

# GLOBE Charter School

## Student Handbook



## *GLOBE Charter School's Message*

At GLOBE, you have a tremendous opportunity to contribute to the education of children and change their lives for a better world. GLOBE is a community striving for excellence in quality instruction, educational environment, and meeting needs of diverse learners. We value high academic expectations, prepare students for life, foster a caring community, and connect with the world. We work to continually challenge ourselves to meet the ever changing needs of our community.

I invite you to come, visit GLOBE, and see for yourself why GLOBE connects students with life.

GLOBE's policies and regulations concerning student engagement are intended to be responsive for communication, celebrations, and collaboration to foster cooperation among students, parents, teachers and other staff members, the Board of Directors, local law enforcement agencies, and the community at large in order to meet these goals.

To ensure maximum educational benefit for all students, each student has the responsibility to know and abide by the behavior principles and policies of the school.

The discipline policies and procedures are clearly defined in the Student Behavior Handbook and a thorough reading demonstrates that student engagement is applied immediately in order to ensure the student connects the behavior with the rewards and/or consequences.

Thank you,  
Heidi Breakey  
Director of Education

# OUR COMMITMENTS, VISION AND GOALS

## COMMITMENT:

The staff and school community is committed to the student—one who is:

- Safe
- Honorable
- Effective
- Logical
- Lifelong-Learner

School hours will be from 7:35-3:00 PM with breakfast from 7:35-7:50 AM. Please make sure your student is not dropped off prior to these hours, as there will be NO supervision. Please make sure all students are picked up no later than 3:10 PM as there will be NO supervision.

## SCHOOL VISION:

**GLOBE Charter School educates Kindergarten through Sixth Grade students academically, emotionally, and socially to become involved and productive citizens of the world.**

## SCHOOL MISSION:

**GLOBE Charter School's Core Principles are:**

- **Maintaining High Academic Expectations**
- **Inspiring Student Learning**
- **Fostering a Caring Community**
- **Connecting with the World**
- **Preparing Students for Life**

## BELIEFS:

**Passion for Excellence. Preparation for Life.**

**These assist our students in acquiring essential academic and personal skills necessary to make a positive difference in their world.**

<b>GLOBE PBIS</b>	<b>In ALL aspects of life inside and outside of the classroom</b>		
<b>SAFE</b>	Hands to self	Walk	Wait patiently
<b>HONORABLE</b>	Respect yourself and others	Be truthful	Clean up after yourself
<b>EFFECTIVE</b>	Be positive	Do your best	Encourage others
<b>LOGICAL</b>	Think before you act or speak	Be sensible	Follow directions
<b>LIFE LONG LEARNER</b>	Ask questions	The more you ask	The more you learn

## NONDISCRIMINATION DECLARATION

GLOBE Charter School is committed to a policy of nondiscrimination in relation to disability, race, creed, color, sex, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age, and protected activity. Any harassment/discrimination of students and/or staff, based on the aforementioned protected areas, will not be tolerated and must be brought to the immediate attention of the school principal.

## STUDENT RESPONSIBILITIES

Colorado Springs School District 11 and GLOBE Charter School have developed the Student Conduct Attendance Code to help students, parent/guardians and school personnel understand the guidelines for maintaining a safe learning and working environment. It is intended to provide guidance for all students in grades K-12 in all of the District's traditional, charter, and alternative education settings.

### **Each Student Who Attends GLOBE Charter School is Expected to Obey Rules:**

- While on school grounds or in school building
- While in school or volunteer vehicles
- During school sponsored activities, field trips and sporting events

The Colorado Revised Statutes and school policies make it clear behavior which takes place off of school grounds may properly be the subject of suspension or expulsion where the behavior is detrimental to the safety and welfare of other students or school personnel. Not all off-campus behavior will have adverse effects at school, but behavior, which does will subject a student to potential discipline, including suspension and expulsion. Furthermore, students who are disciplined for infractions according to the provisions of this Code may also be subject to additional consequences by law enforcement for acts that violate local, state and federal law.

