

# BATTLE ROCK CHARTER SCHOOL



## Student and Family Handbook

2022-2023

11351 Road G  
Cortez, Colorado 81321  
Tel. 970-565-3237



battlerockschool.org

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## Welcome to Battle Rock Charter School

We are looking forward to working with you this year. Please talk with us if you have any problems or concerns. We are here to serve you. We hope this handbook will become a helpful tool to use in communication between home and school. Please take time to become familiar with the information. We hope you will keep this information for future reference.

### Contact Information

Website Address: [www.battlerockschool.org](http://www.battlerockschool.org)

Telephone: 970-565-3237

Please remember that since we do not have a traditionally staffed office during school hours, there may be times when no one will be available to answer the school's phone line. At those times, all staff are engaged with students in instruction. Please contact your student's teacher directly during those times. Text messages are ideal for non-emergency situations as they allow the teacher to wait until a break in instruction to address the message, but, of course, you are always welcome to call.

<b>Office</b>	Sandra Sam	<a href="mailto:ssam@battlerockschool.org">ssam@battlerockschool.org</a>
<b>Financial Director</b>	Karen Casgrain	<a href="mailto:kcasgrain@battlerockschool.org">kcasgrain@battlerockschool.org</a> Phone: (734) 945-2558
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<b>K-2</b>	Tegan Lewis, Mentor Teacher	tlewis@battlerockschool.org
	Jennifer Morris, Partner Teacher	jmorris@battlerockschool.org
	Nina Fox, Paraprofessional	nfox@battlerockschool.org
	Holly Janes, Reading Intervention Paraprofessional	hjanes@battlerockschool.org
<b>3-4</b>	Moqui Mustain-Fury, Mentor Teacher	moquijane@battlerockschool.org
	Emily Lansing, Partner Teacher	elansing@battlerockschool.org
	Kayla Maynard, Reading Intervention Paraprofessional	kmaynard@battlerockschool.org
<b>5-6</b>	Paula Fury, Mentor Teacher	pfury@battlerockschool.org
	Lily Jamison-Cash, Partner Teacher	ljamisoncash@battlerockschool.org



## Leadership Structure

Battle Rock Charter School staff have chosen to utilize a shared leadership model, rather than a traditional hierarchical structure. Administrative duties are divided up among the staff to be completed outside of student hours as much as possible. If you have questions or concerns we ask that you address them directly with your student's classroom teacher when possible. If your concerns are not addressed to your satisfaction, you may contact Karen Casgrain ([kcasgrain@battlerockschool.org](mailto:kcasgrain@battlerockschool.org)). If you have further questions about our structure and how it works, please don't hesitate to reach out to our Leadership Team at [leadership@battlerockschool.org](mailto:leadership@battlerockschool.org)

## Vision

We aspire to pioneer best practices in education.

*To build forward from the foundation of our one-room schoolhouse. To serve as a community hub for innovation and social development.*

## Mission

It is Battle Rock's mission to use our guiding principles to inform our every action. We seek to build on the legacy and spirit of Battle Rock for generations to come.

## Guiding Principles

We believe success starts with nurturing relationships between students, staff, families, and our community through restorative practices.

We believe Battle Rock should be a place where students, staff, and families feel safe.

We believe in educating the whole child through the arts, outdoor experiences, and social-emotional learning.

We believe all children should interact with other children of different ages and abilities.



We believe learning should be authentic and, therefore, subjects should be integrated.

We believe high expectations are an important part of academic and personal success.

We believe our location in McElmo Canyon is an authentic environment for children to explore and celebrate history.

## Multiage model

Battle Rock recognizes that each child grows and develops at their own rate. For this reason, we embrace the values of a multi-age classroom, where a span of three years is the norm, and the curriculum utilized in each classroom allows for differentiation. While we are aware of Common Core Standards, we also recognize that not all children are developmentally ready to master specific skills at the same time. Battle Rock is committed to providing an academically rigorous curriculum while acknowledging that each child's path may look different. We celebrate those differences and provide research-based instruction to support all student growth.

