**Lewis-Arriola Elementary School**

**HOME OF THE LOBOS**

STUDENT HANDBOOK

2023-2024

**A note to parents:**

We ask that parents take time to go over this handbook to acquaint your child with the basic rules at Lewis-Arriola Elementary School. Parents need to sign the acknowledgement form and return to the Lewis Office.

**Student Handbook Table of Contents**

**MCSD Statement of Nondiscrimination**  3

**School Staff & School Hours/ Lunch Information**  4/5

**Counseling** 5

**PTO/Volunteers/Personal Property/Drop off- Pick up** 6

**Health Service** 6-8

**Academics: Grading and Assessment** 9

A**ttendance-Absences** 10-22

**Discipline:**

Student Rights/Code of Conduct/Student dress code/Bus rules/Positive

Behavioral Interventions & Support Mission Statement

Expectations Matrix/Referral Plan/Bullying

**Additional Lewis Policies and Procedures:** 23-25

Visitors,Early Arrival,After School Pick Up, Field Trips,School closings

Cold Weather,Telephone Use,Student Records/Transfers,Bus line rules,

Personal property,Playground rules,Asbestos Management



M-CSD RE-1 School Governance Policies can be found on our website at:

[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

**School Staff**

LEWIS-ARRIOLA ELEMENTARY STAFF

21434 ROAD U CORTEZ, COLO. 81321

http://lewis.cortez.k12.co.us

Ph(970) 882-4494 Fax (970) 882-7617

**Principal/504 Coordinator** Angi Sauk

**Secretary/Registrar/Health Support**  Angela Yates

**Kindergarten Teacher**  Hannah Lowry

**First Grade Teacher**  Gina Duncan

**Second Grade Teacher** Julie Wallace

**Third Grade Teacher**  Kortni Gaylon

**Fourth Grade Teacher**  Mistina Sanchez

**Fifth Grade Teacher/Gifted and Talented Liaison** Alison Robinson

**Special Education/Rti Coordinator** Heather Forsman

**Specials ie: PE/Art** Sarah Merlino

**Math Interventions** Pam Gaasch

**Social Worker**  Jamie Domogata

**Reading Interventionist** Katrina McGee

**Kindergarten Paraprofessional** Whitney Perry

**Special Education Paraprofessional**  Mary Jo Garcia

**Special Education Paraprofessional** Tenley Rees

**Special Education Paraprofessional** Lauren Lawrence

**Library Paraprofessional** Chloe Seaburn

**Custodian**  Aaron Montoya

**Food Service** Kenzie Myers

**Communications:**

An important part of education is the open communications between the school and the home. Parents are encouraged to stay in contact with the school. So that classes will not be disrupted please call to make an appointment to talk to the teacher. Call 882-4494/882-7617 or email. Parents may also email their child’s teacher through the district website. They also are invited to attend the Open House and the Parent-Teacher Conferences. Teachers will communicate with the home through notes, e-mail, phone calls, and comments written on report cards. Report cards will go home each trimester. A weekly newsletter and monthly menu will be sent home to keep the school meetings and/or schedules clear.

**School Hours**

Monday - Thursday 7:45 am - 3:25 pm ( subject to change based on updated bus route information)

**Food Service**

Breakfast and lunch will be provided at no cost to families this year.

 Breakfast is served: Monday - Thursday 7:30-7:45

 Lunch is served: Monday - Thursday: 11:55-12:15 for 3rd-5th grades

 12:20-12:40 for kinder - 2nd grades

\*Please note that families who send students with lunch still have to pay if that student wants milk, this is a state requirement\*

On special occasions, we welcome parents to eat lunch at school. PLEASE CALL THE OFFICE at least 1 day ahead of time so that we can order enough food. Costs are associated with this.

**Counseling Services**

Lewis staffs a full- time social social worker who brings unique knowledge and skills to our student service team. School social workers assist with behavioral concerns, academic and classroom supports, consultation with teachers, parents and can provide individual or student group support. Students may schedule appointments during their lunch time. If a parent or student wishes to meet with the school social worker frequently ( more than 5 times a year) a consent form is required to be signed by the parent or guardian. Additionally, if any students are interested in lunch groups, a separate consent form will be sent home with a description of the topics being discussed during those times.