## STUDENT RIGHTS

GLOBE Charter School students have rights:

- To a safe and positive learning environment free of crime, violence, intimidation, bullying, harassment and other forms of discrimination
- To be informed of the policies and procedures for student discipline, attendance and truancy
- To free expression of thoughts, in speech and writing, that does not violate the rights of others
- To learn about the grading standards used throughout all curriculums and classes
- To privacy of their personal property, unless reasonable suspicion exists to examine such property
- To have a confidential student record as provided by state and federal law
- To due process related to discipline and attendance decisions at all levels

## GENERAL RULES OF CONDUCT

- Students shall act in a manner that maximizes the substantial benefits of public education.
- Students shall accept responsibility for their own behavior.
- Students shall develop and use problem-solving skills to resolve conflicts.
- Students shall follow established district, school and classroom rules.
- Students shall maintain academic integrity.
- Students shall refrain from interfering with learning and teaching.
- Students shall maintain appropriate dress and hygiene.
- Students shall respect others and the rights and property of others
- Students shall refrain from harming themselves or others.
- Students shall not use threats or intimidation against others.
- Students shall not engage in unlawful or immoral activities.
- Students shall refrain from carrying, bringing, using or possessing any weapon or weapon facsimile, or use anything else as a weapon, in or on school or district property.

## STUDENT DRESS CODE

GLOBE Charter School is committed to a learning environment that is safe, conducive to high student achievement and free from unnecessary disruption. The dress code helps to establish a minimum standard of dress for all schools. Individual school principals may develop their own dress code policies that meet the guidelines set forth by board policy. Exemptions to this dress code for special occasions or for personal consideration are up to the discretion of the school principal.

- **Students are to always dress appropriately for a positive approach to school.**

Clothes which promote alcohol, drugs, obscene or inappropriate language or behavior are **not permitted**. Short-shorts and skirts are to be no shorter than mid-thigh or where the skirt is shorter than the middle finger. “Crop” tops, muscle shirts, halter tops, **TANK TOPS** (unless covered by jacket or sweater, that **MUST** be worn **ALL** day while in school) see-through clothing, torn or razor cut clothing, and revealing or gang related clothing **is not** allowed. If, when asked to raise your hands, skin is revealed in the area of the stomach or back, the shirt is inappropriate. Sagging pants are not allowed. Students must wear pants up around their waists. Due to safety issues students are **not allowed** to wear flip flop sandals. Parents/Guardians will be called to bring appropriate clothing/shoes or to take the student home to change if clothing/shoes are deemed inappropriate for school. Spiked jewelry/clothing or accessories, and wallet chains are not to be worn in the school.

## STUDENT ABSENCES AND COMPULSORY ATTENDANCE

Colorado statutes and district policies continue to stress the importance of parent/guardian involvement and responsibility in ensuring their student's educational development. Furthermore, it is the responsibility of parents/guardian to make sure that the children under their care attend school on a regular basis. The Colorado Compulsory Attendance Law (C.R.S. 22-33-104) was created to make sure that students from the age of six to seventeen attend school. School District 11 and GLOBE Charter School believe that mandatory attendance is an essential component of student achievement and works hard to make sure that attendance is accurately recorded, monitored and reviewed for every student. The guidelines set forth in this policy apply to all traditional, charter, alternative and online schools within District 11.

### **Absences are Excused for Any Student Who:**

- Is temporarily ill: which includes vomiting, diarrhea, or a fever of 100 degrees or higher
- Has an absence approved by a school administrator
- Is absent for an extended period due to a mental, physical, or emotional disability (doctor's note is required for ALL absences for 3 or more days or they will be unexcused)
- Prearranged absences WITH approval from the Principal
- Is attending a funeral
- Is being home-schooled in an approved home-school program
- Any other reason set forth in school policies or provided by law

### **Absences WILL NOT be Excused for the Following Types of Reasons:**

*"My student's grandparents are coming to town, and we want to take a family trip to the top of Pikes Peak."*

*"My student overslept."*

*"We're going camping for a long weekend with family."*

*"It's their birthday, so I'm not making them go to school."*

*"My student had to watch his younger brothers and sisters."*

When a student misses any part of a school day, and grounds for an excuse are not provided, a student becomes truant. Students who are absent from school for reasons that do not meet the statutory criteria above, are considered truant from school. Habitually truant students are those students who miss more than four days of school in a month, or ten days of school in one year. This truancy greatly impacts a student's achievement. Students and parents/guardians who violate this policy can be subject to disciplinary action at the school and through the judicial process.