## Classroom Names

In order to shift our language from the traditional age/grade model, our classrooms are represented by names of local plant life, which allows us to move away from emphasis on grade levels. While our students will be documented in a traditional grade level structure and assessed using normative grade level assessments, Battle Rock will not emphasize the focus on the industrialized structure with the students in the classroom. We believe this builds a healthier sense of self and discourages comparison among students. The classroom names will be as follows:

**Juniper**-early elementary-aged students

**Pinion**-middle elementary-aged students

**Cliffrose**-upper elementary-aged students.

Classroom placement will be decided by the educational team and are intended to ensure the best fit for a student's academic and social development.

## Transportation

### BUS STOP SAFETY

*It is your responsibility as parents and guardians to ensure your child's safety to and from the bus stop.*

Battle Rock pick up and drop off is located at the public parking lot on the corner of First and Elm

#### While Waiting for the Bus

- Arrive five (5) minutes before the bus is scheduled to leave the stop
- Park 30 feet away from the bus
- Never unload children next to bus
- Children stay in the vehicle at all times
- Wait until the bus has stopped and the door opens before approaching the bus
- Respect property and neighbors
- Do not litter, play or place graffiti on any property around the stop

#### Late Pick-ups

**You are considered late if you are not there when the bus arrives.**

If you know that you are not going to be there when the bus arrives please make arrangements with other families ahead of time

- The bus will wait for 5 minutes before consequences

**Parents are responsible for their own children**

#### Consequences

1. **Two** written warnings
2. Loss of bus privileges after **three** late pickups
3. Call to Social Services after **three** late pickups

The Battle Rock Bus picks up and drops off at the city parking lot on the corner of First and Elm in Cortez.

	Parent Drop Off	Parent Pick-up
Monday	7:10 am	3:50 pm
Tuesday	7:10 am	3:50 pm
Wednesday	7:10 am	3:50 pm
Thursday	7:10 am	3:50 pm
Friday	7:10 am Check calendar	2:40 pm Check calendar

## Meals


All meals must be paid for in advance; charging meals is not allowed. Applications for free or reduced-priced meals are distributed at registration and available in the school office. The cost for **student breakfast is \$1.75** and **lunch is \$2.75** each day. If you would like to eat with your child, please notify the office by 9:00 AM in order to be included in the lunch count. **Adult lunches are \$3.50** each (Prices subject to change). Note:

**As of fall 2022 school breakfasts and lunches are no longer free. Parents can make payments at: [My School Bucks](#)**

## Personal Property

The school is not responsible for the loss or damage of a student's personal property. Students should not bring anything of value onto campus. All clothes, hats, coats, boots, and gloves must be labeled. Children should not bring toys or treasured items to school unless it is for Show and Tell or is related to an academic subject.





We discourage electronics, toys, and any other trendy items when they become a distraction. All electronic devices like iPods, Nintendo Switches, etc., at elementary school age, are considered a toy. Items must be kept in the student's backpack. Students are not allowed to have electronic devices turned on at any time during school. A fair warning will always be given one of these items, it will be confiscated, and the parent will have to pick it up from the office after school. The school is not responsible for lost, stolen, or broken electronics, toys, or trendy items.

## Cell phones

Because of the inability to supervise cell phone use on the bus and prevent exposure to inappropriate music and videos, cell phones will be collected as students board the bus, placed inside a secure plastic tub and returned as students leave the bus at the end of the day. In case of an emergency, students will be able to contact their parents via the school phone. Communication is always welcome through teachers' cell phones.

## Attendance

**The Colorado School Attendance Law (C.R.S 22-33-104) states that every child who has attained the age of seven years and is under the age of seventeen shall attend public schools for at least one thousand fifty-six hours if a secondary school pupil or nine hundred sixty-eight hours if an elementary school pupil during the year.**

The habit of regular attendance and punctuality is important for successful student achievement. Students at Battle Rock Charter School are expected to be at school from 8:00 am until 3:25 pm or 2:10 pm on early release days. Students who are not in their classrooms by the start of school or who leave school before the end of the school day without prior arrangement are considered tardy.

Consistent attendance is the responsibility of the family and is key to student success. The following policy was developed with flexibility in mind for active families. Unexcused absences will be documented with follow-up after 4 and 8. After 8 unexcused absences, the consequences in the Attendance Process below will apply. With the exception of illness, extenuating circumstances, or prearranged enrichment activities, your child's presence at school is expected.

