

# LAKE GEORGE CHARTER SCHOOL

## Secondary Students / Family HANDBOOK



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### MISSION STATEMENT

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

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## **1. Welcome**

Welcome to Lake George Charter School! We are delighted to have you as part of our school community. Our mission is to provide a secure and supportive educational setting that encourages traditional and innovative learning. This handbook serves as a guide to our school's policies, procedures, and expectations. We encourage you to read it thoroughly and refer to it as needed throughout the school year. Together, we can ensure that every student reaches their highest potential.

## **2. Our School Pledge**

At Lake George Charter School, we believe in upholding the highest standards of integrity, respect, and pride. Every student is expected to embody these values in their daily life at school and beyond. The school pledge is a commitment to these ideals:

### **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 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."

## **3. Enrollment and Withdrawals**

### **Enrollment Procedures:**

Parents/guardians must complete all necessary forms and provide required documentation during the enrollment process.

### **Park County vs. Non-Resident Choice Students**

Lake George Charter School is committed to maintaining smaller learning environments to provide individualized attention and support for all students. To prioritize this goal, a certain number of enrollment slots are reserved for students residing within Park County. Due to these enrollment limits, we may not accept choice applications from non-resident students if it would exceed our capacity or compromise our commitment to maintaining a smaller, more effective learning environment. The school reserves the right to make enrollment decisions based on available space and the best interests of the school community.

### **Withdrawal Process:**

Parents/guardians must notify the school and complete the necessary withdrawal forms to withdraw a student.

## **4. Fees and Payments**

### **Fee Structure:**

Lake George Charter School does not charge a registration fee. Instead, we ask families to pay a supply fee, as students are not required to bring their own school supplies. These fees cover the classroom materials needed for each subject. Any additional items, such as trapper keepers or other personalized supplies, should be purchased by families if desired.

Campus students are required to pay a supply fee of \$75. Secondary students may incur additional fees based on the electives they choose. These fees will be determined as we expand our course offering.

### **Payment Deadlines:**

All elective fees must be paid within the first two weeks of each semester.

### **Financial Assistance:**

Families experiencing financial difficulties are encouraged to contact the school administration.

## **5. Lions Pride**

### **Overview:**

Lions Pride is our Parent Organization, which plays a vital role in supporting the students, staff, and families of Lake George Charter School. Their efforts help create a strong, connected school community.

### **Functions and Events:**

Lions Pride organizes and hosts a variety of events that bring our community together. Some major functions include a large, community-wide Halloween Carnival and Bingo nights. In addition, they provide support for student activities such as field trips, assemblies, spirit day celebrations, staff appreciation, and other school programming.

### **Meetings:**

Lions Pride meets on the second Tuesday of each month. All parents and guardians are welcome to attend and get involved. We are always eager to have more families participate to help ensure the success of our events and activities.

## **6. The School Day**

### **Daily Schedule:**

School doors open at 7:25. MS/HS students are released to their first-period spaces at 7:45. The dismissal bell is at 4:00. Please refer to the bell schedule for specific class times.

**Bell Schedule:**

On the first day of school, students will be provided with a detailed bell schedule, which is also attached in the appendix of this handbook.

**Backpacks and Computer Bags:**

Students may bring backpacks to carry their school supplies and personal items, but backpacks will be stored in lockers during class to keep hallways and classrooms organized. Students are encouraged to keep their lockers tidy and free of unnecessary items. For added convenience, we have provided small computer bags for students to carry their planners and other necessary supplies between classes.

## **7. Attendance**

**Attendance:**

Regular attendance is essential for academic success and is closely monitored by the school. Students are expected to attend all classes and arrive on time. To participate in school-sponsored events, including but not limited to after-school activities, performances, and sports events, students must be present for at least half of the school day.

**Reporting Absences:**

Parents/guardians must report absences by 8:00 AM on the day of the absence. If the school has not been notified by that time, an automated phone call (via Alma) will be sent out at 8:30 AM. Upon the student's return, a note, email, or call from the parent/guardian is required to excuse the absence.

**Make-Up Work After Absences:**

Students are given the same number of days to make up their work as the number of days they were absent. It is the student's responsibility to find out what they missed and to complete any make-up work. Teachers are not expected to provide work ahead of time for planned absences, as instruction may change daily depending on where students are in their learning.

**Truancy Policy:**

See the Appendix section for a detailed truancy policy and consequences.

## **8. School Closings and Delays**

**Communication Procedures:**

School closings and delays will be communicated through the school's website, social media, and automated phone calls. Please ensure your contact information is up to date in Alma.

**Weather-Related Closures:**

In the case of severe weather, the decision to have a 2-hour delay or a closure will be made by 6:00 AM, and notifications will be sent out promptly.

## **9. Pick-Up and Drop-Off Procedures**

### **Morning Drop-Off:**

Drop-off begins at 7:25 AM, and doors open. Students should be dropped off in the designated area at the front of the school. To help with traffic flow, please pull forward in the drop-off lane before letting your child out. No monitoring is available before 7:25, so please wait until the designated time to drop your child(ren) off at the school.

### **Afternoon Pick-Up:**

Pick-up begins at 4:00 PM. Parents should follow the traffic flow, remain in their vehicles, and pull forward in the pick-up lane to keep traffic moving. Please ensure your car tag number (provided by the school) is easily visible.

After 4:30, if your child has not been picked up and contact has not been accomplished, local law enforcement will be notified for the next steps.

### **Late Arrivals/Early Dismissals:**

Students arriving late or leaving early must have a parent or guardian sign them in or out. The sign-in/out form is located in the front vestibule by the front office. Any secondary student who arrives after 7:45 will be tardy. Students who accumulate five tardies will receive a lunch detention. Refer to the appendix for further information.

## **10. Student Drivers**

### **Parking Permits:**

Students intending to drive to school must obtain a parking permit from the front office. The permit must be visibly displayed on the vehicle at all times. (Permits will be distributed once they are received from the supplier.)

