

Student & Family Handbook

2023-2024

Providing free, student-centered learning and research-based written language therapy for students with dyslexia.

The logo for Orton Academy is centered in a white oval. The word "ORTON" is written in a large, blue, serif font. Below it, a thin green horizontal line separates "ORTON" from the word "ACADEMY", which is written in a smaller, blue, serif font. The oval is framed by a thick green border on top and a thick blue border on the bottom.

ORTON
ACADEMY

3115 Larkspur Drive
Colorado Springs, Colorado 80907
Phone (719) 313-9903
www.ortonk8.org

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Orton Academy

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language therapy for students with dyslexia

Cindy Kanuch, Principal
Anita Arnold, Assistant Principal

3115 Larkspur Drive
Colorado Springs, CO 80907

(719) 313-9903

ckanuch@ortonk8.org

aarnold@ortonk8.org

info@ortonk8.org

www.ortonk8.org

<https://www.facebook.com/OrtonAcademy/>

PRINCIPAL'S MESSAGE

Dear Orton Academy Families,

Welcome to the 2023-2024 school year at Orton Academy! It is going to be a great year to be an Orton Owl! Hoot! Hoot!

It is an honor and a pleasure to be part of a team that is dedicated to providing a learning environment in which students with a profile of dyslexia can acquire the tools and strategies they need to achieve academic and social milestones. Each student who enters Orton Academy will be encouraged and challenged as an individual learner in a supportive instructional model based on the science of reading. Partnerships between the home, community, and the school are necessary to make this possible.

Orton Academy is a free, public contract school authorized by the Education reEnvisioned BOCES to serve students throughout the Pikes Peak region and beyond who have a profile of dyslexia or significant gaps in reading achievement. Orton Academy was created through a decades-long determination to serve and support those with dyslexia and related learning difficulties.

This handbook is designed to help make your experience at Orton Academy successful, safe, and productive by communicating an understanding of our guidelines, policies, and procedures. This handbook highlights some of the most important topics of information and guidelines for parents and students of Orton Academy. The contents align with the policies adopted by the Orton Academy Board of Directors. A handbook cannot cover every situation or question but should direct you through the most common situations. Our expectation is that everyone is responsible for knowing and adhering to its contents.

NOTE: This handbook supersedes all prior handbooks and other written material on the same subjects. This handbook should not be construed to accord any rights or privileges to students or families beyond those accorded by law. For purposes of this Handbook, "parents" shall be understood to include "legal guardians" and "legal custodians".

Cindy Kanuch, Principal

Vision Statement

Orton Academy will become a regional leader in education by enabling students with a profile of dyslexia to overcome the hurdles of dyslexia, dysgraphia, and dyscalculia; empowering students to become self-advocates; and providing a pathway to academic and personal success.

Mission Statement

Orton Academy makes learning accessible to students with dyslexia who experience reading and written language difficulties by providing core instruction and dyslexia therapy based upon the science of reading.

Motto

Instilling hope. Igniting purpose. Empowering to achieve.

Mascot

Owls - a symbol of wisdom, insight, independent thinking, and observant listening.

Belief Statements

- We passionately believe every child is capable of learning; and deserves the most state of the art instruction available to help them achieve their highest individual potential.
- We believe every student has unique strengths and gifts and it is our responsibility to reveal and develop each of them.
- We believe instructional best practices must be based on the most current scientific research. At Orton Academy we are committed to hiring and continually training the leading practitioners in their field to teach our unique student population. .
- We believe students need support and development in both academic and social/emotional realms.
- We believe students should be at the center of all institutional and academic decisions.
- We believe students should be empowered to become independent lifelong learners and skilled critical thinkers.
- We believe every member of the Orton Academy staff is an integral member of our educational team. Together we are committed to assure the highest educational opportunity for each member of our student body.
- We are committed to use the best scientific data to drive our instructional practices and to inform our decision-making for each individual students' academic success.

ACADEMIC PROGRAM

Assessments

Formal and informal assessments occur frequently throughout the year. Assessments are an important part of the educational process and are used to determine areas of strength and weakness, as well as measure academic growth over time. Some of the assessments are grade specific and will not be taken by every child. Individual educators may also give formal and informal assessments in addition to those listed to guide daily instruction.

- DIBELS 8 Oral Reading Fluency- a reading fluency assessment given students in grades 2-8 in the form of three benchmark assessments at the beginning, middle, and end of year, as well as weekly or biweekly progress monitoring. This assessment measures reading rate, accuracy and story retell.
- DIBELS 8 MAZE - reading fluency and comprehension assessment given to students in grades 2-8 in the form of three benchmark assessments at the beginning, middle, and end of the year, as well as weekly or biweekly progress monitoring assessment. This assessment measures reading rate and comprehension.
- Acadience Math (formerly DIBELS Math) - provides a snapshot of students' math abilities in the areas of Computation Fluency and Concepts and Application. This assessment is given as a benchmark assessment and as progress monitoring.
- Star 360 Math, Early Literacy, and Reading - standardized, computer-adaptive math and literacy assessments created by Renaissance Learning, Inc. and given in grades 2-8. These assessments are aligned to Colorado state standards and assist teachers in measuring grade level performance as well as guiding individual needs-based instruction.
- CMAS (Colorado Measures of Academic Success) and PARCC (Partnership for Assessment of Readiness for College and Careers) - designed to measure proficiencies of 3rd through 8th grade students based upon the Colorado Model Content Standards. All students are assessed in English Language Arts and Math. Fifth and eighth grade students will also be assessed in Science.
- CoAlt (Colorado Alternate Assessment) - standards-based assessment program designed specifically for students with significant cognitive disabilities using the elements of universal design to indicate student progress toward the expanded academic standards linked to the Colorado Academic Standards. This assessment replaces the CMAS for those students who qualify.
- COGAT (Cognitive Abilities Test) - given to second and sixth grade students with the purpose of assessing student abilities in reasoning and problem-solving using verbal, quantitative, and nonverbal (spatial) symbols. This assessment is use as a screener to identify potential gifted learners.
- Additional assessments may be given to any child without a formal dyslexia identification to determine if a profile of dyslexia exists.

Curriculum

Orton Academy provides an educational approach designed to meet the unique needs of students with dyslexia and related written language difficulties. Curricular selections are based on their appropriateness for use with Orton's population and their alignment with the Colorado Academic Standards (CAS). The CAS are available for viewing on the Colorado Department of Education [website](#). Orton's curriculum promotes skill development in core academic areas, with an emphasis on strengthening written language skills. Instructional materials are presented through multiple modalities

in order to limit the impact of written language difficulties. Likewise, students are provided many opportunities to apply learned skills through activities that require higher-level thinking but are not dependent on written language, such as projects, presentations, and illustrations. Students receive daily therapeutic interventions from Certified Academic Language Practitioners/Therapists and highly trained interventionists.

Music, art, physical education, technology, executive functioning, and social-emotional programs supplement the academic curriculum. Special education classes, counseling services, ELL (English Language Learners) classes, and Gifted and Talented instruction add to the educational programs and are available for eligible students.

Field Trips

Field trips are designed to provide an outside educational experience to enhance what students have learned in the classroom. Teachers have the option to provide field trips throughout the year. If a class plans a field trip, students will bring home information regarding the details of the trip. When participating in these trips, students are representing Orton Academy, so each student's best behavior is always expected.

- If a student is considered a behavioral risk, the teacher may make arrangements for the student to remain at school during the field trip and perform classroom tasks under adult supervision or request that a parent attend the field trip with their child. Parents will be notified if this applies.
- Any suspensions, habitually disruptive/defiant behavior, poor attendance, or failing grades throughout the year may result in a student forfeiting his/her field trip privileges.
- Parents wishing to chaperone field trips must first be an approved volunteer (submit a background check) prior to the field trip. Parents meeting these requirements are NOT guaranteed to be chosen as chaperones.
- Parent chaperones may be asked to accompany a class and assist teachers with supervision of children during field trips.
- Younger siblings and/or extended family will not be allowed to attend class trips.
- Please notify your child's teacher if you need assistance in paying your child's field trip fee.

READ Plans

In fulfillment of the Colorado READ Act, READ Plans are initiated for students in second and third grade who are determined to have a significant reading deficiency and have not had a READ Plan previously. Any student who has had a prior READ Plan will have new plan created for the upcoming school year, unless they are demonstrating grade-level reading performance as determined by a body of evidence. Drafts of READ plans will be developed over the first quarter and will be presented and finalized during Parent Teacher Conferences. Parents, teachers, interventionists and other staff are all part of a student's team and each plays a role in supporting the student's literacy success.

