

Lewis-Arriola Elementary School



Home of the Lobos

STUDENT HANDBOOK
2019-2020

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Welcome to Lewis Arriola Elementary School

Please review the procedures and behavior expectations in this pamphlet with your student and keep it as a reference for any questions that might arise. If this handbook does not answer a question, or address a concern, please feel free to contact our school office at (970) 882-4494.

Daily Schedule

7:10-3:10 pm Office is open Monday - Friday

7:25-7:45 am **Arrival-** Students may be on the school grounds at 7:30 am, Buses and walkers begin to arrive

7:45 am **Classes Begin,** If you arrive after 7:45 you are considered tardy and need to be signed in by a parent or guardian at the office. Students arriving after 9:30 am, or leaving before 1:30 pm are considered ½ day absent

Lunch

A lunch period is provided for students in Grades 1-5.

Grades K – 2nd begin lunch at 11:30 a.m.

Grades 3rd – 5th begin lunch at 11:35 a.m.

(Times subject to change)

Students may eat lunch in the cafeteria at school. For individual school lunches, including milk, the cost is \$2.25. Students may purchase 1/2 pint of milk for 50 cents. (Prices subject to change during the school year.) Lunches are to be purchased before school.

On special occasions we welcome parents and family to eat lunch at school. PLEASE CALL THE OFFICE at least 1 day ahead of time so that we can order enough food.

1:15 pm **Dismissal for Wednesday's only**

2:55 pm **Dismissal for Monday, Tuesday, Thursday, & Friday**

~PARENTS and GUARDIANS~

Scholars learn and grow by being here. Every second of every day matters. Please respect your scholar's education by having them here EVERY DAY, and dropping off/picking up your scholar according to the schedule above.

MISSION STATEMENT



Under Construction!

We are currently working to revise our mission statement so it reflects the values of our community while preparing students to be successful in the 21st century! Look for a new statement in the near future.

PBIS TEAM'S MISSION STATEMENT

"We believe optimal student achievement (academic and behavior) can be attained by creating and maintaining a safe and effective learning environment."

PBIS Team (Positive Behavioral Interventions & Support)

Contact Information

Lewis Arriola Elementary-21434 Road U Cortez , CO 81321

School Phone

(970) 882-4494

School FAX

(970) 882-7617

Principal, Jim Parr

ext.

Custodian, Kip Kautz

ext

School Nurse

ext.

Cook, Sandy Farlow

ext.

Secretary, Valorie Mortensen

ext.

Kindergarten Teacher, Krysta Clausen

First Grade Teacher, Lori Schluter

Second Grade Teacher, Julie Wallace

Third Grade Teacher, Mistina Sanchez

Fourth Grade Teacher, Paulette Porter

Fifth Grade Teacher, Alison Robinson

Special Education, Heather Forsman

Bus Garage:

(970) 565-8130

Administration Office

Superintendent, Lori Haukeness

(970)565-7282 ext. 1119

Asst. Superintendent, Dan Porter

(970)565-7282 ext. 1127

District Web Site: www.cortez.k12.co.us

Lewis Arriola Web Site: <http://lewis.cortez.k12.co.us/>

Facebook: www.facebook.com/



You'll get updates on all our special events, any weather related cancelations or delays, and highlights of our students hard work/projects.

ABSENCES

Colorado law requires minors under the age of 16 to attend school regularly. The following are considered excused absences:

- 1) A student who is temporarily ill or injured or whose absence is approved by the administrator:
- 2) Prearranged medical/dental appointments, family business or trips or impassable roads for bus transportation.

The school may require written proof of absence, such as a doctor's statement. ***School district policy allows a minimum of one day for make-up work for each day missed due to an excused absence.***

Unexcused absences:

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate academic penalties that relate directly to classes missed while unexcused.

- 1st and all subsequent Unexcused Absence(s) will result in a phone call.
- 5th Unexcused Absences will result in a letter, highlighting state attendance law, will be sent.
- ***All Unexcused Absences will result in the student loss of free time privileges for the purpose of making up class work and could potentially hinder academic progress up to and including consideration of potential grade level retention.***

Reporting absences:

Regular attendance is necessary for the academic growth of children. However, should your child need to be absent because of sickness or other legitimate reasons, please use the following procedures:

- Call the school office between 7:00 a.m. and 8:30 a.m. and inform the school that your child will be out.
- Upon your child's return to school a written, signed excuse sent to the child's teacher is necessary to explain the absence.

ACCOUNTABILITY COMMITTEE

Each school district has developed an accountability program. Each school in the district has an accountability advisory committee as well. This committee reviews the level of scholar performance and develops goals and plans for improving educational achievement. The accountability meeting gives you an opportunity to ask questions about how scholar's needs are being met at school. Notice of meeting dates and times will be published in advance.

ARRIVAL AND DISMISSAL

Sometimes students arrive at school and are on the school grounds when **NO** supervision is provided. **Students are not to be at school before 7:30 a.m. unless they are participating in a school**

activity. Please monitor your child's departure time so that he/she will not arrive at school before 7:30 am. Our school day begins promptly at 7:45 am.

PLEASE do not ask to pick up your student early, as staff members are teaching right up to the end of the day. In addition, asking to release a child just before the end of the day seriously disrupts each class.

Please respect our staff by picking up your child promptly at the end of the day. Children, who are habitually left late, causing a staff member to stay late, will be reported to Social Services. Children are to go directly home after dismissal from school. No one will be allowed to remain on the school grounds unless supervised. If a teacher retains a child after school, the teacher will notify the parents. Your child must have a note from you if he/she is to wait for you after school or is riding the bus with another student. We will also accept notification by telephone.

All changes to daily transportation methods must be requested before 2:30pm (1:00pm Wednesdays). If we do not receive a call, students will use their regular mode of transportation home (bus, car, or walk).