### **Driving Rules and Guidelines:**

Student drivers are required to adhere to all school regulations, including speed limits and parking guidelines. Parking is restricted to the designated student parking area. Freshmen and sophomores must remain on campus for lunch. Juniors and Senior student drivers with a parent form completed may leave campus during lunch. Parents will need to come to the office to fill out our form for that approval before we allow students to sign out and leave. Students may not take friends with them.

## **11. Food Services & Snacks in the Classroom**

### **Breakfast and Lunch Programs:**

To support academic success, parents are encouraged to ensure their children start the day with a nutritious breakfast and have a healthy lunch to fuel their bodies and minds for learning. Lake George Charter School offers nutritious breakfast and lunch options to all students free of charge this year. Monthly menus are posted to help families plan ahead.

Please note that there is a charge for additional family members who wish to join for meals. Please check with the school to confirm our current rates for Breakfast and Lunch. We encourage all students to take advantage of these meal options to maintain energy and focus throughout the school day.

**Free and Reduced-Price Meals:**

Although student meals are free, we encourage all families to complete our "free and reduced" forms. These forms are confidential and help our school secure additional funding for qualified applications. For more information, please contact the front office.

**Water Bottles, Sodas, and Snacks:**

- **Usage Guidelines:** Students are encouraged to bring water bottles to school to stay hydrated throughout the day. Water bottles must have secure, non-spill lids to prevent spills and disruptions in the classroom.
- **Sodas and Energy Drinks:**
  - **Secondary Students:**  
Sodas are permitted in the classroom (at the teacher's discretion); however, energy drinks are prohibited for all students due to their high caffeine content and potential negative impact on health and concentration. If a student is found with an energy drink, they will be given a verbal warning about the health risks associated with high caffeine consumption and required to dispose of the drink immediately.
- **Snacks:** Whether snacks are allowed during class is at the teacher's discretion and may depend on lesson plans, meal times, or the end of the school day. If snacks are not allowed during class, students may store them in their lockers and eat them during transition times. We encourage students to bring healthy snacks. Students should clean their lockers regularly and avoid leaving snacks overnight to prevent pests.

## **12. Medication and Health Services**

**Administering Medication:**

Specific medications can only be administered with a doctor's note, clear instructions, and in the original packaging. Please contact the front office for the necessary forms and procedures. Note that Lake George Charter School does not administer pain/fever reducers (e.g., acetaminophen, ibuprofen).

**Pain Reliever Medications:**

- **Middle School Students (6th, 7th, 8th):** Middle school students cannot carry or self-administer pain-relieving medications. These medications can be stored securely in the nurse's office in labeled bottles, where students can access them as needed. Students cannot share their pain-relieving medication with other students. Parent/guardian notification from the school will be required before the student takes the medication.

- **High School Students (9th, 10th, 11th, 12th):** High school students may carry one daily dose of pain-relieving medications. For accountability purposes, we ask that they visit the office before taking any medication. Students cannot share their pain-relieving medication with other students. Parent/guardian notification is not required unless specifically requested by the parent/guardian.

**Health and Wellness Guidelines:**

Please do not send your child to school if they have been sick, have a fever, or are experiencing diarrhea. If your child arrives at school sick or becomes ill during the day (Temp of 100.0), we will contact parents, guardians, or emergency contacts until we reach someone. We request that your child be picked up within an hour of initial contact. Students must be symptom-free for 24 hours without medication before returning to school after an illness.

## **13. Dress Code**

**General Guidelines:**

Clothing should be modest, clean, and appropriate for a school setting. Students are required to wear clothing that is respectful of others, avoiding outfits that are revealing, distracting, or offensive.

**Specific Requirements:**

Shorts and skirts must reach mid-thigh or longer. Tops should provide full coverage, avoiding low-cut necklines and exposed midriffs, and must cover the torso when standing and sitting. Shoulder straps must be at least two fingers wide. Hats are acceptable for secondary students as long as staff can see the students' eyes and they adhere to the same content guidelines. Parents, please remind your students that at Lake George Charter School, we remove our hats during the morning Pledge of Allegiance. Clothing featuring images, logos, or offensive text that promotes violence or inappropriate themes such as drugs, alcohol, tobacco, or sexual content is not allowed.

**Dress Code Policy:**

The full dress code policy, including additional details and guidelines, is in the Appendix section of this handbook.

## **14. Use of Technology**

**Cell Phones and Electronic Devices:**

**Usage Guidelines:**

Students must learn to use technology responsibly. The policy is "Away for the Day!" meaning cell phones, earbuds, smartwatches, and other electronic devices must be turned off and stored out of sight during instructional time. Lockers would be the best to store these items so they do not become a distraction. Each secondary classroom has a cell phone pocket chart for students to place their phones during class so they can see them, without it becoming a distraction during learning.

**Computer Devices:****Usage Guidelines:**

School-provided computers and devices are intended solely for educational purposes and are monitored by a screen monitoring system to ensure appropriate use. Personal computer devices are not permitted on campus or during the school day. However, exceptions may be made for students enrolled in concurrent college courses, as these courses may require specific software or technology unavailable on school devices. The school administration must approve any exceptions.

**Consequences for Misuse:**

Inappropriate use of technology, including unauthorized recording or photographing, will result in confiscation of the device and disciplinary action. This applies to both personal and school-provided devices.

**Technology/Cell Phone Policy:**

See the Appendix section in this handbook for the complete technology and cell phone policy.

## **15. Homework**

**Expectations:**

Homework is essential to the learning process, reinforcing concepts taught in class and helping students develop time management skills. Students who use their class time and study hall periods effectively should generally have minimal homework to complete at home. Homework is assigned at the teacher's discretion, depending on the subject, coursework, and ongoing projects.

**Student Responsibility:**

Students are expected to complete their work independently. If they encounter difficulties with their homework, they should take the initiative to seek help from their teacher. Teachers are available and willing to provide support, but it is the student's responsibility to ask for assistance when needed.

**Parental Guidance:**

Parents and guardians are encouraged to support their child's learning by monitoring progress and helping with organization, but they should not complete the homework for their child. Teachers must assess the student's individual abilities and progress. Parents can view Google Classroom to stay informed and better support their child's learning without directly intervening in the completion of assignments.

