

# Del Norte Elementary School



## Student & Parent Guide

2020-2021

950 French Street  
Del Norte, CO 81132

719-657-4030

[www.dncsd.org](http://www.dncsd.org)

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# Mission Statement, Educational Objectives, & Core Beliefs

## Mission Statement

The Del Norte School District shall strive to provide a safe environment for all students and staff, meaningful opportunities, and innovative educational programs for all students. Through partnerships between home, school, and the community, we want to help students reach their learning potential and attain content standards.

## Educational Objectives

In keeping with its belief that all students can learn and achieve academic success, the Board of Education adopts the following objectives:

1. Students shall demonstrate the skills and attitudes of critical thinking, problem solving, decision-making, intellectual curiosity, and artistic expression, which all form the foundation for lifelong learning.
2. Students shall acquire the skills and knowledge required to lead successful lives and be productive citizens.
3. Students shall demonstrate proficiency in core academic areas by meeting or exceeding state and district content standards.
4. Students shall demonstrate the job acquisition, job retention, and marketable job skills necessary to be effective, productive workers.
5. Students shall be able to make effective life choices based on commonly held values of honesty, respect for self and others, civic and personal responsibility, and integrity.

## Core Beliefs

At Del Norte Elementary School, we believe . . .

Every attempt should be made to maintain the dignity of both the student and the teacher.

Students should be guided and expected to solve the problems they create without making problems for anyone else.

Students should be given the opportunity to make decisions and live with the results whether the consequences are good or bad.

Misbehavior should be handled with natural consequences instead of punishments whenever possible.

Students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.

Misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.

It is best if the student does most of the thinking.

There should be a logical connection between misbehavior and resulting consequences.

Anger, lectures, and threats should not be used when speaking with students.

## School Song

On ye Tigers, On ye Tigers  
Fight right through that line  
Clap, clap, clap  
Take the ball right through the Farmers  
Touchdown/Basket  
Sure this time rah, rah, rah

On, ye Tigers, On ye Tigers  
Fight for VICTORY...FIGHT!  
Fight! Fellows! - fight, fight, fight!  
to win this game.

Who FIGHT, We FIGHT  
Orange and Black Fight, Fight!

## Welcome

On behalf of the staff, we would like to welcome each one of you to Del Norte Elementary School. This **Student & Parent Guide** is published so that all students of the Del Norte School District may have a ready reference to information that is necessary for an understanding of the daily operation of our schools. It is essential that all students read the information contained in this guide with their parents. When this handbook does not give you the information you need, you should contact your teacher, counselor, or principal for help. All Board Policies can be perused by contacting the District Office and making an appointment to view them in the District Office.

The goal of Del Norte Elementary School is **ACADEMIC EXCELLENCE**, and striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents, and community. We value the partnership between school and families. Together we can make a difference in the lives of every student at Del Norte Elementary School.

Thank you for choosing the Upper Rio Grande School District. We hope this year is a year of growth and accomplishments for you.

Amy Duda  
Principal  
Del Norte Elementary School  
aduda@urtigers.co  
719-657-4030  
Ext. 2001

## Elementary School Directory

### Office

Amy Duda - Principal	2001	aduda@urtigers.co
Peggy Velasquez - Secretary	2000	pavelasquez@urtigers.co
Stella Maez - Counselor	2211	smaez@urtigers.co
Alfonso Casias - Counselor	2212	acasias@urtigers.co
Julie Sauvigné – School Nurse	4005	jsauvigne@urtigers.co
Gary Rivera - Custodian	3345	grivera@urtigers.co
Manuel Quintana – Custodian	1610	mquintana@urtigers.co
Melonie Dominguez – Community Liason	1006	mdominguez@urtigers.co

### Kindergarten

Angela Montoya	1701	amontoya@urtigers.co
Emi Baca	1703	ebaca@urtigers.co

### 1<sup>st</sup> Grade

Amy Burr	2502	aburr@urtigers.co
Christi Dahle	1111	cdahle@urtigers.co

### 2<sup>nd</sup> Grade

Marsha Gallegos	1011	mgallegos@urtigers.co
Taylor Ledford	2601	tledford@urtigers.co