## TARDY POLICY

Absences interfere with the students' ability to be able to keep up with their peers. Coming in late, or leaving early, also affects the classroom as it is a disruption, and the students' do not know what was going on and what they missed. GLOBE Charter School has approved the tardy policy as follows: coming in at 8:30 am or after and leaving at 2:30 pm or before will constitute a ½ day absence as this is 10% of that marking period. We do attendance twice a day, once in the morning and once in the afternoon. Therefore, one half hour is 10% of that marking period. For tardies that are after 8:00 am but before the 8:30 am mark still count towards an absence. Five of those types of tardies will equal ½ day absence. The same will be for those students leaving after 2:30 pm but before 3:00 pm, which is our dismissal time. Five of those will also equal ½ day absence. If a student accrues 10 of any of the above stated; that will equal one full day absence. Please make sure your student is here on time and not leaving early. We are trying to prepare students for life and are complying with the Colorado Compulsory Attendance Laws.

## STUDENT ABSENCES AND PARENTAL RESPONSIBILITIES

- Parents/guardian should limit appointments and other non-school related activities to outside of school hours (8:00 a.m. to 3:00 p.m. Monday-Friday).
- When appointments must be made during school hours, or whenever a student must be absent from school for any portion of the school day, it will be the responsibility of the parent/guardian to notify the school main office by email, telephone or with the APP. **ALL absences must be excused within 48 hours or they will remain unexcused.**
- Any student leaving the school during the school day **must be signed out and/or signed-in** with the Main Office.
- Failure to notify the school of a student(s) absence will result in the absence being recorded as unexcused.
- Parents/guardians should exercise their best judgment in keeping their student(s) home because of severe weather. Notification of this decision must still be made to the main office to classify the absence as excused.
- Parents are requested to notify the main office and the student's homeroom teacher 1 week prior to an expected/pre-arranged absence. Prearranged absences 3 or more days WITH approval by the Principal.
- The student and parent/guardian are responsible for any educational work that the student misses.
- Students have one day for every day of excused absence to turn in missed school work.
- **Failure to turn in missed work will result in a zero point score for the missed work.**
- **Students have 10 excused absences per year (4 days per quarter).** Absences due to an illness of three days require a doctor's note. Extended absences due to a serious illness will be monitored and dealt with on an individual basis. However, in certain circumstances, homebound tutoring may be warranted.
- Flagrant absences and tardies, which directly affect the student's educational achievement in some or all of the student's classes, or otherwise negatively impact the student's education, will be referred for judicial proceedings to enforce attendance.
- The school will develop an attendance contract and send a letter home to inform the parent/guardian of attendance according to school, district and state policy, regarding absences, usually within six absences.
- A truancy filing checklist will be maintained to document any communication, intervention or school involvement.
- The school will send an attendance *Request for Initial Notice* to Student Discipline Services by email when the student has reached the four excused or unexcused days in one month's time (30 days), or ten excused or unexcused absences in one school year's time (habitually truant).
- A copy of *Notice of Non Compliance* is sent to the home of the parent or guardian if attendance has not improved by the compliance date on the initial notice.
- School personnel and the parent/guardian will be notified of initial advisement court date.
- School will continue to monitor student's attendance. If there are any more occurring unexcused or excused absences, or an incident occurs that the judge deems "contempt" on the part of the parent/guardian or student, contempt will be filed with the court.
- All truancy records/cases will follow the student from school to school, even if they move out of our district.
- If at any time during this process a student who has been identified as an attendance concern withdraws to home school, they must file that home school's educational curriculum with our home school office before they are able to drop from your school.