## **16. Academic Integrity**

**Definition of Academic Integrity:**

Students are expected to submit their own work and avoid plagiarism, cheating, and other forms of dishonesty.

**Consequences for Violations:**

Violations of academic integrity will result in disciplinary action, which may include a zero on the assignment and additional consequences.

## **17. Report Cards and Grades**

**Grading System and Report Cards:**

At Lake George Charter School, student performance is assessed using a standardized grading scale. Grades are determined by evaluating tests, assignments, projects, and class participation. These grades follow the traditional A, B, C, D, and F scale and are converted into a GPA on student transcripts, ensuring a consistent measure of academic achievement. Report cards are issued quarterly, with formal recognition of academic success occurring at the end of each semester.

**Honor Roll and Academic Recognition:**

To celebrate academic excellence, Lake George Charter School recognizes students on the Honor Roll based on the following criteria:

- **Straight A's:** For students who achieve all A's on their report cards.
- **A's and B's:** For students who earn a combination of A's and B's.

Students who do not maintain satisfactory grades may be ineligible to participate in certain school events and activities, underscoring the importance of academic performance. Details about Honor Roll celebrations, which may vary each year, will be communicated to families. These events are designed to honor the hard work and dedication of our students.

**Graduation Requirements and Course Offerings:****Credit Requirements:**

To earn a diploma, students must complete a specified number of credits in core subjects such as English, Math, Science, and Social Studies, along with elective courses that support their individual interests and career goals. We are excited to introduce Advanced Placement (AP) courses for students seeking advanced academic challenges. Additionally, through our partnership with Pikes Peak State College, students can enroll in concurrent enrollment courses, allowing them to earn college credits while still in high school.

**Standardized Testing and Benchmark Assessments:**

As part of our college readiness initiative, Lake George Charter School offers the PSAT to 9th and 10th graders and the SAT to 11th graders. These exams help prepare students for college entrance requirements by assessing skills in math, reading, writing, and language. In addition to standardized testing, we conduct NWEA MAP Growth assessments three times a year. These benchmark assessments provide immediate insights into student progress, helping teachers and students identify areas of strength and opportunities for improvement.

**Student Success and ICAP Classes:**

We offer ICAP (Individual Career and Academic Plan) and Student Success classes to

further support our students' academic and career planning. These courses are designed to equip students with essential skills and guide them through the process of setting and achieving their educational and career goals.

## **18. Behavioral Expectations**

### **General Conduct:**

Students at Lake George Charter School are expected to constantly and consistently demonstrate respectful behavior. This includes treating peers, staff, and school property with care and consideration. Students should strive to contribute positively to the school environment by showing empathy, understanding, and support for others. Actions that disrupt the learning environment, threaten safety, or show a lack of respect for school rules and community values are not tolerated.

### **Respectful Communication:**

Effective and respectful communication is essential to maintaining a positive school culture. Students are required to use polite and appropriate language in all interactions. This means avoiding profanity, offensive remarks, and any form of verbal abuse. Constructive dialogue is encouraged, and students should feel comfortable expressing their opinions and feelings in a manner that is respectful to others.

### **Consequences for Misbehavior:**

Violations of behavioral expectations will result in appropriate disciplinary actions. Depending on the severity and frequency of the misconduct, consequences may range from a verbal warning or detention to more severe measures such as suspension, expulsion, or involvement of law enforcement if deemed necessary. The school is committed to a fair and consistent approach to discipline, ensuring that all students understand the impact of their actions and have the opportunity to learn and grow from their experiences. Additionally, restorative practices may help repair relationships and restore a positive school climate.

For more detailed information, please refer to the Discipline Policy in the Appendix, which outlines specific guidelines and consequences.

## **19. Bullying and Harassment**

### **Definition and Examples:**

Bullying and harassment are behaviors that harm, intimidate, or humiliate another student. Bullying can be physical (hitting, pushing), verbal (name-calling, threats), social (spreading rumors, exclusion), or digital (cyberbullying). Harassment includes unwelcome behavior based on race, religion, gender, sexual orientation, or other protected characteristics. Both can significantly impact a student's well-being.

### **Reporting Procedures:**

Students are encouraged to report any incidents of bullying or harassment to a teacher

or a member of the administration team. Reports can be made in person, anonymously, or through written communication. Additionally, students can use the Safe2Tell platform to report incidents anonymously and securely. Safe2Tell prioritizes the most serious concerns to ensure that time and resources are used effectively to address genuine issues and maintain a safe school environment. The school will investigate all reports promptly and take appropriate action to address the situation.

**Consequences and Support:**

Students who engage in bullying or harassment will face disciplinary action, which may include warnings, detention, suspension, or expulsion, depending on the severity of the behavior. In cases where the behavior is particularly severe or involves criminal activity, law enforcement may be contacted. Please refer to the Discipline Policy in the Appendix for a more detailed outline of the disciplinary procedures and potential consequences. The school is committed to supporting and fostering a safe and positive school environment for all students.

## **20. Safety and Prohibited Items**

### **Drugs, Alcohol, Vaping, and Other Contraband Items**

Lake George Charter School maintains a safe, healthy, and responsible learning environment. The possession, use, sharing, or distribution of drugs, alcohol, vaping products, tobacco, or other controlled substances is strictly prohibited on school grounds, at school-sponsored events, or while representing Lake George Charter School at another location, such as a neighboring school event, field trip, athletic event, or play, which are only a few examples.

Any substances, containers, or paraphernalia associated with these items are also prohibited. Violations will result in an immediate administrative meeting, parent involvement, and disciplinary action consistent with school policy and Colorado law.

**Law enforcement will be notified for every incident for direction and next steps.**

**Consequences may include:**

- **First offense (possession or use):** In-school or out-of-school suspension (1–3 days) and parent conference before return.
- **Second offense or any sharing/distribution:** Out-of-school suspension (1–3 days) and required substance-education or counseling referral.
- **Severe or repeated offenses:** Additional OSS (1–3 days), disciplinary hearing, and possible expulsion review.

