoes for student to change into once they arrive at school.**
- *Uniform shoes must be either solid colored or two--colored in white, black, brown, blue or gray, and they may have a third color from the approved palate as an ACCENT on the stitching, tabs or soles of the shoe. In some cases this will mean that a shoe actually has three colors, with the 3rd color (from the approved color palate of white, black, brown, blue and gray) being the accent color. (OC revision 8/12/10)*
- Minimal logos are allowed in the specified colors
- Shoe soles must be non-marking.
- Athletic shoes are required for P.E. and as such are the preferred shoe of PCK.
- *Moccasins and/or slippers are not considered suitable uniform shoes and, therefore, may not be worn to school. (OC revision 12/9/10)*

The following are unacceptable on uniform approved shoes

- Flashing lights
- Electronics
- Character Logos (i.e. Spider Man, Disney, Barbie) of any kind
- Plaid
- Checkered

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- Striped
- Neon
- Camo
- Polka Dotted Patterns
- Glitter or Bling
- **Animal Prints**
- Anything deemed as offensive or inappropriate in a school environment.
- To receive an exemption regarding footwear, the student will need a medical excuse and/or an exception granted by the Director.

Middle School Only:

- Athletic Shoes – All athletic shoes must have a body color of black, brown, grey, blue or white. Accent colors in any solid color are acceptable. Shoelaces must coordinate with the shoe and be free of decoration. (OC 8/18/11)

Socks/Leggings/Tights

- Socks, leggings, and tights must be worn in a solid, coordinated color to match the Christopher plaid colors (navy, forest green, black or white.)
- Leggings may be worn under skirts and jumpers, and
- Must be ankle length to be acceptable.
- Fishnet tights or leggings with any pattern are not acceptable.
- Socks must also be worn with leggings.
- All socks need to be a matching pair of the same color: navy, forest green, black, or white.

Belts

- First grade through eighth grade students must wear a black, brown, white, navy or light blue belt with uniform pants and shorts that have belt loops.
- Chain belts are not allowed.
- In kindergarten, belts are optional if your child cannot buckle/unbuckle without assistance.

Nail Polish

- Nails shall be neat in appearance and well groomed.
- Girls are permitted to wear clear or natural looking nail polish.
- False nails of any kind (including acrylic) are not allowed.

Middle School Only:

- The PCK dress code for nail polish applies to the middle school with the following exception: Girls are permitted to wear colored nail polish, and must have the same solid color on all finger nails. The following colors are NOT ALLOWED: Black, Metallic (of any kind), Neon, Patterned (checkered, striped, plaid, crackled, etc.) or logos/decals. (OC 8/18/11)

Make-up

- Only 'light, natural looking' make-up may be worn in grades 7-8.
- No dark or Gothic style make-up is allowed.
- Students in grades K-6 may not wear make-up.

Dress Down Days

- Dress Down Days are a privilege and must be treated as such.
- Cleanliness and neatness of appearance are important at all times.
- The School Director has final determination of acceptability for ANY dress code issues in question.
- The School Director schedules all school "Dress Down Days" Typically, there is one all-school "Dress Down Day" per month and Middle School has one additional dress down day per month.
- Additional dress down days may be scheduled for various rewards, holidays, or incentives at the discretion of the School Director.
- "Dress Down Days" will be announced at the end of the day as a reminder to all students.
- In addition, the Thursday newsletter will also note any all-school dress down days.
- Individual classroom dress down days that are approved by the School Director will not be communicated via the Thursday Newsletter; teachers will generally announce this to the class or communicate it to parents in their Classroom Newsletter.
- Dress code for other school functions, social events, and evening school activities, i.e., Middle school socials and athletics, also follows this policy.

The following dress down guidelines have been established:

- No torn or ripped clothing
- No overly loose or tight clothing (no larger than 1 size larger or smaller than normal fitting)
- No underwear visible at any time.
- No clothing that features alcohol, drug, or gang references
- No halters, mesh or otherwise 'see-through' tops or bare midriffs
- **Straps or sleeves must be at least 1 ½ inches wide.**
- No slip-on shoes. Sandals, clogs, etc. must have a strap that securely fastens the shoe to the foot.
- Shorts, skorts, and skirts should be no shorter than the school uniform shorts.
- Jeans & t-shirts are acceptable if the above guidelines are followed.
- No clothing that is offensive or disruptive to the learning environment.
- No hoops or dangling earrings (safety concern)

6.05 - Dress Code Enforcement

Compliance with the dress code is mandatory. Parents are encouraged to help students monitor dress code compliance. Violations of the dress code will result in the loss of dress down day privileges for the student.

