

LAKE GEORGE CHARTER SCHOOL

STUDENT/PARENT HANDBOOK 2022-2023



38874 US Highway 24
PO Box 420
Lake George, CO 80827
Phone: 719-748-3911 and Fax: 719-748-8151
LGSchool@lgcsco.org
www.lakegeorgecharterschool.org

MISSION STATEMENT

Lake George Charter School provides an environment where students safely grow and enjoy learning.

To Students and Parents/Guardians of Lake George Charter School,

Each morning all our students and staff come together in the gym and recite two pledges. We say the Pledge of Allegiance and Our School Pledge. We feel everything we need to know regarding self-discipline and the type of environment we want at Lake George Charter School is found in these two pledges!

We believe if every student and community member believed in good citizenship and carried themselves with pride and dignity, and showed respect to all other people, we would have the best school. Call us old fashion but we believe good citizenship and respect are ageless values and no society has ever gone wrong who practiced these ideals.

If you are new to Lake George Charter School, we encourage everyone in your family to learn these 2 pledges.



OUR SCHOOL PLEDGE

I PROMISE TO CARRY MYSELF WITH PRIDE AND DIGNITY;
TO TREAT ALL MEMBERS OF THE LAKE GEORGE CHARTER SCHOOL WITH COURTESY AND RESPECT;
TO UPHOLD THE HONOR OF MY FAMILY,
MY SCHOOL,
AND MY COMMUNITY IN ALL MY UNDERTAKINGS.
I ACCEPT THE STATUS, PRIVILEGES, HONOR, AND RESPONSIBILITIES OF MEMBERSHIP
IN THE LAKE GEORGE CHARTER SCHOOL.



We believe we are in the business of education and as such teach anything which is virtuous, lovely, and truthful. We believe it is the parents' responsibility to share their religious, political, and other values with their child(ren). School is School. Home is Home.

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Dear Families,

Welcome to the 2022-2023 school year at Lake George Charter School! We are tremendously excited about this new Fall 2022 Semester because, as you are aware, the State of Colorado approved adding grades 9-12 AND the District encouraged us to add an addition to our building to better accommodate grades 6-12.

Depending on the economy, and other factors, we will be very careful in how we budget to ensure steps moving forward with the expansion project are fiscally sound. For now, however, we have taken steps to “act as if” we are already offering a full curriculum with the new building proposal. We are incredibly excited to share with you the following information:

- A new curriculum will follow our students for the next four years. This new curriculum will help our students gain academically especially in reading and math.
- We have a new Professional Development Instructor who will assist teachers in reading strategies and supporting the new curriculum, so it is robust across all grades, consistent and long lasting.
- We have a fully developed middle school curriculum which will emphasize STEAM subjects. You will be able to see the syllabuses for each of our courses for the whole year to keep track of subjects your student(s) will be learning.
- We are introducing a new course called “Life Skills” for grades 6-12 where different subjects will be introduced to help prepare every student to be self-sufficient after graduation.
- We have hired the best instructors to deliver not only our academic subjects but will be involved in supporting extracurricular activities to enrich your student(s) skills and knowledge.
- We are introducing a portfolio system for grades 6-12, which will follow your student through their school years. These portfolios will help the student in getting a job, or college acceptance, as it will be filled with certifications they have earned and explain work experiences.
- We are introducing new partnerships to give our student body new opportunities in career exploration, certification programs, and fun learning experiences.

We encourage parents and students to follow news on our Facebook page, school website and updates through ALMA to keep everyone informed about upcoming events, news about current events, and answers to questions about topics of interest.

This year we will continue our emphasis on great grades, character leadership development and individual respect and responsibility. However, this new year we will be placing a great emphasis on attending school every day! Our school secretary will make phone calls to check on student attendance and we encourage everyone to DO THEIR BEST in every area of work and play.

Kind regards to everyone,

Dr. Lee Ann Wade
Administrator
Lake George Charter School

Dear Parent/Guardian:

Please review the Lake George Charter School Handbook with your child. Sign below and return this form to your homeroom teacher. Thank you so much for your assistance!