### **Weapons and Dangerous Items**

To ensure a secure learning environment, students may not possess, use, display, or distribute any weapon or item that may reasonably be perceived or used as a weapon. This includes, but is not limited to, firearms, knives, explosives, martial arts weapons, or imitation items such as toy guns or replica blades.

Possession or use of such items—whether intentional or not—will result in immediate confiscation, administrative review, and appropriate disciplinary action. **Law enforcement will be notified for every incident for direction and next steps.**

**Consequences may include:**

- **Possession of any item that may be reasonably perceived or used as a weapon:** In-school suspension (1–3 days) and reflection conference. The final determination of severity and consequence will be at the discretion of administration based on context, intent, and safety concerns.
- **Possession or use of an actual weapon:** Out-of-school suspension (1–3 days) and immediate safety review; may result in expulsion as required by C.R.S. §22-33-106(1)(d).

### **Searches, Vehicles, and Reasonable Suspicion**

To maintain safety and uphold school policy, administrators reserve the right to conduct searches when there is **reasonable suspicion** that a student is in possession of, or under the influence of, a prohibited item or substance.

**Reasonable suspicion** may include, but is not limited to:

- Observable behaviors, speech, smell, or appearance suggesting use or possession of drugs, alcohol, vaping products, or weapons.
- Credible reports from students, staff, parents, or law enforcement.
- Discovery of contraband, paraphernalia, or related items in plain sight.
- Refusal to comply with staff directives during a safety check or investigation.
- Sounds, odors, or actions that reasonably indicate the presence of a prohibited substance or item in a locker, backpack, personal belongings, or vehicle.

Lockers, desks, and other school-owned property may be inspected at any time.

Student vehicles parked on school property as well as backpacks and personal belongings may be searched by administration when reasonable suspicion exists. **Law enforcement will be notified for every incident for direction and next steps.**

Personal searches will only occur when necessary to maintain safety and will be conducted discreetly, in accordance with state law, and typically with law enforcement and / or another staff member present.

### **Vehicles on School Property**

Parking on school property is a privilege. Student drivers are expected to follow all safety and conduct rules and to obey all traffic laws and regulations while on school grounds at all times.

This includes, but is not limited to:

- Wearing seatbelts at all times.
- Never riding in the bed of a truck or allowing others to do so.
- Operating vehicles only with a valid driver's license and insurance.
- Driving at a safe and reasonable speed while on school property.
- Avoiding any form of reckless, careless, or distracted driving.

Vehicles on campus are subject to search when reasonable suspicion exists that a policy or law has been violated. Failure to comply or cooperate may result in suspension or loss of parking privileges.

Staff and visitor vehicles are not subject to administrative search but may be referred to law enforcement if illegal or unsafe activity is suspected. Random K-9 sweeps of parking areas may occur as part of school safety procedures. Law enforcement will be notified for every incident for direction and next steps.

### **Law Enforcement Partnership**

Lake George Charter School values a positive, proactive relationship with the neighboring and local Sheriff's Department. Sheriff's deputies and K-9 units may visit campus throughout the year to support safety, educate students, and strengthen community partnerships. These activities are part of the school's effort to provide a secure and respectful learning environment for all.

## **21. Discipline Flowchart/Action Plan**

Lake George Charter School follows a transparent, step-by-step process to address student misbehavior fairly and consistently:

**Initial Warning:** Minor infractions begin with a verbal warning, providing students the chance to correct their behavior.

**Progressive Consequences:** If misbehavior continues or escalates, the school may issue additional warnings, contact parents/guardians, implement behavior contracts, or refer students to support services.

### **Consequences Based on Severity:**

- **Minor Infractions:** Verbal warnings, restorative tasks.
- **Repeated or Serious Infractions:** Detention, loss of privileges, in-school suspension. MTSS Process established.
- **Severe Infractions:** Acts of violence, bullying, or substance abuse may lead to out-of-school suspension, expulsion, or involvement of law enforcement.

The aim is to address issues early, support student growth, and maintain a safe learning environment. The Discipline Policy in the Appendix provides a detailed outline of the discipline process.

# **Appendixes**

- Mission/ Vision/ Goals
- Bell Schedule
- Truancy Policy
- Dress Code Policy
- Discipline Policy
  - Academic Integrity
  - Technology and Cell Phone
  - Behavioral Expectations
  - Bully and Harassment
  - Safety and Prohibited Items
  - Locker Assignment
- Signature Pages
  - Choice Agreement
  - Locker Assignment
  - Handbook Agreement

## **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 while providing an innovative academic environment. Our school supports and encourages family and community involvement, utilizing our beautiful natural setting.

Adopted by Lake George Charter School Board on 10-20-2020.

## **Lake George Charter School Goals**

The goals of Lake George Charter School are:

- ❖ To provide a safe environment
- ❖ To provide a rigorous curriculum
- ❖ To promote successful academic growth and achievement
- ❖ To provide music, art, fitness, and technology programs
- ❖ To promote problem-solving, decision-making, critical thinking skills, organizational and time management skills, social-emotional development, and life skills
- ❖ To promote the student's ability to evaluate and improve their work
- ❖ To promote self-discipline and respect for all
- ❖ To promote career exploration for secondary students

## Secondary Bell Schedule

|             |          |
|-------------|----------|
| 7:45-9:20   | Period 1 |
| 9:25-11:00  | Period 2 |
| 11:05-11:45 | LUNCH    |
| 11:50-1:25  | Period 3 |
| 1:30-3:05   | Period 4 |
| 3:10-4:00   | Period 5 |

**Schedule changes per grade level. Refer to your students' schedules to see what they have each period.**

## **Attendance and Truancy Policy**

### **Overview:**

Regular attendance is essential for student success and building a solid school community. This policy outlines attendance expectations, procedures for reporting absences, and consequences for truancy.

### **Attendance Expectations:**

Students are expected to attend all scheduled classes and arrive on time daily to maintain academic progress. Parents/guardians must notify the school of absences by 8:00 AM on the day of the absence. Failure to report will result in an unexcused absence.