All district schools have the right to conduct Threat Assessments and Suicide Assessments or use officer guided police/drug dogs on the premises.

 **Parent Concerns**

Parental concerns should be handled at the most immediate level; typically between the parent and teacher involved. Should a concern be brought to the principal, he or she will inform the teacher of the incident, a conference with the parent, teacher and student will be scheduled if deemed necessary.

**Parent Teacher Organization**

Each elementary school has its own parent organization of parents and teachers. Lewis PTO meets the second Monday of each month. Please call the school for the latest information and meeting time. Parents and teachers are encouraged to attend the meetings to get questions answered, be a part of school functions (Christmas Around the World, class parties, AR celebrations etc. )This group also has two fundraisers each year, the Read a Thon and Hoe down.

**Volunteers**

We encourage parents to volunteer their time for class parties, field trips etc. If you wish to be a volunteer, you will need to contact our Human Resource Department and fill out the district volunteer form prior to any activity.

**Personal Property**

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

***NO TOYS*** unless arrangements are made with the teacher.

***NO CELL PHONES*** during school hours. They must be powered off and placed in a backpack or book bag out of reach during the day. If a child is caught using it during school hours the phone will be taken away and a parent will have to set up a meeting with the teacher, secretary or principal to retrieve it.

**Student drop off and pick up**

Morning drop off and afternoon pick up should occur through the gate by the basketball courts. Staff will walk students out at the end of the day and students should wait on the courts for parents to come pick them up. We will not release students into the parking lot for safety reasons. Dedicated bus drop off is on the north side of the building, please do not utilize this space.

**Health Services**

**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.

**When is Your Child Too Sick to Attend School?**

To school or not to go to school? That is the question facing parents as their usually exuberant, hungry child sits listlessly at the breakfast table ignoring her cereal. The following guidelines were developed to assist parents in their struggle with this dilemma.

**Fever.** Temperature should be normal (98.6 orally or 99.6 rectally) for 24 hours before sending a child to school. For example, if your child has a fever in the evening, he should not come to school the next morning, even if his temperature is normal. Temperatures are lower in the morning, and fever may occur again in the afternoon.

**Vomiting.** If your child vomits during the night, do not send her to school the next day. She really needs rest and probably a liquid or soft diet.

**Diarrhea.** Loose stools have many causes; children should not come to school until bowel movements have normal consistency. If diarrhea persists or is accompanied by other symptoms, consult your physician.

**Colds.** Colds and runny noses are rampant in winter months. As long as there is no fever or discomfort, the child may go to school. Instruct your child on proper use of tissues for coughing, sneezing and nose blowing. Also, children should be instructed on good hand washing techniques, as research shows that more colds are spread via contaminated hands and articles than by infected droplets in the air. If cold symptoms are severe-thick, greenish nasal discharge or frequent coughing that interferes with your youngster’s or others’ learning – keep your child at home.

**Earache.** Hearing is the most important sense for learning, so never ignore an ear-ache. Keep your child at home and contact your physician. In case of ear discharge, even without pain, notify your physician, as this generally means a ruptured eardrum.

Conditions such as lice, scabies, impetigo, ringworm, pin worm and pink eye must be properly treated and noncontiguous before the child returns to school.

In case of strep throat or other conditions when your child will return to school while still on antibiotics, check with the school regarding procedures for administering medication. Our schools require written permission from the physician as well as having the medication in the prescription bottle. If desired, you may go to school to administer the medication.

Other signs that your child may be experiencing the early stages of a health problem may include variations from your child’s normal behavior, such as irritability, loss of appetite, lethargy, etc. Let your instincts be your guide.

**Medications at School:**

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

*Over-The-Counter Medication:* OTC 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.

*Prescription 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 Policy:**

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 Jacklyn Hall, RN, HEALTH SERVICES DIRECTOR FOR MORE SCHOOL-HEALTH RELATED QUESTIONS OR INFORMATION AT 970-565-7313, OR jhall@cortez.k12.co.us.

**Release From School During the Day:**

1. Before a pupil is permitted to leave the school grounds during the day, the child must secure

 permission from the office.