ASBESTOS MANAGEMENT PLAN

Asbestos Management plans have been formulated for every RE-1 building. Those plans are available for review by RE-1 staff, parents and the general public at the Administration Building, 400 N. Elm St., Cortez, Colorado, or at any of the occupied building.

ATTENDANCE

Our Annual SCHOOL GOAL is a 95% attendance rate. Regular attendance is vital to the on-going continuity of the education program. Students are expected to be at school from 7:45am-2:55pm Monday, Tuesday, Thursday, and Friday and 7:45 am-1:15 pm on Wednesday. Daily attendance is critical to both academic and social achievement and absences are detrimental to performance in both areas. We ask that families not allow absences except for serious illness or emergency circumstances, and to schedule appointments for Wednesdays after 1:30pm. **Makeup work never compensates for school attendance.** State law on compulsory attendance and district policy mandates that families have the obligation to make sure their children are in school. Please keep these things in mind when scheduling appointments, trips and activities. When illnesses or other unavoidable situations occur, please notify our office before 7:50am.

When a student returns to school following an absence, a note of explanation from the parent is required, unless the school has been notified in advance. School administrators are authorized to excuse scholars from school for necessary and justifiable reasons.

If a student has four (4) unexcused absences in a month, or ten (10) in a year, a notice will be sent and a referral to the Superintendent will be made. Our Superintendent will enforce the mandatory attendance laws, with consideration for the variables that affect children and families. As legal action is possible, an attendance improvement plan meeting will be encouraged between the family and the principal.

Students arriving after 7:45 am are considered tardy. Scholars arriving at school after 9:30 am are considered absent for one-half a day, as are children who leave before 1:30 pm. Students will only be permitted to leave campus prior to dismissal time if accompanied by the parent/guardian, a person

designated by the parent/guardian in verifiable written form, adults listed on the emergency contact list or a school official. Phone calls to dismiss students are not acceptable. Students safety is our first priority and we will not release students into uncertain circumstances.

Rewards for regular attendance will be recognized by three levels of attendance: most improved attendance, three days or less and 100 % attendance. Most improved attendance and perfect attendance will be awarded annually.

See District Policy: File JH and JHB

See Colorado State Education Laws:
Colorado Revised Statute 22-33-104

BEHAVIORAL EXPECTATIONS

It is imperative at Manaugh Elementary that all of our scholars feel safe when they are on our campus for academics, sports or social events.

Lewis Arriola Elementary Expectations Matrix

	<u>Classroom</u>	<u>Hallway</u>	<u>Gym/Cafeteria</u>	<u>Playground</u>	<u>Bathroom</u>
<u>I will be respectful!</u>	<p>Positive comment and compliments to others.</p> <p>Listen and follow directions.</p>	<p>Walk quietly down hallway keeping hands to yourself.</p>	<p>Say "Please" and "Thank You".</p> <p>Use a peaceful voice.</p> <p>Whisper quietly in line.</p>	<p>Share.</p> <p>Be polite.</p> <p>Apologize for accidents.</p> <p>Show good sportsmanship.</p>	<p>Treat facilities appropriately.</p> <p>Allow for privacy of others.</p> <p>Clean up after yourself.</p>
<u>I will be responsible!</u>	<p>Think before you respond or act.</p> <p>Keep your space clean.</p> <p>Report Problems.</p> <p>Complete all of your assignment.</p>	<p>Think before you speak.</p> <p>Go directly to where you need to go.</p> <p>Keep up with your group or class.</p>	<p>Keep Lunch area clean.</p> <p>Place trays and trash in the appropriate place.</p> <p>Report any problems.</p>	<p>Use Equipment properly.</p> <p>Keep the playground clean.</p> <p>Follow directions.</p> <p>Report any problems.</p>	<p>Flush toilets.</p> <p>Pick up trash.</p> <p>Wash Hands.</p> <p>Report problems.</p>

<u>I will be safe!</u>	Keep your hands and feet to yourself. Follow classroom rules.	Keep your hands and feet to yourself. Walk at all times.	Keep your hands and feet to yourself. Follow directions.	Keep your hands and feet to yourself. Follow playground rules.	Keep your hands and feet to yourself. Wash hands.
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BOOKS AND CARE OF PROPERTY

This school and all of its property belong to everyone and care should be taken not to deface or destroy the building or any of its contents. The school also provides textbooks and allows scholars to check out library books. If a book is not returned, or excessively damaged, the scholar must pay the replacement cost of the book before a new one can be issued. The average cost of an individual book is from \$11.00 to \$65.00. State law provides that educational records may be withheld until book fines have been collected.

BULLYING PREVENTION and EDUCATION DISTRICT POLICY- JICDE

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior.

The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived. *[Note: At the Board's discretion, the policy may state "or against whom federal and state laws prohibit discrimination upon the bases described in CR.S. 22-32-109(1)(II)(I)" instead of listing the specific classes protected by federal and state discrimination laws.]*

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

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

BUSING

If your child normally rides a bus we must have a note or a phone call if he/she is not to ride the bus. Otherwise they will be put on the bus. **Disruptive students will not be allowed to ride the bus; parents will be called to pick them up at school.** If a student is sick the parents will be called also.

Student Conduct in School Vehicles- RE-1 Dist. Policy (JICC)

The privilege of riding in a school vehicle is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at designated school vehicle stops and on-board school vehicles.

After due warning has been given to the student and to the student's parents/guardians, the principal and/or transportation director may withhold from the student the privilege of riding in the school vehicle. Violation of district policies and regulations while in a school vehicle may also result in the student's suspension or expulsion from school, in accordance with district policy.