### **Types of Absences:**

- **Excused Absences:** Include illness, medical appointments, family emergencies, or religious observances. For extended absences, documentation (e.g., a doctor's note) may be required.
- **Unexcused Absences:** Occur when a student misses school without a valid reason or proper notification.

### **Reporting Absences:**

Absences must be reported by phone or email by 8:00 AM on the day of the absence. Upon the student's return, a follow-up note or email is required to excuse the absence officially.

### **Tardy Policy:**

A student is considered tardy if they arrive after 7:50 AM. Excessive tardiness disrupts the learning environment; therefore, **every five tardies** will be counted as one unexcused absence and will accrue a day of lunch detention. This policy emphasizes the importance of punctuality and aims to minimize classroom interruptions.

### **Truancy Defined:**

Truancy is defined as three or more unexcused absences within a 30-day period or seven or more in a semester. Truancy can lead to further disciplinary action. Excessive absences may also be considered truancy. Truancy can result in further disciplinary action.

### **Make-Up Work:**

All make-up work is the student's responsibility, whether an absence or tardy is excused or unexcused. Students have the same number of days they were absent to complete

missed work. The students are responsible for discussing missed assignments with teachers and completing the work on their own time.

**Attendance and Truancy Action Plan:**

**1-2 Unexcused Absences:**

The student receives a verbal reminder about the importance of regular attendance and punctuality.

**3-4 Unexcused Absences:**

A formal letter highlighting attendance concerns and the potential impact on the student's academic progress is sent to parents/guardians.

**5-6 Unexcused Absences:**

Parents/guardians are issued a follow-up letter warning of escalating consequences. The parents/guardians and the student must meet with the school administration to develop an attendance improvement plan.

**7-8 Unexcused Absences (Chronic Truancy):**

The student may face disciplinary actions, such as detention or in-school suspension (ISS). A revised attendance contract specifies expectations and consequences for any further absences.

**9+ Unexcused and/or Excessive Excused Absences:**

The case is referred to the truancy officer or local authorities. If absences continue, consequences may include out-of-school suspension (OSS) or referral to truancy court. Further legal action may be pursued.

## Lake George Charter School Dress Code Policy

- **General Guidelines:**

Clothing should be modest, clean, and appropriate for a school setting. Students are required to wear clothing that is respectful of others, avoiding outfits that are revealing, distracting, or offensive.

- **Specific Requirements:**

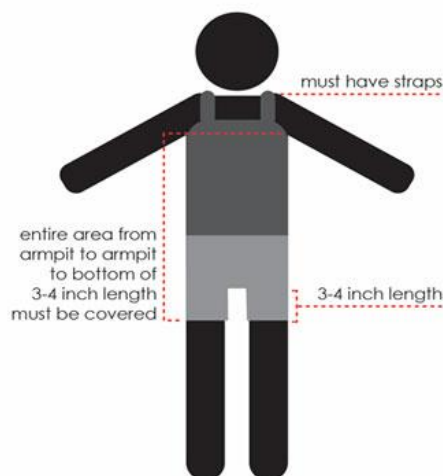
Shorts and skirts must reach mid-thigh or longer. Tops should provide full coverage, avoiding low-cut necklines and exposed midriffs, and must cover the torso when standing and sitting. Shoulder straps must be at least two fingers wide. Hats are acceptable for secondary students as long as staff can see the students' eyes and they adhere to the same content guidelines. Clothing featuring images, logos, or offensive text that promotes violence or inappropriate themes such as drugs, alcohol, tobacco, or sexual content is not allowed.

- **Enforcement and Consequences:**

**Initial Warning:** Students who violate the dress code will receive an initial warning and be asked to change into appropriate clothing. If the student does not have suitable clothing available, the school may provide alternative clothing or require them to contact a parent/guardian to bring appropriate attire.

**Repeated Violations:** Repeated dress code violations will result in further disciplinary action, including detention, a parent/guardian meeting, or other consequences as deemed appropriate by the school administration.

**Final Authority:** The school administration has the final authority to determine the appropriateness of a student's attire. If there is any doubt about the suitability of an item of clothing, students and parents are encouraged to err on the side of caution.



# **Lake George Charter School Disciplinary Plan**

## **Overview**

Lake George Charter School is dedicated to maintaining a safe, respectful, and supportive learning environment for all students. This disciplinary plan outlines behavioral expectations, consequences for violations, and procedures for addressing disciplinary issues. The goal is to encourage positive behavior, accountability, and personal growth.

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## **Behavioral Expectations**

All students at Lake George Charter School are expected to:

- **Demonstrate Respect:** Treat all members of the school community with courtesy and respect.
  - **Practice Academic Integrity:** Submit their own work and adhere to academic honesty guidelines.
  - **Communicate Respectfully:** Use appropriate language and tone with peers, teachers, and staff.
  - **Use Technology Responsibly:** Follow school guidelines for using cell phones and other electronic devices.
  - **Foster a Safe Environment:** Refrain from bullying, harassment, and any form of intimidation.
- 

## **Procedures for Addressing Disciplinary Issues**

1. **Incident Report:** Staff document and report incidents to administration.
2. **Investigation:** The administration investigates and interviews involved parties and witnesses.
3. **Parent/Guardian Notification:** Parents/guardians are informed of the incident and actions taken.
4. **Disciplinary Action:** Consequences are applied based on the violation's severity and the student's history.
5. **Follow-Up:** The administration follows up with the student to reinforce understanding and encourage positive behavior.

Below is a more specific outline for each of the individual policies.

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## **Respectful Behavior and Communication**

### **Expectations:**

Students must communicate respectfully with all members of the school community, both in person and online. This includes using polite language, listening actively, and resolving conflicts constructively and privately when needed.

### **Violations:**

Disrespectful behavior includes, but is not limited to:

- Making disparaging or degrading remarks, including on social media.
- Being sarcastic or argumentative with school staff in front of others.
- Refusing to comply with reasonable requests or instructions (insubordination).
- Disrupting the classroom or extracurricular activities.

