

Battle Rock Charter School



Student and Family Handbook

2023-2024

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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 for 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

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. 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.

Business Hours

It takes a village to raise children, and we are honored to be a part of your village but also recognize that all staff are parents, friends, or family members in addition to being teachers. In order to protect the personal needs and health of our staff members, we ask that you respect the need to unplug from the school day. Staff will be available to return phone calls between the hours of 6:30 am and 6:00 pm Monday through Friday (when not working directly with children). Phone calls or text messages received between the hours of 6:00 pm and 6:30 am or on weekends can be expected to be returned during normal business hours.

About Us

Staff

Office	Sandra Sam	ssam@battlerockschool.org
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970-565-3237		
Financial Administrator 970-516-8140	Karen Casgrain	kcasgrain@battlerockschool.org
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Nurse	Sandra Vestal	svestal@battlerockschool.org Phone: (970) 769-3043
ESS Administrator	Tegan Lewis	tlewis@battlerockschool.org
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Juniper 970-516-8082	Jennifer Morris, Mentor Teacher	jmorris@battlerockschool.org
	Megan Cheever, Paraprofessional	mcheever@battlerockschool.org
Piñon 970-516-8083	Moqui Mustain-Fury, Mentor Teacher	moquijane@battlerockschool.org
	Emily Lansing, Partner Teacher	elansing@battlerockschool.org

	Tamara Sturman, Reading Intervention Paraprofessional	tsturman@battlerockschool.org
Cliffrose 970-516-8086	Paula Fury, Mentor Teacher	pfury@battlerockschool.org
	Kayla Maynard, Paraprofessional	kmaynard@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 among the staff to be completed outside 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). 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

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 Charter School 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

Our classrooms are represented by names of local plant life, which allows us to move away from an 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 are as follows:

Juniper: early elementary-aged students,

Piñon: middle elementary-aged students,

Cliffrose: upper elementary-aged students.

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

Transportation

Bus Stop Location

The designated pick-up and drop-off location for the Battle Rock Bus is the city parking lot situated at the intersection of First and Elm in Cortez. Additional stops may be included as deemed necessary.

Drop off and Pick Up Schedule

While our utmost effort is dedicated to adhering to the scheduled pick-up and drop-off times, it is important to acknowledge that certain unforeseen circumstances beyond our control may occasionally impact punctuality.

	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	3:50 pm Check calendar

Bus Stop Safety

It is your responsibility as parents and guardians to ensure the safety of ALL children at the bus stop. Never park or approach the bus from behind.

While Waiting for the Bus

- Arrive five (5) minutes before the bus is scheduled to leave the stop
- Never unload children next to the bus
- Parents should walk their child to the door of the 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.

Late Pick-up Consequences

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


Bus Behavior

Students must comply with rules for the bus which include:

1. Remain seated, facing forward in the assigned seat throughout the entire bus ride
2. Use quiet voices, only speaking to those in immediate proximity
3. Keep hands, feet, legs, and belongings within your seat at all times
4. Do not put hands or heads out the window
5. Use appropriate language and behavior that would be acceptable within the classroom at all times
6. No eating or drinking on the bus (unless approved for a field trip)

Understanding that the safety of all passengers is reliant on the bus driver's full attention to the road, any behavior that violates the rules above will not be tolerated. The consequences below will be enforced.

First offense: Verbal warning



Second offense: A phone call may be made if the offense happens on the way to school, and an incident report will be given to parents upon arrival at the bus stop.

Third offense: An incident report will be given to parents, and a 3-day loss of bus privileges. Meeting with parents and the student will be required to reinstate bus privileges.

Fourth offense: Upon return to the bus, if the behavior continues after a temporary loss of privileges, a meeting will be held with parents and students, and bus privileges will be revoked indefinitely.