My child, _____, and I have reviewed and understand the Student Handbook for the 2022-2023 school year.

Student Signature

Parent/Guardian Signature

THE SCHOOL DAY

LGCS provides breakfast to all of our students at the cost of \$1.00. Those students who receive Free/Reduced lunches, will receive breakfast for free. Any adult eating breakfast will be charged \$2.00. We will begin serving at 7:30 and stop serving at exactly 8:00 when the front doors lock down. Our day officially begins at 7:55. Attendance and lunch count will be taken before entering the gym. At the morning meeting, we recite the Pledge of Allegiance and our School Pledge. Students will be dismissed with their class after the morning meeting is over. Parents are asked not to walk with their students to their classroom.

ATTENDANCE

Colorado State Statute requires all students to have regular school attendance. We cannot do our job if your child is absent. A child who misses a day of school also misses a day of learning that might never be replaced. You can help by making school a top priority. By building the habit of daily attendance, you will help your child see that school is important. Even though students may make up missed assignments at home, they miss the class discussion and integration of classroom objectives, which is critical to the overall learning process. Of course, we do not want ill students to attend school, but we certainly encourage avoiding absences due to other circumstances.

If your child is going to be absent, it is of utmost importance that the office is notified at 748-3911 before 8:00 on the morning of the absence. The procedure for receiving daily assignments for students who are absent is as follows:

1. A request, by telephone or note, should be made to the office by 10:00am.
2. The homework may be picked up at the end of the day in the office, giving teachers ample time to prepare it.

Excessive tardies (more than 5 per quarter) will result in forfeiture of potential attendance awards. Students arriving more than two hours late or leaving more than two hours before school is dismissed will be considered absent that half of the day. Please schedule appointments on Friday whenever possible to avoid having your child miss school.

SCHOOL CLOSINGS/DELAYS

Decisions regarding delays and canceling school will be made by 5:30 am and posted on our school website (www.lakegeorgecharterschool.org), and on Colorado Springs news stations. We will use Alma, our student information system, and, you may also sign up to get notices from Flash Alert, at www.FlashAlert.net/id/LakeGeorgeCharterSchool. These will include school closures and delays.

PICKUP AND DROP OFF

There are a large number of cars entering our driveway in the mornings and afternoons. Please drive slowly and watch for children as you approach the school. If you need to exit your car when either dropping your children off in the morning or picking them up in the afternoon, please use the parking lot and wait for your child. You may sign your student out for early dismissal up to 3:45, after this time you are requested to wait outside to the side of the front doors to the school. When using the driveway in front of the school, stay in your car and pull forward whenever possible.

When dropping off preschool students in the morning or at noon: Parents/Guardians may park in the preschool area marked by the green curb. This is 5 minute parking, so please return to your vehicle as soon as possible. Pre-school parents may still enter the building to collect their students.

Students will be dismissed from their classes to parents' vehicles. Families will be assigned unique identification numbers to display in their windshield upon entering the pick-up lane. We will provide you with two copies at the beginning of the school year. We aim to make our pick-up procedures efficient and safe in situations where staff does not recognize personal vehicles and we can easily identify your family number.

If your student is tardy or you need to pick them up early, please sign them in/out in the foyer. Waiting for your child in the foyer helps us to monitor hallways. In the interest of respecting students' quiet learning environment and monitoring safety, staff members are vigilant about knowing if there are additional people in the hallway past the gymnasium.

Preschool parents who are picking up their students will be allowed to meet the class to pick up and sign out their children 5 minutes before the end of the school day, but not before. This is to provide all classes a quiet learning environment.

RECESS AND DAILY FITNESS

Students need regular aerobic activity to be their best both physically and academically at school. We have two recess periods scheduled into our day – one at lunchtime and one mid-afternoon. In addition to this, each class will have a structured fitness activity every morning. Children should be dressed appropriately to participate fully in all of these activities. Please ensure your child wears shoes appropriate for walking or running. Recess will be outside unless the temperature and/or wind chill is below 20 degrees or it is raining or snowing.