## SAFETY DRILLS

We follow all of Colorado Springs District 11 policies and procedures for drills. We will have one fire drill per month. Evacuation, lockout, lockdown and shelter-in-place drills are done once per quarter. These drills are taken seriously and students are expected to follow the rules and regulations during these drills.

## BULLY FREE SCHOOLS

In accordance with Colorado Statute 22-33-109.1, Colorado Springs School District 11 is committed to protecting students and staff from discrimination, bullying and harassing behaviors. Bullying, hazing, intimidation, and harassment (hereafter collectively noted as “bullying”) of any kind will not be tolerated in District 11 schools, regardless of how they are communicated. Programs throughout the District are designed to help educate students, staff, and parents/guardians on: identifying bullying behaviors in schools; providing strategies for addressing bullying behaviors; and implementing administrative procedures for the reporting and disciplining associated with such behaviors. Any student who commits an act of harassment or bullying, is subject to disciplinary action. Student should report bullying behaviors immediately to a school staff member, the school principal or principal’s designee, or call [Safe2Tell](#) at 1-877-542-SAFE.

## WEAPONS ON SCHOOL GROUNDS

GLOBE Charter School prohibits weapons of any kind on school property, at school events, or off school property where the carrying, bringing, using, or possession of a weapon creates, in the determination of District personnel, a threat to other students or school district personnel. Any student who brings a weapon onto school property is subject to disciplinary action, including possible suspension and expulsion from school. School administrators will contact law enforcement in cases where there is an illegal or dangerous weapon on school grounds, or if there is use of any object in a threatening manner. Law enforcement authorities have the right to make an arrest for any weapons infraction on school grounds that violates Colorado state statutes. Knives, brass knuckles, chemical sprays, sling shots and firearms are among the weapons that are prohibited on School District 11 property. Additionally, items that shoot projectiles by compressed air or spring, like air soft and paintball guns, are considered dangerous weapons under district policy. *Using a weapon for self defense will not excuse a student from being disciplined according to District policy. Using “play” weapons may also have serious consequences.* **Safe Harbor Provision:** Suspension shall not be mandatory under this section if, when the student discovers that he or she has carried, brought, or is in possession of a standard weapon or weapon facsimile, the student notifies a teacher, administrator, or other authorized person in the school as soon as possible and delivers the standard weapon or weapon facsimile to any such person. Such action shall be considered when determining appropriate disciplinary action, if any.

## TOBACCO FREE SCHOOLS

In order to promote a healthy school environment and the general health, welfare and well-being of students, use or possession of tobacco or other nicotine delivery devices (including electronic cigarettes) by students while in or on school property or at school-sponsored activities is prohibited. Any student in possession of tobacco, or other nicotine delivery devices, is subject to disciplinary action, including suspension from school.

## ALCOHOL AND CONTROLLED SUBSTANCES IN SCHOOL

GLOBE Charter School has no tolerance for the use, possession, purchase, or distribution of alcohol, controlled substances,\* or drug paraphernalia. Students who are in violation of this policy shall be suspended from school immediately and may receive additional consequences from civil authorities. Students may also be immediately placed on behavior plans, be referred for drug and alcohol counseling, or referred to our school Board for an expulsion hearing.

*\*The use, possession, sale or other distribution of marijuana is prohibited on District grounds, in vehicles or at District events. In the event a student has a valid prescription for the use of marijuana for medical purposes, the District cannot maintain it for ingestion on*



*its grounds, in its vehicles or at District events. Any student who has such a prescription must leave school grounds in order to take the prescription, and if they return that same day to school, they will be held to the same standards of conduct as any other student.*

## PARTICIPATION IN EXTRACURRICULAR AND SCHOOL SPONSORED ACTIVITIES

GLOBE believes school sponsored events and extracurricular activities are a privilege and students who participate in these must follow all applicable laws, GLOBE Board policies, and school based behavior guidelines. GLOBE policy continues to make the denial or forfeiture of extracurricular activities and participation in school sponsored events a possible consequence for inappropriate behavior. Any student who commits a discipline infraction may lose the right to participate in school sponsored events or extracurricular activities for up to one year. Furthermore, any student who is suspended or expelled from school will forfeit their right to participate in extracurricular or school sponsored events throughout the suspension or expulsion period. **Students who are absent (excused or unexcused) will NOT be allowed to participate in ANY extracurricular activities (including sports as stated in the Athletic Code of Conduct) on the day they are absent.**