Snow Days

In the event of an emergency, delayed start, or inclement weather conditions resulting in a snow day, important information will be shared through the official Battle Rock Family Facebook page and communicated via Remind announcements as well as Power School calls. While Battle Rock will adhere to RE-1 delay protocols, the decision to cancel school will be independently determined. Thus, it is very important that families ensure their contact information is up-to-date and take personal responsibility for actively engaging with Battle Rock's communication channels in order to receive these crucial updates.

Meals

Following [Healthy School Meals for All](#), all students will be eligible for free breakfast and lunch through the district.

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 should 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 other trendy items because they distract learning. All electronic devices at elementary school, like iPods, Nintendo Switches, etc., are considered toys. Devices that **do not** connect to the internet will be allowed on the bus but must be kept in the student's backpack once at school. Students are not allowed to have electronic devices turned on at any time during school. A single warning will be given for these items,

after which they will be confiscated, and the parent will have to pick them 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, videos, and other content, 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.

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.
- Please note that play at Battle Rock includes climbing trees, rocks, and dirt. Staff will not be held responsible for dirty, torn, or worn clothes from physical activity.

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.

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. Battle Rock students are expected to be at school from 8:00 am until 3:25 pm. Students who are not in their classrooms by the start of school or who depart 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. With the aim of accommodating active families, the following policy has been designed with flexibility in mind. Unexcused absences will be recorded and followed up on after the fourth and eighth instances. Once a student reaches eight unexcused absences, the consequences outlined in the Attendance Process below will be implemented. It is important to note that, apart from instances of illness, extenuating circumstances, or prearranged enrichment activities, your child's presence at school is expected.

Students who exhibit chronic absenteeism due to illnesses will be required to undergo a formal evaluation, which may lead to the implementation of a 504 plan to address their health-related needs.

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 student will be considered tardy if they arrive after 8:05 am. When your student is tardy, you must walk your student to the office and sign them in. Every 3 tardies is equivalent to 1 unexcused absence.
2. If not pre-arranged, an early pick-up will be regarded as tardy. Every 3 unarranged early pickups are equivalent to 1 unexcused absence.
3. Any absence or tardy that is not communicated to the classroom teacher and approved by 9:00 am on the same 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. A doctor's note 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 or teachers by 9:00 am to communicate the situation.

Student's arriving after 8:00 am or leaving before 3:25 must be signed in or out at the office.

Attendance Process

4 Unexcused Absences in 1 Semester	8 Unexcused Absences in 1 School Year	10+ Unexcused Absences in 1 School Year
<p>The staff</p> <ol style="list-style-type: none"> 1. Reviews absences 2. Mails an attendance letter home 3. Will formally document 	<p>The staff</p> <ol style="list-style-type: none"> 1. Reviews absences 2. Mails attendance letter home 3. Schedules a family meeting 4. Will formally document <p>The classroom teachers and the student's family meet to develop a plan/contract to improve attendance at school and monitor progress.</p>	<p>The staff</p> <ol style="list-style-type: none"> 1. Reviews absences 2. Schedules a home visit 3. Will formally document 4. May contact community support services 5. The student will be moved to homeschool status or possibly disenrolled <p>Classroom placement for the following school year will be made to best support the student's social and academic growth. This will be determined by the educational team.</p>

Students who demonstrate poor attendance will not receive the priority of returning student enrollment for the subsequent year. Instead, they will be placed on the waitlist for the following year's enrollment.

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.

Parents/Guardians will meet the student in the office and sign them out at the time the student is excused.

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. Re-1 Montezuma Cortez High School offers medical care free of charge for enrolled students in grades K-12.

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 4th, 7th, and 10th grades. Contact your school nurse if you do not have a healthcare provider and would like to arrange a physical exam for your child.

Lice

Based on CDC's recommendations, 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 students. 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.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice or may, in fact, be empty shells, also known as 'casings.'
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families, and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is common during nonmedical personnel's nit checks.

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 healthcare provider for additional information.

Symptom	Exclusion Guidelines
Cough	Exclusion is recommended if the child is experiencing severe uncontrolled coughing or sneezing, has difficulty breathing, becomes red or blue in the face, makes high-pitched whooping sounds after coughing, or vomits after coughing.