### 3<sup>rd</sup> Grade

Miriam Baca	2017	mbaca@urtigers.co
LeKeisha LeMaire	1301	llemaire@urtigers.co

### 4<sup>th</sup> Grade

Melissa Higham	2600	mhigham@urtigers.co
Kathy Kronlund	2104	kkronlund@urtigers.co

### 5<sup>th</sup> Grade

Dylan Ledford	1407	dledford@urtigers.co
Gibbs Sanchez	2112	gsanchez@urtigers.co

### 6<sup>th</sup> Grade

Crystal Maxwell	1052	cmaxwell@urtigers.co
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### Special Education

Tracy Anderson	2504	tanderson@urtigers.co
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### Exploratories

Susan Carrasco – Art	2602	scarrasco@urtigers.co
Tamara Creel – Vocal Music	3706	tcreel@urtigers.co
Kristen Moore – STEM & Library	1007	kmoore@urtigers.co
Dan Roesch – Physical Education	1202	drosch@urtigers.co
Clay Roesle – Instrumental Music	1013	croesle@urtigers.co

### Support Staff

Tracy Madrid – Tiger Way Coach	1003	tmadrid@urtigers.co
Amy Trujillo – Interventionist & Technology	2100	atrujillo@urtigers.co
Maggie Trujillo	1304	mtrujillo@urtigers.co
Krista Trujillo	3756	kttrujillo@urtigers.co

### Maintenance & Transportation Director

Demo Trujillo	4007	busgarage@urtigers.co
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### Food Service Director

Leslie Martinez	1100	lmartinez@urtigers.co
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## PREFACE

In compliance with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973.

Del Norte School District does not unlawfully discriminate on the basis of race, color, national origin, sex, or handicap in admissions, or access to, or treatment of, or employment in, educational programs or activities that it operates.

Information regarding grievance procedures, for Title IX and Section 504, has been identified as the designated employee(s) to coordinate compliance activities for the district.

Specific complaints of alleged discrimination under Section 504 (Handicap) for elementary school students should be referred to:

Mrs. Amy Trujillo  
950 French Street  
Del Norte, CO 81132  
719-657-4030

Complaints may also be filed with the Office for Civil Rights, US Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204

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Del Norte School District is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex or disability in admissions or access to or treatment or employment in, its education programs or activities, Inquiries concerning Title VI Title IX, Section 504 and ADA may be referred to Amy Trujillo at Del Norte Elementary School, 950 French Street, Del Norte, CO 81132; or at 719-657-4030, or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver CO 80204.

## FERPA

**Family Educational Rights and Privacy Act (FERPA):** FERPA provides that Del Norte Elementary School may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CRF 99.10)
- Seek to amend education records (34 CRF 99.20, 99.21, and 99.22)
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CRF 99.30 and 99.31)

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”). For procedure information, requests, criteria, and District Policy JRCA, contact your building administration office.

**Rights Under the Protection of Pupil Rights Amendment (PPRA):** The Upper Rio Grande School District C7 has developed and adopted district policies (LC & LC-R) in consultation with parents, regarding the rights to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Upper Rio Grande School District C7 will directly notify parents of these policies at the start of each school year and after any substantive changes. The Upper Rio Grande School District C7 will also directly notify, such as through U.S. Mail, or email, parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parents to opt their children out of participation of the specific activities or survey. The Upper Rio Grande School District C7 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities or surveys; they will be provided an opportunity to opt their children out of such activities or surveys. Parents will also be provided an opportunity to review any pertinent surveys.