2. If the child has a note from home, the teacher will retain such note.

3. Parents will meet the child in the office at the time the child is excused.

4. Under no circumstances are pupils to be excused directly from their room to home.

5. Parents are to sign their child out in the office.

**Academics:**

**Grading and Assessment**

Current elementary grading is done on a Standards Based Rubric for grades K-2. Teachers indicate progress towards specific standards. Grades 3-5 will utilize Power School for their grading program and standard percentile grades will be used. Elementary schools are on a semester system report cards occuring twice a year at the end of the semester. Progress reports are distributed at quarters through Parent Teacher Conferences. Elementary parents will be given access to their student’s PowerSchool account to monitor grades.

**Grades:**

Elementary staff will enter a minimum of 2 grades per week (on a 4 day week). Grades are to be entered weekly, by the **Sunday** of that week.

Elementary Specials will ender a minimum of 1 grade per week ( on a 4 day week due to rotating schedules)

Missed assignments, due to absences, will be allowed per district policy 2 make up days for each day missed.

Missed assignments, not due to absences, will be accepted within one week from the due date, not later.

Notifications of missed assignments should be provided to parents frequently - Power School can provide notifications.

District Grading Scale Grades 3-12:

A 90-100%

B 80-89%

C 70-79%

D 60-69%

Multiple assessments are given to students. These include, but are not limited to; CMAS, Gifted and Talented screenings, unit exams in all subject areas and normed assessments such as Dibels or STAR.

**Attendance**

**Annual District Goal- 95% attendance rate**

Regular attendance is vital to the on-going continuity of the education program.

**Makeup work never compensates for school attendance.** Parents are discouraged from requesting that students be dismissed from school for such activities as hunting, ski trips, music lessons, extended holidays, early vacation departures, etc. Students should not be excused from school unless absolutely necessary. Parents are encouraged to make dental and doctor appointments after school or during vacation.

 If your child is absent from school for any period of time, makeup work may be picked up from the teacher. Makeup work will be provided for prearranged absences and for illness. We require a minimum of **24 hours** to get make up work ready prior to being absent for planned absences. Please make those prior arrangements directly with the teacher.

 In the event of an emergency occurring during school hours, parents must check students out through the office. If a student must leave school unexpectedly, he/she must notify the office and have the secretary call his/her parents.

 Students are expected to attend school on days preceding holidays and during the last week of the school year. A student's grades may be affected due to non-attendance.

**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 Absence will result in a letter highlighting state attendance law being sent home.
* *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:

1. Call the school office between 7:15 a.m. and 9:00 a.m. and inform the school that your child will be out.

2. Upon your child's return to school a written, signed excuse sent to the child's teacher is necessary to explain the absence.

**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.Open enrolled familiesmust maintain good attendance and behavior for enrollment into Lewis School per district policy.

**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. A "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.

**Early Arrival:**

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.

**Discipline Policies and PBIS (positive behavior supports)**

All students will review the behavior matrix multiple times during the year. We strive to teach students how to act and how to solve problems so their behaviors do not turn into discipline concerns. We have monthly Character Celebrations and weekly Lobo Howl drawings to reinforce positive behaviors. In the event that a student cannot remediate their behaviors, or if there is a more severe incident, the parent will be called.

**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.”

**Lewis-Arriola Elementary Behavior Expectations Matrix**

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

 **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.

**Code of Conduct JICDA**

**Students in third grade and higher grade levels**

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in third grade and higher grade levels 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 district 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 district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. 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.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. 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 which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board’s policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board’s policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board’s policy on student conduct involving drugs and alcohol.
13. Violation of the Board’s violent and aggressive behavior policy.
14. Violation of the Board’s tobacco-free schools policy.
15. Violation of the Board’s policies prohibiting sexual or other harassment.
16. Violation of the Board’s policy on nondiscrimination.
17. Violation of the Board’s dress code policy.
18. Violation of the Board’s policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district’s ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

**Students in preschool through second grade**

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in preschool, kindergarten, first grade, or second grade who engages in one or more of the following activities while on district property, in a school building, in a district or school vehicle, at a district or school activity or event, or off district property when the conduct has a nexus to school or any district curricular or non-curricular event:

1. Violation of the Board’s policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
2. Violation of the Board’s policy on student conduct involving drugs and alcohol.
3. Conduct that endangers the health or safety of others.

**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 lines)

**Seating Charts will be implemented on Lewis Busses**

**Student Dress Code: File JICA**

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

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. Parents will be notified.