Multi-tiered System of Supports

Multi-Tiered System of Supports (MTSS) is a school wide program designed to improve educational outcomes for all students. Students who need additional academic and/or behavioral support are identified before their struggles lead to failure. Once identified, an inventory of available school resources to address the student's needs is made and an intervention team develops a plan to assist the student as necessary. MTSS uses proven instructional strategies and on-going data analysis to design and evaluate effective interventions. Adjustments to the plan are made based on student performance data collected throughout the intervention period. Once the student demonstrates the appropriate

performance level, the interventions are concluded. Teachers will continue to monitor the student's performance to ensure consistent progress. Students who do not respond sufficiently to an intervention plan may be referred for additional evaluation and potential inclusion in the special education program. An intervention team includes the student's classroom teacher, appropriate resource and intervention specialists, student's parent/guardian, an administrator, the MTSS coordinator, and the student, if age appropriate. Student success is based on collaboration between the school staff, the student and the parent/guardian as equal partners in the intervention plan development and implementation. Regular communication between the classroom teacher and the parent is essential to ensure interventions are applied consistently both at home and at school so the student has the best possible outcome. MTSS is a comprehensive, dynamic process designed to meet the needs of all Orton Academy students. If you have any questions, contact the school office at (719) 313-9903.

Promotion, Retention, and Acceleration of Students

The Academic Standards are the expectations of what students need to know and be able to do at the end of each grade level. They also stand as the values and content organizers of what Colorado sees as the future skills and essential knowledge for our next generation to be successful. A fixed set of criteria shall not be used to determine promotion from one grade level to the next.

Students who have not mastered the Colorado Academic Standards (CAS) for their grade level may be considered for retention. The classroom teachers shall confer with the principal and the student's parents/guardians about the retention of a child well before the end of the school year. Retention will be recommended when it is clear that repeating a grade is the most appropriate intervention.

The READ Act provides guidance for deciding to advance students with significant reading deficiencies. Beginning in 2016-17, for students completing third grade, the decision to retain a student due to the student's significant reading deficiency shall be made by the principal, in accordance with applicable law and in consultation with the student's parent/guardian, the student's teacher, and other appropriate school personnel.

Acceleration of a student requires a written request from the parent/guardian to the student's teacher and shall be submitted to the principal. The principal, classroom teacher, and other pertinent individuals will meet with the student's parents to discuss how the student's needs will be met in the following year. The criteria to be considered for acceleration shall include the student's physical, emotional, and social maturity, as well as their academic performance. If a consensus of action is not reached, the principal shall make the final decision.

Technology

Orton Academy continues to develop ways to implement teaching and learning technology to enhance learning of all students. Our vision is for students to embrace technology:

- as a tool to provide access to written language through assistive technology such as: audio books, C-Pen Reader, PDF reader, camera for recording notes, etc.;
- to access information for application in imaginative and innovative problem solving or research; and
- to enable individualized academic practice in core subject areas.

Internet - Student Use

Orton Academy believes the Internet should be available in school as a learning resource to educate and inform. Orton Academy provides a filter on our internet service which helps block or filter obscene information. Orton Academy technology devices are owned by the Orton Academy and intended for

educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. At any time and without prior notice, Orton Academy reserves the right to store, monitor, inspect, copy, and review all usage of electronic communications access and transmission/receipt of materials and information. The Student Use of the Internet and Electronic Communications agreement is posted below. Signing the Orton Academy Student and Family Handbook Acknowledgement Form at the end of this document means that you understand the guidelines and have granted permission to allow your child access and use technology at school.

Student Use of the Internet and Electronic Communications

Terms and Conditions:

All technology must be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this agreement will result in revocation of access privileges.

1. **ACCEPTABLE USE:** The use of technology must be consistent with the educational objectives of Orton Academy. Transmission of any material in violation of any US or state regulation is prohibited. This includes but is not limited to:
 - a. Copyrighted material
 - b. Threatening or obscene material
 - c. Material protected by trade secret
 - d. Political lobbying or product advertisement
 - e. Chat channels or social networking unless part of a class assignment or project
 - f. Personal entertainment
2. **PRIVILEGE:** The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator(s) will deem what is inappropriate use and that decision is final. The system administrator(s) may close an account at any time, as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts. Inappropriate use may also result in disciplinary action, and/or legal action. Students must never provide their password to anyone or use anyone else's password.
3. **NO WARRANTY:** Orton Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Orton Academy will not be responsible for any damages suffered in using the internet and/or technology. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the internet or any other technologies, is at your own risk. Orton Academy specifically denies any responsibility for the accuracy or quality of information obtained through this service.
4. **SECURITY:** Security on any computer system is a high priority, especially when the system involves many users. If a student can identify a security problem on the Internet, he or she must notify a system administrator and not demonstrate the problem to other users. Students should not give out personal information or share passwords and usernames. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of inappropriate use of other technology may be denied access to district technologies.
5. **VANDALISM:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, any agencies, or other networks that are connected to the internet or district technology equipment. This includes, but is not limited to, the uploading or creation of computer viruses.

Continuity of Learning Program

In the event that Orton Academy must move to remote learning for more than a single day, the Continuity of Learning Program will be initiated. The Continuity of Learning Program outlines the class schedules for online learning, procedures for attending online classes, and tools to ensure the online learning environment is productive and provides a seamless transition from and to in-person learning. If it becomes necessary to implement the Continuity of Learning Program, detailed information will be distributed to families and information/instructional online sessions will be held to facilitate the transition.

ATTENDANCE

Hours of Operation

Orton Academy is staffed during school days from 8:00 a.m. to 4:00 p.m. Please do not drop off your student prior to 8:00 as there is no supervision by Orton staff before that time. Parents should be in the car line no later than 3:45 for after school pick-up. Before and after school care is available nearby for families who need a wider window of drop-off and pick-up times.

The school day runs from 8:15 until 3:45 Monday through Friday, unless otherwise noted on the school calendar or necessitated by weather or unforeseen circumstances. The current school calendar can be viewed on the www.ortonk8.org website.

In order for staff to have adequate collaboration and professional development time, Orton Academy will have an early release on the following Fridays: 9/1, 9/15, 9/29, 11/3, 11/17, 12/1, 1/19, 2/2, 2/16, 3/1, 4/5, 4/19, 5/3, and 5/17. On these days, students will be released 2 hours early, at 1:45.

If it is not possible to pick up your student early on these days, please inform the school office and we will provide supervision until the normal release time at 3:45.

Arrival and Dismissal

Arrival

- Students should arrive at school no earlier than 8:00 a.m. as there will be no supervision prior to that time.
- Students may enter the building at 8:00 a.m. and proceed to their assigned classroom. All students should be in the school by 8:10 when the first bell rings. Morning announcements and recitation of the Pledge of Allegiance will occur after the 8:10 bell. Instruction begins at 8:15 with the second bell.
- **If your student arrives after 8:15, an adult will be required to sign the student in at the front office.** Please park in one of the visitor spots along the picnic tables or side walk and accompany your child to the office to sign him/her in. This is a requirement to ensure the safety of your student.
- Parents will not be permitted to enter the building with their student unless they check in through the main office. If a parent needs to assist the child with carrying a project, etc., the parent must sign in at the office and get a visitor badge. This is to assist our students in developing their independence, confidence, and responsibility, as well as for the children's safety.
- Parents and visitors must enter the school through the main office. The Visitor Entrance is to the north of the student entrance on the west side of the building. Please buzz in and identify yourself at the front door. We ask that all visitors show identification, sign in, and wear a visitor's badge. Precautions are in place for the safety of the students.
- If your child forgets something necessary for the school day, it should be dropped off in the office and your child will be called to the office between classes to pick it up.

Drop-Off Car Line

- Please consult the Parent Pick-Up/Drop-Off Car Line map to follow the serpentine pattern so that traffic does not back up in the streets.
- Pull all the way forward to the loading/unloading zone indicators, stay in your vehicle, and staff will assist children in the unloading zone (**first three vehicles**) in getting out on the passenger side of the vehicle.
- Once your student is out of the vehicle, please pull away carefully.

- We ask for your cooperation in waiting to unload until you are in the unloading zone - Orton staff cannot adequately supervise students outside that zone.
- We request that all families follow these procedures to keep our students safe.

Dismissal/Pick-Up Car Line:

- Parents may line up following the serpentine pattern depicted on the Drop-Off/Pick-Up map.
- Dismissal time is 3:45.
- Teachers will escort their students to the waiting area by the picnic tables.
- Staff will summon students for the vehicles in the loading zone (**first three vehicles**) and will assist them getting in on the passenger side.
- Please help us keep students safe by following our procedures. With parent cooperation, we typically can load all the cars in the pick-up line in about **10 minutes or less**.
- If you chose to not utilize the Pick-Up line, you will need to come to the picnic table area to get your student. Please make sure you alert a staff member that you are taking your child - staff are accountable for the whereabouts of all students until they are back with a parent.
- We do not permit elementary students to cross the street without an adult, and we do not have enough staff to provide a crossing guard. If you decide to park on Larkspur across from the school, we require you to meet your elementary child at the crosswalk on the Orton side of the street.

Staff are on duty until the end of their workday - 4:00. Students must be picked up by 4:00 p.m. After 4:00 staff are on their own time and not getting paid to be at the school - it is unfair to them to expect them to stay later to supervise students. Documentation will be sent home and recorded in the school office as violations occur. Continual disregard of this policy will be considered abandonment, and proper authorities will be contacted. **If a student is not picked up or a parent is not in the car line by 3:55, the following procedures will be followed:**

- Parents/guardians/emergency contacts will be called
- If we cannot make contact, we must contact the police.