PLAYGROUND RULES

Classroom teachers will review proper use of the playground equipment during the first week of school. Violating these rules will result in loss of recess time by sitting out on the bench. Students are not allowed on the playground before or after school unless they are accompanied by an adult.

FOOD SERVICE

Breakfast is served to students for \$1.00 in the gym. Lunch is \$1.85 for all students in grades K-5. Grades 6-12, will be charged \$2.35. Money may be deposited into student lunch accounts maintained by our bookkeeper. Charging meals and/or running a line of credit is strongly discouraged. Adults wishing to join us for lunch should first call ahead. Adult lunch is \$3.50. Our school participates in the Federal Free and Reduced Lunch Program. Information regarding this program will be provided to all our families upon registration. (Prices are subject to change)

HOMEWORK

On occasion, students may need to spend some time on homework, to catch up, or if the teacher deems it beneficial to the student. Please check your student's planner every day. If you have any questions or concerns, please contact your child's teacher.

MEDICINE

Students are not to be in direct possession of any prescription or nonprescription medication. All medication shall be safeguarded in the office and dispensed only with a doctor's note and by school personnel trained and delegated to the task of giving such medication. Medications must remain in their original container and have your student's name on it. This includes over the counter medications and even cough drops.

DRESS CODE

The dress code at LGCS is intended to support a safe, respectful, and positive learning environment. In general, all clothing should be appropriate to the student's age, the school setting, and the weather. We do not allow clothing which promotes alcohol, drugs, weapons, gang affiliation, profanity, or is sexually suggestive. Nor do we allow clothing which exposes traditionally private parts of the body or threatens the safety of students. If a student is found to be out of compliance then the student will be given attire that is appropriate and referred to our discipline procedures.

The following items are not allowed at school or at school activities:

- short skirts
- halter tops
- tops with straps less than 1.5 inches wide
- flip-flops
- muscle tops
- low cut tops
- sagging pants
- makeup
- sunglasses or hats inside the building

For more information and clarification please see the Dress Code Policy Addendum on the website.

MEDIA DEVICES

Students are not to have cell phones, electronic games, cameras, or music devices at school. Neither staff nor students will be interrupted during class time for phone calls except in the event of an emergency. Students may not use the phone for any reason without permission. Students found with electronic devices can turn them in voluntarily to the Front Office for safekeeping until school dismisses.

CLASSROOM VISITATION

If parents/guardians would like to visit their child's classrooms for one period or less (up to one hour) then arrangements with that classroom teacher will need to be made in advance. If the parent/ guardian is seeking a longer visitation in the classroom or on school grounds other than the cafeteria then arrangements with the administrator will need to be made in advance.

LION'S PRIDE

A vital part of our school is our parent/staff organization. Lion's Pride organizes events and fundraisers throughout the year. These activities help support individual student needs, field trips, and other wonderful aspects of our school program which make Lake George Charter School so special. All of our parents/guardians belong to Lion's Pride. There are no dues for membership. Please watch for meeting times and join us to see how you can help support your school.

REPORT CARDS

Our curriculum is based on Colorado State Academic Standards. Grades reflect not only the mastery of skills, but also the completion of all assignments. Grading is based upon the following:

Grades K-8

- A 90-100%
- B 80-90%
- C 70-80%
- D 60-70%
- F Below 60%
- I-Incomplete

There will be an Honor Roll which students in grades 3-8 can work towards. A student earning 3.5-4.0 GPA will receive an "Honor Roll" certificate. Attendance Awards will be given to students with no absences and no more than 5 tardies in a semester.

APPENDIXES

Mission/Vision/Goals
Discipline Policy
Playground Rules
Student Calendar
Dress Code
Sexual Harassment

Lake George Charter School Mission Statement

Lake George Charter School provides an environment where students safely grow and enjoy learning.

Adopted by Lake George Charter School Board on 4-12-2016.

