

# Dolores Elementary School Student Handbook



## Home of the Little Bears

Gary Livick, Principal  
PO Box 727  
Dolores, CO 81323  
Phone (970) 882-4688 FAX (970) 882-7669

[www.dolores.k12.co.us](http://www.dolores.k12.co.us)

## Vision Statement

The vision of Dolores Elementary School is to provide an educational foundation that fosters personal success through an innovative and positive learning environment.

## Mission Statement

The mission of Dolores Elementary School is to provide all students with the opportunity to reach their potential. We provide a practical and innovative educational foundation in a positive and safe learning environment. We believe in our students' abilities to acquire the skills necessary to be successful learners and responsible, productive citizens through home, school and community partnership.

## Little Bear Pride

- B Believe that all children can learn
- E Encourage each student to reach his or her potential
- A Academic excellence
- R Responsible citizens
- S Safe and secure environment



**Dolores School District RE-4A**

**Scott Cooper, Superintendent**

100 N. Sixth Street/P.O. Box 727

Dolores, Colorado 81323

**Phone 970-882-7255 Fax 970-882-7685**

**[www.dolores.k12.co.us](http://www.dolores.k12.co.us)**

August 2015

Dear Dolores Elementary School Partner,

Welcome to Dolores Elementary School. We are pleased that you have chosen our school to meet the educational needs of your family! We are very proud of the educational programs we offer our students here at Dolores Elementary School. The success of our programs is dependent upon collaboration among our students, parents, and teachers. Together we will achieve a quality academic experience for your child.

The Dolores Elementary School and the Accountability Committee prepared this handbook for your convenience. The purpose of the handbook is to inform parents and students of the procedures, policies, and rules at Dolores Elementary School. We ask that you share this handbook with your child and keep it for future reference.

Students at Dolores Elementary School are expected to follow the school rules and respect the school's policies and procedures. Students recite the Pledge of Allegiance and the Little Bear Pride Pledge every day to reinforce our expectations. Students are reminded "to be the best students they can be by taking care of themselves, others, and their school".

Thank you for taking the time to read and discuss this manual with your student.

Welcome to Dolores Elementary School!

The Teachers and Staff of Dolores Elementary School

**DOLORS SCHOOL DISTRICT RE-4A DOES NOT UNLAWFULLY DISCRIMINATE ON THE BASIS OF AGE, RACE, RELIGION, NATIONAL ORIGIN, GENDER OR DISABILITY IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS EDUCATIONAL PROGRAMS OR ACTIVITIES. (POLICY AC, AC-R, AC-E)**

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## Dolores School District Staff

### School Board

Linnea Vass	President
Deanna Truelsen	Secretary
Dee Prock	Treasurer
Vangi McCoy	Member
Rabecca Frasier	Member

### District Administration

Scott Cooper	Superintendent
Tammy Hooten	Business Manager
Laurie Arnett	Secretary

## Dolores Elementary Staff Assignments 2015-2016

### Office Staff

Gary Livick	Principal
Kelly Howerton	Dean
Karen Finch	Counselor
Denese Brisbin	School nurse
Cheryl Kline	Secretary

### Kindergarten

Kristin Pejsa	Teacher
Linda Wade	Teacher
Hollee Hutchins	Teacher
Mary Koskie	Para-educator
Windy Hall	Para-educator

### First Grade

Amanda Hill	Teacher
Shirley Tourjee	Teacher
Emily Christenson	Teacher

### Second Grade

Megann Vialpando	Teacher
Shanti Savage	Teacher
Melody McNeill	Teacher

### Third Grade

Angela Lowe	Teacher
Meg Neeley	Teacher
Casey Russell	Teacher

### Fourth Grade

Kathy Carpenter	Teacher
Brook Rabinovitch	Teacher
Brian Rhodes	Teacher

**Fifth Grade**

Alison Bjerke	Teacher
Dawn Asbjorn	Teacher
Sandy Jones	Teacher

**Sixth Grade**

Clay Tallmadge	Teacher
Chris LaRose	Teacher
Jen Barry	Teacher

**Interventions**

Alesa Reed	Teacher
Lori Harris	Teacher
Wendy Moore	Para-educator
Reggy Haase	Para-educator