Dress code violations will be tracked in the following manner:

1. If a student arrives at school, or later in the day is noted with a dress code violation, the student will be sent to the front office to have the violation logged. After three dress code violations, the student will lose their dress down day privilege during the month the third violation occurred.
2. Students who lose their dress down day privilege for the month will be expected to arrive in full uniform on the designated dress down day. Students who fail to arrive in

PARKER CORE KNOWLEDGE CHARTER SCHOOL

proper attire will sit at the front office until a parent brings their uniform. If a parent cannot be reached, or if a parent is unable to bring a uniform, students will spend the day at the front office (class work will be brought to them).

3. Students who repeatedly lose their dress down day privilege due to daily dress code violations will lose their dress down privilege for the remainder of the school year after four (4) lost dress down days (or 12 dress code violations.)

6.05 - Dress Code Enforcement

Compliance with the dress code is mandatory. Parents are encouraged to help students monitor dress code compliance. Violations of the dress code will result in the loss of dress down day privileges for the student.

Dress code violations will be tracked in the following manner:

1. If a student arrives at school, or later in the day is noted with a dress code violation, the student will be sent to the front office to have the violation logged. After three dress code violations, the student will lose their dress down day privilege during the month the third violation occurred.
2. Students who lose their dress down day privilege for the month will be expected to arrive in full uniform on the designated dress down day. Students who fail to arrive in proper attire will sit at the front office until a parent brings their uniform. If a parent cannot be reached, or if a parent is unable to bring a uniform, students will spend the day at the front office (class work will be brought to them).
3. Students who repeatedly lose their dress down day privilege due to daily dress code violations will lose their dress down privilege for the remainder of the school year after four (4) lost dress down days (or 12 dress code violations.) Adopted: Revised July 2006

7. Parents

7.01 - Home-School Communication

The following guidelines help to ensure good communication between school and home. If you have a problem with a specific teacher, please talk directly with that teacher by phone or by leaving a message. You may contact the school secretary to leave a message or to schedule an appointment. Should concerns continue, contact the School Director. Communication between home and school is of utmost importance to a student's growth and sense of confidence that parents and teachers are working together. These regular provisions are made for home-school contact:

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1. The full school year calendar will be published on the school website prior to the next school year. Any changes or additions will be included in the *Thursday Folder* or on the school website.
2. Weekly school news will be published to the PCK website each Thursday (ckcs.net/news).
3. Teacher websites and the Infinite Campus Parent Portal should be checked on a regular basis.
4. In grades K-5, *Thursday Folders* will be sent home each week. Please take time to review all information in the folder. It will serve as the primary means of disseminating school information. Parents will be asked to sign the folder and/or its contents and return it to the classroom teacher on Friday morning.
5. Throughout the year, PCK may offer before and after school activities. You will be notified of these activities via the *Thursday Folder*, the website or email. Activities may include anything from dance lessons, Girl or Boy Scouts, extra tutoring, computer club, chess club, sports, or play/music practice.
6. PTA meetings, Back-to-School Night, similar activities, and newsletters are used to inform and involve parents of school happenings.

7.02 - Parent-Teacher Conferences

The conference is a meeting between the parents and teacher(s) of each child to discuss the student's progress within the educational program.

1. Two formal conference times are scheduled during the school year as indicated on the school calendar. All parents are expected to attend. Grades K-6 conference time is 15-20 minutes. Grades 7 & 8 have a ten-minute conference time per teacher. You will be notified of when online conference sign-up will begin. Parents are responsible for scheduling their own conferences. (This makes it more convenient for parents to schedule conferences close together for more than one child/teacher.)
2. Interim conferences may be scheduled with your child's teacher whenever the need arises. *Classroom duties ordinarily prevent teachers from being free for meetings before or during school hours.* Please contact the teacher directly to schedule an interim conference.
3. Students may attend the conference with their parent, but arrangements should be made for younger siblings. They may not roam freely around the school.