Diarrhea (defined as stools that are more frequent and looser than usual)	It is recommended that a child stays home from school if any of the following conditions apply: the child has diarrhea that cannot be contained in the toilet, there is blood or mucus in the stool, or the child is in diapers. In addition, vomiting, fever, abdominal pain, and jaundice are all indicators that a child is ill and should stay home until the symptoms cease.
Fever (defined as a temperature over 101 F orally)	A triple-digit fever is an indication that a child is ill, and the child should stay home until fever free for 24 hours without the aid of Tylenol or Ibuprofen.
Headache	No exclusion is necessary unless the headache is severe and accompanied by additional symptoms like vision problems, stiff neck, or behavior change.
Mouth Sores	The child should stay home if drooling uncontrollably.
Open Wounds	Open wounds must be covered by clothing or bandage at school.
Rash	A child should stay home 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 a rash who is not immunized for vaccine-preventable diseases.
Stomach Ache/Abdominal Pain	Keep your child home if the pain is severe if the pain appears after an injury, or if the child has symptoms in addition to the stomach ache (such as vomiting, fever, diarrhea, jaundice, etc.).
Vomiting	Keep your child home if the child has vomited more than two times in 24 hours.

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.

Visitors to Campus

Parents/Guardians are always welcome on campus. We ask that you sign in at the office before proceeding to your child's classroom. Please contact your student's teacher ahead of time if you would like to volunteer in the classroom.

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


Volunteer Policy

Battle Rock is so grateful for community members who volunteer their time freely to support our school and students. There are various ways to get involved as a volunteer, including but not limited to volunteering in the classroom, assisting on field trips, helping with special events, and assisting with grounds work or office work. Volunteers working in any capacity are expected to uphold the mission and values of Battle Rock, honor the restorative practice model, and respect the safety and privacy of students. BRCS reserves the right to ask any volunteer not abiding by the BRCS model and rules to leave their role as a volunteer. For more information on ways to be involved, please contact your child's classroom teacher or leadership@battlerockcharterschool.org.

Behavior Policies

The Restorative Process

Conflict resolution is an essential aspect of the Battle Rock 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 will be utilized at all levels: in classrooms, in discipline meetings, in restorative conferences, and in mediations with parents.

Classrooms: teachers will utilize restorative language when presented with opportunities to address behavior issues. The focus is on “What harm was caused?”, “Who is responsible for this harm?” and “How will things be made right?”

Discipline meetings: the teacher will utilize this restorative approach when meeting with students one-on-one to help them explore their understanding of harm and repair. “Assignments” will not be given from a punitive standpoint. Instead, students are involved in creating a plan for how they 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.

A safe and civil environment in the school is necessary for students to learn, achieve, and succeed. When addressing unexpected behavior or conflict, it is important to balance the needs of victims, offenders, and our community.

Consequences considered for conflict

- Separation of the parties involved.
- 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.

- Mediation through a Restorative Process.
- Victim 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 and the targeted behavior continues, the behavior may be labeled as bullying, and an arbitration process will begin.
- 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; a restorative approach can rebuild that sense of safety for the community.

Consequences for Disruptive Behavior

Students are responsible for their behavior. Repeated behavior that disrupts the learning environment will not be tolerated. If a student is not able to refrain from disruptive behavior, consequences will be given as follows:

1. Students will be removed from the classroom and provided with a quiet, supervised space to complete his/her work independently.
2. If it is necessary to remove a student from the classroom a second time in the same day, the parent will be called, and the student will be sent home to complete the day's assignments at home. Students must have assignments complete to return to campus.
3. Upon return, if the student continues disruptive behavior, the parent will be called, and a meeting will be held to determine the best course of action.

Repeated disruptive behavior may result in suspension or expulsion from the school.