### **Consequences:**

- **First Offense:** Verbal warning.
  - **Second Offense:** Meeting with administration; notification sent to parents/guardians.
  - **Third Offense:** Notification to parents/guardians; lunch detention, and development of an MTSS behavior plan; incident documented in ALMA.
  - **Repeated or Severe Offenses:** In-school suspension (ISS) and an MTSS behavior improvement plan developed with the student, parents/guardians, and administration. Law enforcement may be involved if necessary. Consequences are determined based on the severity and context of the incident.
- 

## **Academic Integrity**

### **Expectations:**

Students must uphold high standards of academic honesty. Cheating, plagiarism, and any form of dishonesty are strictly prohibited. Additionally, parents/guardians are encouraged not to complete work on behalf of students, as it is essential to assess the student's individual capabilities.

### **Violations:**

Academic dishonesty includes:

- Copying another student's work or allowing others to copy.
- Plagiarizing without proper citation.
- Using unauthorized materials or devices during exams or assignments.
- Using AI tools or other academic assistance software.
- Parents/guardians completing students' assignments.

#### **Consequences:**

- **First Offense:** Zero on the assignment/test; parent/guardian notification
  - **Second Offense:** Zero on the assignment/test; meeting with the student, parent/guardian, and administration; incident documented in ALMA.
  - **Third Offense:** Zero on the assignment/test; meeting with the student, parent/guardian, and administration; incident documented in ALMA. Academic integrity contract outlining future expectations—possible in-school suspension.
- 

## **Cell Phones and Electronic Devices**

#### **Usage Guidelines:**

To maintain a focused learning environment, the policy is "Away for the Day!" meaning all cell phones, earbuds, smartwatches, and other electronic devices must be turned off and stored out of sight during instructional time. Smartwatches should be set to "study mode" or "airplane mode" to avoid distractions. Devices should be stored in lockers or classroom cell phone pocket charts.

#### **Computer Devices:**

School-provided devices are strictly for educational purposes and are monitored by a screen monitoring system. Personal devices are not allowed on campus during school hours, except in cases where concurrent enrollment college classes may require them, subject to administrative approval.

#### **Violations:**

- **Inappropriate use of technology includes:**
  - Texting, gaming, or internet browsing during class.
  - Using AI tools or other academic assistance software.
  - Recording or photographing without consent.
  - Unauthorized use of personal devices.
  - Using school platforms like Google products to message or communicate.

#### **Consequences:**

- **First Offense:** Device confiscated for the day; verbal warning; incident documented in ALMA as a first offense.

- **Second Offense:** Device confiscated for the day; incident documented in ALMA as a second offense.
- **Third Offense:** Device confiscated; parent/guardian must retrieve it; student prohibited from bringing devices for a specified period; incident documented in ALMA as a third offense.
- **Repeated Offenses:** Device delivered to the front office each day; failure to comply results in a meeting with administration and potential in-school suspension (ISS).
- **Severity of the Offense:** Law enforcement may be involved depending on the severity.

### Computer Devices:

- **Damage Fees:**
    - \$250 for damaged computers.
    - \$50 for lost/damaged chargers.
    - \$20 for reparable damages.
    - \$10 for lost/damaged headphones.
  - **Inappropriate Use:** May result in loss of device privileges and potential in-school suspension (ISS). Depending on the severity, law enforcement may be involved.
- 

## Bullying and Harassment

### Expectations:

Lake George Charter School has a zero-tolerance policy for bullying and harassment. All students deserve a safe and respectful learning environment.

### Violations:

Bullying and harassment include:

- Physical aggression (e.g., hitting, pushing).
- Verbal harassment (e.g., name-calling, threats, insults).
- Social exclusion or spreading rumors.
- Cyberbullying through digital platforms.

### Consequences:

- **First Offense:** Student meeting with administration to address the behavior.
- **Second Offense:** Parent/guardian notification; mandatory meeting with administration; incident documented in ALMA.
- **Third Offense:** In-school suspension and development of an MTSS behavior plan; incident documented in ALMA.

- **Repeated Offense:** Out-of-school suspension; re-entry meeting with administration. Law enforcement may be involved if necessary.
- **Severe/Repeated Offenses:** Long-term suspension or expulsion per state laws and district policies.

## **Disciplinary Actions for Safety and Prohibited Items**

All violations of school safety policies will result in an immediate administrative meeting, parent/guardian contact, and law enforcement notification for direction and next steps. Consequences may vary based on the seriousness of the incident, intent, and prior behavior.

## **Drugs, Alcohol, Vaping, and Other Controlled Substances**

**Includes:** possession, use, sharing, or distribution of drugs, alcohol, vaping products, tobacco, or related paraphernalia.

- **First Offense:**  
In-school or out-of-school suspension (1–3 days) and parent/guardian conference prior to return.
- **Second Offense or Sharing/Distribution:**  
Out-of-school suspension (1–3 days), required counseling or substance-education referral, and parent/guardian meeting.
- **Severe or Repeated Offenses:**  
Additional OSS (1–3 days), disciplinary hearing, and possible expulsion review in accordance with C.R.S. §22-33-106.

## **Weapons and Dangerous Items**

**Includes:** firearms, knives, explosive devices, martial arts weapons, or any item reasonably perceived or used as a weapon, including replicas or look-alike items.

- **First Offense:**  
Immediate confiscation, administrative review, and in-school suspension (1–3 days).
- **Second Offense or Serious Incident:**  
Out-of-school suspension (1–3 days), safety plan meeting, and law enforcement coordination.
- **Severe or Intent to Harm:**  
Disciplinary hearing and expulsion review as required by C.R.S. §22-33-106(1)(d).

## **Contraband and Dangerous Materials**

**Includes:** fireworks, chemical sprays, hazardous devices, or any material that could endanger others.

- **First Offense:**  
In-school or out-of-school suspension (1–3 days).

- **Repeated or Severe Offenses:**

Additional OSS (1–3 days), safety plan, and possible expulsion review.

### **Searches, Vehicles, and Refusal to Comply**

**Includes:** failure to comply during a search, possession of prohibited items in lockers, backpacks, or vehicles.

- **First Offense:**

In-school or out-of-school suspension (1–3 days), and possible suspension of driving or locker privileges.