7.03 - Volunteer Policy

PCK relies on parental involvement to ensure smooth daily operations. **The school's charter requires each family to donate a minimum of 20 hours of volunteer time per year.** Parents/volunteers are responsible for recording their volunteer hours online in HelpCounter. Families will be responsible for fulfilling the time commitment by July 1 of each year.

During online registration each year families will be directed to HelpCounter to designate their areas of interest/expertise. This enables the Volunteer Coordinator to match volunteers with needs. Volunteers are notified by email of needs in their specific areas through HelpCounter. In addition, volunteer needs may also appear periodically in notices and newsletters. Parents may donate \$10.00 per hour in lieu of their volunteer time commitment by making checks payable to PCK, turning the check into the school office, and recording the donated "hours" in HelpCounter under the category "\$ = volunteer time".

7.04 - Grievance Policy for Parents

Definition - A grievance shall mean a complaint by a parent with regard to a perceived inequity as it pertains to their child(ren) with regard to an action or, in some cases, inaction by a teacher, member of the PCK staff, the Director, or a member(s) of the OC.

Purpose of Grievance Policy - The purpose of this grievance procedure is to secure, at the lowest administrative level, an equitable solution to problems that may arise from time to time.

Grievance Procedure - It is the understanding that any grievance by a Parent should first be directly communicated to the teacher, staff, Director, or OC (via open meeting) prior to any further action being taken. However, if this is not possible, the following procedure should be adopted:

Level One	Level Two
Any grievance against a teacher, staff, or OC member will be made in writing and submitted to the Director.	If the aggrieved party is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered by the Director within five (5) school days after presentation of the grievance, the grievance may be filed with the OC within ten (10) school days after the initial presentation.
Teacher, staff, or OC grievances will be handled by the Director with appropriate levels of communication followed to resolve such grievances.	The aggrieved party may call a meeting with the OC to discuss the issue or, in lieu of a meeting, the OC will discuss the issue with the Director and determine the necessary course of action.
Any grievance against the Director should be made in writing to the OC.	It is the responsibility of the OC to communicate the outcome to the aggrieved party within thirty (30) days of Level Two notification.

7.05 – Alcohol and Drug-free Workplace

The manufacture, distribution, dispensing, use or function under the influence of alcohol, tobacco, controlled substances, or illicit drugs is prohibited on Parker Core Knowledge property and at any school sponsored or sanctioned activity or event that occurs off Parker Core Knowledge property where students are present. The possession of alcohol and tobacco is prohibited inside Parker Core Knowledge buildings. Illicit drug use is the use of illegal drugs and the abuse of alcohol and /or other drugs, including anabolic steroids. Controlled substances are drugs specifically identified and regulated under federal law and include, but are not limited to, opiates, narcotics, cocaine, amphetamine and other stimulants, depressants, hallucinogenic substances and marijuana. This policy shall apply to all Parker Core Knowledge employees and /or contract employees.

Observance of this policy is a condition of employment or contracting status, as applicable. A violation of this policy may, at Parker Core Knowledge’s discretion, subject the applicable employee or contractor to immediate suspension, disciplinary action (up to and including

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termination), and referral for prosecution. At Parker Core Knowledge’s discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. However, Parker Core Knowledge is not required to offer rehabilitation in lieu of termination or other discipline to any employee or contractor who has violated this policy.

Any employee or contractor, who is convicted, pleads nolo contendere or who receives a deferred sentence or deferred prosecution under any criminal drug statute for a violation occurring in the workplace shall notify the Director no later than five days after the conviction, entry of the plea or deferred sentence/prosecution. This policy shall not prohibit the use of legal medications prescribed by a medical doctor in accordance with such prescription by the individual to whom such medications were prescribed.

8. Facilities

8.01 – Facility Rental

PREAMBLE: *Because PCK does not employ a full-time custodial staff, it is extremely difficult to provide access to the PCK facility under traditional school usage policies. However . . .*

The PCK facility will be available after school hours for programs that provide academic or athletic enhancement to the students, faculty, parents of PCK or PCK approved organizations.