BUS LINE RULES:

1. Once you are dismissed from class go directly to your bus line.
2. If different arrangements for transportation home have been made, we must be notified by your parents through a phone call or a written note.
 3. If you plan to get on a different bus than normal you must have a written note for the office. Your classroom teacher will be notified and a bus note will be prepared for the bus driver.

4. No pushing, shoving, tripping or taking "CUTS" in the bus lines (and all other lines).

**Montezuma Cortez School District
Transportation Department
9049 County Rd 27 Cortez, Co
970-565-8130**

School Bus Safety Rules

1. **Leave home early enough to arrive at your bus stop on time.**
Be at the school bus stop 5 minutes before the scheduled pick-up time and stay there.
RESPECT private property at the stop location.
2. **Wait for your bus in a safe place (well off the roadway)**
Behave correctly as you wait in the designated area and never play in the road. NEVER rush toward a moving bus. **Never** approach from the back of the bus to load.
3. **Enter your bus in an orderly manner. Take your seat promptly.**
When the driver opens the door, get on immediately and go directly to your seat.
4. **Seats may be assigned at the discretion of the driver.**
5. **Follow the instructions of your school bus driver.**
Always be cooperative with your driver and follow the rules of the bus. It will be at the discretion of each driver whether they will permit food or drinks.
*The following are **not** allowed on the school bus: **Animals (living or otherwise), glass containers,***
Items that might take up a seat of another rider and NO skateboards.
6. **Bullying of any kind is not permitted and will be considered a major infraction. The bus may be equipped with video surveillance.**
7. **Remain in your seat while your bus is in motion.**
Standing, kneeling on the seats, or facing the rear of the bus are unsafe riding positions and **not** allowed. The correct and safest position is **seated facing forward** with your back against the seat back cushion. Changing seats while the bus is in motion is **NOT** permitted. This is a safety issue.
8. **Keep your body parts inside the bus at all times. Throwing objects in or out of the bus is not permitted.**
Serious injury could result from being struck by an object.
9. **Keep the aisles clear. Vandalism is not permitted and is a major infraction.**
Feet, legs, arms, and bodies, as well as books, bags, lunch pails, instruments and all the other 'stuff' must be kept out of the aisle. All trash must be thrown in the trash can.
10. **Remain quiet and orderly.**
Always use a quiet voice. Shouting or any loud noise is **not** acceptable. A low noise level is imperative for the safest driving conditions. **Abusive language, profane or obscene language is not acceptable.**

11. Be courteous to your school bus driver and fellow passengers.

Avoid roughhousing/physical play. Pushing, grabbing, hitting, and throwing objects are dangerous and are not permitted. **Fighting or the possession of a weapon in any form, or flame/spark producing device is forbidden. The possession or use of any tobacco product, alcohol, or drugs is also forbidden.**

12. Exit in a proper manner.

Be alert to traffic as you leave the bus.

Wait for the driver's command 10 ft to the front and right of bus before crossing the roadway. **NEVER** exit through the emergency exit, unless instructed to do so by the driver.

13. There MUST be a person present to receive all kindergarten and first graders at your pm drop off location. Have a Happy and SAFE school year.

~ Please read and discussed the bus rules with your child and agree to follow them~

CLASSROOM PARTIES

The only authorized parties are as follows: Halloween, Christmas, and Valentine's Day. These parties will be held in the classroom during the afternoon session. Any variation from the above **must** be authorized by the principal prior to the activity.

COLD WEATHER PROCEDURES

Unless the weather is severely cold, students will be outside during recesses. If we have an "inside-day", individual teachers may take students out for 5 or 10 minutes to get some fresh air and exercise. If your child needs to stay in from recess because he/she is ill or has been ill, please keep your child home until he/she has recovered.

If your child needs to stay in from recess for other medical reasons, please send a note to the school stating the reasons.

All students should dress appropriately for school, keeping in mind the activities for the day, the weather and the health and safety of the individual.

Snow boots and waterproof gloves are required to play in the snow. If a child is not wearing these at recess they will be asked to stay on the blacktop.

COMMUNICATION

An important part of education is the open communication between the school and the home. Parents are encouraged to stay in contact with the school. Please come in before or after school to talk to the teacher or call 882-4494/882-7617 and make an appointment in order to minimize disruption to class time. Parents may also email their child's teacher through the district website. They are also invited to attend the Open House and the Parent-Teacher Conferences. Teachers will communicate with the home through notes, email, phone calls, and comments written on report cards. Report cards will go home each trimester. A monthly calendar and menu will be sent home to keep the school meetings and/or schedules clear. Parents are encouraged to stay in contact with the school regarding changes in phone, address, emergency contacts, educational progress, discipline or personal issues regarding the scholar.

COMPUTER USE

Use of the network and computers are a privilege. Students are mandated to follow the instructions of the teacher in reference to their use of computers. The school provides an Internet filter, to protect students from inappropriate content, to the best of our ability. Students and their parents sign letters of compliance with Internet protocols annually. Inappropriate use of computer equipment will result in suspension of computer privileges.

CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students certain rights with respect to student educational records. The Board has established written policies regarding the student's educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with both federal and state law.

These records are maintained in the school office under the supervision of the building administrator and are available only to the teachers and staff members working with the student. With the exception of a record's request from a new school, records are not released to most agencies, person or organizations without prior written consent to the parents.

Parents are informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. This information is maintained for two years after the date your child was last enrolled in the district.

You have the right to inspect and review any and all records related to your child within forty-five days of the day of receiving a request for access. Please contact the principal for an appointment or submit a written request for the records you wish to inspect.

