

# **Lewis-Arriola/Pleasant View Elementary Schools**

**HOME OF THE LOBOS and FALCONS**

**STUDENT HANDBOOK**

**2022-2023**

**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 and Pleasant View Elementary Schools. Parents need to sign the acknowledgement form and return to the Lewis Office.

Student Handbook Table of Contents

MCS D Statement of Nondiscrimination..... 3  
School Staff & School Hours/ Lunch Information.....3/4  
**Academic**  
Equal Education Opportunity .....5  
English Language Learners [IHBEA].....6  
Exceptional Student Services (ESS) [IHBA].....6  
**Grading and Assessment.....6**  
**Attendance.....7**  
Absences.....7  
**Student and Family Rights & Responsibilities..... 8**  
**Communication.....9**  
**Additional Policies and Procedures.....9-11**  
Asbestos Management  
Visitors  
Early Arrival  
After School Pick Up  
Field Trips  
School closings  
Cold Weather  
Telephone Use  
Student Records/Transfers  
Classroom Parties  
Positive Behavioral Interventions & Support Mission Statement  
Expectations Matrix  
BUS LINE RULES  
PERSONAL PROPERTY  
Student dress code  
Playground rules  
Disciplinary Procedures & Actions  
Referral Plan  
  
**Medical Policies and Information.....11**  
Medications  
Release from School during school day  
When your child is too sick to attend  
  
**Student Code of Conduct.....13-21**  
School Discipline Rules and Procedures  
Board Policy Reference

**NONDISCRIMINATION CLAUSE**

Montezuma-Cortez School District RE-1 does not discriminate on the basis of race, color, national origin, sex, disability, or age. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

**Title IX Coordinator** (*Title II/ADA, Title VI*)

Cyndi Eldredge, Executive Director of Human Resources  
400 North Elm Street  
Cortez, CO 81321

970-565-7522 ext. 1135  
[titleXcoordinator@cortez.k12.co.us](mailto:titleXcoordinator@cortez.k12.co.us)  
**504 Compliance Officer** (*Section 504*)  
Robbin Lewis, 504 Compliance Officer  
400 North Elm Street  
Cortez, CO 81321  
970-565-7522 ext. 1127  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

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

<b>Principal/504 Coordinator</b>	Angi Sauk
<b>Secretary/Registrar/Health Support</b>	Angela Yates
<b>Kindergarten Teacher</b>	Hannah Lowry
<b>First Grade Teacher</b>	Lori Schluter
<b>Second Grade Teacher</b>	Julie Wallace
<b>Third Grade Teacher</b>	Mistina Sanchez
<b>Fourth Grade Teacher</b>	Fred Manar
<b>Fifth Grade Teacher/Gifted and Talented Liaison</b>	Alison Robinson
<b>Special Education/Rti Coordinator</b>	Heather Forsman
<b>Specials ie: PE/Art</b>	Sarah Merlino
<b>Math Interventions</b>	Pam Gaasch
<b>Social Worker</b>	Jamie Domogata
<b>Reading Interventionist</b>	Katrina McGee
<b>Special Education Paraprofessional</b>	Katrina Ruiz
<b>Special Education Paraprofessional</b>	Amber Zickefoose
<b>Special Education Paraprofessional</b>	Lauren Lawrence

**Library Paraprofessional**

Chloe Seaburn

**Custodian**

Aaron Montoya

**Cook**

Kenzie Myers

Pleasant View Staff  
15238 County Road CC  
Pleasant View, CO. 81331  
(970) 562-4286

**Principal/504 Coordinator**

Angi Sauk

**Secretary/Registrar**

Angela Yates

**3-5 Teacher**

Monique Mack/  
Kim Andersen

**K-2 Teacher/Health Support**

Amanda Mack

**Social Worker**

Jamie Domogata

**Paraprofessional**

Glenna Oliver

**Paraprofessional**

Barb Anderson

**Custodian**

Taylor Oliver

**Cook/Secretary**

Merlene Lanier

**School Hours**

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

**Breakfast**

Will be provided this year at both schools for a cost of \$1.75 unless a family qualifies for free lunch.

Monday – Thursday 7:30–7:45

**Lunch**

Provided for a cost of \$2.75 unless a family qualifies for free lunch.

**Lewis:** Monday – Thursday: Third – Fifth grade time: 11:55–12:15

Kindergarten – Second grade time: 12:20–12:40

**Pleasant View:** Monday – Thursday: all students Monday – Thursday 11:25–11:45

**Parent Permission:** 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.

### **Academics:**

#### **Equal Education Opportunity [JB]**

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation, religion, national origin, marital status, disability or need for special education services.

#### **English Language Learners [IHBEA]**

In keeping with the intention of the state of Colorado and this school district to offer educational opportunities to those students with limited English proficiency, the district shall provide suitable, research-based language instructional programs for all identified English language learners in grades kindergarten through 12. The district shall identify students as English language learners using the state-approved assessment for English language proficiency. Identified students shall be assessed annually to determine their level of proficiency in the English language.