We understand that *occasionally* an event beyond a parent's control, such as a traffic accident impeding progress or a flat tire, will occur, and we will gladly work with you in these situations - just call and let us know.

If the drop-off and pick-up times are difficult for families, we recommend parents look for carpool arrangements (we will have a page on our website dedicated to carpools) or contact Candyland Daycare (719) 473-0044 located just north of Orton Academy on Larkspur. We have a great working relationship with the daycare - students are supervised as they walk to our door in the morning, and we walk them to the daycare in the afternoon.

Absences Due to Illness

Although regular attendance is essential to school success, **please do not send a child showing symptoms of an illness**. Such precautions greatly assist in controlling communicable diseases at school. **Please note: A student at school with a fever, vomiting, or diarrhea will be sent home via the parent or guardian right away as per state health regulations, and must stay out of school for 24 hours.**

Attendance Policy

Children age 6 through 17 years old are required by law to attend school. Parents are legally responsible for compliance with this law. Students are expected and required by Colorado State Law to attend school every day that school is in session. In order for the dyslexia interventions to be

therapeutic, a student must have good attendance. If good attendance is not maintained, the student's spot at Orton may be given to another student awaiting enrollment.

The school must be notified if the student is ill or if there is a family emergency. Parents should call (719) 313-9903, complete that absence reporting form on the website or email attendance@ortonk8.org as soon as possible when an absence is anticipated due to illness, medical, or dental appointments, religious holidays, or family trips. Parents must contact the school within 48 hours of an absence or the absence becomes unexcused. Students are allowed 10 excused absences per school year.

Excused absences are defined as:

1. Absences because of temporary illness or injury.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. Absences by those who are in the custody of court or law enforcement authorities.
6. Those determined by school administration to be excusable, such as doctor's appointments or juvenile court appearances.

Once students have exceeded the number of excused absences, a written excusal from the medical/dental office, or government agency, etc. may be required for subsequent absences to be considered excused. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record.

The parents/guardians of the student receiving an unexcused absence will be notified orally or in writing by the district of the unexcused absence whenever possible. Students earning more than 10 unexcused or 14 days of excused/unexcused absences during any school year may be referred for truancy.

After an accumulation of three unexcused or seven excused/unexcused absences, parents will receive a letter notifying them of the school's attendance concerns, and an administrative review of the student's attendance record and/or an attendance contract will be enacted. Further absences may lead to a referral for truancy. Our policy includes excessive tardiness, also.

The following table delineates the course of action for excessive absences:

Unexcused	3 days/ 21 periods	5 days/ 35 periods	7 days/ 49 periods	10 days/ 70 periods
Excused or Combination of Excused and Unexcused	7 days/ 49 periods	10 days/ 70 periods	12 days/ 84 periods	14 days/ 98 periods
	First Letter of Concern	Second Letter of Concern/ Attendance Contract	Notice Letter of Non- Compliance	Truancy Petition

Make-up Work

It is the student's responsibility to make up any work missed during the time of his/her absence. Students will be allowed two school days to make up work for each day of absence. Out-of-school suspension will count as an excused absence and work may be made up for partial credit.

Prearranged Absences

Absences because of doctor's appointments should be prearranged through the main office whenever possible. Family vacations during school time are strongly discouraged, and are considered unexcused absences. A written notice of an extended absence may be submitted to administration for review before the time of the absence to be considered for eligibility as an excused absence.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing excused absence exceptions. Each unexcused absence shall be entered on the student's record. The parents or guardians of the student receiving an unexcused absence will be notified by the Orton Academy administration of the unexcused absence whenever possible. When students accumulate 3 days or more of unexcused absences, a letter will be sent to the parents and guardians notifying them of the school's concern. If, after a further period of time, there is no significant improvement in the student's attendance, or the student's attendance continues to accrue unexcused absences to a total of 5 days, the parents or guardians will receive another notification in writing. Upon further days of unexcused absences totaling 7 days, the school administration will file a notice of non-compliance with the attorney's office and El Paso County courts. Finally, if the student continues to demonstrate unexcused absences which have accrued to 10 days, the school will file a petition with the attorney's office and El Paso County courts. When a petition gets filed, the student is mandated to appear in truancy court.

In accordance with state law, students with excessive absences may be designated as "habitually truant" and shall be reported to the Colorado Department of Education. When a student demonstrates excessive unexcused absences, the student, parents and school work together to determine the cause of the absences. The school may use site-based teams to address academic and behavioral concerns, use an attendance contract with the student and parent or guardian; make referrals to outside agencies if deemed appropriate to remediate the causal factors for the unexcused absences. In accordance with the law, Orton Academy may impose academic penalties which relate directly to classes missed during an unexcused absence. The administration shall develop regulations to implement appropriate penalties. Students with unexcused absences are expected to make up work and will receive partial credit towards the earned grade.

Any student who has been absent from class for 10 or more consecutive days of unexcused absences in any one school year, except for reasons of expulsion, out-of-district placement, excused long term illness and death shall be considered a "dropout" and shall be reported to the Colorado Department of Education by the district. However, if the student returns to school by re-enrolling, attends the end of the school year, enrolled in another school with appropriate proof of enrollment including an approved home school program, online school program, or appropriate proof of enrollment in another school district, such student is not considered a dropout and shall not be reported as such.

Students and parents or guardians may petition the Orton Academy Board for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the board as conditions for granting such exception.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Students arriving to school after 8:15 a.m. must be checked in at the office by an adult. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to uninterrupted learning, penalties shall be imposed for excessive tardiness.

One unexcused absence will be recorded for every three unexcused tardies/early check-outs.

Parents will be notified in writing on the fifth tardy/early checkout and a conference with the Assistant Principal will be scheduled to discuss how to help the student be punctual. Parent names and information will be provided to truancy officials if necessary.

Elementary students with excessive tardies to class or who habitually leave school early for reasons other than those listed under reasons for excused absence may be placed on an attendance contract or referred for truancy proceedings.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his/her next class. Teachers shall honor passes presented in accordance with this policy.

General procedures for penalties for tardiness or leaving school early as defined as an “early check out” are as follows:

- On the fourth unexcused tardy and/or unexcused early check out, the assistant principal will contact the parent or guardian.
- On the fifth unexcused tardy and/or unexcused early check out, or an accumulation of five tardies for all classes, a referral may be written, the student may have an administrative conference and may receive disciplinary consequences, and the parent will be notified. At that time, the student will be notified of the consequence for further incidences of tardiness.
- Upon accumulation of 10 tardies and early check outs, the student will have an administrative conference and may receive further disciplinary consequences. At that time parents/guardians will be called, and an administrative conference will be held to establish an attendance contract. The contract will include the consequences for further occurrences of tardiness, including a possible designation of being “habitually tardy”. After this conference, the behavior will be considered "insubordination," and consequences will be assigned accordingly including a referral for truancy.
- The following criteria is set forth to maintain established protocol regarding the number of unexcused absences a student has and is aligned with the procedures that are enacted accordingly. Parents are encouraged to review their child’s attendance on a regular basis.

Early Checkout

- If it is necessary to check a student out before the end of the school day, parents must come to the office to sign out their student. Please have your identification ready.
- Students will be called to the office upon parent’s arrival to decrease to the extent possible, the instructional impact of leaving during the academic day.
- For security reasons, staff are not permitted to release students from their supervision without notification from the office.

Withdrawing Your Child

In the event you choose to withdraw your child from our school, please contact the office at least 24 hours in advance. This will give us time to complete all the necessary paperwork and get the required signatures. You are required to sign papers which indicate official withdrawal from school. Transferring of your child’s educational records will occur after all fines for Orton Academy have been paid and after we receive an official records request from the new school.

COMMUNICATION

Communication between School and Parents

It is important for the school and parents to keep lines of communication open at all times. Parents are encouraged to contact their student's teacher by email, phone, or scheduled appointment. So that instructional time is not interrupted, phone calls will not ring through to the room, but you may leave a message. Likewise, "dropping in" to meet with a teacher during instructional time is not permitted; you will be asked to make an appointment. If you would like to leave a message or schedule an appointment with a staff member (teacher, therapist, principal) please call (719) 313-9903. All staff emails are formulated with the teacher's first initial and last name at ortonk8.org (ex. ckanuch@ortonk8.org).

Parent Concerns

If you have a concern about your child's education or involvement at Orton Academy, contact the teacher first. If you feel the solution offered by the teacher is not satisfactory, an appointment should be made with the principal to discuss the situation. The proper channeling of complaints involving school programs, materials, procedures, and/or personnel will be as follows: 1. Teacher; 2. Principal; 3. Board of Directors. It is important that students not be involved in adult issues.

Take Home Binders

Students will bring home their *Take Flight* binders every night. The *Take Flight* binders will include a homework log and sections for nightly *Take Flight* homework.