Obscenity and Profanity Policy

Obscene materials including, but not limited to, illustrations (drawings, painting, photographs, etc.) and oral or written materials (books, letters, poems, CDs, videos, etc.) which are commercially or student-produced are prohibited. Profanity, including, but not limited to, gestures, symbols, verbal and written, is prohibited during school and at all school-sponsored activities.

All other forms of inappropriate language are highly discouraged. Students must choose their words carefully and consciously. Students caught using obscenities or profanities will be subject to the following disciplinary code.

1st Offense - Verbal reprimand.

2nd Offense - Notice issued to parents.

3rd Offense - Loss of field trip privileges

Subsequent Offenses - After School Community Service.

Adults must model respectful behavior and language, as children are impressionable. Profanity expressed by staff, volunteers, or parents will not be tolerated on campus or during school events. Profanity expressed by staff or volunteers will be given a verbal warning. Subsequent offenses will result in written notifications included in the staff file, inability to volunteer, or possible removal from the position. Verbal aggression towards staff, including the use of profanity, will not be tolerated and will result in a verbal warning. Future occurrences may result in the disenrollment of children.

Bullying Policy

"Harassment or bullying" is any **repeated** gesture, threat, 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 individuals.
- Substantially interferes with one or more students' educational opportunities, benefits, or programs.
- 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.

Conflicts not resolved through restorative practices that have escalated to bullying will no longer be dealt with through restorative practices.

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 regard 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.
- 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.

Weapons and Illegal Substances

Ensuring all students and staff's safety and well-being is our foremost priority. To this end, we have established comprehensive guidelines pertaining to the possession of weapons

and illegal substances within our school. Here is the vital information you need to be aware of:

- **Prohibition of Weapons and Illegal Substances:** Students are strictly prohibited from bringing any dangerous weapons or illegal substances onto the school premises. This includes items such as guns, knives, and any object that has the potential to cause harm to others, as well as illegal drugs or substances.
- **Restriction on Knives:** Even knives without harmful intent are not permitted on school grounds without prior permission from school authorities.
- **Prohibition of Fake Guns:** Using or displaying toy guns resembling real firearms is strictly prohibited. Our aim is to prevent any potential distress or confusion.
- **Permission for Simulated Weapons:** If a student requires the presence of a toy weapon for a school-related activity or any external event, they must first seek permission from the school leadership team.

Consequences

Students who violate this rule by bringing a dangerous weapon or illegal substance to school may face severe disciplinary action, including the possibility of expulsion. Expulsion entails being barred from attending school for a minimum period of one year. Expulsion is mandatory as prescribed by the law in the case of firearms or illegal drugs.

Reporting to Law Enforcement: If a real firearm, dangerous weapon, or illegal substance is brought onto school premises, or if a violation of these rules occurs, our staff will promptly report the incident to the appropriate law enforcement authorities.

Definition of Dangerous Weapons: "Dangerous weapons" encompass firearms (loaded or unloaded), pellet or BB guns, knives or any implement designed for causing harm.

Definition of Illegal Substance: An illegal substance refers to any drug or substance that is against the law to possess or use. This includes drugs like amphetamines (including methamphetamines), barbiturates, opiates (such as heroin, morphine, and codeine), marijuana, THC, cocaine, hallucinogens, and phencyclidine (PCP). It's important to note that prescription drugs, which are properly obtained and taken under the guidance of a licensed healthcare professional, are not considered illegal substances under this policy.

By steadfastly adhering to these guidelines, we can create a secure and nurturing learning environment for all students and staff members. Please do not hesitate to contact us with

any questions or concerns. We sincerely appreciate your support in upholding the safety and security of our school.

Parental Rights Under FERPA

Parental Rights Under FERPA to Inspect, Review, and Request Amendment of Education Records

FERPA gives parents/guardians certain rights regarding their child(ren)'s education records. These rights transfer to the student when he or she reaches the age of eighteen or attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students."

Except under certain specified circumstances, FERPA affords parents/guardians or eligible students the right to inspect and review the student's education records. Parents/guardians or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school does not amend the record as requested, the school must offer the parent/guardian or eligible student a hearing on the matter.