1. The dress code shall be uniformly applied because of gender, race, body size, or body maturity.
2. The dress code should be clearly conveyed and articulated to students.

 If the student cannot promptly obtain appropriate clothing, on the first offense, the

 student shall be given a written warning and an administrator shall notify the student’s

 parents/guardians.

## Unacceptable Items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities. Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

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

Not acceptable to wear:

1. Sheer, tight, or short clothing (skirts, shorts and dresses shorter than mid-thigh).
2. Sunglasses, head wear and jackets in the building (coats, jackets, and outerwear should be left on hooks during class).
3. Underwear as outerwear.
4. Flip-flops, bedroom slippers, high heels or wheeled shoes
5. Clothing that exposes private parts of the body like stomach, buttocks, back and breasts.
6. 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).
7. 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).
8. Any clothing, jewelry, chains or accessories that are sexually suggestive, obscene, and disruptive or drug, alcohol or tobacco related.
9. Painted faces or body parts.
10. Any gang-related attire or grooming.
11. Anything else deemed inappropriate by an administrator.

**Exceptions**

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

**Bullying Prevention and Education Dist. Policy-** JICDE

Bullying and other behaviors as defined below are 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.

**Prohibited behavior**

* Bullying
* Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
* Knowingly make false accusations of bullying behavior

**Definitions:**

**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 expressions (i.e., cyberbullying) 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 their academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

**Retaliation** is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

**False accusations** of bullying are those knowingly made by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

**Prevention and intervention**

The superintendent will develop a comprehensive program to address bullying at all school levels and will ensure that the program is consistently applied across all students and staff. The program will 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 on an annual basis in taking proactive steps to prevent bullying from occurring which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.
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 negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment across settings.
6. To support targets of bullying through a layered continuum of support that includes, but is not limited to, individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.
8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.
9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.
10. To survey students’ impressions of the severity and frequency of bullying behaviors in their school.
11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.
12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

**Reporting**

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher.

**Investigating and responding**

As part of the superintendent’s comprehensive program to address bullying, procedures will be developed with the goal of immediate intervention and investigation in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy. Procedures will include, to the extent appropriate as determined by the investigator and designated administrator, and in accordance with applicable law and local school board policy and procedures, notification to parents/guardians of the results of bullying investigations and their right to appeal investigatory findings to the district.

**Supports and referrals**

As part of the superintendent’s comprehensive program to address bullying, procedures will be developed with the aim toward accomplishing the following goals:

* Initiate efforts to change the behavior of students engaged in bullying behaviors.
* Support targets of bullying in ways that avoid increasing their likelihood of discipline.
* Support witnesses of bullying.

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy 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 will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will 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.

**Habitually disruptive policy**

**Disciplinary Removal from Classroom** JKBA\*-R

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. Upon the third formal removal from class, a teacher may remove the student from the teacher’s class in accordance with this policy, its accompanying regulation and applicable law.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher’s classroom if the student’s behavior:

1. violates the code of conduct adopted by the Board;
2. is dangerous, unruly, or disruptive; or
3. seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the district from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

The superintendent is directed to establish procedures to implement this policy so that removals from a classroom occur in a consistent manner throughout the district. Parents/guardians shall be notified of the student’s removal from class in accordance with established procedures.

**Disciplinary Removal from Classroom** JKBA\*-R

Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior interferes with the classroom environment and will not be tolerated.

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class by a teacher and placed temporarily in an alternative setting in accordance with these procedures and consistent with state and federal law.

For purposes of this policy and procedure, a “class” includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies and other such learning opportunities taught or supervised by a teacher. “Teacher” means a person holding a teaching license or authorization issued by the state who is employed to instruct, direct or supervise the instructional program. It does not include substitute teachers as defined in state law.

**Informal removal to the principal’s office**

An informal removal from class occurs when a student breaks one or several classroom rules in a class period or during the school day. The teacher may remove a student by using approved discipline management techniques such as having the student stand in the hall outside the door or some other safe “time out” environment either in or out of the classroom, or sending the student to the principal’s office for a short period of time. Generally, the student will be allowed to return to his or her classroom later the same day. The procedures set forth below do not apply to an informal removal from class.