## Academics

### Grading

Our grading system is based on a nine-week cycle or quarter. The grading system for academic subjects is as follows:

#### Kindergarten – 2<sup>nd</sup> Grade

- 4 = Meets the expectation
- 3 = Approaching the expectation
- 2 = Needs support
- 1 = Continuous support needed
- 0 = No effort

#### 3<sup>rd</sup> – 6<sup>th</sup> Grade

- A - Superior Work (90% - 100%)
- B - Good or Above Average Work (80% - 89%)
- C - Average Work (70% - 79%)
- D - Passing Work (60% - 69%)
- F - Failing Work (Below 60%)

There is a strong correlation between students' success and their behavior in the classroom; therefore, the classroom teachers may indicate their judgment of students' behavior. Report cards will be mailed home quarterly.

## General School Information

### Before & After School Procedures

#### Drop-Off

Elementary students should be dropped off in front of the elementary school front entrance. As you are leaving the parking lot in the morning, please watch for buses and allow them to turn in to the bus road before making your way to the stop sign and exit.

**Tardiness** – If your child is late to school, you need to bring your child into the building and check them in at the office. School begins at 8:00 A.M.

#### Pick-Up

- Families will receive orange name signs. Please have your sign in your windshield on the passenger side of your car. This helps us know which student to call so we can have them ready to load into your car.
- All parents who are driving to pick up their student should get in the line. Students will not be released to parents unless they are in a vehicle or are waiting for the walkers in front of the district office.
- We will use a single-file line for the pick-up line.
  - Please come to the school using Hermosa St., rather than French St. This will make the line much simpler. If you use French St., and arrive during the busy few minutes, we will ask you to turn onto Hermosa, and turn around to get in line on the West side of French St. If you see the line is gone in front of the school, feel free to turn straight in to the parking lot.
  - Please make only a right turn out of the parking lot, until the line is gone. If you need to turn left to go home, please consider coming to pick up your student at 4:10-4:15pm.
- Pull all the way up to the beginning of the pick-up lane so that students can be loaded into cars all along the pick-up lane.
- For parents and students who are truly walking all the way home, we ask that you wait in front of the school (at the district office entrance) until the line goes down, and French St. is mostly clear...again, this will only take a few minutes, and we appreciate your patience as we work to keep everyone safe.

## **Bus Rules and Regulations**

Please help ensure your children's safety on the buses by following these simple, but important, procedures:

1. Provide your child with a backpack or book bag. Loose papers or other items are dangerous as children get off the bus.
2. Check your children's clothing for the presence of long drawstrings or other dangling items, which could get snagged in the bus door.
3. Make sure your children arrive at the designated bus stop five minutes early.
4. Insist that your children wait for the bus in a safe and orderly fashion a safe distance from the road.
5. When the bus arrives, your children should wait for the bus driver's signal before boarding. Children should board single file.

Procedures while on the bus (whether a daily bus route or activity trip):

- Keep head and hands inside the bus.
- Assist in keeping the bus clean and safe at all times.
- No eating or drinking on the bus.
- Students must stay in their seats while the bus is in motion.
- Students may not reserve seats. Loud talking, boisterous activities, throwing objects, and the like will not be tolerated.
- Outside of ordinary conversation, students will observe classroom conduct while on the bus.
- Offensive language will not be permitted.
- Students are not to damage any part of the bus. If damaged, the student will pay for repair.
- Students are not to tamper with bus equipment.
- Students are not to throw objects inside or out of the bus.
- Keep aisles clear.
- Be courteous to fellow students and the driver.
- No smoking on the bus.
- In the event of a road emergency (not an accident), passengers are to remain in the bus unless instructed by the driver to unload.
- If you need your children to depart the bus at a different stop or ride a bus other than their regular bus route, he/she MUST provide a note signed by the parent/guardian to the bus driver giving permission for the change.
- Great care should be exercised when leaving the bus. Do not cross the road without looking both ways. Wait for the driver's signal to cross, then cross 10 feet in front of the bus.
- Due to safety regulations, the following items cannot be permitted on the bus: skateboards, live animals, insects, and other objects that might cause injury.

If anything makes your children feel unsafe at the bus stop or on the bus ride, please contact Adelmo Trujillo, Director of Transportation, at 657-4040 ext. 4007, immediately. The transportation department is deeply committed to the safety of your children.