- **Second or Repeated Offense:**

Out-of-school suspension (1–3 days) and loss of driving privileges for the semester or school year.

- **Severe or Refusal to Comply:**

Disciplinary hearing and possible expulsion review.

### **Additional Notes**

- Every incident will involve **law enforcement notification** for direction and next steps.
- Students will complete a **re-entry meeting** with administration and parents/guardians following any suspension.
- **Restorative supports** (counseling, education, or community service) may be assigned to support behavioral growth and accountability.
- The administration retains discretion to adjust consequences depending on intent, severity, and safety impact.

## **Locker Policy**

### **Expectations:**

Students are assigned lockers to store personal items and backpacks. A lock opt-out option is available. Students who use lockers must keep them locked if they choose to use the school-provided lock. The school is not liable for lost or stolen items. Personal locks are prohibited and will be removed.

### **Violations:**

Failure to follow locker expectations, such as leaving belongings unsecured or tampering with another student's locker, will result in:

- **First Offense:** Verbal warning; a reminder of locker policy.
- **Second Offense:** This could result in a written warning and temporary loss of locker privileges; the incident could be documented in ALMA.
- **Third Offense:** Depending on the severity, detention, a \$5 fee for lost/damaged school locks, and potential permanent loss of locker privileges.

**Search and Security:**

Administrators have the authority to search students and their property, including lockers and bags, with or without student consent when there is reasonable suspicion of a violation of law or school rules. Lockers are considered the Board of Education (BOE) property and may be searched at any time. Searches may include the use of drug-detection dogs.

**Lock Provision:**

Students who do not opt-out will receive a school-issued combination lock. A \$5 fee applies for lost or damaged locks. Locks must be returned in good condition at the end of the school year.

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## **Animals on Campus Policy**

No animals are permitted on campus without prior administrative approval, ensuring safety and comfort for all.

**Exceptions:**

- Service animals.
- Approved animals for educational purposes/events.

**Consequences for Violation:**

- **First Offense:** Verbal warning; parents/guardians notified. Depending on the severity, it could lead to possible detention.
- **Repeated Offense:** Meeting with parents/guardians; possible further disciplinary action, including in-school suspension (ISS).
- **Severe Violations:** Depending on the potential safety risk to the students and animal, immediate consequences may occur, and law enforcement may be involved.

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## **Appeals Process**

Students and parents/guardians can appeal disciplinary actions in writing within five school days. After the review, a meeting will be held, and a final decision will be made within five days of the meeting.

## **Lake George Charter School Public Display of Affection (PDA) and Aggression Policy**

### **Overview**

Lake George Charter School is committed to maintaining a respectful, safe, and focused learning environment for all students. This policy outlines the expectations and guidelines regarding Public Displays of Affection (PDA) and aggressive behaviors on school grounds. This policy aims to promote appropriate interactions between students and prevent disruptive or harmful behaviors.

### **Public Display of Affection (PDA)**

#### **Definition:**

- **Public Displays of Affection (PDA):** PDA refers to physical acts of affection between individuals in public settings, including on school grounds. Examples of PDA include, but are not limited to, holding hands, hugging, kissing, and other forms of close physical contact.

#### **Expectations:**

- **Modesty and Appropriateness:** Students are expected to exercise modesty and discretion in their physical interactions with others. While friendships and relationships are respected, students should avoid behaviors that may make others uncomfortable or that are inappropriate for a school setting.
- **School Environment:** PDA should be limited to brief, friendly gestures, such as a quick hug or handshake, that do not draw attention or disrupt the learning environment. More intimate forms of affection, such as prolonged hugging or kissing, are not permitted on school grounds.

#### **Consequences for Inappropriate PDA:**

- **First Offense:** Verbal warning from a teacher or staff member, with a reminder of the school's expectations.
- **Second Offense:** Parent/guardian notification and a written warning documented in Alma.
- **Third Offense:** Lunch detention or another appropriate disciplinary action, with a meeting between the student, parent/guardian, and school administrator, documented in Alma.
- **Repeated Offenses:** Further disciplinary action may be taken, depending on the severity and frequency of the behavior. This may include in-school suspension. Documented in Alma

## **Aggression and Aggressive Behaviors**

### **Definition:**

- **Aggression:** Aggression refers to any behavior intended to harm, intimidate, or exert dominance over another individual. This includes physical violence, verbal threats, bullying, and other forms of intimidation or harassment.

### **Types of Aggressive Behavior:**

- **Physical Aggression:** Includes hitting, pushing, shoving, or any other form of physical contact intended to harm or intimidate another person.
- **Verbal Aggression:** Includes threats, name-calling, insults, or any form of verbal harassment intended to intimidate or demean another person.
- **Social/Emotional Aggression:** Includes behaviors such as spreading rumors, social exclusion, or manipulation intended to harm someone's social standing or emotional well-being.

### **Zero Tolerance Policy:**

- **Immediate Response:** Lake George Charter School has a zero-tolerance policy for aggressive behaviors. Any act of aggression, whether physical, verbal, or social/emotional, will result in immediate disciplinary action.
- **Reporting Aggression:** Students, staff, and parents/guardians are encouraged to report any incidents of aggression to school authorities promptly. Reports can be made directly to a teacher, staff member, or administrator.

### **Consequences for Aggressive Behavior:**

- **First Offense:** The student will be immediately removed from the situation, the parent/guardian will be notified, and the student will be required to meet with the school administration. The student may also receive an in-school suspension (ISS) if deemed necessary and documented in Alma. Possible MTSS behavior plan established.
- **Second Offense:** Out-of-school suspension (OSS) and the development of a behavior improvement plan are required. Before the student returns to school, a re-entry meeting with the student, parent/guardian, and school administrator is required and documented in Alma.
- **Severe or Repeated Offenses:** Possible expulsion, especially in cases where aggressive behavior poses a significant threat to the safety and well-being of others. Law enforcement may be involved if the behavior violates the law and is documented in Alma.