**Formal removal from class**

A teacher may formally remove a student from class for the following conduct or behavior:

1. Conduct that is prohibited in the student code of conduct. A teacher’s decision to remove a student from class for behavior covered by board policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended and/or expelled.
2. Disruptive, dangerous or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly:
3. Inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, biting, pushing, shoving, poking, pinching or grabbing;
4. Inappropriate verbal conduct intended or likely to upset, distract or annoy others such as name calling, teasing or baiting;
5. Behavior that may constitute sexual or other harassment;
6. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time;
7. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.;
8. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out;
9. Destroying or damaging the property of the school, the teacher or another student; or
10. Loud, obnoxious, or outrageous behavior.
11. Conduct that otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student’s noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student’s inappropriate behavior. By way of example and without limitation, this behavior includes:
12. Open defiance of the teacher, manifest in words, gestures or other overt behavior;
13. Open disrespect of the teacher, manifest in words, gestures or other overt behavior; or
14. Other behavior likely or intended to sabotage or undermine classroom instruction.

**Procedures to be followed for formally removing a student from class**

Unless the behavior is extreme as determined by the teacher, a teacher shall warn a student that continued misbehavior may lead to removal from class. When the teacher determines that removal is appropriate, the teacher shall take one of the following courses of action:

1. Instruct the student to go to the main office. Unless prevented by the immediate circumstances, the teacher shall send a note with the student stating the reason for the student’s removal and call the building principal’s office.
2. Obtain coverage for the class and escort the student to the main school office. The teacher shall inform the building principal or designee of the reason for the student’s removal from class.
3. Seek assistance from the main school office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the main office. The principal or designee shall be informed of the reason for the student’s removal.

Within 24 hours of the student’s removal from class, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the student’s removal from class.

**Notice to parent/guardian**

As soon as practicable, the building principal or designee shall notify the student’s parent/guardian, in writing, that the student was removed from class. The written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The notice shall provide an opportunity for the parent/guardian to attend a student-teacher conference regarding the removal. If the student’s removal from class is also subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom misconduct, the student’s parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

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

Staff Member:

1. Building and grounds duty, under the direction of the principal or teacher and in cooperation with the custodian.
2. Parental/Guardian contact
3. Loss of recess
4. Time Out Room: (Principal's office)
5. Loss of privileges (as deemed appropriate by the teacher and/or principal.)
6. After School Detention:parents are responsible for transportation: Teachers will contact parents for a convenient day.

Principal:

 1. In School Detention

 2. Out-of-School suspension

 3. Recommendation of long-term suspension or expulsion will be determined on an

 individual basis by the principal.

 4. Police Involvement

 5. 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 problems and rules with students to make sure they

 understand the rules and consequences.

*2nd Referral to Principal-* Parents will be notified and disciplinary action taken. (15 min. in

 *office, recess, etc.)*

*3rd Referral to Principal–* At the principal's discretion either:

 A. May individualize

1. 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 Program:**

1. Handled by School Personnel

 A. Violation of School Rules

* 1. Playground Rules
	2. Classroom Rules
	3. 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. **Students in third grade and higher grade levels Code of Conduct JICDA**

 **mandatory referral**

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in third grade and higher grade levels 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 district 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 district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. 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.

1. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or

 in writing or derogatory statements addressed publicly to an individual or a

 group that precipitate disruption of the district or school program or incite

 violence.

1. 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 which recklessly endangers the

 health or safety of an individual for purposes of initiation into any student

 group.

1. Violation of the Board’s policy on bullying prevention and education.
2. Violation of criminal law which has an effect on the district or on the general

 safety or welfare of students or staff.

1. Violation of any Board policy or regulations, or established school rules.
2. Violation of the Board’s policy on weapons in the schools. Expulsion shall be

 mandatory for bringing or possessing a firearm, in accordance with federal law.

1. Violation of the Board’s policy on student conduct involving drugs and alcohol.
2. Violation of the Board’s violent and aggressive behavior policy.
3. Violation of the Board’s tobacco-free schools policy.
4. Violation of the Board’s policies prohibiting sexual or other harassment.
5. Violation of the Board’s policy on nondiscrimination.
6. Violation of the Board’s dress code policy.
7. Violation of the Board’s policy on gangs and gang-like activity.
8. Throwing objects, unless part of a supervised school activity, that can or do

 cause bodily injury or damage to property.

1. Directing profanity, vulgar language or obscene gestures toward other

 students, school personnel or others.