Students will also have a classwork binder with one general folder and four color-coded folders for each of the four core subjects. The classwork binder should go home whenever students have homework to complete, or graded work/notices to take home.

Classroom teachers and therapists will teach students how to place work/notices in the appropriate pocket of the binders. Items that will be sent home in the class binder include any homework/make-up work needed to be completed, graded work, flyers from the front office, and reminders about classroom and school-wide events, etc. Students will be responsible for taking the binders home each afternoon, and returning with them the following morning. Parents should help students develop a routine for checking their binders at home for work that needs to be completed and returned, and for items that are for parent perusal and do not need to be returned.

Newsletters

Newsletter articles will be posted regularly on the website, rather than published in a monthly PDF format. This new method of disseminating information will be more timely and more efficient for the school and for parents.

Parent-Teacher Conferences

Conferences between students, parents, and teachers are set up twice a year to discuss student progress. Parents are expected to attend. Appointment links will be sent out prior to the conferences.

- **Fall conferences**

- Thursday Evening: October 19th, 4:30 pm to 7:30 pm
- Friday Daytime: October 20th, 8:00 am to 3:30 pm

- **Spring conferences**

- Thursday Evening: March 14th, 4:30 pm to 7:30 pm
- Friday Daytime: March 15th, 8:00 am to 3:30 pm

Students do not attend classes on these days, but are welcome to attend the conference. The conferences usually last 15-20 minutes per child. If additional time or an additional conferences are needed, please call the school to set up a time to meet with your child's teacher. Communication prevents problems. Please request a conference at the first sign of concerns.

Report cards

Printed report cards will be sent home with students within 1 week of the end of the quarter. You may monitor your student's grades through the parent portal. Instructions for accessing the parent portal will be sent out within the first few weeks of school.

Phone Use by Students

The school telephones are for school purposes and must be kept open. To reduce the need for telephone use, make sure your child knows how they will get home. If any changes happen to this normal routine, please call or send a note/email to the office by 3:30 and we will notify staff and your child of the change. The telephones in classrooms will not be answered during instructional time. If you need to contact your student during the day, please call the main office at (719) 313-9903, and they will deliver a message to the classroom.

Students are not permitted to transmit or receive calls or text messages from their cell phones during instructional hours. Please help them abide by this expectation by not calling or texting them during the instructional day.

All cell phones/smart watches will be kept in students' backpacks or in designated locations within each classroom during the day unless they have permission to use their phone as a "tool", such as, taking picture of notes on the board, etc. Phones used during the school day (8:15 a.m. – 3:45 p.m.) for uses other than those approved as tools, may be confiscated by teachers. The second time a phone is confiscated for inappropriate use, it will go to the principal for the student to pick up after school. The third offense will require the parent to come pick up the phone from the principal. If you wish to communicate with your child during instructional hours, please call the front office at (719) 313-9903. If your child brings a cell phone/smart watch to school, it is the responsibility of the child. Any loss or damage is not the responsibility of the school.

Visiting the School

All visitors must check in at the office before going to the classroom area and must wear their visitor badge at all times.

Orton Academy has an open door policy for any parent who wishes to visit the school. If you would like to see a specific activity or view a specific aspect of the school program, please contact the office to assist you in scheduling your visit. Please remember, classroom teachers will be instructing will not be able to visit with your or discuss your child during your visit.

If you would like to eat lunch with your child, please contact the office to schedule.

Children not enrolled at Orton Academy may not visit the school unless accompanied by an adult. Adult visitors may not be left alone with students other than their own child, a staff member must be present at all times.

Volunteers

Orton Academy provides many opportunities for volunteers to use their time, talents, and resources to benefit our school. If you are interested in volunteering in or out of the classroom or serving on a committee, please contact the office. Those who wish to volunteer in the classroom or attend class field trips must agree to a background screening and complete the required volunteer paperwork.

FUNCTIONS AND EVENTS

Open House/Back to School Night

An Open House/Back to School Night will be scheduled during the first weeks of school so that parents and guardians can have an opportunity to meet the teachers and therapists. Staff will make presentations and provide information about policies and procedures, curriculum, instructions, and expectations for the year.

Class Parties

Three parties are scheduled each year. Teachers depend on parent volunteers to assist with planning and preparing for the following classroom parties: Fall, Winter, and Valentine's Day. Parties will be held on the holiday or the closest day prior to the holiday date.

During the Winter parties, gifts may be exchanged in the classroom. The teacher and students of each class will determine a reasonable price, which is then approved by the principal.

A schedule for party helpers will be available from classroom teachers. Most parents help with a party once during the year.

If snow prevents a planned party, the party may be canceled. The treats planned for the party will be distributed at the end of the next regularly scheduled school day.

Alternative school activities are planned for any students who don't participate in class parties. Please let your child's teacher know in advance if your child wishes to attend the alternative activity.

Birthday/Party Treats and Invitations

Children may bring treats to school if it is prearranged with your child's teacher in advance. Please be mindful that other students may have severe, life-threatening food allergies. Please inquire what allergies are present in your child's classroom and avoid foods/drinks containing those allergens. Private party invitations should be given to children outside of school rather than distributed at school.

HEALTH SERVICES

Health Assistant

Orton Academy's Office Specialist is trained as a Health Assistant, able to provide first aid and care for sick and injured students when the Registered Nurse is not in the building. In addition to the Office Specialist, several other staff members are trained in First Aid and CPR.

Registered Nurse

Orton Academy has contracted the services of a Registered Nurse to oversee the Health Assistant and train staff to administer medication. The nurse will write and maintain Health Plans, coordinate the vision and hearing screenings and be available to teachers, parents, and students when there are specific health concerns that require assistance.

Health Procedures

We want to ensure the health and safety of all Orton Academy students. It is the parent's responsibility to inform the school office and the teacher of any health problems your child may have of which we need to be aware (i.e., allergies, asthma, concussions, etc.). In the event of a medical emergency, school personnel will seek medical attention as they deem necessary and attempt to reach a parent as soon as possible. Please make sure your child's emergency contacts on file at the school are up to date. Proof of immunizations or legal exemption of immunizations must be provided to the school and kept on file.

Medications

If your child must have medication of any type, including over the counter medicine, given during school hours, there are several options:

1. A school medication form must be completed by a doctor, indicating the form of the drug, dose, and time to be given. A parent and a physician's signature is required on this form. Medication needs to be checked in to the school office by a parent, and any remaining medication checked out from the office by a parent at the end of the school year, or if the medication is no longer to be administered. Medication must be in the original pharmacy-labeled container indicating the name of the child, the name of the medication, dosage, and instructions on how the medicine should be given. All medication must be safeguarded in the main office with a dated and signed form from the parent and doctor giving the child's name, dosage amounts, specific dosage times, and other instructions, if necessary. Medication will be given by trained office personnel and/or the school nurse. Parent cooperation is necessary and greatly appreciated. The same procedures apply to prescription and non-prescription medications. Completion of required forms will allow a student with asthma, severe allergies, or other related life-threatening conditions to possess and self-administer medication to treat the student's asthma, anaphylaxis, or other related life-threatening condition.
2. Parent may come to the school and give the child the medicine at the prescribed times.
3. Discuss with child's doctor an alternative schedule so that medication may be given outside of school hours.

Students are not to keep medication (including cough drops) on their person or ask school staff to keep it for them.

The only way we can dispense medication at school is with a school medication form filled out and signed by the parent and the physician. The medication must be brought to the office by a parent in a prescription-labeled container.

COVID 19

- COVID: Due to the fluid nature of the Colorado Department of Public Health guidelines, state/federal mandates, and local conditions, COVID requirements and recommendations will be posted and updated as needed on our school website: ortonk8.org. Students may wear a mask by choice in the event mask wearing is not required. This may change due to CDC and/or CDE guidance.
- Students and staff will be required to wash/disinfect hands and surfaces frequently as a matter of good health practice, regardless of the COVID situation.
- A child who is ill upon arrival shall not be admitted or shall be separated from other children until the parent or guardian can pick up the child.
- Orton Academy has engaged the services of a School Nurse and a health assistant to help keep our students safe and healthy.

PARENT/GUARDIAN PARTICIPATION

We eagerly strive to foster a partnership with parents. Working together, professors, parents, and students can develop systems that ensure success for all students. Teachers consistently communicate student progress with parents and provide ideas and suggestions for how to best support your child at home. We welcome your input concerning your child's needs. Parents may access their children's grades, report cards, progress reports, missing assignments, etc. by logging in to the parent portal link, which can be found on the school website (ortonk8.org). Individual login information will be provided to the primary contact registered for each student. Families who do not have Internet access at home should contact the school office so arrangements can be made to view student grades and progress using the computers and network at school.

School Accountability Committee (SAC)

The Orton Academy SAC is a group for parents, staff members, and non-parents who represent the community's point of view. The SAC concerns itself with the improvement of education in general, studies the educational needs of our school, monitors the implementation of our Unified Improvement Plan, and advises the principal. The SAC works with the principal and staff members to achieve excellence in education for all our children. The SAC meets quarterly and all are welcome to attend. If you are interested in becoming involved, please contact the school office.