## Unexcused Absences or Tardies

Any absence that can be avoided and is not necessary or otherwise does not meet the criteria of education or enrichment outside of the classroom. The following will be considered unexcused absences.

1. A tardy will be considered after 8:05 am. When your student is tardy, you must walk your student to the office and sign them in. Every 3 tardies equal 1 unexcused absence.
2. An early pick-up, if not pre-arranged, will be considered comparable to a tardy. Every 3 early pickups will equal 1 unexcused absence.
3. Any absence or tardy that is not communicated to the classroom teacher and approved by 9:00 am on that morning will be considered unexcused.

## Excused Absences or Tardies

A student whose absence or tardiness is approved by the teacher on a prearranged basis.

1. A medical absence includes a student who is unwell (physically or mentally), injured, or has a medical appointment. Contact the classroom teacher by 9:00 am. Documentation is required for medical appointments and/or if the student is absent more than 3 days in a row due to medical reasons.
2. Religious observance and activities with prior communication with the teacher.
3. An enrichment or educational absence includes family experiences of an educational nature with 48 hours advance notice, requiring an outside enrichment form and approval process.
4. Some absences are unavoidable due to extenuating circumstances. In these cases, please contact the office by 9:00 am to communicate the situation.

## Attendance Process

4 Unexcused Absences in 1 Semester	8 Unexcused Absences in 1 School Year	10+ Unexcused Absences in 1 School Year
The staff 1. reviews absences	The staff 1. reviews absences	The staff 1. reviews absences 2. schedules a home visit

<ol style="list-style-type: none"> <li>2. mails an attendance letter home</li> <li>3. will formally document</li> </ol>	<ol style="list-style-type: none"> <li>2. mails attendance letter home</li> <li>3. schedules a family meeting</li> <li>4. will formally document</li> </ol> <p>The classroom teachers and student's family meet to develop a plan/contract to improve attendance at school and monitor progress.</p>	<ol style="list-style-type: none"> <li>3. will formally document</li> <li>4. may contact community support services</li> <li>5. <b>The student will be moved to homeschool status</b></li> </ol> <p>Classroom placement for the following school will be made to best support the students social and academic growth. This will be determined by the educational team.</p>
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## Health Services

### First Aid/Illness

Students needing medical attention shall report to a staff member. Keep contact information up to date so we can reach you quickly if your child becomes sick or injured. Students with fever, vomiting, or diarrhea should stay home until they are symptom-free for 24 hours.

### Accidents at School

Anyone involved in or witnessing an accident in which injury or potential injury has occurred should seek a staff member's attention immediately. If there is any question regarding the condition of an accident victim, those present should leave the person stationary, stay with him or her and send someone to get the nurse.


### Medications at School

#### **ALL MEDICATION SHALL BE SECURELY STORED.**

When possible, please administer medication at home. Medication administration in the school setting is under the direction of the school registered nurse.

**Prescription Medication:** Students requiring prescription medication administration in the school setting must have a Medication Authorization Form signed by the physician and parent. The medication must be in its original pharmacy-issued container.

**Over-The-Counter Medication:** Comfort medicine (Tylenol, ibuprofen, antacid tablets, calamine lotion, bacitracin, and cough drops) may be given if parents have signed the "medicine permission consent" on the Health Screening Questionnaire in the registration packet.



**Emergency Medication:** Students who need to carry asthma inhalers, epi-pens, or diabetic supplies at school may do so as long as there is a Health Care Action Plan signed by a health care provider on file in the health office. Health Care Plans for Severe Allergies, Diabetes, Asthma, and Seizures are available from the school nurse, or on the district website below.

## Immunization Requirements

Colorado State Immunization Requirements for School Enrollment are provided to parents annually. Non-medical (religious/personal) exemptions must be updated annually. Forms are available online or from your school. This school utilizes the Colorado Immunization Information System (CIIS), a confidential, secure, statewide immunization registry. You may choose to exclude your child's shot information from CIIS at any time. Please contact your school nurse for further information.

## Permission for Health Advisory/Need to Know

School nurses develop a Student Health List and/or a Health Care Action Plan from the Health Screening Questionnaire in the registration packet. All information is confidential and is shared only on a need-to-know basis. Alert your school nurse if you do not want your student's medical information shared with appropriate school personnel.