You have a right to file a complaint with the FERPA office concerning alleged failures by the school to comply with the requirements. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office
U.S Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

COURT ORDERS OR LEGAL DOCUMENTS

If there are court orders or other legal documents that the school needs to be informed of in order to maintain the safety and well-being of your children, PLEASE make sure that we have a copy of them for our records. When we receive such documents we flag the child so as not to allow them to leave with certain individuals or to otherwise fulfill the wishes of the court. WE ARE NOT ABLE TO FOLLOW SUCH REQUESTS BY INDIVIDUALS ONLY. WE MUST HAVE A COURT DOCUMENT.

CURRICULUM

Our guiding documents for curriculum are the Colorado Academic Standards and the district's Curriculum Guide for planning. The Colorado standards are common core imbedded standards and were adopted by the Board of Education. In addition, we use board adopted resources to fulfill those requirements along with other selected materials from a variety of sources.

Reading Instruction

Along with the other district elementary schools, Lewis-Arriola Elementary is embracing the Success for All reading framework as our core reading resource. Based on research, Success for All supports our teachers in identifying and implementing strategies designed to reach every single student. The SFA reading framework uses research-based practices as well as a full array of supports that will help every child reach their full potential. Our staff receives professional development to make sure that we provide quality instruction and insure that scholars are learning.

Mathematics Instruction

EngageNY is the curriculum selected by the district for K-5th math instruction. This math resource is rich in critical thinking and presents ways for students to learn in multiple ways including those that parents may recognize.. It ensures implementation of Colorado Academic Standards for scholars K-5, the standards that we all want our scholars to know and be able to do!

Writing Instruction

Our staff has identified core grade level writing essential skills. The writing resource, *The Write Tools*, is used to provide practical instructional strategies, step-by-step teaching guidelines and interactive student-to-teacher and student-to-student writing activities that enhance reading, writing, listening and speaking skills.

Social Studies and Science Instruction

The district adopted materials and prepared science exploration kits based on *A Closer Look* from SRA McGraw-Hill. The kits provide resources for experiments and exploration on the grade-level topics based on state standards. Instruction and assessments are planned by grade level teachers and are based on Colorado Academic Standards using resources including and in addition to the district provided resources.

DISCIPLINARY PROCEEDING for STUDENTS

Any student, teacher, administrator, Board Member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings. In order to promote effective student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged. All staff members are responsible for implementing the plan of student discipline for the school.

Possible Consequences

The range of consequences that may be imposed for violations of student discipline rules include, but are not limited to the following:

- Verbal warning,
- Written warning,
- Written notification to parents,
- Conference with parents,
- Detention,
- Suspension from transportation,
- Suspension from extracurricular activities,

- Suspension of other privileges including field trips,
- Exclusion from a certain class,
- In-school suspension,
- Suspension for one to ten days,
- Or expulsion.

Depending upon the nature of the violation, student discipline may be progressive, i.e., generally a student's first violation should merit a lighter penalty than subsequent violations. The above penalties may be imposed either alone or in combination.

DISTRICT BOARD POLICIES

Information about RE-1 Board Policies can be found at the following web address and from your school's website. <https://www.cortez.k12.co.us/our-district/board-of-education/policies>

Additional information or support can be found by calling your school or the district administrative offices at 970-565-7282.

DRESS CODE

Hats, mittens, boots, hoodies and warm coats are necessary during most of the school year. Please make sure your scholar is appropriately dressed for the current or impending weather conditions. Hats are to be removed upon entry the building; hoodies and coats are to be removed and placed in designated area as scholars enter their classroom. In addition, scholars need to be sure to have the appropriate footwear on the days they participate in movement education.

Scholars are to use good judgment in regard to dress and personal appearance, being especially careful with cleanliness and good grooming.

The district's dress code (File JICA) prohibits the following:

1. Athletic/Jogging/running shorts.
2. Sheer, tight, or short clothing (skirts, shorts and dresses shorter than mid-thigh).
3. Sunglasses, head wear and jackets in the building (coats, jackets, and outerwear should be left in lockers during class).
4. Underwear as outerwear.
5. Flip-flops or bedroom slippers.
6. Clothing that exposes private parts of the body like stomach, buttocks, back and breasts.
7. Clothes worn in a sagging/bagging or loose fitting manner. Pants are to be worn at waist level (belts must be worn in belt loops; waist and crotch of pants must fit).
8. Pants, belts and shorts shall be worn so that they do not pose a safety or security hazard or show underclothing or skin (pant legs may not drag the floor).
9. Any clothing, jewelry, chains or accessories that are sexually suggestive, obscene, and disruptive or drug, alcohol or tobacco related.
10. Unnatural or multicolored hair, painted faces or body parts.
11. Any gang-related attire or grooming.
12. Anything else deemed inappropriate by an administrator.

Additionally, Manaugh adamantly discourages flip-flops, slippers, and open toe sandals which cause tripping and injury issues particularly on the playground and during emergency evacuations.

DROP-OFF AND PICK-UPS

All vehicles dropping-off or picking-up students must pull up to the curb and park. We realize that sometimes parents run late to pick up scholars when an emergency comes up. ***Scholars left longer than 20 minutes may be referred to social services or to the police for assistance in locating the parents or guardians.***

EMERGENCY AND OTHER EVACUATION DRILLS

Evacuation, fire and lockdown drills are for practicing orderly conduct in case of an actual emergency or disaster and some type of drill is held **each month**. Students, visitors and staff must follow directions of the administrative staff or teacher in charge and remain quiet and orderly during the drills. Please don't drop off students without checking them in at the office. During drills and actual emergencies, students would not be able to get in the building and would be coming into a possibly dangerous situation. We post a notice on the front doors when we are in a drill for your information.

Drills include:

LOCKOUT: Doors are locked and scholars continue as usual.

LOCKDOWN: Scholars out of sight with all classroom doors locked.

FIRE: Scholars leave the building to a prearranged spot on the far side of the playground or move to the evacuation site.