#### **Exceptional Student Services (ESS) [IHBA]**

Any student identified as a child with disabilities pursuant to the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) who is between the ages of three and 21 and who has not been awarded a regular high school diploma and graduated from high school has the right to a free and appropriate public education. These eligible students with disabilities shall be provided individualized programs appropriate to meet their educational needs, as determined by the students' Individualized Education Program (IEP) or Individual Family Service Plan (IFSP) teams.

### **Grading and Assessment**

Current elementary grading is done on a Standards Based Rubric. Teachers indicate progress towards specific standards. Elementary schools are on a trimester system with Parent Conferences twice a year and report cards being distributed 3 times per year.

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.

Make up work: Students are responsible for getting any missed assignments related to excused absences. They will turn in make up work for their teacher within a reasonable amount of time. If they miss one day, they have two days to get the material in unless other arrangements are determined by the teacher and student.

### **Attendance**

#### **Annual School 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. Students are responsible for getting any missed assignments related to excused absences. They will turn in make up work to their teacher within a reasonable amount of time. If they miss one day, they have a minimum of one day to get the material in unless other arrangements are determined by the teacher and student.

Please make prior arrangements with the teacher (24 hours in advance) before coming in for makeup assignments. Makeup work will be provided for prearranged absences and for illness. The more preparations you can make before you go, the easier it will be for him/her when you return.

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.

- 1<sup>st</sup> and all subsequent Unexcused Absence(s) will result in a phone call.
- 5<sup>th</sup> 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 families must maintain good attendance and behavior for enrollment into Lewis/PV Schools 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.

**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.

#### **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 come in before or after school to talk to the teacher or call 882-4494/882-7617 and make an appointment. 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.

#### **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.

##### **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.** Seating charts will be implemented on Lewis and Pleasant View buses.

##### **Field Trips:**



Parents are welcome to participate with their child's classroom field trips 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.

**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.

**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.

**Medical Policies & Information**

**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 and please refer to the updated COVID protocol, stay at home sheet.

**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 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 4<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> 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](mailto: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.

**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.

Written by: Arlene Evans, RN

### **Student Code of Conduct**

School Discipline Rules and Procedures:

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)

## Lewis/PV 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>	Positive comment and compliments to others.  Listen and follow directions.	Walk quietly down hallway keeping hands to yourself.	<b>Say “Please” and “Thank You”.</b>  Use a peaceful voice.  Whisper quietly in line.	Share. Be polite.  Apologize for accidents.  Show good sportsmanship.	Treat facilities appropriately.  Allow for privacy of others.  Clean up after yourself.
<u>I will be responsible</u>	Think before you respond or act. Keep your space clean.  Report Problems.  Complete all of your assignment.	Think before you speak.  Go directly to where you need to go.  Keep up with your group or class.	Keep 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.
<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.

### 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).

### **Personal Property:**

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.

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

**NO CELL PHONES** during school hours. They are OK to use on the bus, but must be powered off and placed in 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 Dress Code: File JICA**

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. 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.

### **Bullying Prevention and Education Dist. 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.

File: JICDE\*

2 of 2

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.

### **Lewis Arriola/PV 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- line up
  - No tripping or pushing
8. **Off-Limits:** - Outdoor lab/pond area, bus zone, including parking lot. Many of these areas are out of the duty teacher's 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:

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 Isolation
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 problem and rule 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:

- 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 parent. 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. CROSS REFERENCED TO CODE OF CONDUCT, File JICDA

1. Causing damage to school property or stealing
2. Causing damage to private property or stealing
3. Violation of district or building regulations
4. Throwing objects
5. Profanity or obscene gestures
6. Verbal abuse which disrupts school program or incite violence
7. Lying or giving false information
8. Cheating-Scholastic dishonesty
9. Behavior on or off school grounds which is detrimental to the welfare, safety, or morals of students or school staff.
10. Repeated interference with the school's ability to provide educational opportunities to others
11. Sexual Harassment

3. Mandatory Referral: (the following MUST be referred to the office)

A. CROSS REFERENCED TO CODE OF CONDUCT, File JICDA

1. Commission of any act which if committed by an adult would be robbery or assault as defined by law.
2. Violation of criminal law
3. Violation of tobacco policy
4. Committing extortion, coercion, or blackmail
5. 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 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.

**Montezuma Cortez School District Policies (see district web page for detail)**

- Due Process Policy
- Student Publications File JICEA
- Non Discrimination on the Basis of Handicap/ Disability File ACE
- Student Distribution of Non curricular Materials File JICEC
- Sexual Discrimination and Harassment File JBB File JBB-R
- Use of Tobacco by Students File JICG
- Alcohol Use/Drug Abuse by Students File JICH
- Absences and Excuses File JH/JHA
- Truancy File JHB
- Drug and Alcohol Use by Students File JICH-R
- Code of Conduct File JICDA
- Student Conduct in School Vehicles File JICC
- Weapons File JICI
- Student Dress File JICA
- Staff Personal Security and Safety File GBGB
- Bullying Prevention and Education File JICDE