## Permission for Emergency Care

In the event of a medical emergency, the Battle Rock staff will render emergency aid and/or transportation to a medical facility as needed. Costs incurred are at the expense of the family. Every effort will be made to contact the family in such a situation. If this practice concerns you, contact the school administrator. Please keep emergency contact information current with the school.

## Screenings/Physical Exams

Parents/guardians may opt out of routine, non-emergency screenings provided by the district. Current screenings might include hearing, vision, dental, lice, height, and weight. Contact your school if you do not want your child to participate in these screenings. Parents are encouraged to have physical and dental examinations for their school-aged child before entering school and again before the 4<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> grades. Contact your school nurse if you do not have a health care provider and would like to arrange a physical exam for your child.

## Lice

We do not exclude students from school if lice or nits are found. We do educate and support parents as they work to remove lice and nits from their student. Please contact the office if you suspect your student has a lice infestation so we can help. Teach your child to use only his/their own comb, brush, hair ornaments, hats, and coats. Sharing these items is a common way for lice to move from one person to another.

## When to Keep Your Child Home from School

Student illness can affect siblings, classmates, and teachers. For privacy reasons, we do not typically send notes to all students in a classroom when a student is diagnosed with a specific illness. Here is a guide to follow for when to keep your student home with illness. Always consult your health care provider for additional information.

Symptom	Exclusion Guidelines
<b>Cough</b>	Exclusion is recommended if the child is experiencing severe uncontrolled coughing or sneezing, having difficulty breathing, becomes red or blue in the face, makes high-pitched whooping sounds after coughing, or vomits after coughing.
<b>Diarrhea (defined as stools that are more frequent and looser than usual)</b>	Exclusion is recommended if any of the following conditions apply: the child has other symptoms along with diarrhea (such as vomiting, fever, abdominal pain, jaundice, etc.) diarrhea cannot be contained in the toilet, there is blood or mucus in the stool, or the child is in diapers.
<b>Earache</b>	No exclusion is necessary unless there is fluid or blood dripping from the ear.
<b>Fever (defined as a temperature over 101 F orally)</b>	No exclusion is necessary unless the child has symptoms in addition to the fever, such as a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
<b>Headache</b>	No exclusion is necessary unless the headache is severe and accompanied by additional symptoms like vision problems, stiff neck, or behavior change.
<b>Mouth Sores</b>	Exclusion is recommended if the child is drooling uncontrollably.
<b>Open Wounds</b>	Open wounds must be covered at school either by clothing or bandage.

<b>Rash</b>	Exclusion is recommended if the child has symptoms in addition to the rash such as behavior changes, fever, joint pain, or bruising not associated with injury, or if the rash is oozing or causes open wounds. The school nurse may recommend the exclusion of a student with rash who is not immunized for vaccine-preventable diseases.
<b>Stomach Ache/Abdominal Pain</b>	Exclusion is recommended if the pain is severe, if the pain appears after an injury, or if the child had symptoms in addition to the stomach ache (such as vomiting, fever, diarrhea, jaundice, etc.).
<b>Vomiting</b>	Exclusion is recommended if the child has vomited more than two times in 24 hours, if the vomit appears bloody, if the child has a recent head injury, or if the child has symptoms in addition to vomiting (such as fever, diarrhea, etc.).

### How to help your child stay healthy:

- ✓ Make sure your child has fruits, vegetables, and water in their diet and gets at least 8 hours of sleep each night to strengthen their ability to fight illness
- ✓ Teach your child to wash hands before eating, after using the bathroom, and when they come home from school

### How to prevent the spread of illness:

- ✓ Teach your child to cover the cough (into the upper arm, not into hands), and to wash hands after sneezing or using Kleenex
- ✓ Instruct your child not to share drinking cups or containers.

#### Prepared by:

**Susan Ciccio, RN, Former RE-1 Health Services Director**

### Release from School During the Day

1. Before a student is permitted to leave the school grounds during the day, the child must secure permission from the staff.
2. If the student has a note from home, the staff will retain such a note.

3. Parents/Guardians will meet the student in the office at the time the student is excused.

## Visitors to Campus

Parents/Guardians are always welcome on campus. Please contact your student's teacher to know when and how you may be able to volunteer in the classroom. Science Fridays and Field Trips are particularly fun days to volunteer.