Lake George Charter School Vision Statement

Lake George Charter School provides a small, safe, and nurturing learning environment. We honor traditional and creative educational learning styles. We provide an innovative academic environment that includes music, art, fitness, and technology programs. Our school supports and encourages family and community involvement. We are surrounded by forests, mountains, and lakes which inspire and enhance the learning atmosphere for our students.

Lake George Charter School Goals

The goal of Lake George Charter School is:

- To provide a safe environment
- To promote successful academic achievement
- To promote problem solving, decision making, and time management skills
- To promote the ability to evaluate the quality of their own work
- To promote self-discipline and a respect for self and the diversity of others

Adopted by Lake George Charter School Board on 1-17-2017.

DISCIPLINE POLICY-adopted 2-6-07




UNEXUSED TARDINESS:

- 4 TARDIES = Full day 9am-3pm Friday experience
- 8 TARDIES = 2 days of ISS and 1 Friday experience
- 12 TARDIES = Suspension

✦ ALL EXAMPLES ARE FOR BENCHMARK PURPOSES AT THE DISCRETION OF STAFF AND FACULTY

✦ ANY OR ALL CONSEQUENCES USED AT THE DISCRETION OF THE STAFF AND FACULTY

<u>OFFENSE</u>	<u>MILD</u>	<u>MODERATE</u>	<u>SEVERE</u>	<u>NO TOLERANCE</u>
<u>Offensive Behavior:</u> <ul style="list-style-type: none"> ● Disrespect ● Rudeness ● Profanity ● Non verbal language ● Defiance of authority 	- Verbal warning - Verbal and/or Written apology - 5 positives written and verbal	- Loss of recess - Apology - Time out - Silent lunch table - Parent notification	- Refer to counselor or administrator - Parent notification - Suspension ISS/OSS - Discipline form - Parent attend class with child - Friday experience - Parent required to pick up child immediately	
<u>Detrimental Behavior:</u> <ul style="list-style-type: none"> ● Physical aggression ● Reckless behavior ● Threats ● Bullying/ Harassment ● Cheating/ lying ● Extortion/ coercion/ blackmail 	- Verbal warning - Verbal and/or Written apology	- Loss of recess - Apology - Time out - Silent lunch table - Parent notification	- Refer to counselor or administrator - Parent notification - Suspension ISS/OSS - Discipline form - Parent attend class with child - Friday experience - Expulsion - Parent required to pick up child immediately	
<u>Theft/ Vandalism:</u> <ul style="list-style-type: none"> ● <u>Damage to private or school property</u> ● <u>Stealing or attempting to steal</u> 	- Verbal warning - Verbal and/or Written apology	- Loss of recess - Apology - Time out - Silent lunch table - Parent notification	- Refer to counselor or administrator - Parent notification - Suspension ISS/OSS - Discipline form - Parent attend class with child - Friday experience - Expulsion - Parent required to pick up child immediately - Legal Actions	
Drugs, Alcohol, Tobacco	→	→	→	- Expulsion - Parent required to pick up child immediately - Legal Actions
Weapons	→	→	→	- Expulsion - Parent required to pick up child immediately - Legal Actions

Sexual Harassment				<ul style="list-style-type: none">- Expulsion- Parent required to pick up child immediately- Legal Actions
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Playground Rules

Students are expected to be *Safe, Respectable, Kind and Responsible.*

In general:

No saving equipment for other students.

If others are waiting, students need to limit turns to a reasonable amount of time.

Stay 3 feet away from equipment while waiting for a turn.

Students are to line up immediately when the whistle is blown.

Students are expected to stay in sight of playground teachers.

Students need to stay off the ice for their own safety.

Rocks and snow must stay on the ground.

Students are not allowed on the playground before or after school unless they are accompanied by an adult.

Swings:

- a. Only one person in a swing at a time.
- b. No jumping off swings, standing in swings, twisting the chains, sideways swinging, kicking or under ducks.

Slide:

- a. No jumping off the slide.
- b. Students should be seated and go down feet first.
- c. Thursday is "UP" day. Students are allowed to go up the slide but not back down.