EMERGENCY SCHOOL CLOSURE PROCEDURES

In the event we should experience severe weather conditions, school closure information is available on both KRTZ 98.7 and KOA 850AM – Denver. TV stations: KOAT – Albq, KRQE Channel 13 KOB Albq. KUSA 9 News - Denver

In addition, the school district website, www.cortez.k12.co.us, and facebook page, www.facebook.com/manaughelementary, posts school closure information. You may also be contacted through the auto dialer of the school or reverse 911 for catastrophic emergencies.

On rare occasions when the school closes before regular dismissal time, we attempt to phone all parents. In the case of inclement weather, when you believe the school might close early, please listen to one of the above radio stations or check our website. **PLEASE DO NOT CALL THE SCHOOL UNLESS THERE IS A TRUE EMERGENCY.** Doing so ties up the limited number of lines being used to attempt to contact parents.

IF THERE IS AN EMERGENCY AND SCHOLARS ARE EVACUATED TO ANOTHER SITE, YOU WILL BE NOTIFIED WHERE THAT PLACE WILL BE. THE DISTRICT HAS PROCEDURES FOR THIS TYPE OF EVENT.

FIELD TRIPS

Parents are welcome to participate with their child's classroom field trips. **We strongly encourage parents to leave their other children at home or in their respective classrooms.** Students from other classrooms who do not have a sibling involved in the field trip will not be allowed to participate.

HABITUALLY DISRUPTIVE

The definition of a habitually disruptive scholar is a scholar who has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three or more times during the course of the school year. A scholar who is deemed habitually disruptive can be declared habitually disruptive and placed up for expulsion. C.R.S. (c.5) (I) (II). Other consequences, such as suspension, for habitually disruptive behavior prior to expulsion will be enforced.

District Policy: JKBA and JKBA*-R
Colorado Revised Statute: 22-33-106

INFORMATION FROM THE COLORADO DEPARTMENT OF EDUCATION

Teacher Certification: Under federal education law, teachers and paraprofessionals in Title I schools must meet state certification requirements. A Colorado license or authorization is required for employment as a teacher, special services provider or principal in a Colorado school or school district. All licenses and authorizations must be endorsed to indicate the grade levels/developmental levels and specialization area(s) which are appropriate to the applicant's preparation, training and experience.

Paraprofessional Qualifications: A paraprofessional working in a Title I program may demonstrate qualifications in several ways. According to Colorado statute, school districts retain flexibility for further regulation of paraprofessionals, including certification or licensing. This means requirements can vary across school districts..

More information is available at:
<https://www.cde.state.co.us/fedprograms/essaeducator>

MEDICAL POLICIES & INFORMATION

HEALTH AND NURSING SERVICES

Please visit the RE-1 website at the link below for more Nursing and Health Services Information including many forms including the following:

- Health Survey Questionnaires
- Health Services Information
- Health Plan for Allergies
- Asthma Care Plan
- Medication at School Form
- Self Carry Medicine Contract
- How Sick is Too Sick information for school attendance
- Sports Physical Letter
- Immunization Information/Letters for Parents

<https://www.cortez.k12.co.us/departments/health-policies-and-documents>

FIRST AID/ILLNESS:

Students needing medical attention shall report to the main office. Health service personnel are not always available in the building. Keep contact information up to date so we can reach you quickly if your child becomes sick or injured. When determining if your child is too sick for school, refer to the "Sick child: Home or School" guidelines available at your school. Students with fever, vomiting or diarrhea should stay home until they are symptom-free for 24 hours.

ACCIDENT INSURANCE:

Student accident insurance information forms are available in the front office and should be mailed directly to the insurance company. Any student who misses the initial application period, may apply at any time during the school year. These forms are available in the front office. All students involved with M-CHS sponsored athletics must have appropriate insurance coverage.

MEDICATIONS AT SCHOOL:

ALL prescription and over-the-counter medication shall be securely stored in the main or health office.

Prescription Medication: Comfort medicine may be given during select health room hours when parents have signed the "medicine permission consent" on the Health History Form in the registration packet.

Over-The-Counter Medication: Students who need to carry asthma inhalers, epi-pens, or diabetic supplies at school may do so as long as there is a Health Care Action Plan signed by a health care provider on file in the office. Health Care Plans for Severe Allergies, Diabetes, Asthma and Seizures are available from the school nurse, or on the district website.

Any student carrying medication, including over-the-counter medication, or who shares medication with another student will be subject to discipline under the "Drugs at School" Policy.

IMMUNIZATION REQUIREMENTS:

Colorado State Immunization Requirements for School Enrollment were provided in the registration packet. Permission to share immunization information with the state immunization registry is on the back of the Health History form. Please contact your school nurse with questions about immunization requirements for school admission.

PERMISSION FOR HEALTH ADVISORY/NEED TO KNOW:

School nurses develop a Student Health List and/or a Health Care Action Plan from the Health Screening Questionnaire form in the registration packet. All information is confidential and is shared only on a need-to-know basis. Alert your school nurse if you do not want your student's medical information shared with appropriate school personnel.

PERMISSION FOR EMERGENCY CARE:

In the event of a medical emergency, the Montezuma-Cortez School Department will render emergency aid and/or transportation to a medical facility as needed. Costs incurred are at the expense of the family. Every effort will be made to contact the family in such a situation. If this practice concerns you, contact the school administrator. Please keep emergency contact information current with the school.

SCREENINGS/PHYSICAL EXAMS:

Parents/guardians may opt out of routine, non-emergency screening provided by the district. Current screenings might include: hearing, vision, lice, height, weight and dental. Contact your school nurse if you do not want your child to participate in these screenings. Parents are encouraged to have physical and dental examinations for their school-aged child before entering school and again before the 4th, 7th and 10th grades. Contact your school nurse if you do not have a health care provider and would like to arrange a physical exam for your child.