## The Restorative Process

Conflict resolution is an essential aspect of school discipline, and includes providing frameworks by which students can develop and exercise empathy, take responsibility for their actions, repair harm created by their actions, and develop decision making skills. When systematically implemented, restorative practices proactively build a positive school community and learning climate while dramatically reducing behavior referrals, bullying, violence, detentions, and suspensions. The restorative process seeks to heal the whole child by making things right for the victim, the offending child, and the school community. Instead of a punitive approach, which is grounded in shaming and blaming the offender, a restorative approach balances accountability with the support of the offender in making things right. This process also involves the input and insight of the victim in the solution. One overriding goal of this process is to help students "fix what has been broken." Fixing the hurt that occurred requires that students have insight into what went wrong, ideas of how to translate that insight into an action plan, and the willingness to accept that plan or solution as their own.

Restorative practices can and should be utilized at all levels: in classrooms, in discipline meetings, in restorative conferences, and in mediations with parents.

- Classrooms: teachers should utilize restorative language when presented with opportunities to address behavior issues. The focus should be on "What harm was caused?", "Who is responsible for this harm?", and "How will things be made right?"
- Discipline meetings: the teacher should utilize this restorative approach when meeting with students one on one to help them explore their understanding of harm and repair. Avoid giving "assignments" from a punitive standpoint. Instead, involve the student in creating a plan for how he/she will repair the harm that was caused.

- Conferences/Mediations: many incidents will benefit greatly from a restorative conference or mediation. The restorative practice coordinator will mediate these on a case by case basis, in partnership with students and teachers. Parents may also be asked to participate after some initial pre-conferencing to ensure safety for all parties.
- Community service: Some incidents may best be handled by asking a student to repair the harm through agreed community service.

## Bullying Policy and Procedure

### Bullying Policy

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical activity (including electronically transmitted acts [i.e. Internet, cell phone, or wireless handheld device]) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristics. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school sponsored function, or in a school vehicle.


"Bullying" is repeated conduct that meets all of the following criteria:

- Is directed at one or more students.
- Substantially interferes with educational opportunities, benefits, or programs of one or more students.
- Adversely affects the ability of a student to participate in or benefit from the school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress.
- Is based on a student's actual or perceived distinguishing characteristic (see above) or an association with another person who has, or is perceived to have, any of these characteristics.

### **Restorative practices may not be used in a bullying case.**

A safe and civil environment in school is necessary for students to learn, achieve, and succeed. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.





Demonstration of appropriate behavior, treating others with civility and respect and refusing to tolerate harassment or bullying is expected of staff, and volunteers to provide positive examples for student behavior.

When addressing harassment or bullying behavior, it is important to balance the needs of victims, offenders, and our community.

- Victims need a supportive response that does not blame them for the offender's behavior. Part of that support can include some education and/or coaching on setting and maintaining appropriate boundaries.
- Offenders need to be held responsible for their actions and to be given an opportunity to make things right. This is a crucial opportunity for the offender to continue developing their capacity for empathy. Rather than a blaming or shaming punitive approach, Battle Rock will take a restorative approach whenever appropriate to encourage and support the repair of harm to all parties and the school community.
- The school community has a need and a responsibility to restore the student to the school in such a way that he or she can continue to focus on learning. There is also a need to feel safe coming to school, and a restorative approach can rebuild that sense of safety for the community.

## Bullying Procedure

All students, staff, and families deserve to be treated with dignity and respect. Bullying will not be tolerated and a specific policy in regards to bullying behavior has been established.

Consequences considered for bullying behavior:

- Separation of the parties involved.
- The parents of all involved students will be contacted.
- Timely investigation of alleged behavior by a teacher (in part to determine whether a boundary had been set).
- Meeting with appropriate parties, such as staff, parents, and students.
- The alleged perpetrator receives mediation through a Restorative Process.
- Targeted student receives support and may choose to participate in a Restorative Process.
- If the behavior continues the alleged perpetrator will receive further mediation
- If there is still no resolution, the targeted student is to inform staff, who will provide further support through arbitration.