### **Closed Campus**

Del Norte Elementary School is a closed campus with all exterior access doors locked during school hours. Students should not be dropped off at school prior to 7:40 A.M. There is NO supervision outside in the mornings. The doors open at 7:40 A.M.

Students may not leave school grounds once they have reported to school, except when a parent signs them out at the office. Leaving school without permission is treated as truancy.

At the end of the school day, all students are to leave the building and school property. Since we are a closed campus, student visitors are not permitted at the elementary school.

### **Student Sign Out**

If a student is to be dismissed early for any reason, a parent/guardian must sign them out at the office. Please bring ID with you!

### **School Closures/Inclement Weather**

On inclement weather days, you will receive a text message about school closures or delays. Information will also be posted on the school's website: [www.dncsd.org](http://www.dncsd.org).

### **Visitors, Volunteers, & Chaperones**

All visitors, volunteers, and chaperones must complete the background check process at the main administrative office. All visitors, volunteers, and chaperones must schedule a time to come in with the classroom teacher. For the safety of our students and staff, all parents, visitors, workmen, and volunteers must sign in at the office and receive a badge to be visible at all times when in our building. Student visitors are not allowed. When leaving, please sign out at the office. School personnel may require identification.

## **School Resources**

### **Counselor**

The services of a certified counselor are available at Del Norte Elementary School. Counseling programs provide preventive and developmental problem-solving skills for students, parents, and teachers through individual consultation, group facilitation, parent workshops, and professional in-services. Student appointments with the counselor are made through referrals by staff members, parents, or students themselves. Parents are encouraged to contact the counselors, Stella Maez (Kindergarten – 4<sup>th</sup> Grade) & Alfonso Casias (5<sup>th</sup> – 6<sup>th</sup> Grade), at 657-4030, with any concerns regarding the personal welfare of their student.

### **Food Services**

All students are assigned a PIN number that gives them and the cashier access to their account. Students will punch in their pin number. Cash and checks will also be taken by the cashier.

Breakfast - \$1.35 - Breakfast will be available beginning at 7:40 A.M./

Lunch - \$2.35

Free or reduced lunch applications are available in the school office. All information contained in the application is confidential and may not be accessed by lunchroom personnel.

### **School Health & Safety**

The school nurse is Julie Sauvigné. You may contact her at 657-4040.

***All kindergarten and first grade students should keep a change of clothes in their backpacks.***

For more health information, please visit the school website, [www.dncsd.org](http://www.dncsd.org).

### **Emergency Medical Technicians**

EMTs on the scene will determine if medical treatment is necessary and consult with parents to determine whether further action is required. If the staff is unable to contact parents, the student may be transported to a medical facility at the recommendation of the EMTs. The school does not assume responsibility for costs incurred from accidents that occur on school property.

### **Administering Medications to Students (JLCD-R)**

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or the nurse's designee may administer the medication to the student in compliance with the following regulation:

1. All directives of the accompanying policy shall be followed.
2. Written orders from the student's health care practitioner with prescriptive authority under Colorado law shall be on file in the school setting:
  - a. Student's name
  - b. Name of medication
  - c. Dosage
  - d. Purpose of the medication
  - e. Time of day medication is to be given
  - f. Anticipated number of days it needs to be given at school
  - g. Possible side effects
3. The medication shall be brought to school in a container appropriately labeled by the pharmacy or health care practitioner.
4. An individual record shall be kept of medications administered by school personnel.
5. Medication shall be stored in a clean, locked cabinet or container. Emergency medications (such as epinephrine) shall be kept in a secure location accessible to designated school staff.

Unless these requirements are met, medication will not be administered to students at school. In the alternative, the parent/guardian may come to school to administer the medication.