### **Support and Intervention:**

- **Counseling Services:** Students who exhibit aggressive behaviors will be referred to school counseling services to address underlying issues and develop coping strategies.
- **Behavior Contracts:** A behavior contract may be implemented in cases of repeated aggression, outlining specific expectations and consequences for future behavior.
- **Restorative Practices:** Where appropriate, restorative practices may be used to repair relationships and address the harm caused by aggressive behavior.

### Encouraging Respectful Relationships:

- **Role Models:** Staff members serve as role models for respectful behavior and are expected to reinforce positive interactions among students.
- **Peer Support:** Peer mentoring and support programs may be implemented to help students develop healthy relationships and navigate social challenges.

## Locker Agreement Form

Lake George Charter School assigns each student a locker for storing backpacks, coats, and other personal items, snacks, and lunches. While all students are provided with a locker, there is an option to opt out of using a school-provided combination lock. Please read the information below carefully and indicate your choice. You may change your choice at any time by notifying the front office.

### Locker Usage Policy:

- Each student will be assigned a locker for storing backpacks, coats, and personal items.
- Students who choose to use a school-provided lock must keep their locker locked at all times to ensure the security of their belongings.
- The school does not assume responsibility for student possessions, including money, textbooks, or valuables.
- Personal locks are not permitted and will be removed by school staff.
- Students have the option not to use a lock, but they must understand that the security of their belongings is their responsibility if they do so.
- Students can change their lock preference anytime by notifying the front office.

### Lock Option Selection:

Please indicate your choice below:

☐ **Opting In:** I choose to use a school-provided combination lock for my locker. I understand that I must keep my locker locked at all times with the provided lock and that I am responsible for the lock's safekeeping. If the lock is lost or damaged, I agree to pay a \$5 replacement fee.

Administration fills out the following:

- Locker Number: \_\_\_\_\_
- Combination Code: \_\_\_\_\_

☐ **Opting Out:** I choose to use a locker without a lock. I understand that by opting out, I am fully responsible for the security of my belongings, and the school is not liable for any lost or stolen items.

Acknowledgment:

By signing below, I acknowledge that I have read and understood the Locker Usage Policy and my responsibilities regarding Lake George Charter School locker use. I understand the consequences of not adhering to the locker policy and my choice regarding the lock option. I also understand that I can change my choice anytime by notifying the front office.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit the completed form to the front office / teachers within one week.**

## **Non-Resident (Choice) Enrollment Agreement (MS/HS)**

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ School Year: \_\_\_\_\_

### **Student Information:**

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

School District of Residence: \_\_\_\_\_

School Requested: LGMS: \_\_\_\_\_ LGHS: \_\_\_\_\_

### **Programs and Services Needed:**

To ensure Lake George Charter School can meet the educational needs of your student, please check all programs or services your child may require:

☐ Counseling Services

☐ Tutoring

☐ Gifted and Talented

☐ Vocational/College Courses

☐ Title I

☐ Other (please specify): \_\_\_\_\_

### **Additional Comments:**

### **Disciplinary or Truancy Actions:**

Please identify all school disciplinary or truancy actions taken against your student during the past year:

### **Expectations for Choice Enrollment Students**

#### **Academic Performance:**

- Consistent effort in all classes, including timely submission of assignments and active participation in classroom activities.

#### **Behavioral Standards:**

- Adherence to all school rules and policies, including the **Code of Conduct**, **Dress Code**, and **Technology Use Policy**.
- Respectful behavior towards peers, staff, and all school community members.
- There is no tolerance for bullying, harassment, or disrespectful behavior.

#### **Attendance and Punctuality:**

- Regular attendance and punctuality are required for all classes.

- Excessive absences or tardiness may result in disciplinary action and could impact the student's enrollment status.

**Consequences for Failing to Meet Expectations:**

- Placement on a probationary period for failing to meet academic, behavioral, or attendance expectations.
- Meeting with the student, parents/guardians, and school administration to discuss concerns and outline an improvement plan.
- Possible revocation of choice enrollment application if no significant improvement is observed.

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**Acknowledgment and Agreement:**

By signing below, we acknowledge that we have read, understood, and agree to abide by the expectations and conditions outlined in this agreement. We understand that failure to meet these expectations may result in revoking the choice enrollment application to Lake George Charter School.

**Parent/Guardian Acknowledgments:**

- Enrollment is valid for no more than one academic year.
- Approval of this request is for the above-named student only and does not ensure approval for siblings.
- Any misrepresentation on this document could result in the removal of my student from enrolling in this school.

**Student Printed Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Printed Names:** \_\_\_\_\_

**Parent/Guardian Signatures:** \_\_\_\_\_

**Date:** \_\_\_\_\_

---

**School Official Use Only**

Check one:

- ☐ I approve the above request.
- ☐ I deny the above request for the following reasons:

\_\_\_\_\_  
**Administrator Name & Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Handbook Acknowledgment and Agreement Form**

By signing below, we acknowledge receiving, reading, and understanding the Lake George Charter School Student/Parent Handbook for the 2024-2025 school year. We agree to abide by all policies, procedures, and expectations outlined in the handbook, including but not limited to:

- **Attendance and Truancy Policy**
- **Dress Code Policy**
- **Technology and Cell Phone Policy**
- **Behavioral Expectations and Discipline Plan**
- **Academic Integrity**
- **Bullying and Harassment Policy**
- **Locker Usage Policy**
- **PDA/Aggression Policy**
- **Choice Enrollment Agreement (if applicable)**

We understand that the school reserves the right to enforce these policies to maintain a safe, respectful, and productive learning environment. We also acknowledge that failure to comply with these policies may result in disciplinary action as deemed appropriate by the school administration.

### **Student Acknowledgment**

I, the undersigned student, have read and understand the Lake George Charter School Student/Parent Handbook. I agree to follow the rules and guidelines set forth in this handbook and understand the consequences of not adhering to these policies.

**Student Name (Printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Parent/Guardian Acknowledgment**

I, the undersigned parent/guardian, have reviewed the Lake George Charter School Student/Parent Handbook with my child. I understand the school's policies, procedures, and expectations, and I agree to support my child in adhering to them.

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit the completed form to the front office / teachers within one week.**