- Any student who continues bullying behavior after these mediation steps will be suspended or expelled based on the recommendation of the board, and in compliance with the Montezuma-Cortez School District Special Education department.

## School Safety Plan

Lockdown, lockout, evacuation and shelter drills are for practicing orderly conduct in case of an actual emergency or disaster. The school will practice each drill at least twice a year. Students, visitors and staff must follow the teacher in charge and remain quiet and orderly during drills. Battle Rock Charter School implements training materials from the “i love u guys” Foundation to inform students and staff of protocols during emergency situations and reviews all plans and training annually. Please see the handout on the following page for an overview of the Standard Response Protocol.

**In the event of an emergency, a staff member will contact you. Please wait for staff to alert you to where you should meet your student to avoid confusion.**

Parent-Child Reunification Plan	
Student Evacuation Site	Unannounced for safety reasons
Student Reunification Site	Cortez Recreation Center



### STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Secure the Perimeter"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

### TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>



### LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

#### STUDENTS:

- Return to inside of building
- Do business as usual

#### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



### LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

#### STUDENTS:

- Move away from sight
- Maintain silence

#### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



### EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

#### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

#### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



### SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

#### SAMPLE HAZARDS:

- Tornado
- Hazmat

#### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

#### STUDENTS:

- Appropriate hazards and safety strategies

#### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



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SRP Handout for K12 | Version 2.0 | 01/08/2013 | Revised: 01/08/2013 | <http://iloveguys.org>



## Dress and Appearance

All students should dress appropriately for school, keeping in mind the activities for the day, the weather, and the health and safety of the individual. **Students are expected to be dressed in a manner reflecting respect for themselves and those around them.** Any concerns regarding school dress will be referred to the parent/guardian.

Here are some guidelines to keep in mind when dressing for the school day:

- Refrain from wearing items with negative messages.
- Clothing should be comfortable and appropriate for athletic outdoor activities and the weather.

For your child's safety, shoes that are durable and sturdy enough for physical activity must be worn at all times-- flip-flops, open-toe shoes, or heels are not advised. Keep in mind that your student will hike nearly daily through a landscape with lots of cactus and goat heads.

## School Clubs at Battle Rock Charter School

*School Clubs are educational opportunities sponsored by the school under the leadership, direction, and supervision of school staff. The subject matter supports student learning and interests beyond the day-to-day curriculum with the purpose of providing engaging learning experiences and building upon student interests.*

### Proposal Process

School Clubs may be proposed by BRCS staff, students, adult members of students' families, or approved volunteers but must be approved by the Battle Rock leadership team. Those proposing a School Club must complete and submit the form two weeks prior to the proposed start date. Completed club proposal forms should be turned into the office for Leadership team approval. Upon approval, the Club may start meetings immediately.

Leadership will review applications for authorization of clubs on a case-by-case basis. Approval will be determined on the following factors:

- The proposed club would meet this policy's definition of a School Club,
- The proposed club's purpose and activities are educational in nature, lawful, and comply with this policy.
- The proposed club follows the school code of conduct and upholds school values and culture.

## Leadership and Supervision

School Clubs may be taught/guided by BRCS staff, adult members of students' family, or approved volunteers but must be supervised/sponsored by a BRCS staff member. It is the responsibility of the person submitting the Club proposal to seek out a staff sponsor prior to submitting the proposal.

## Meeting Time & Place

School Clubs may meet on or off-campus during or after school hours under the approval of the leadership team. The Club meeting place, time, frequency, and duration are to be submitted and approved with the Club proposal form and must be approved by the school leadership team. If a school club is meeting on campus after school hours the staff sponsor must be present. Transportation needs may be submitted in the proposal form.

## Participation/ Membership

Student participation in School Clubs may be limited in number, criteria-based, and/or require parent and teacher consent. Membership may not be limited on the basis of color, disability, gender, gender identity, national origin, race, religion, or sexual orientation. Students who join but fail to stay active and/or violate the code of conduct may be dismissed from the club.

## Off-Campus Activities & Outside Guests

School Clubs must obtain approval from their staff sponsor before inviting guests or speakers from outside the school to attend meetings on campus or before traveling off-campus for activities.

## Access and Fundraising

School Clubs will have access to participation in all school-related events on campus or in the community and are permitted to participate in Fundraising efforts in relation to BRCS. Fundraising efforts including date, time, and place must be proposed to and approved by the Leadership team.