Glider:

- a. Only one person on the glider at a time.
- b. Only two people at a time on the step. (As they are waiting for the glider)
- c. Do not return the glider with excessive force.
- d. Students will hang with two hands and ride with feet down.

Sit and Spin:

- a. Only one person at a time.
- b. No standing.

Dizzy Tron:

- a. No more than 2 students at a time with one person spinning.
- b. Riders should hold on with both hands.

Whirl around:

- a. No more than 3 riders at a time.
- b. Riders may not let go while spinning.

Rope Course:

- a. No more than 6 students on the rope structure at a time.
- b. No pushing, shaking the ropes or pulling other students off the ropes.

Soccer Goals:

- a. No climbing or hanging on the nets.

Balls:

- a. No kicking, hitting or bouncing balls against any wall.
- b. If balls go over the fence, they will be retrieved at the end of recess.
- c. If balls go on the roof, they will be retrieved at a later time.

Playground Structure:

- a. No jumping off structure.
- b. The monkey bars are for hands only. No sitting or standing on the monkey bars.
- c. Only sit on the spiral, no standing.

Personal Contact:

- a. Students may not restrict or stop other student's movements.
- b. No grabbing, hitting, pushing, kicking or wrestling.
- c. Keep your hands to yourself.

Toys:

- a. Students may bring small toys of their own onto the playground for afternoon recess, but they must be responsible for them.
- b. No skateboards, roller blades, wheelies or skates.

Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. School-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Charter Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive, politically controversial, or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, the student shall be given a reminder and an administrator shall notify the student's parents/guardians.

Unacceptable Items

The following items are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts, or other similar clothing shorter than mid-thigh length.
2. Sunglasses and/or hats worn inside the building.
3. Inappropriately sheer, tight, or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh, or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, and breasts.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process
6. Make-up must not be worn to school. Face painting, costume make-up, etc. can be used on specific events that are set aside for that, such as Halloween parties. During those specific events, the costume make-up or face-painting must not be offensive.
7. Hairstyles are the jurisdiction of the individual student. However, if an offensive symbol is shaved into a student's scalp, the student will not be allowed to come on the campus.

Any areas that are not covered in the policy and raise the concern of staff members, will be addressed by meeting with the student, administrator, and parent (if necessary) to determine as a team whether or not the dress is appropriate.

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

The administrator, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

LEGAL REFS.: C.R.S. 22-32-109.1 (2)(a)(IX) (boards duty to adopt student dress code)

CROSS REFS.: JBB, Sexual Harassment
JIC, Student Conduct
JICDA, Code of Conduct
JICF, Secret Societies/Gang Activity
JICH, Drug and Alcohol Use by Students
JICI, Weapons in School
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLI, Student Safety

First Reading Date: 10-10-17

Adoption Date: 11-14-17

Lake George Charter School

(Revised: 11-14-17)

SEXUAL HARASSMENT

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students, for students to harass other students, or for a student to harass a staff member, through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development or safety.
2. Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns

Students may file a formal grievance of sexual harassment through use of the accompanying grievance procedure. If the alleged harasser is the administrator with whom a grievance routinely would be filed, the student may file the grievance with an alternate staff member.

All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

Notice of this policy shall be circulated throughout the charter school and incorporated in student handbooks.

Define 'educational environment': Any area, physical or virtual, that is associated with any school activity or function.

LEGAL REFS.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.*
Title IX of the Education Amendments of 1972, U.S.C. §1681 *et seq.*

CROSS REFS: AC, Nondiscrimination/Equal Opportunity

First Reading Date: 9-13-2016

Adoption Date: 10-11-2016

Lake George Charter School

Lake George Charter School Pledge

I promise to carry myself with
Pride and dignity; to treat all members
Of the Lake George Charter School
With courtesy and respect;
To uphold the honor of my family,
My school and my community
In all of my undertakings.
I am proud to be a student of
The Lake George Charter School.
I accept the status, privileges,
Honor and responsibilities
Of membership in the
Lake George Charter School.