SCHOOL-BASED HEALTH CENTER:

There is a school-based health center located at Montezuma-Cortez High School, 418 S. Sligo St, Cortez. Any student in the RE-1 School District, age 3-21 may access health services at this clinic during school hours. Parental consent and registration and insurance information are required for care. Providers are Southwest Health Systems employees.

CONTACT SUSAN CICCIA, RN, HEALTH SERVICES DIRECTOR FOR MORE SCHOOL-HEALTH RELATED QUESTIONS OR INFORMATION AT 970-565-7313, OR sciccia@cortez.k12.co.us.

PARENT AND FAMILY ENGAGEMENT

Parents and guardians are strongly encouraged to attend meetings in order for the school to share information about the performance of the school. These opportunities include School Accountability Committee meetings to review Unified Improvement and 90-Day Plans as well as parent committees that assist in fundraising, volunteering or other activities. Please watch for announcements on these events in your school's newsletter and website.

PARENT INVOLVEMENT

Parents and guardians are strongly encouraged to attend meetings in order for the school to share information about the performance of the school. These opportunities include School Accountability Committee meetings to review Unified Improvement and 90-Day Plans as well as parent committees that assist in fundraising, volunteering or other activities. Please watch for announcements on these events in your school's newsletter and website.

PERSONAL PROPERTY/VALUABLES

The school district carries no insurance covering loss of damage of the students' personal property. The school will do all it can to protect the property of the students. Students are encouraged to be responsible for their property. Clothing items should be marked with the student's name for easy identification.

Students may not bring anything of value (personal gaming devices, iPods, iPads, etc.) to school.
Toys should also be left at home for personal play. The playground offers multiple opportunities for physical engagement. Equipment for games, such as playground balls, are welcome.

The school will not be held responsible for a scholar's personal property, should it be lost, stolen or damaged and will be held in the office if brought to school.

Although not recommended for elementary students, we understand that parents believe it is sometimes necessary for their student to bring a cell phone to school. However, the school will not be held responsible should a cell phone be lost, damaged or stolen. Cell phones must be turned off while at school. Should a cell phone be turned on or used at school, the phone will be confiscated and held for the parent or guardian to be picked up. During state testing all electronic devices, including cell phones, must be turned in to the classroom teacher at the beginning of the day and will be released at the end of the school day.

RELEASE FROM SCHOOL DURING THE DAY

- Before a pupil is permitted to leave the school grounds during the day, the child must secure permission from the office.
- If the child has a note from home, the teacher will retain such note.
- Parents will meet the child in the office at the time the child is excused.
- Under no circumstances are pupils to be excused directly from their room to home.
- Parents are to sign their child out in the office.

REPORT CARDS

Report Cards are distributed three times each year to enable parents, guardians and students to review progress. Progress reports will be available online to include parents in their child's education. Reports should be reviewed and if there are questions or concerns, please contact the teacher to schedule an appointment within one week of receipt of report. If you feel like your student is having difficulty at any point in the year, please contact your child's teacher, the Assistant Principal, or the Principal. Children benefit when schools and parents work together. See the school calendar for schedule of report distribution.

RETENTION

In early spring, your child's teacher will communicate at a conference and in writing, if there is a risk of retention. Retention is a process followed when the professional staff, in consultation with parents and guardians, determines it to be in the best interest of the student. Retention is recommended on an infrequent basis.

STUDENT RECORDS

All student cumulative records will be kept in the school safe. Parents may request to see their child's records at any time.

STUDENTS RIGHTS AND RESPONSIBILITIES

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Montezuma-Cortez School District.

A student shall be given an opportunity to contest the facts, which may lead to disciplinary action, to contest the appropriateness of the sanction imposed by a disciplinary authority or to allege prejudice or unfairness on the part of the school district employees responsible for a disciplinary action. The following procedure shall govern such grievances:

1. The student and his/her parent or guardian first discusses the problem with the staff member involved.
2. If an acceptable solution cannot be reached, the student and his/her parent or guardian may discuss the problem with the principal of the school, who may involve other individuals as he/she deems necessary.
3. If the matter is not resolved, the student and his/her parent or guardian may appeal the matter to the Assistant Superintendent, who may involve other individuals as he/she deems necessary.
4. If the matter is not resolved, the student and his/her parent or guardian may appeal the matter to the Superintendent who may involve other individuals as he/she deems necessary.
5. If this conference fails to result in a satisfactory solution, the matter may then be appealed through the Superintendent of schools to the Board of Education to be discussed in executive session. The Board of Education is the final authority in all cases. Any hearing before the School Board will observe all the rights of the student and his/her parent or guardian to allow them to present the problem to the Board of Education. Notice of hearing will be given to the pupil.

TARDINESS

Tardiness is reporting to school or to the classroom late. All students arriving to school late must register in the office. **The parents of students who are habitually late to school will be notified and a conference with the principal will be mandatory.** Parents have the responsibility to see that their children meet the bus and arrive at school on time.

TELEPHONE USE BY STUDENTS

The school telephone is for business purposes therefore we allow students to use the telephone on a very strict and limited basis. (See Personal Property section for information regarding student Cell Phone usage).

TRANSFERRING TO ANOTHER SCHOOL

Students moving out of the school district must follow a check-out procedure on their last day of attendance to be cleared through the office. All books and materials must be returned to their teacher and to the librarian. Your child's permanent records will be sent via inter-school mail if he/she is transferring to another school within our district. If you are moving out of the school district, we will give you a transfer sheet that can be hand carried to the receiving school and the permanent records will be mailed upon request from the receiving school.

TRUANCY

If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant.