Parent Organization/PROWL

The Orton Academy's parent organization, PROWL (**P**arents of **R**eading **OWLs**), promotes parent/guardian involvement in the education of children and a close relationship between parent/guardians and the school. PROWL meets monthly and sponsors many fund-raising activities and special events. For membership information, please email prowl@ortonk8.org.

Parent Involvement Opportunities

Parents and community members are invited and encouraged to volunteer at Orton Academy. All volunteers must complete a background check. Please contact the school if you would like more information on volunteering.

Parent Expectations

The best way for your child to come to school prepared and ready to learn, is to make sure that each day he/she is:

- well rested
- clean, groomed, and dressed properly
- receiving a nutritious breakfast and lunch
- on time and attends school regularly
- given academic, behavioral, and emotional support at home

POLICIES AND DISTRICT INFORMATION

Orton Academy School Board

Orton Academy's Board meets via Zoom the first Tuesday of every month at 5:00. If the regularly scheduled date falls on a holiday, the adjusted date will be published on the website. The meeting agenda and Zoom link will be posted on the www.ortonk8.org website at least 24 hours prior to the meeting. A list of current board members and meeting minutes are also be available on the school website.

Weather Related and Other Closures

Our Orton families' safety is paramount. Sometimes weather or other factors require the closing of school. If this is the case, parents will be notified via the email contact information registered in our student information system. Closure announcements will also be posted on our website www.ortonk8.org and our Facebook page. Every attempt will be made to post closure information on local radio and television stations. No extra-curricular activities will take place on days that school is not in session due to closing. **NOTE: We will follow District 11 in weather related closures but may also call a closure if we determine the outlying areas from which many of our families travel is too treacherous for safe travels. In the past, Fox 21 was the most reliable television station for broadcasting our closures.**

Remote Learning Days

Orton has several "Snow Days" built into the calendar. If we exceed the number of days allotted, then each subsequent closure will be a move to remote learning following our Continuity of Learning Program Snow Day procedures. Likewise, **in the event D11 calls for a delay, Orton Academy will instead move to remote learning.** In the past, whenever Orton has attempted a delayed start, we have found that attendance is significantly impacted, as many of our staff and students live in outlying areas that may not be feasible for travel as quickly as in the city proper. The decision to use remote learning days rather than delayed start days is based, in part, on parent preference as indicated by a yearly parent survey.

Certainly, parents and guardians are ultimately responsible for determining whether it is safe to send their child to school because of severe weather. **Due to the vast geographic area covered by Orton Academy's families, and the necessity for parental transportation, poor weather/road conditions will be taken into consideration by the principal. If road conditions are poor and will cause delay or absence, please call the school when you can do so safely.**

Early Dismissal

During a regular dismissal, Orton Academy students are either picked up by an authorized individual or go to daycare after school. The same procedures will be followed in the event school is dismissed early due to snow or other unforeseen events. If someone other than an individual listed as an approved contact will be picking up your child, please notify the school.

Student Lunches

Orton Academy does not provide school lunch. There are several microwaves in the cafeteria for school use. If you send your child with a microwavable lunch, please make sure they know how to heat it up properly. Remember to send forks, spoons, and/or napkins with your child as Orton Academy does not provide them.

Snacks

Students are encouraged to bring a healthy snack to be eaten in the classroom during snack times designated by the teacher. Please refrain from sending snacks with nuts as we have multiple students with severe nut allergies.

Physical Education

P.E. will be held outdoors when weather permits. Students need adequate shoes for physical activity - either worn to school or kept in the classroom to be changed into before P.E. Please make sure your student has clean athletic shoes for use in the gym.

For a student not to participate in P.E. for one day, a note from the parent is needed. Extended absences from P.E. require a doctor's note. Consistent participation is reflected in students' Physical Education grades.

Personal Property

Items such as electronics, dolls, or other toys should not be brought to school. Fidgets are only allowed for students for whom they are an accommodation in their IEP or 504, and may only be used as tools for self-regulation and focus. Fidgets should not make noise that would be distracting to others. If they are being used as toys, they will be taken away and returned to the parents after school. Athletic equipment, such as balls or jump ropes, may be brought to school for use during recess, but they should be labeled with the child's name and are the responsibility of the child. Any loss or damage is not the responsibility of the school. Any knives, firearms or any items deemed dangerous to the safety of students shall be confiscated and the child may be suspended or expelled.

Student Assessment/Grading

The assessment of students is done through teacher observation, written and oral work, standardized testing, and projects. All grades can be viewed on your parent portal account. Quarterly grades will be available for view one week after the quarter ends. Students are graded on both academic and social skills. Academic standards for each core curricular area are documented, and each student is evaluated on his/her progress. If you ever have concerns or questions about our evaluation process, please contact your child's teacher. The grading scale is listed below:

A	90 – 100	Advanced
B	80 – 89	Proficient
C	70 – 79	Partially Proficient
D	60 – 69	Unsatisfactory
F	59 and below	Failing

Student Dismissal

Under no circumstances shall teachers dismiss a student from school prior to the end of the school day or into any person's custody without the prior approval of the Orton Academy School Office. All visitors must report to the School Office to check in and out of the building. School personnel will obtain/copy/check the picture ID of each visitor. This will be required for each visit. If the visiting party is not listed on the emergency procedure card, office personnel will contact the parent/guardian to determine if the party is authorized to visit or pick up the student.

School Supplies

The Orton Academy School Board has granted approval for PROWL to acquire school supplies in bulk for purchase by students rather than asking families to make the purchases individually. It is hoped that by buying supplies in bulk and seeking donations, the total cost for parents will be reduced. The supplies will be distributed to students and classrooms at the beginning of the year. Each student will be given 10 OWL Bucks to purchase additional school supplies as needed throughout the year. After the student has spent their OWL Bucks, parents will be notified of additional supplies required if necessary. The cost for the supplies will be communicated to parents as soon as it has been determined.

If your family needs assistance with paying for the supplies, please let the office know.

School Records

Records for each student enrolled at Orton Academy are maintained in the school office. These confidential records contain registration/enrollment records, special programs records, test data, achievement test results, and are open to a child's parents and are regularly updated. **IT IS CRITICAL THAT WE HAVE CORRECT HOME, WORK, AND EMERGENCY CONTACT TELEPHONE NUMBERS ON FILE.**

Transportation

Orton Academy does not provide transportation for students. Parents are responsible for transporting their students to and from school.

Asbestos Plan

Orton Academy has an approved asbestos plan on file at the School. This plan is available for inspection upon request.

Equal Education Opportunity

Orton Academy's policy is to provide an equal education opportunity for all students. We wish everyone to feel included and to know that we do not discriminate on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics, or social or economic background.

Child Abuse & Neglect

By law, all school officials are required to report any suspected child abuse and/or neglect to the El Paso County Department of Human Services- Child Protective Services. Child Abuse or Neglect Hotline: childabuserreport@elpaso.com; 719-444-5700.

Sexual Harassment

Sexual Harassment is recognized as a form of sex discrimination and this is a violation of the laws, which prohibit sex discrimination. A learning and working environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any school employee to harass another staff member, or student, or for students to harass other students, or an employee, through conduct or communications of a sexual nature.

Suspension/Expulsion of Students

Orton Academy shall provide due process of law to students, parents/guardians, and school personnel

through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

Expulsion for Unlawful Sexual Behavior or Crime of Violence

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The Principal or designee will review the information and formulate a recommendation for disciplinary action to the Orton Academy administration and board. The information shall be used by the school to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. Orton Academy shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies. The school may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the school to provide an alternative educational program for the student as specified in state law.

Information to Parents

Upon expelling a student, school personnel shall provide information to the student's parent or guardian concerning the educational alternatives available to the student during the period of expulsion, including the right of the parent/guardian to request that the school provide services during the expulsion. If the parent/guardian chooses to provide a home-based education program for the student, Orton Academy personnel shall assist the parent/guardian in obtaining appropriate curricula for the student if requested by the parent/guardian.

If a student is expelled for the remainder of the school year and is not receiving educational services through Orton Academy, the school shall contact the expelled student's parent or guardian at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services.

Procedure for Suspension

The following procedures will be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures will apply.

1. Notice. The Principal, Assistant Principal, or designee of the school at the time of contemplated action will give the student and the parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent/guardian.
2. Contents of notice. The notice will contain the following basic information:
 - a. A statement of the charges against the student.
 - b. A statement of what the student is accused of doing.
 - c. A statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.

This information need not be set out formally but should sufficiently inform the student and parent/guardian of the basis for the contemplated action.

3. Investigation. The school administrator will investigate the accusation of the student. In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The accused student will have the opportunity to provide a written statement or confirm his or her statement as recorded by the administrator. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may conduct a more extensive investigation in order to gather relevant information prior to making a decision on the contemplated action. Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.
4. If the student's presence in school presents a danger. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
5. Notification following suspension. If a student is suspended, the administrator will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.
6. Removal from school grounds. A suspended student must leave the school building and the school grounds immediately after the parent/guardian and administrator have determined the best way to transfer custody of the student to the parent/guardian.
7. Re-admittance. No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
8. Make-up work. Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive 50% credit for makeup work which is completed satisfactorily.