## Student Clubs at Battle Rock Charter School

*Student Clubs are authorized for the purpose of granting a place within the school campus for students to meet during non-instructional time. Student Clubs are initiated and led by students. Their meetings, ideas, and activities are not sponsored or endorsed by the Battle Rock Charter School or Staff. A Student Club is any club whose subject or purpose is not included in the definition of a School Club. It is student Initiated and student-led without sponsorship by the school staff.*

### Proposal Process

Students wishing to initiate a Student Club must complete and submit a proposal form two weeks prior to the proposed start date. Upon authorization, by the school leadership team, the club may start meeting immediately. Leadership will review applications for authorization of clubs on a case-by-case basis. Approval will be determined on the following factors:

- The proposed club would meet this policy's definition of a Student Club
- The proposed club's purpose and activities are lawful and comply with this policy
- The proposed club follows the school code of conduct and upholds school values and culture.

### Leadership and Supervision

Student Clubs are student-initiated and led. School Staff may be present at meetings to supervise student well-being but in a non-participatory capacity. People unrelated to the school may not direct, conduct, control, or regularly attend Student Clubs.

### Meeting Time & Place

Student clubs meet on campus during school hours, however, meeting times may not interfere with educational activities or instructional time. The Club meetings place, time, frequency, and duration are to be submitted with the Club proposal form and must be approved by the school leadership team.

### Participation/ Membership

Participation and membership in Student Clubs may not be exclusive. All students are eligible to be members. Membership may not be limited on the basis of color, disability, gender, gender identity, national origin, race, religion, or sexual orientation.

## Off-Campus Activities & Outside Guests

The school will not provide supervision or transportation for Student Club activities off-campus. A Student Club must obtain approval from the BRCS leadership team before inviting guests or speakers from outside the school to attend meetings on campus.

## Access and Fundraising

Student Clubs are welcome to participate in all school events on and off-campus but are not permitted to raise funds on campus or in relation to school events.

## Prohibitions and Limits to all School and Student Clubs

Battle Rock Charter School Leadership has the right to deny authorization to any club or require changes prior to granting approval if it finds that its purpose or activities would:

- Violate the law or School Code of Conduct or endorse such actions.
- Harass or denigrate any person or endorse such actions.
- Intend to cause a person to fear to freely exercise or enjoy any right secured by the

Constitution or laws of the United States or the state of Colorado, or endorse such actions.

***Any student directly affected by a decision made under this policy may appeal the decision by writing to the BRCS Leadership team.***

## School-Parent/Guardian Compact

*Battle Rock Charter School and the parents/guardians of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents/guardians, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership that will help children achieve the State's high standards. This school-parent/guardian compact is in effect during the school year.*

## Required School-Parent/Guardian Compact Provisions

### School Responsibilities

Battle Rock Charter School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
2. Have a minimum of two teacher conference days each academic year (e.g., Fall and Spring) and meet with parents/guardians whenever a child receives a failing grade in the subject(s) of Language Arts and/or Mathematics and whenever a parent/guardian requests a conference.
3. Provide Parents/Guardians with regular documentation and reports on their children's progress. Specifically, the documentation/reports will address proficiency levels and academic mastery as outlined by the state's academic content standards.
4. Provide Parents/Guardians with access to the teaching staff. Please see contact information for the email addresses and the individual phone numbers of the school's teaching staff.
5. Provide parents/guardians opportunities to volunteer and participate in their child's class, and to observe classroom activities.

### Parent/Guardian Responsibilities

We, as parents/guardians, will support our children's learning to the best of our abilities in the following ways:

1. Monitoring attendance.
  2. Volunteering as my schedule permits.
  3. Participating, as appropriate, in decisions relating to my children's education.
  4. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school either received by my child or by mail and responding, as appropriate.
  5. Serving, to the extent possible, on school-related committees.
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**Battle Rock Charter School**

**Acknowledgement**

Student's Name\_\_\_\_\_

Parent's Name\_\_\_\_\_

I have read the BRCS Handbook and understand the policies as outlined and accept the provisions therein.

Student Signature\_\_\_\_\_

Parent Signature\_\_\_\_\_