An "habitual truant" shall be defined as a student of compulsory attendance age who has FOUR unexcused absences from school in any one month or TEN unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total unexcused absences.

VISITORS

We encourage parents to visit the school. We do appreciate their informing the office or teacher prior to their visit and **all visitors must check in at the office** prior to visiting classrooms! We cannot, however, have students from other schools or younger siblings visit due to our crowded conditions.

LEWIS-ARRIOLA ELEMENTARY SCHOOL RULES

(All school personnel have the authority to discipline students.)

GENERAL PLAYGROUND RULES

1. **Swing:**
 - SIT on the swing
 - Do not twist or sway from side to side
 - Do not jump out of swing
 - Do not run between occupied swings
 - Do not throw the swings over the bars
 - One person in the swing at a time

2. **Slide:**
 - Slide sitting DOWN on the seat
 - Slide one person at a time
 - Do not throw anything down the slide
 - Use the ladder properly to get on the slide
 - Once you are down the slide move out of the way

3. **Bars:**
 - Cannot hang by knees only, must also use your hands
 - Students cannot pull other students off the Bars (no "chicken fights")
 - Climbing on top of the bars is not allowed

4. **Throwing:-** Throw only playground balls... no stones, mud, snow, etc.
 - Do not throw or kick balls on the roof

5. **Line Up:** - As soon as the bell rings– do not hit the tetherball on the way to the line
- No tripping or pushing
6. **Tetherball** - stay on established side/no ropes/no stops
Follow tetherball rules.
7. **Wall Ball:** - Students are not allowed to play wall ball on walkways or near classroom windows.
8. **Off-Limits:** - Outdoor lab/pond area, bus zone, including parking lot. Many of these areas are out of the duty teachers vision. A student who leaves the playground without permission from school personnel will be counted as truant.
9. **Tackle Sports:** - Not Allowed!
10. **Feelings:** - The playground is for everybody. Are you trying to include everybody?
- Be aware of other classes in session and do not play near windows.
- Intermediate and primary students must stay on their assigned playground during lunch and recess.

Our custodian works hard to keep our building nice and clean.

Older Students need to watch out for younger students! You are role models!

**SCHOOL RULES ARE REVIEWED IN THE
CLASSROOM ON Tri-annual BASIS**

Any student that loses privileges WILL NOT participate in any "Special School Activities"* including, at the discretion of the staff, Educational Field Trips.

* Special School Activities are defined as:

1. Assemblies
2. Field trips
3. Special Dress Days
4. Any other designated special school activity.

DISCIPLINARY ACTIONS

If a consequence is to be administered by a staff member or an administrator the following consequences may be used:

Staff Member:

- Building and grounds duty, under the direction of the principal or teacher and in cooperation with the custodian.
- Parental/Guardian contact

- Loss of recess
 - 4. Time Out Room: (Principal's office)
- Loss of privileges (as deemed appropriate by the teacher and/or principal.)
- After School Detention: parents are responsible for transportation: Teachers will contact parents for a convenient day.

Principal:

7. In School Isolation
8. Out-of-School suspension
9. Recommendation of long term suspension or expulsion will be determined on an individual basis by the principal.
10. Police Involvement
11. Other punishments that might be deemed appropriate by the principal.

***Automatic Expulsion Procedures will begin for the following offenses:**

- * Dangerous weapon policy violation
- * Violation of drug or alcohol policy
- * Commission of any act which if committed by an adult would be robbery or assault

The principal will determine which offenses are SERIOUS and thus will be identified as habitually disruptive.

Discipline Procedures for Offenders sent to the Office

- | | |
|-----------------------------|--|
| 1st Referral to Principal-- | Discuss problem and rules with student to make sure they understand the rules and consequences. |
| 2nd Referral to Principal- | Parents will be notified and disciplinary action taken.
(10 min. in office, recess, etc.) |
| 3rd Referral to Principal-- | At the principal's discretion either: <ol style="list-style-type: none"> A. May reloop, individualize, etc. discipline B. The student is considered "at risk" of being identified as "habitually disruptive.
The child is suspended for one SCHOOL DAY
Letter is sent to parents
Parents are called in to meet with the Discipline Committee (Principal, Teacher, Parent, and Counselor) to create a remedial discipline plan. |

ELEMENTARY SCHOOL REFERRAL PLAN

1. HANDLED BY SCHOOL PERSONNEL

A. Violation of School Rules

- Playground Rules
- Classroom Rules
- Cafeteria Rules

2. POSSIBLE REFERRAL (Depending on repetition &/or severity and at the discretion of the teacher, these may be handled in class or referred to the office)

- A. Repeated violation of school rules
- B. CROSS REFERENCED TO CODE OF CONDUCT, File JICDA
- 1. Causing damage to school property or stealing
- 2. Causing damage to private property or stealing
- 5. Violation of district or building regulations
- 7. Throwing objects
- 8. Profanity or obscene gestures
- 9. Verbal abuse which disrupts school program or incite violence
- 11. Lying or giving false information
- 12. Cheating-Scholastic dishonesty
- 13. Behavior on or off school grounds which is detrimental to the welfare, safety, or morals of students or school staff.
- 14. Repeated interference with the school's ability to provide educational opportunities to others
- 15. Sexual Harassment

3. MANDATORY REFERRAL (the following MUST be referred to the office)

- A. CROSS REFERENCED TO CODE OF CONDUCT, File JICDA
- 3. Commission of any act which if committed by an adult would be robbery or assault as defined by law.
- 4. Violation of criminal law
- 6. Violation of tobacco policy
- 10. Committing extortion, coercion, or blackmail
- 1. Continued willful disobedience or open and persistent defiance of proper authority

DISCIPLINE PROCEDURES FOR HABITUALLY DISRUPTIVE STUDENTS

First suspension for student-

Parents are required to pick up schoolwork at the end of each school day. They are required to submit to the school, their child's homework each day. Students will receive credit for work accomplished. Parents and child meet with Discipline Committee to create a remedial discipline plan.