Procedure for Expulsion

In the event that Orton Academy contemplates action denying admission to any student or prospective student or expelling any student, the following procedures will be followed:

1. Notice. Not less than 10 days prior to the date of the contemplated action, the Principal or an appropriate administrative officer of Orton Academy will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail to the last known address of the student or the student's parent/guardian.
2. Emergency notice. In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.
3. Contents of notice. The notice will contain the following basic information:
 - a. A statement of the basic reasons alleged for the contemplated denial or expulsion. period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.
 - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within 3 days after the date of the notice.

- c. A statement of the date, time, and place of the hearing in the event one is requested.
 - d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant, and that the student may be accompanied and represented by a parent/guardian and an attorney.
 - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. Conduct of hearing. A hearing may be requested by the parent/guardian. Such hearing will be conducted by a Hearing Officer designated by the school. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and Orton Academy may consider and give appropriate weight to such information or evidence it deems appropriate. The student or representative may question individuals presenting information. A sufficient record of the proceedings will be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.

5. Parental responsibility. Upon expelling a student, school administration will provide information to the student's parent/guardian concerning the educational alternatives available to the student during the period of expulsion, including the right to request that the school provide services during the expulsion. If the parent or guardian chooses to provide a home-based education program for the student, Orton Academy personnel will assist the parent/guardian in obtaining appropriate curricula for the student if requested by the parent/guardian.

If a student is expelled for the remainder of the school year, the school administration will contact the expelled student's parent/guardian at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services. Orton Academy personnel need not contact the parent/guardian after the student is enrolled in another school or if the student is committed to the department of human services or sentenced to a juvenile or adult detention facility.

6. Re-admittance. A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:
- a. The expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment, or was placed in a diversion program as a result of committing the offense for which the student was expelled.
 - b. There is an identifiable victim of the expelled student's offense.
 - c. The offense for which the student was expelled does not constitute a crime against property.

If Orton Academy has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

No student will be readmitted to school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

Grounds for Suspension/Expulsion

According to the Colorado Revised Statutes 22-23-106(1)(a-e) and 3(e), the following shall be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel, including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student for which expulsion shall be mandatory.
 - a. For the purposes of this paragraph, "habitually disruptive student" means a child who has been suspended pursuant to paragraph 1, 2, 3, or 5 of this exhibit three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, or at school activities or events because of behavior that was initiated, willful, and overt on the part of the child. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.
 - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive, and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student" and the mandatory expulsion of such students.
5. Serious violations in the school building or in or on school property for which suspension or expulsion shall be mandatory. Expulsion shall be mandatory for:
 - a. The sale of a drug or controlled substance as defined in C.R.S. 12-22-303.
 - b. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2.
 - c. The carrying, bringing, using, or possessing of a dangerous weapon without the authorization of the school or school district, except that if a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon and the student notifies a teacher, administrator, or other authorized person in the school district and, as soon as possible, delivers the dangerous weapon to that person, expulsion shall not be mandatory. As used in this paragraph, "dangerous weapon" means:
 - 1) A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
 - 2) Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
 - 3) A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
 - 4) Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. Failure to comply with the provisions of Part 9, Article 4, Title 15, C.R.S. (immunization requirements). Any suspension, expulsion, or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.

8. Making a false accusation of criminal activity against an Orton Academy or district employee to law enforcement or to the district.
9. Misuse of an electronic device such as a cell phone, pager, and/or personal digital assistant (PDA) on school grounds or on school buses, at school sponsored activities, and/or on field trips in a manner which constitutes an interference with school purposes or an educational function or that is profane, indecent, or obscene or constitutes an invasion of privacy.

According to C.R.S. 22-22-106(2), subject to the district's responsibilities under the Exceptional Children's Education Act, the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
2. Physical or mental disability or disease that is causing the attendance of the child suffering to be detrimental to the welfare of other students.

Suspension/Expulsion of Disabled Students

Special education students are neither immune from a school disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students.

A special education student may be temporarily suspended from school if exclusion is warranted because of the student's disruptive activities and/or actions which present a physical danger to him, other students, school personnel, or school property.

A special education student whose behavior is determined to be a manifestation of his or her disability may not be expelled but shall have his individual education plan (IEP) reviewed by the appropriate IEP team. The team shall review the IEP for appropriateness of services and the need for a more restrictive or alternate placement.

A special education student whose behavior creates a threat of physical harm to him or other students may not be expelled if the actions creating the threat are a manifestation of his or her disability. However, the student shall be removed from the classroom to an appropriate alternative setting for a length of time which is consistent with federal law. Within 10 days, the school in which the student is enrolled shall arrange for a re-examination of the IEP to amend the plan as necessary to ensure that the needs of the student are addressed in a more appropriate manner or setting which is less disruptive to other students.

The special services director shall be consulted prior to consideration of expulsion of a special education student for misbehavior that is not related to his or her handicapping condition.

Procedure

Suspensions from the child's current placement must be for a definite period of time, not longer than 10 consecutive school days for any violations of school rules. Removals do not constitute a change of placement. After the child with a disability has been removed from his or her current placement for more than 10 days in the same school year, the building special education team must meet to determine the level of services the student may need; and a functional behavioral assessment and a behavior intervention plan must be established for that child by the IEP team.

Occasionally, the misconduct of a student with disabilities necessitates a brief change of placement to an interim alternative education setting (IAES). The IEP team determines if an IAES is appropriate for the student. The IAES must:

1. Allow the student to progress in the general curriculum.
2. Provide the student the necessary services and modifications to meet the goals set out in the IEP.

3. Include services and modifications to address the presence of and prevent the reoccurrence of the misconduct behavior.

A student with a disability may be placed in an IAES for a period of time consistent with their nondisabled peers but not more than a maximum of 45 days.

In the case where the student with a disability carries a weapon to school or to a school function, knowingly possesses or uses illegal drugs, or solicits the sale of a controlled substance, the student would be suspended from school and considered for expulsion. Immediately upon the decision that expulsion is to be pursued, the parent of the child must be notified and provided procedural safeguards. Within 10 days of the decision, a manifestation staffing review must be conducted. The IEP team and other qualified personnel are responsible for conducting the manifestation determination review.

If the IEP team determines that the misconduct is not a manifestation of the student's disability, the school can proceed with the expulsion; but the IEP team must tailor a free and appropriate public educational (FAPE) program during the suspension or expulsion.

If the misconduct is a manifestation of the disability, the discipline proceeding must stop; and the IEP team must review the IEP and adjust the programming according to the least restrictive environment (LRE) options.

Colorado Department of Education

Visit the Colorado Department of Education website for information and news regarding public education in Colorado. www.cde.state.co.us

Colorado Growth Model

The [Colorado Growth Model | CDE](#) provides a common understanding of how individual students (and groups of students) progress from year to year toward state standards. Each student's progress is compared to the progress of other students in the state with a similar score history on CMAS/PARCC in that subject area (i.e., Math or English Language Arts). The Colorado Growth Model shows the observed growth among different groups of students at the state, district, and school level and the schools and districts that produce the highest rates of growth in academic achievement. These schools or districts may not be ones with the highest test scores every year - growth level is completely independent of achievement level for individual students.

Colorado READ Act (READ Act SB19-199)

The Colorado Reading to Ensure Academic Development focuses on early literacy development for all students and especially for students at risk for not achieving third grade reading proficiency. The READ Act focuses on kindergarten through third grade literacy development, literacy assessment and individual READ plans for students identified with a significant reading deficiency. The READ Act differs from the previous law, Colorado Basic Literacy Act, by focusing on students identified as having a significant reading deficiency, describing requirements for parent communication, and providing funding to support intervention. The law also holds districts and schools accountable for student progress in the District/School Performance Frameworks and expects them to address requirements in their Unified Improvement Plans. For questions about the READ Act, contact Anji Gallanos, Office Director and READ Act Supervisor, Preschool through Third Grade Office, at (720) 527-0947 or Gallanos_A@cde.state.co.us or on the Colorado Department of Education website at www.cde.state.co.us/coloradoliteracy/ReadAct.