Application	All applications for building use will be completed, signed and turned into the Business Manager of PCK. Any long term usage requests must be approved by the Operating Council. All other requests will be reviewed and approved by the Business Manager. All applications will be approved or denied within 30 days of receiving the application. PCK reserves the right to approve and/or deny any requests.
Approval and Authorization	After approval, a copy of the completed Agreement will be returned to the applicant. This Agreement will serve as the applicant’s identification to the appropriate PCK authorized representative at the time of use. The PCK authorized representative may deny use of the building or facility unless a properly approved agreement is presented.
Cancellation	The user must give a twenty-four (24) hour notice to PCK prior to cancellation. If this notice is not given, PCK may assess fees reflecting all costs incurred. PCK reserves the right to cancel building use activities should the space be needed for school or school-related activities. This privilege will be used only when necessary as a result of unavoidable circumstances. When school is cancelled for emergencies, or weather conditions, scheduled community use activities will not be held.
Denial of Request	Possible conditions of denial may include but are not limited to the following: <ol style="list-style-type: none"> 1. Facilities may be unavailable at certain times during weekends, holidays, summer vacations, or when they are scheduled for maintenance. 2. Misuse or abuse of buildings, facilities, equipment, or grounds may be cause for immediate and future denial. 3. Violation of federal, state or municipal laws, Douglas County School District, or PCK policies or procedures may be grounds for a future denial of request, as well as, the immediate revocation of use and surrender of the premises. 4. If it is determined that a proposed activity will cause excessive wear or require extensive custodial time, the request may be denied.

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<p>General Requirements</p>	<p>General Requirements include but are not limited to the following:</p> <ul style="list-style-type: none"> ▫ Any use of facilities or property shall not create a nuisance or hazard to other persons. ▫ When the building is occupied, PCK may require a custodian or a PCK authorized representative to be present. ▫ Organizations using the facility shall neither negotiate nor pay any PCK employee directly for services rendered. ▫ Organization/Persons using the facility must confine themselves to the room(s) and corridor(s) assigned for their use. ▫ Food and Drink are prohibited unless approved in the original application. ▫ Alcohol, tobacco, and weapons are strictly forbidden on PCK property. Violation of this requirement will cause immediate cancellation of the contract. ▫ Neither gambling nor unlicensed games of chance shall be allowed. ▫ No supplies or equipment will be stored in school buildings or on school property unless approved. ▫ An adult sponsor, over the age of 21, must be present during all activities. ▫ Students must be involved in the activity to be present or must have parent supervision.
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FACILITY COST CATEGORIES: (Any use of the Facility after school hours may require the organization to pay a Custodial Fee to be determined by the Business Manager not to be less than of \$50.)

<p>Fee Schedule</p>	<p>1) Gymnasium.....competitive rate 2) Classroom and other rooms (25 people or less)\$25 per hour 3) Sports Field(s)\$10 per participant /season 4) Stage (summer only)..... \$100 per recital, not to exceed 2 hrs.</p> <p>All Rental Fees are payable in advance for the dates specified. Checks or money orders shall be payable to <i>PCK</i>.</p> <p>Rental charges, as per rate schedule, will be based on the length of time the facility is used, inclusive of the period preceding and closing the activity. (Please see “Facility Use Established by Long Term Contract” section below).</p> <p>The building will be vacated one hour prior to the custodian’s departing time; otherwise overtime charges will be assessed.</p> <p>PCK may assess charges for use of PCK equipment.</p>
<p>Free</p>	<p>1) PCK clubs and/or activities that benefit the PCK students, staff, and or parents exclusively. 2) Governmental Elections. 3) Precinct Caucuses.</p>
<p>Facility Use Established by Long Term Contract</p>	<p>Organizations may rent the school building for church services, Sunday School, or other PCK approved functions under the following guidelines:</p> <ol style="list-style-type: none"> 1) Use of the facility is permissible only after school hours and shall be subject to all approval conditions applicable to other organizations. 2) Religious organizations may not conduct meetings on school grounds during school hours or during school sponsored activities. 3) Facility charge will follow the above mentioned “Fee Schedule” unless a monthly/annual use contract is negotiated.
<p>Grounds and Parking Lot</p>	<ol style="list-style-type: none"> 1) Approved applications are required for use of all athletic fields. All fields will be restricted to the purpose for which they are designed. 2) No buildings, structures, or equipment will be allowed on PCK property without prior approval of the OC. 3) No animals will be allowed on the grounds unless part of approved designated activity.
<p>User Responsibility and PCK Indemnity</p>	<p>The signor of the agreement for Non-School use of the facilities will be considered the legal agent of the organization using the facility and as such will be responsible for compliance with all conditions for facility use. The applicant signing the agreement and the organization represented</p>