Second suspension for student-

The student is considered "at risk" of being identified as "habitually disruptive." Parents are required to pick up schoolwork at the end of each school day. They are required to submit to the school their child's homework each day. Students will receive credit for work accomplished. Parents and child meet with Discipline Committee to create a remedial discipline plan.

Third suspension for student-

Student is declared "habitually disruptive". Parents are required to pick up schoolwork at the end of each school day. They are required to submit to the school their child's homework each day. Students will receive credit for work accomplished. Parents meet with Central Administration, Principal, counselor, and teacher of the student to review /modify the remedial discipline plan or recommend for expulsion. Parents and child meet with Discipline Committee to review and modify remedial discipline plan.

*FULL DOCUMENTATION OF PARENT'S RESPONSE WILL BE MADE AT EACH STEP. IF PARENTS ARE NOT COOPERATIVE, A WRITTEN REFERRAL WILL BE MADE TO SOCIAL SERVICES FOR EDUCATIONAL NEGLECT.

DISTRICT NOTIFICATIONS

ASBESTOS NOTIFICATION

Colorado Regulation No. 8 requires yearly notification of related asbestos activities that have occurred in the past year or will occur before the next notification. All Montezuma-Cortez RE-1 buildings are in compliance with these regulations.

The Maintenance Department checks all asbestos or presumed asbestos areas every six months. Re-inspections are conducted every 3 years by a certified inspector.

A copy of the management plan can be found in the principal's office of each school building. Asbestos management plans for all schools are also kept in the maintenance building.

The re-training of custodians and maintenance personnel for asbestos awareness is done annually. This is required as long as there is asbestos in any school building where personnel work, per Colorado Regulation No. 8 Asbestos.

ASSESSMENT

The district administers a variety of state tests to help our teachers better understand your child's academic needs and progress. You will receive information on your child's performance (achievement and growth) on those tests including, but not limited to:

- READ Act assessments for grades K-3
- Colorado Measures of Academic Success (CMAS) for grades 3-8
- ACCESS for English language learners
- P-SAT, and SAT for High School students

Parents are encouraged to reach out to their child's teachers or the principal with any questions about these assessments or their child's performance. Parents wishing to opt out of any of these tests need to schedule an appointment with the principal to make that request.

BOARD POLICY

The Board of Education sets district policies upon recommendation from the superintendent. Many policies have a set of procedures, which are approved by the superintendent. Each policy and procedure is thoroughly reviewed by the appropriate staff before making any recommendations to the superintendent or board.

Policies adopted by the board can be found on the district website or directly from the link below. Specific policies are also available upon request from the Administrative Assistant to the Superintendent and Board of Education at 400 N. Elm St. Cortez, Colorado 81321. Additional information or support can be found by calling your school or the district administrative offices at 970-565-7282.

<https://www.cortez.k12.co.us/our-district/board-of-education/policies>

ENGLISH LANGUAGE LEARNERS

The district offers programming and supports to support English language learners in becoming proficient in English and in participating in the content of their classes. If your child is identified as an English language learner then a committee composed of your child's teacher/s, the district Title III/English as a Second Language (ESL) coordinator work together to design a Program Services Plan for your children. Your children will be provided with a Program Services Plan which:

- a. provides for an English language instructional program that will meet your child's strengths and areas of need,
- b. outlines how your child will learn English and meet age appropriate academic achievement standards,
- c. explains the method/s of instruction used in your child's program, and how these differ from the instruction received by other children in the same school in terms of content, instructional goals, and use of English and a native language in instruction,
- d. specifies the academic and language exit requirements and the expected amount of time to transition from this LEP instructional program to the regular non-LEP instructional program at the school,
- e. (only for students with disabilities) describes how this instructional program will meet the objectives of the individualized education plan (IEP) of your child,

We encourage our families with home languages other than English to be involved in their children's education. We offer translation and interpretation services as needed. Please contact Trina Lee at the district office to request translation or interpretation services if needed.

FOOD SERVICE

The district will operate school lunch and breakfast programs in its schools which shall be under the overall supervision of the Nutrition Services Director. Food services shall include lunches and breakfasts, through participation in the National School Lunch Program and the School Breakfast Program. The School Board approves the prices set for meals. Breakfast is served free to all elementary students attending schools that participate in Breakfast After the Bell programs.

All families have the opportunity to apply for the free and reduced meal program. Applications can be obtained from the school office or cafeteria at the beginning and throughout the year and submitted for eligibility consideration. Charging is not allowed for meals.

PARENT AND FAMILY ENGAGEMENT

- **Parent engagement and activities:** Parents are encouraged to participate in various school activities including volunteering in the school, attending parent and family nights and student performances.
- **Parent input into school programs:** Parents and guardians are strongly encouraged to attend meetings in order for the school to share information about the performance of the school. These opportunities include School Accountability Committee meetings to review Unified Improvement and 90-Day Plans as well as parent committees that assist in fundraising, volunteering or other activities.

Please watch for announcements on these events in your school's newsletter and website.

SCHOOL PERFORMANCE

The state provides a report card on the performance of your child's school every year. You can find information about this report card on the school's website under the Academics Tab under School Performance. Parents and families are also encouraged to talk with their child's teachers regularly and attend parent teacher conferences to learn about their child's progress.

TEACHER QUALIFICATIONS

Parents and guardians are entitled to information regarding the qualifications of the teachers in their school. If desired, please call your school's office and ask for an appointment with your principal to talk about the qualifications of your child's teacher or paraprofessional.

More information is available at: <https://www.cde.state.co.us/fedprograms/essaeducator>