 21. Lying or giving false information, either verbally or in writing, to a district

 employee.

 22. Engaging in scholastic dishonesty, which includes but is not limited to cheating

 on a test, plagiarism or unauthorized collaboration with another person in

 preparing written work.

 23. Making a false accusation of criminal activity against a district employee to law

 enforcement or to the district.

 24. Behavior on or off school property that is detrimental to the welfare or safety

 of other students or school personnel, including behavior that creates a threat

 of physical harm to the student exhibiting the behavior or to one or more

 other students.

 25. Repeated interference with the district’s ability to provide educational

 opportunities to other students.

 26. Continued willful disobedience or open and persistent defiance of proper

 authority including deliberate refusal to obey a member of the district staff.

**Students in preschool through second grade**

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in preschool, kindergarten, first grade, or second grade who engages in one or more of the following activities while on district property, in a school building, in a district or school vehicle, at a district or school activity or event, or off district property when the conduct has a nexus to school or any district curricular or non-curricular event:

1. Violation of the Board’s policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
2. Violation of the Board’s policy on student conduct involving drugs and alcohol.
3. Conduct that endangers the health or safety of others.

**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 home work 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 home work 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.

**Other School Policies**

**Visitors:**

We encourage parents to visit the school. If parents want to visit a classroom, we ask that they arrange it with the teacher and the office, 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.

**After School Procedures:**

1. Children are to go directly home after dismissal from school.

2. No one will be allowed to remain on the school grounds unless supervised.

3. If a teacher retains a child after school, the teacher will notify the parents.

4. 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.

**Field Trips:**

Parents are welcome to participate with their child’s classroom field trips if they fill out a volunteer form with the district HR office and if there is room. **Siblings of students participating in field trips are not permitted to attend the field trip.** Students from other classrooms will not be allowed to participate.

**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.)**

**Student Records:**

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

**Emergency School Closing Procedures:**

In the event that we should experience severe weather conditions leaving a question in your mind whether school might be called off, we urge you to log onto our district website at [www.cortez.k12.co.us](http://www.cortez.k12.co.us) or listen to the following radio stations for school closure information:

KRTZ 98.7 OR KISZ 97.9. You will also receive an email/phone alert.

**Emergency School Closing During the School Day:**

On rare occasions the schools have had to close after students are at school but before the regular dismissal time because of severe weather conditions or utility failure. In case of inclement weather when you believe the school might close early, please listen to one of the above radio stations. **DO NOT CALL THE SCHOOL UNLESS YOU HAVE A REAL EMERGENCY.** If there is an early dismissal we will contact you or your emergency contact person by phone to let you know when to pick up your child from school or when to expect your child home from the bus.

**Cold Weather Procedures:**

* Unless the weather is severely cold, students will be outside during recesses and at noon. 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.

**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.

**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 buildings.

**Lewis Arriola School Rules**

**Lunch Room:** All students will enter the cafeteria quietly in lunch order. Students need to memorize their lunch number to get school lunch. Students will stay in their seats and eat quietly until they are directed to pick up their trash and dump their trays. All students will quietly line up when dismissed, keeping their hands to themselves.

**Hallways:** It is expected that students will walk with a quiet voice while in the hallways. Hands are to be kept to themselves and voices at a minimum. No running or slamming of doors when they exit the building. Our hallways are extremely narrow and we need to maintain a safe environment at all times. Noise levels need to be minimized to ensure others can learn or perform their duties.

**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

 - Two on the turtle swing

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. **Climbing Structure**

 : - Maximum of four students at a time

 - Cannot hang by knees

4. **Zip Line**

- One student per ride, no pulling students off the zipline

5. **Throwing**:- Throw only playground balls… no stones, mud, snow, etc.

- Do not throw or kick balls on the roof

6. **Line Up**: - As soon as the bell rings– line up

- No tripping or pushing

7. **Off-Limits**: - Area by the highway, bus zone including the parking lot and the outdoor pond (it is locked) Many of these areas are out of the teacher's vision. A

 student who leaves the playground without permission from school personnel

 will be counted as truant.

8. **Tackle Sports**: - Not Allowed!

9.  **No Littering-** Our custodian works hard to keep our building nice and clean.

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.

I have read the Lewis- Arriola Student Handbook and understand its contents.

Parent:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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