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	<p>will indemnify PCK and any person whose property may be within the facility for loss or damage to such property caused by any persons attending said meeting, or any damage or injury arising out of, or in any manner attributable to the holding of said meeting or the use of such building or facility by reason of holding said meeting.</p> <p>The applicant shall be responsible for the conduct and control of all participants and spectators and shall see that all federal, state, municipal, and district regulations governing safety are followed. There must be adequate adult supervision for all use and activities. The applicant must agree to be financially responsible to PCK for any and all damage that occurs to the facility and personal property during the period of use. Excessive wear to PCK's equipment caused by non-school users will be charged to the user.</p> <p>PCK property and comprehensive general liability does not provide coverage to communities and other groups utilizing the facilities. The user is required to provide a certificate of insurance.</p>
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9. Handbook

9.01 - Right to Amend Handbook

The PCK Operating Council and School Director retain the right to amend this handbook. Parents/guardians will be notified when changes are made. Dated amendments for changes to handbook will be noted as 'revisions' in the handbook.

9.02 – Web Site Available

The PCK has published this Handbook on its website for all interested parties. Updates and changes will be made in a timely manner for your information and convenience.

PCK website is <http://www.PCK.net/>

9.03 - Policies

PCK follows many policies of the Douglas County School District unless specified differently in the PCK Parent Handbook. District policies are available at the Douglas County School District web site.

DCSD web site is <http://www.dcsd.k12.co.us/district/>

Appendix A

POLICY FOR LATE PICK UP OF STUDENTS

If you are late picking up your child(ren) or carpool, please come to the office to pick them up. Late is defined as past 3:45 P.M. or 11:15 A.M. for morning kindergarten.

Documentation will be sent home as violations occur and bookkeeping will be kept in the office. This schedule is effective with the beginning of each semester.

<i>First Violation</i>	Notice will be sent home with the adult who is driving and picking up child(ren).
<i>Second Violation (or more)</i>	A fee of \$5.00 will be charged for every 5 minutes past 11:15 A.M./3:45 P.M. per carpool. This fee is due and payable at the time of pick up.

PCK LATE PICKUP.

FIRST VIOLATION:

_____	_____
Driver's Signature	Date
_____	_____
Relation to child(ren)	Phone

SECOND VIOLATION:

_____	_____
Driver's Signature	Date
_____	_____
Relation to child(ren)	Phone

THIRD VIOLATION:

_____	_____
Driver's Signature	Date
_____	_____
Relation to child(ren)	Phone



Parker Core Knowledge

PARENT Commitment to Excellence Agreement

PCK's Commitment to YOU:

To continually strive to provide the highest quality academic program that complies with State, District and Core Knowledge standards

To keep you informed of your child's progress on a regular basis via all available school communication channels

To provide opportunities for you to be involved in your child's education

To provide a safe, orderly and caring school environment for your child.

To keep you informed of all ongoing school issues/concerns.

To welcome your attendance and input at all OC, SAC, and PTA meetings.

YOUR Commitment to PCK:

To check your child's academic planner, review interim reports and report cards, and check to ensure all assigned homework is completed properly and on time.

To provide educational support by ensuring your child attends school daily, is on time (arrives by 7:55 a.m. and is picked up no later than 3:40 p.m.) and is prepared to learn by having all necessary materials.

To diligently support PCK's effort by meeting or exceeding the annual volunteer commitment of 20 hours/year.

To support school rules and work cooperatively with the school, avoiding confrontational and adversarial resolution of grievances.

To be involved in school activities/meetings such as Parent-Teacher conferences, and to take the initiative to obtain information from proper sources (e.g. school and teacher websites, IC parent portal (6th – 8th) teacher correspondence/e-mails, school newsletters and Thursday folder information).

To respect PCK's discipline and security systems/procedures, and support your child's efforts to abide by them.

I understand my commitment to PCK as outlined above and, furthermore, I acknowledge that I (not PCK) is ultimately responsible for the behaviors and actions of both myself and my child(ren). Finally, I understand this commitment is both a reminder and a formality that will help ensure the optimum academic experience for my child at PCK.

Parent Signature

Date

Family Name (please print)