Family Education Rights and Privacy Act of 1974

FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA give parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State & local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

McKinney-Vento Homeless Assistance Act

Children and youth that lack a fixed, regular, and adequate nighttime residence are considered homeless and have educational rights under the McKinney-Vento Homeless Assistance Act. If you are a family or unaccompanied youth or know of a family, child, youth, or unaccompanied youth who may be considered homeless please contact Annette Ridgeway, the Homeless Liaison for Education ReEnvisioned at annette@edreenvisioned.org or (719) 368-6392 to discuss options of support for these individuals. For additional information about this act, please contact Paula Gumina, State Coordinator for the Education of Homeless Children & Youth at gumina_p@cde.state.co.us or (303) 303-551-5851. You can also visit Colorado's McKinney-Vento Homeless Education Webpage at https://www.cde.state.co.us/dropoutprevention/homeless_index

SAFETY

Bully Proofing

The Orton Academy School Board supports a school climate conducive to teaching and learning that is free from threats, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is unwanted, aggressive behavior among school-aged children that involves **a real or perceived power imbalance**. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying can occur through written, verbal or electronically transmitted expression, or by means of a physical act or gesture. **Bullying does not include occasional mean behavior that a child might exhibit. Conflict between students does not always equate to bullying. Although this is not acceptable behavior, it is not “bullying” by definition.**

Bullying is prohibited on Orton Academy grounds, at Orton Academy-sanctioned activities, and school events. Bullying is not tolerated off school property when such conduct has a connection to school curricular or non-curricular activity or event. A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

The Orton Academy administration shall develop a comprehensive program to address bullying. The program shall be aimed toward accomplishing the following goals:

- To send a clear message to students, staff, parents, and community members that bullying will not be tolerated.
- To train staff and students in taking proactive steps to prevent bullying from occurring.
- To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
- To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
- To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
- To support victims of bullying by means of individual and peer counseling.
- To help develop support networks, social skills, and confidence for all students.
- To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

Cyberbullying

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another student or staff member in a deliberate, repeated, or hostile and unwanted manner under a person’s true or false identity. This includes the use of any technological tool to send or post inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, social network sites or website posting (including blogs) which has the effect of:

- Physically, emotionally, or mentally harming a student or staff member, or

- Placing another student or staff member in reasonable fear of physical, emotional, or mental harm; or
- Placing a student or staff member in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities; or
- Creates an intimidating or hostile environment that substantially interferes with a staff member's ability to conduct their educational duties.

Orton Academy may discipline students for cyberbullying conduct off of school premises when it materially and substantially interferes with the educational process. Orton Academy will take any report of cyber bullying seriously and will investigate credible reports promptly. Students are encouraged to report the incident immediately to a staff member or the principal. Students who make a report are requested to preserve evidence of cyber bullying. For example, a student may save or bring a copy of an email, text message, picture, or other electronic transmission that the student believes was intended to harm, insult, or humiliate. Staff will take appropriate action and will bring it to the attention of the administration when students report an incident of cyber bullying. Staff will attempt to preserve evidence of the cyber bullying and will submit any evidence to the principal. Under the policy for student Use of the Internet and Electronic Communications, the school may revoke the privilege of a student or third party to use any school-owned/operated electronic equipment if it has been proven he/she has used Academy equipment to engage in cyberbullying. The school may revoke the privilege of a student or third party, who uses a personal communication device to engage in cyberbullying, to bring any personal communication device onto Academy property or to Academy-sponsored activities. Students whose behavior is found to be in violation of this policy shall be subject to loss of privileges, and discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. All parties whose behavior is found to be in violation of this policy will be subject to appropriate actions as determined by the administration. The Academy may also report individuals and violations to law enforcement if necessary.

Conflict Resolution

Conflict resolution is a process of finding peaceful solutions to problems that arise. Conflict is a natural process for all human beings. Conflict resolution will be taught at a basic level to all students in the classroom. Basic steps include listening to each side of the story for understanding and brainstorming resolutions to the situation.

Safe 2 Tell

Safe 2 Tell is a resource where you can anonymously report any threatening behaviors or activities endangering them or someone they know, in a way that keeps them safe and anonymous. Now, using Safe2Tell, they only must make a call to make a difference. By calling 1-877-542-7233 or submitting a tip through the website: www.safe2tell.org, young people can help anyone who is in trouble or prevent a tragedy.

Locking Outside Doors

For security reasons, all doors will be locked during the day. During school hours, in order to be admitted into the building, visitors, parents, and students must check in at the office and all guests must pick up a visitor pass after signing in. The front office will ask for a copy of photo identification to keep on file.

Emergency Response Plan

Orton Academy is committed to ensuring the safety and security of our students, staff, and visitors. During an emergency situation, school officials must act quickly to secure the school, safeguard students and staff, and communicate promptly. The following are some examples of emergencies to which a school may respond: severe weather, fire, weapons, bomb threat, chemical/hazmat/biological materials, police activity in the vicinity, or intruder. Periodic drills are conducted to ensure students, staff and visitors have knowledge of the procedures to follow in each situation.

School Actions

- **Hold!** – In your room or area. Clear the halls. Clear the hallways and remain in the room or area until the “All Clear” is announced. Teachers close and lock doors, accounting for students and adults. Business as usual.
- **Secure!** (Formerly Lockout) – Get inside. Lock outside doors. Account for students and adults. Business as usual within building with increased situational awareness.
- **Lockdown!** - Interior/classroom doors locked, lights out, curtains drawn, students, staff, and visitors hide out of sight and maintain silence.
- **Evacuate!** – Leave belongings behind. Follow instructions. Staff lead students to an outdoor or offsite location, depending on circumstances. Account for students and adults.
- **Shelter!** – Students, staff, and visitors take shelter in designated spaces until the threat has passed. Account for students and adults.

Injuries

If a student is injured, it shall be his/her responsibility to inform a teacher or the office as soon as it occurs. All head injuries, of any consequence, and illness at school will be reported to parents. An attempt to contact parents/guardians will be made first. If there is no response, the emergency number will be called, followed by emergency services if necessary. Please ensure expedient and proper care for your child by keeping your work and home telephone numbers current with the school office.

Address, Phone Numbers, and Other Emergency Information

It is vital that every child have on file current emergency phone numbers where parents can be reached. Please designate at least one individual for the school to call in the event of an emergency if the parent cannot be reached. Contact the school office if your address, phone, or the name and phone number of the person you want contacted in an emergency changes during the school year.

Child custody

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. **Unless a court order is on file with the school, equal rights will be provided to both parents.**

STUDENT RESPONSIBILITIES

Behavior Standards

In developing self-responsibility, we aim to give students:

- A clear understanding of what is expected of them;
- Specific feedback when behavior is and is not appropriate;
- An opportunity to apply problem-solving skills and correct an unwise choice related to a specific situation, and;
- A clear understanding of the consequences of a given choice.

	Classrooms	Restrooms	Hallway	Lunchroom	Arrival/ Departure
Be Respectful	<ul style="list-style-type: none"> • Use appropriate language and volume • Use kind words and actions • Raise hand to speak 	<ul style="list-style-type: none"> • Quiet, minimal talking • Respect others' privacy • Clean up after yourselves • Keep surfaces free of graffiti 	<ul style="list-style-type: none"> • Zero level voices • Walk in a straight line • Leave artwork and displays untouched 	<ul style="list-style-type: none"> • Use appropriate volume • Use good manners • Keep hands, feet, objects to yourself 	<ul style="list-style-type: none"> • Use appropriate voice level • Enter/Leave in an orderly fashion • Hold door for others
Be Responsible	<ul style="list-style-type: none"> • Follow directions • Use time wisely • Take care of materials • Be prepared • Take ownership of your learning 	<ul style="list-style-type: none"> • Use only what is needed • Flush toilets • Throw trash away in bins • Wash hands with soap 	<ul style="list-style-type: none"> • Walk safely - eyes forward • Keep hands, feet, and objects to yourself • Pick up trash/dropped objects • Hang bags/coats 	<ul style="list-style-type: none"> • Follow directions • Clean up after yourself • Eat in a timely manner 	<ul style="list-style-type: none"> • Listen to staff • Remain in designated area • Be on time
Be Safe	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Walk • Use furniture appropriately 	<ul style="list-style-type: none"> • Get in and out quickly • Walk • Report any issues to staff member 	<ul style="list-style-type: none"> • Walk • Eyes forward • Listen for directions • Stay in line • Hands at side • Use handrail on stairs 	<ul style="list-style-type: none"> • Keep your food to yourself • Stay in your seat • Walk 	<ul style="list-style-type: none"> • Only enter parking lot with an adult • Remain on sidewalk until you are called to get into vehicle • Inform staff when leaving • Use approved pick-up locations

Dress Code

Students will come to school groomed and in clean clothing that does not disrupt the school process.