## PERSONAL ELECTRONICS IN SCHOOL

Cell phones and personal electronics are an important part of the 21<sup>st</sup> century. It is important every student understands the acceptable use of these electronic devices at their school, during school academic time and during school sponsored events. Students who demonstrate inappropriate uses of electronic devices are subject to disciplinary action as well as confiscation of any device that is deemed disruptive to the learning environment. Furthermore, students may not employ the photographic, video, or audio recording or reproduction capacity of any electronic device for the purpose of photographing, video capture, recording or reproduction of any student or staff person without the written consent of the student or staff person, or under the supervision of a teacher or administrator. This applies at all times while on school property or at school sponsored events. **Cell phones AND smart watches MUST be turned into the teacher at the beginning of each school day.**

## ACCEPTABLE USE AGREEMENT FOR STUDENTS

I agree to abide by all school rules, district policies, and local, state, and federal laws while using district educational technology resources.

I will abide by copyright law and will give credit to authors, artists, illustrators, photographers, and other creators of information when I use their intellectual property.

I will not attempt to access, read, view, or copy inappropriate or pornographic pictures or information.

I will not use educational technology resources to hurt, harass or bully staff and students and their family members, including when I use social networking sites either inside or outside of school.

I will report anyone who uses or tries to use educational technology resources to hurt, harass, or bully me.

**I will not share my password with others. I could be held responsible for damage incurred while my password is in use.** I will not pretend to be someone else when using educational technology resources.

I will not read, copy, or damage the work of other students.

I will not give out my name, password, address, or any other personal information to anyone.

**I will not use improper language (i.e. swearing, vulgarity, ethnic or racial slurs, name calling) and any other use of language that violates a school policy, regulation, practice, rule, or expectation.**

I will not spread falsehoods about a person that lowers the affected individual in the eyes of the community.

I will not disrupt the District's network including but not limited to: seeking or obtaining unauthorized access to others' files, documents or other communications; sending or forwarding chain letters or large files to others; introducing malware, worms, Trojans, or viruses.

I will not upload, download, or install personal software, unless specifically authorized.

I will work with my teacher to submit Web 2.0 tools, as needed for testing, to appropriate personnel and receive authorization to download first when using the District's educational technology resources.

I will not copy computer programs.

I will practice personal responsibility with regard to theft prevention if I bring personally-owned electronic devices to school; and I will abide by my school's rules for current practices regarding use of personal electronic devices at my school.

I will not try to block or get around the filters on the District's educational technology resources.

### **Knowledge Base**

I understand that sometimes digital files may be lost, and it is my responsibility to back-up my work.

I understand that I am responsible for verifying information and using credible resources on the internet. .

I understand and agree that other people may look at the information or messages created, sent or received by me on district computer equipment or other educational technology, including but not limited to: e-mail messages, text messages, sites I have visited on the internet, and files I have uploaded or downloaded on the internet; at any documents created by me; and at any postings I have made to social network sites or blogs, chat rooms, or online websites, and I consent to the District looking at such information, messages, documents, and postings.

### **Damaging the School's Educational Technology Resources or Network**

I might not be allowed to use the school's educational technology resources if I break these rules. I may have to pay for any damage I cause.

**I may be suspended or expelled from school if I damage hardware, software, or the network.**

## **STUDENT INTERROGATIONS AND SEARCHES**

Searches may be conducted by a school official who has reasonable suspicion that a search will turn up evidence that the student has violated the law, board policy, or school rules. When reasonable suspicion for a search exists, school personnel may search a student and/or his property while on school premises or participating in a school-sponsored activity, under the circumstances outlined in board policy, and may seize any illegal, unauthorized, or contraband materials.