### **Self-administration of medication for asthma, allergies, anaphylaxis, and diabetes**

A school shall permit a student to possess and self-administer medication, such as an inhaler or epinephrine, if all of the following conditions are met:

1. Written authorization signed by the student's health care practitioner must be on file with the school, which shall include the student's name; the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.
2. The school nurse or school administrator, in consultation with the school nurse, the student's health care practitioner, and the student's parent/guardian will collaborate to make an assessment of the student's knowledge of his or her condition and ability to self-administer medication.
3. A written statement signed by the student's parent/guardian must be on file with the school, which shall include permission for the student to self-administer his/her medication and a release from liability for any injury arising from the student's self-administration of such medication.
4. A written contract between the school nurse, school administrator, the student, and the student's parent/guardian must be on file with the school to assign levels of responsibility to the student's parent/guardian, student, and school employees.

A treatment plan authorizing a student to possess and self-administer medication for asthma, anaphylaxis, or diabetes shall be effective only for the school year in which it is approved.

A student shall report to the school nurse, designee, or to some adult at the school immediately after the student uses an epinephrine auto-injector during school hours. Upon receiving such report from a student, the school nurse, designee, or other adult will provide appropriate follow-up care to the student, which shall include making a 911 emergency call.

## **Student Illness**

Please DO NOT send a sick child to school. More information about student illnesses and when to keep your child home is located on the school website: [www.dncsd.org](http://www.dncsd.org).

## **Attendance**

Regular school attendance is essential for intellectual, social and emotional growth. Illnesses, emergencies, and parental plans do cause student absenteeism, and provisions for making up lost work do exist. The Colorado General Assembly declares that two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility. It further declares that it is the obligation of every parent to ensure that every child under the parent's care and supervision receives adequate education and training; therefore, every parent of a child who is under the age of seventeen years shall ensure that such child attends the public school in which they are enrolled. Del Norte Elementary School recognizes the importance of regular school attendance and has the following procedures in place to encourage and promote student success:

- If it is necessary for your child to be absent, please contact the school prior to 8:00 A.M. (657-4030). Leave a message if nobody is in the office.
- If a student is absent and we have not heard from the parent, we will try to contact the parent by phone to ascertain the nature of the problem (please ensure all contact information is current).

## **Excused Absences**

The following will be considered an excused absence:

- A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis.
- A student who is absent for an extended period due to physical, mental or emotional disability.
- Serious emergencies or hardship.
- Family emergencies or hardship.
- Religious observances when requested by a parent or guardian.
- Absence required by a legal body or social agency (court, juvenile authorities, public health department, or police).

Any student who has been absent more than ten (10) days during a school year may be required to provide a note from a doctor to excuse any additional absences, or those absences may be counted as unexcused. Building administrators are the final authority as to whether or not an absence is excused.

## **Unexcused Absences**

Absences determined by the building administrators to be unexcused will be recorded as such in the student's records. Students who accumulate excessive unexcused absences may be considered habitually truant according to Colorado State Law.

## **Truancies**

Truancies can be classified as in-school or out-of-school. An in-school truancy occurs when a student has an unexcused absence from class but remains in the building. An out-of-school truancy occurs when a student leaves the building without permission from the office and/or fails to sign out properly before leaving. Being absent from school without a valid excuse is also an out-of-school truancy. Truant students are free to make up work in order to stay current with the class; however, credit may not be given for such work.

## **Habitually Truant**

A child who is under the age of seventeen years and has four unexcused absences in any month, or ten unexcused absences in a year, is considered habitually truant and may face legal proceedings dealing with the compulsory school attendance law. Remedial measures to correct the attendance of a student who is habitually truant may include, but are not limited to, a conference with the parents and appropriate school personnel, a written attendance contract with the student, or removal from class and/or school.

### Student Code of Conduct

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
5. Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
6. Engaging in “hazing” activities, i.e. forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior that recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
7. Violation of the district's policy on bullying prevention and education.
8. Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of district policy or building regulations.
10. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm on school property in accordance with federal law.
11. Violation of the district's alcohol use and drug abuse policy.
12. Violation of the district's violent and aggressive behavior policy.
13. Violation of the district's tobacco-free schools policy.
14. Violation of the district's policy on sexual harassment.
15. Violation of the district's policy on nondiscrimination.
16. Violation of the district's dress code policy.
17. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
18. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
19. Lying or giving false information, either verbally or in writing, to a school employee.
20. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.

21. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
22. Behavior on or off school property, which is detrimental to the welfare or safety of other students or school personnel.
23. Repeated interference with the school's ability to provide educational opportunities to other students.
24. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

The Student Code of Conduct is intended to:

- Promote responsible behavior and create opportunities for everyone to learn and grow in a safe and comfortable setting.
- Assure every student an opportunity to succeed at Del Norte Elementary School.
- Maintain an orderly school environment.
- Inform all students about the guidelines for acceptable and unacceptable behavior and the consequences for the latter.

The goal of any discipline action is to maintain a safe and orderly learning environment and to support the student in learning from their behaviors. They reflect the laws of the State of Colorado and the Policies of the Upper Rio Grande School District C-7 Board of Education. All students, parents, and staff should be involved in preventing behavior problems from occurring at school and during school functions.

### **Bullying**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time. Both kids who are bullied and those who bully others may have serious long-lasting problems. In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of power: Kids who bully use their power such as physical strength, access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and in different situations even if they involve the same people.
- Repetition: Bullying behaviors happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding some from a group on purpose.

Upper Rio Grande School District C-7 takes all situations of bullying seriously and will handle situations identified as bullying with appropriate consequences.

### **Cell Phones**

Cell phones are permitted in hallways, the commons area, and other areas of the building, providing that use of the phone does not disrupt or interfere with the educational environment. Cell phones and ear phones/buds may not be visible on the head in classrooms unless expressly allowed by the teacher. Cell phone usage that is disruptive will result in confiscation of the cell phone at the discretion of any DNES employee. Confiscated phones will be turned in to the office at the employees' earliest convenience, and a meeting with students and parents may take place. DNES will not be responsible for lost, stolen, or damaged cell phones.

### **Crimes of Violence**

Any student charged with a crime of violence will undergo a mandatory hearing with the Superintendent of Schools. The purpose of this hearing shall be to determine if the student shall be expelled, moved to home tutoring, or an alternative education program until the student's charge has been disposed of in court. If the student is found guilty or pleads guilty to such a charge, the student may be expelled.



### **Dangerous Weapons**

Offenses for the use or possession of any dangerous weapon on school grounds will result in the notification of the local police department to take that student into custody and recommendation to the Superintendent of Schools for expulsion. A weapon is defined by law as any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict serious bodily injury or death.

### **Defiance/Insubordination**

A student's refusal to follow reasonable requests by any member of the school staff will result in disciplinary consequences including suspension.

### **Disruptive Behavior**

Any behavior that interferes with the safe and orderly operation of the school is not acceptable and will result in disciplinary consequences including suspension.

### **Food and Drink**

In order to maintain a clean school environment, water in a bottle with a screw-topped lid is allowed throughout the school building. Dry snacks may be consumed in classrooms at the teacher's discretion; all other food and drink must be consumed in the commons or hallways. Students who eat breakfast at the school must plan ahead so they can finish eating and attend classes on time.

### **Drugs and Alcohol**

The use of any drugs or alcohol on school grounds or property is prohibited by Colorado State Law and will result in disciplinary consequences.

### **Electronic Devices**

All electronic devices brought to school are the responsibility of the student. DNES is not responsible for lost, stolen, or damaged items. Electronic devices that disrupt the educational environment will be confiscated and retained by DNES in the same manner as a cell phone.

### **Harassment, Threats, or Intimidation**

Behavior that has the intent or is perceived to be of a harassing, threatening, or intimidating nature will result in disciplinary consequences.

### **Skateboards**

Students may not ride skateboards on Upper Rio Grande School District C-7 property and grounds. Violation of this policy may result in disciplinary consequences and confiscation.

### **Sale of a Controlled Substance**

Offenses for the sale of a drug or controlled substance on school grounds will result in the notification of the local police department to take that student into custody and recommendation to the Superintendent of Schools for expulsion.