More information on rights under FERPA can be found on the U.S. Department of Education (ED) Website: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Mandatory Reporting

Colorado state law indicates that: A report is required when a mandatory reporter has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect. Teachers are mandatory reporters and do not have a choice whether or not to report. Reports are not judgements. Child Protective Services receive the reports and then are in charge of discovering whether abuse or neglect has occurred. For more information on child abuse prevention, please visit:

<https://cssrc.colorado.gov/mandatory-reporting>

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 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>



School Clubs

School clubs are educational opportunities sponsored by the school under the school staff's leadership, direction, and supervision. The subject matter supports student learning and interests beyond the day-to-day curriculum to provide engaging learning experiences and build 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 in to 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' families, 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 must be submitted and approved with the club proposal form and approved by the school leadership team. The staff sponsor must be present if a school club is meeting on campus after school hours. 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-led Organizations

Student-led organizations are authorized for the purpose of granting a place within the school campus for students to meet during non-instructional time. Student-led organizations 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-led organization is any activity 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-led organization 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 organization would meet this policy's definition of a student-led organization.
- The proposed student-led organization's purpose and activities are lawful and comply with this policy.

- The proposed student-led organization follows the school code of conduct and upholds school values and culture.

Leadership and Supervision

Student-led organizations 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-led organizations.

Meeting Time & Place

Student-led organizations meet on campus during school hours, however, meeting times may not interfere with educational activities or instructional time. The organization meeting place, time, frequency, and duration must be submitted with the student-led organization proposal form and approved by the school leadership team.

Participation/ Membership

Participation and membership in student-led organizations 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-led organization activities off-campus. A student-led organization 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-led organizations 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 Student-Led Organizations

Battle Rock leadership have the right to deny authorization to any Student-led organization 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.

Parent Directory

In order to encourage family connection and communication, Battle Rock will publish a school directory in the fall of each school year. To be included in the parent directory, families are required to complete the provided form at the start of the year. If a family chooses not to include their information in the directory, they are not obligated to complete the form. Only families who have submitted their information will be granted access to the directory. Directory information may not be shared with outside individuals or used to harass or solicit families. Individuals who violate this agreement will not be included in future directories, and consequences may be enforced depending on severity. Consequences may include immediate disenrollment.

School-Parent/Guardian Compact

Battle Rock Charter School and the parents/guardians of the students participating in activities, services, and programs agree that this handbook 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 handbook 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 (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. Understanding that children mature and develop at their own unique pace, the Battle Rock leadership team has adopted narrative report cards which describe each child's unique growth and progress while taking into consideration the state's academic content standards.
4. Provide parents/guardians with access to the teaching staff. Please see the 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 observe classroom activities.
6. Assume the best intentions for parents' decisions regarding their children's academic and overall development.
7. Voice concerns directly to parents.

Parent/Guardian Responsibilities

As parents/guardians, we will support our children's learning to the best of our abilities in the following ways (please initial as you read each statement):

- _____ 1. Monitoring attendance.
- _____ 2. Immediately inform Battle Rock when my contact information changes.
- _____ 3. Volunteering as my schedule permits.
- _____ 4. Participating, as appropriate, in decisions relating to my children's education.
- _____ 5. Stay informed about my child's education and communicate with the school by promptly reading all notices from the school, either received by my child or by mail, and responding as appropriate.
- _____ 6. Support school staff in providing appropriate at-home consequences for student's actions and behaviors when necessary.
- _____ 7. Assume the best intentions concerning the actions or decisions of the school staff concerning my child.
- _____ 8. Refrain from discussing frustrations or complaints concerning Battle Rock Charter School or any staff in the presence of my children, as this interferes with the educational experience for my child.
- _____ 9. Speak directly to staff when concerns arise that need to be addressed.
- _____ 10. Serving on school-related committees to the extent possible.



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_____