Any search conducted by a school official will respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction. Whenever possible, the student will be informed of the reason(s) for conducting the search, and the student's permission to perform the search will be requested. A student's failure to cooperate with school officials conducting a search will be considered grounds for disciplinary action.

An administrative report will be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses to the search.

### Searches of School Property:

- School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search. Student lockers may be subjected to sniffs by dogs trained to alert at the scent of drugs, alcohol, explosives, or other contraband. If an alert occurs, that will be deemed reasonable suspicion to search further.
- The Principal or his/her designee may search a desk, locker, or any other storage area and its contents when he/she has reasonable suspicion for a search. Whenever reasonably possible, another person will be available to witness the search.

### Searches of the Student's Person:

- The Principal or his/her designee may search the person of a student if the school official has reasonable suspicion to believe that the student is in possession of contraband, stolen items or a weapon.
- Search of the person will be limited to any object in the student's possession such as a purse, book bag or briefcase, and the student pulling out his/her pockets.
- Searches of the person will be conducted out of the presence of other students and as privately as possible. At least one, but not more than three, additional persons of the same sex as the student being searched will witness, but not participate in, the search.
- The parent/guardian of any student searched will be notified of the search as soon as reasonably possible.

## DISCIPLINARY DUE PROCESS AND PROCEDURES

GLOBE Charter School believes that no student shall be suspended, expelled, or otherwise disciplined without an appropriate level of due process. GLOBE Charter School uses a Matrix system for all discipline issues and works together with parents to ensure students have the optimal outcomes of success.

### General Considerations:

- If a student is suspended, the Principal (or designee) shall immediately take reasonable steps to notify the parent/guardian of the student that the student has been suspended and of the grounds for the suspension, the period of the suspension, and the time and place for the parent/guardian to meet with the Principal (or designee) to review the suspension.
- Any student under suspension or expulsion will not be allowed in or on school property during the period of suspension or expulsion unless approved by the Principal or designee.
- In accordance with Colorado law, a suspended student will be provided an opportunity to complete school work covering the period of suspension to facilitate reintegration into the educational program following suspension. Make-up work assignments shall be provided for all classes missed during the period of suspension.
- As an alternative to suspension for any Level II infraction, the Principal (or designee) may permit the student to remain in class with the consent of his/her teachers, if his/her parent/guardian attends class with the student for a period of time specified by the Principal or designee

## HABITUALLY DISRUPTIVE STUDENTS

"Material and substantial disruption" means any Level III, or Level IV disciplinary infraction. Any such infraction will be presumed to be initiated, willful, and overt on the part of the student. Any student who is suspended for causing a material or substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events shall be required to participate in an individual Remedial Discipline Plan (RDP) for "material and substantial disruption." "Habitually disruptive student" is defined in state law as a student who has been suspended three times during the course of the school year for causing a "material and substantial disruption." "A RDP for 'material and substantial disruption' " means a written plan, which addresses the child's disruptive behavior, his or her educational needs, and the goal of keeping the child in school.

## DISCIPLINING OF STUDENTS WITH DISABILITIES

The Board of Directors has adopted the Student Code of Conduct, Discipline, and Attendance for the purpose of, among other things, creating and maintaining safe schools and effective learning environments. As a general rule, the Code applies to all students, and students with disabilities may be disciplined in the same manner and for the same amount of time as typical students, where such discipline does not include removal from school. However, where a school or the District proposes disciplining a student with disabilities by removing the student from school, such removal may occur only as provided for by the Individuals with Disabilities Education Act ("IDEA"), the Exceptional Children's Educational Act ("ECEA") of Colorado, and/or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), as appropriate.

The Board, therefore, directs the administration to adopt procedures for the proper disciplinary removal of students with disabilities and directs that such procedures be consistent with the IDEA, ECEA, and Section 504, respectively, and the Code. Procedures for students with disabilities who qualify under the IDEA and ECEA shall be developed and maintained by the Special Education Department. Procedures for students with disabilities who qualify only under Section 504 shall be developed and maintained by the Office of Equal Opportunity Programs.