### **Personal Searches**

The principal, or a staff member designated by the principal, may search the person of a student or a student's personal effects on school property, including vehicles, if the principal or designee has reasonable grounds to suspect that the search will uncover evidence that the student has violated board policy, school rules, or law. If a student refuses to allow a search by a staff member, the police may be called to conduct the search. In cases of police search, the principal or designee will be present during the search. Refusal by the student to allow such a search can result in a recommendation to the Superintendent of Schools for expulsion of such student

## Dress Code

The DNES Dress Code Policy encourages a positive learning environment. This policy promotes respect for self and others by following the basic guidelines of decency, modesty, good taste, and cleanliness. Students should feel free to wear any clothing that does not cause a problem for others.

The following are guidelines for what would or would not be acceptable in school buildings, on school grounds, or at school activities:

- Shorts, skirts, dresses and other similar clothing that fall at mid-thigh are acceptable.
- Clothing that does not allow private parts or undergarments to show are acceptable.
- Sunglasses should only be worn outside the building.
- Appropriate hats are permitted. Teachers, at their discretion, will have classroom policies on the wearing of hats. The principal will strictly enforce such classroom policies, and violation of a classroom policy will result in the loss of hat wearing privileges.
- Students may not wear clothing that might be considered “gang” related including, but not limited to, bandanas.
- Students may not wear clothing that is inappropriately sheer, tight, or low-cut (halter tops, backless clothing, strapless clothing, garments made of fishnet, mesh, or similar material).
- Students should completely cover all undergarments: including but not limited to corsets, muscle shirts, and camisoles.
- When students are asked to extend their arms straight over their head, the bottom of the shirt should meet the top of their pants, skirts, etc. No midriffs or undergarments visible.
- Acceptable pants will not have holes that allow inappropriate body parts to be visible and will be worn at the waist (no sagging).
- Clothing, jewelry, accessories, or body adornments that are or contain a reference to any of the following should not be worn:
  - Drugs, tobacco, alcohol, weapons, or things of a sexual nature
  - Racist or hate signs, obscenity, profanity or vulgarityOr that:
  - Threaten the safety or welfare of any person
  - Promote activities prohibited by the Student Code of Conduct
  - Disrupt the teaching/learning process

School administration will have the final determination as to whether or not certain attire is in violation of the dress code.

## Discipline

### **Disciplinary Consequences**

It is our goal at DNES to maintain a safe, caring, and educational environment. Our general philosophy is based on concepts inspired by Love and Logic. We will treat students with dignity and respect, without resorting to anger, lectures, threats, or warnings. Students will, whenever possible, be given a chance to fix any problem they may create. If further intervention is needed, we will always contact parents. It is our belief that parents are the discipline authority for their own child, and we will strive to do only what is necessary to protect students, staff, and the educational environment. The following discipline consequences are not intended to represent an inclusive list of all possible infractions. Consequences will be assigned based on the circumstances warranted by the infraction. Further, an accumulation of minor infractions may result in consequences more severe than are detailed below for any given singular infraction. Decisions of the principal may be appealed to the Superintendent of Schools. The Board of Education has directed the administration to turn over all cases of vandalism, drugs, and alcohol directly to the police department for investigation and/or prosecution.

### **Out-of School Suspension (OSS/At-Home Recovery)**

OSS refers to the interruption of attendance at school as an act of the administrator. Students serving OSS may not be on school grounds and may not participate in any after-school activities until the start of school after their OSS has been served. Students should make up work missed while on OSS and will receive full credit; however, labs and other in-class assignments may be made up with alternative assignments at the teacher's discretion. A meeting with an administrator, student, and a parent/guardian will be required before a student is allowed to reenter the school. If an infraction is considered by an administrator to be a serious violation in accordance with 22-33 106(1)(d)C.R.S., the suspension may be levied for a maximum of 10 days.

### **Expulsion**

Expulsion refers to the termination of enrollment of a student as authorized by the Board of Education.