- Students are expected to wear appropriate attire that does not distract from the learning environment both during the school day and at school sponsored activities. ANY clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive, potentially disruptive to the educational environment, or represent gang affiliations as determined by the administration, are not permitted. If an article of clothing is deemed inappropriate by administration and/or causes a disruption of the school process, the student will be required to change. Parents may be asked to bring in appropriate clothing.
- Inappropriate items that SHALL NOT be worn at Orton Academy include, but are not limited to:
 - Clothing or jewelry depicting drugs/alcohol, tobacco, violence, weapons, sexually inappropriate messages, or that show disrespect toward self or others
 - Clothing with obscene slogans, pictures, or that is sheer/see-through
 - Gang or gang type related dress attire, to include bandanas, beanies, or hoodies
 - Sleepwear of any kind (e.g., pajamas/lounge bottoms and or tops, blankets, slippers, etc.)
 - Skirts, dresses, shorts that are immodest/too short for appropriate coverage; bottom garments must be longer than the tip of the middle finger on the fully extended arm; waistbands must not sag below the waist.
 - Halter tops, tube tops, backless tops, tops that bare midriff when arms are raised, low necklines, half-shirts, strapless/spaghetti strap tops, see-through tops, tops with less than 2-inch-wide shoulder straps
 - Athletic muscle/mesh shirts
 - Shredded, ripped, frayed, or torn clothing above the knee must be worn over leggings or shorts so that no skin is showing
 - Hanging overall straps
 - Clothing that allows undergarments to be seen
 - Clothing that is inappropriately short, tight
 - Hats, caps, bandanas, do-rags, sweat bands, hoods, or other head covering
 - Sunglasses, chains, dog collars, or spikes
- Hats and hoods - hats and hoods need to be removed before entering and remain off while inside the building. They may be worn outside for recess.
- Coats, gloves, and hats – Since much of our school year occurs during the cold and unpredictable seasons of the year, students are expected to come dressed for outside weather. If the temperature is above 20 degrees Fahrenheit, including wind chill, recess will be outdoors.
- Personal grooming during class is not permitted – including the use of perfumes, body sprays, etc.
- Skate Shoes – Students wearing skate shoes must have the rollers removed before coming to school.
- Costumes – In the event students are allowed to dress up in costumes for parties or other school events, the costumes must be appropriate and not promote drugs, alcohol, tobacco, disrespect, and/or violence. Weapon facsimiles are not allowed to be used as accessories.

Violations of the dress code will be brought to the attention of the assistant principal and addressed accordingly.

Students need to come to school prepared and ready to learn. Both attendance and dress are key factors in a successful educational career. The school and home must work together to make sure each child has the greatest opportunity for success. These policies are not designed as punishment; instead, they are designed to provide a positive learning environment.

The faculty of Orton Academy appreciates your cooperation. The school would be happy to share the contact information of resources that can help families clothe their children. Please contact the school office at 719 313-9903 for more information..

Recess

All students are expected to go outside for recess. Parents should make sure their children are properly dressed for the weather conditions. To help in the recovery of lost items, mark your child's name in his/her clothing. If your child is recovering from an illness and needs to stay in during recess, please send a written excuse for that specific day or your child will be expected to go out. If the temperature is above 20 degrees Fahrenheit, including wind chill, recess will be outdoors.

Playground/Play Area Rules and Behavior

Recess serves a critical role in school as a necessary break from the rigors of academic challenges. Rules for the playground and play area are designed with the safety of all children in mind. Students are expected to follow these rules and to follow any rules or directions given by the adult in charge of the playground. Respect toward the playground supervisors is a requirement for the privilege of recess. These rules are in effect 24 hours a day, 7 days a week.

Playground Rules

- Always play and act safely and respectfully with each other and the equipment.
- Listen to and obey the adults on duty and let them know if there is a problem.
- The slide should be used in the traditional way – for sliding down, not climbing up.
- “Tag” football is permitted on the playground provided it does not resort in pushing and roughhousing (No “tackle” football).
- One person per swing and used only to swing in the traditional way.
- Snow, rocks, sticks, and sand remain on the ground. No snowball throwing; not even at the ground.
- Play away from the fence. DO NOT CLIMB ON THE FENCE OR TREES.
- Use appropriate language.
- Line up for recess with your class.
- Physical aggression of any type (hitting, kicking, punching) is prohibited.
- Be safe. No student shall endanger the safety of another.
- If a student fails to use equipment properly, he/she is to be immediately removed from that equipment.
- Display good sportsmanship at all times.

Consequences for Violation of Playground Rules

- Offenses will result in the loss of recess privileges.
- Alternative consequences may be implemented in accordance with the offense.

Homework

Take Flight: *A Comprehensive Intervention for Students with Dyslexia* homework will vary according to lesson, so please follow the guidance in the Homework Binder. An instructional video can be found on the website: www.ortonk8.org. Additional homework may be assigned by classroom teachers should not exceed 10 minutes per grade level (i.e., 30 minutes for 3rd grade, 50 minutes for 5th grade). Your child

should read or be read to a minimum of 20 minutes per night and should also practice their basic math facts for a minimum of 10 minutes per night.

Lost and Found

Lost items are placed in the hallway outside the multipurpose room. Please make sure your child's name is on articles of clothing. If an item is lost, look in the lost and found as soon as possible.

Textbooks and Classroom/School/Bookmobile Library Books

Students are responsible for any textbooks or classroom/bookmobile library books lent or checked out to them. If a book is lost or damaged, the student is responsible for replacing the book(s) at an appropriate price determined by the teacher and administration and or Pikes Peak Library District.

School Library books do not need to be checked out. Students may help themselves to any book that interests them. The books are theirs if they wish to keep them, or they can return them whenever they are finished with them.

Toys and Personal Items

Students should not bring toys or other personal items to school. Items will be confiscated if they cause problems or distractions and disrupt the overall educational process. These items will be held by the teacher, or sent to the main office, until picked up by a parent. If it is necessary to bring a cell phone to school, the phone should be turned off and in the student's backpack, and only used, with permission, as a tool to take pictures of notes written on the board, etc.

Special Services

Advanced Learning Plans – ALPs

Advanced Learning Plans (ALPs) will be created and considered in educational planning and decision making for those students identified as gifted. The ALP will guide the student's progress toward specific academic performance goals. The ALP is initiated after comprehensive assessment, developed by teachers and parents, and supported by the instructional staff and the school administration.

Special Education Program

The Special Education Program is primarily for students with learning differences, learning disabilities or special needs. When students in the Multi-tiered System of Support (MTSS) do not respond to interventions put in place by the team and all avenues of adjusting environment, teacher and student factors have been exhausted, additional assessments of the student's skills and abilities may be requested. Before the testing can begin, parents must sign a permission form asking for a learning evaluation of the student. When the assessment data is obtained, a meeting is held with the parents, the principal, the student's teachers, the Special Education teacher, the school nurse (if necessary), and any other person identified as needed to support the student's needs. If a student is determined to be eligible for special education services, an Individualized Educational Program (IEP) will be prepared for the child's needs. A student may also be placed in a special program if he/she has a difficult time learning basic academic skills because of limited ability. Each school year an annual review will be held for students in the program, to determine whether the student shall continue or has completed the remediation needed. Parents will be notified of upcoming reviews by the special education teacher approximately one week in advance. Orton Academy provides free special education services for children who have been identified as disabled pursuant to applicable law.

Speech/Language

The speech/language program is for the student whose speech/language deviates to the extent that it interferes with his/her ability to communicate verbally with others and so interferes with his/her educational progress. The student will be served by an itinerant professional.

READ Plans

The Colorado READ Act mandates that all students will be reading at the third-grade level by the end of third grade. This Act focuses on early literacy development for all students and especially for students at risk for not achieving third grade reading proficiency. The READ Act focuses on kindergarten through third grade literacy development, literacy assessment and individual READ Plans for students identified with a significant reading deficiency. READ Plans will be developed and shared with parents at the Fall Parent/Teacher Conferences.

HANDBOOK ACKNOWLEDGEMENT FORM INSTRUCTIONS

Please read and discuss each category in this handbook with your student(s), then complete the Orton Academy Student and Parent Handbook Acknowledgement Form found at the on the next page. Please print your names and the date, sign and have your child sign, then return the form to your student's classroom teacher by **September 1, 2023**.

If you have any questions, please contact the Principal, Cindy Kanuch, at ckanuch@ortonk8.org or (719) 313-9903.

To seek additional information regarding our Academy and its activities and opportunities:

- Visit our website: www.ortonk8.org
- Visit our Facebook page: <https://www.facebook.com/OrtonAcademy/>
- Visit our parent portal. Login information will be provided within the first few weeks of school.

Orton Academy Student and Family Handbook Acknowledgement Form

Read the entire handbook and then print this page, sign, and return this page to your child's teacher by September 1, 2023.

By signing below, we acknowledge that we have read the handbook for Orton Academy. We understand these rules and guidelines are aligned with the Board of Directors Policies. We do hereby agree to observe and follow the policies, rules, and guidelines stated. Furthermore, if the aforementioned policies, rules, and guidelines are violated, we are aware of the procedures and consequences that may be imposed. We understand that all Board of Directors Policies can be accessed on the school website at www.ortonk8.org.

We are agreeing to the rules of the *Orton Academy Student & Family Handbook* and the *Student Use of the Internet and Electronic Communications Agreement*.

Student Name (printed clearly): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (printed clearly): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (printed clearly): _____

Parent/Guardian Signature: _____ Date: _____

Occasionally, unforeseen circumstances such as changes to Colorado State Statute, changes to School Board Policy, changes to school culture, etc., may require portions of the Orton Academy Student & Family Handbook to be revised. Orton Academy School Board is authorized to make necessary revisions throughout the school year.

In the event revisions are made, notices will be posted on the school website.

All handbook revisions take effect immediately after being posted.