**Exceptional Student Services**

	ESS Teacher
Sue Nietfeld	ESS Teacher
Lisa Mummery	Para-educator
Melissa Hackett	Para-educator
Denise Millikin	Para-educator

**Specials**

Brooke Elder	PE
Amy Bean	Music
Kevin Vaughn	Art
Juan Vega	Computers

Dolores staff email addresses are the first initial of the first name followed by the last name and the extension @dolores.k12.co.us. The principal's email is <mailto:glivick@dolores.k2.co.us>. BOCES staff can be emailed with the extension @sjbooces.org .

## 2015-2016 DAILY SCHEDULE

### SCHOOL HOURS

The school day is from 8:15-3:35 daily. Our kindergarten is a full day program and follows the same schedule as the elementary school. Staff hours are from 7:45-3:45.

#### ARRIVAL

Students are to arrive at school or be dropped off at 8:00 a.m.. We do not provide supervision for children before this time.

The yellow zone in front of the school is a drop off and pick up zone only. Parking is located on the west side of 12<sup>th</sup> street or in the parking lot across from the school. Parking across the street prevents students from being dropped off in the middle of the street or walking between parked cars.

Upon arrival all children report directly to the playground unless permission to go to the classroom has been given by the classroom teacher. Students should not walk through the building to go to the playground.

Students eating breakfast should report to the cafeteria at 8:00. Bus riders who take part in the school breakfast program will be escorted to the cafeteria from the bus. All other bus students will be dropped off at the playground. The first bell rings at 8:10 a.m. Students will line up at designated locations. Teachers pick students up from the playground and go to their respective classrooms.

At 8:15 a.m. the tardy bell will ring. All students arriving after the 8:15 a.m. tardy bell must report to the office for a tardy slip prior to reporting to class. Students who arrive after 10:00 will be considered absent for the morning.

#### DISMISSAL

The school day ends at 3:35 p.m. **Please refrain from picking up students prior to 3:35 unless it is a necessity.** Teachers teach up until the final bell. Students are to leave the school grounds immediately upon dismissal. Students are not to stay after school to wait for siblings, play on the playground, or loiter on school grounds.

Students must bring their teacher a note signed by their parents if there has been a change in after school plans. Students without a note will be sent home in accordance to their typical routine. All after school plans should be made prior to the beginning of the school day to limit classroom interruptions. **Please notify the office prior to 3:00 pm if there has been an unexpected change to after school plans so students can be notified.** Classrooms are notified at 3:10 of afternoon changes.

#### EMERGENCY SCHOOL CLOSINGS, DISMISSALS OR DELAYS

In the event of school closure, delayed start, or early dismissal due to weather, information will first be posted on the school web site [www.dolores.k12.co.us](http://www.dolores.k12.co.us). Local radio stations will be informed of school closures, delays, or other dismissal information.

# **DOLORES ELEMENTARY POLICIES AND PROCEDURES**

## **ATTENDANCE / TARDIES (District Policies JH and JHB)**

Regular attendance is very important to a child's education and progress in school. If it is necessary to be absent please call the school office before 9:00 a.m. and/or send a note when the student returns. Unverified absences will be unexcused. All students must get an admit slip prior to returning to class following an absence.

Make-up work may be obtained from the teacher if a student is absent from school. Prior notice of at least half a day is greatly appreciated when picking up your child's work.

Parents will receive written notice by mail when their child has missed more than five days per quarter. Parents will also receive written notice when their child has missed ten or more cumulative days of school or when there is an academic concern relating to school attendance. Parents will receive notice by mail after a student has been tardy more than five times per quarter. Upon the receipt of the second attendance notice, the principal will call parents and an attendance plan may be developed. An attendance plan may also be developed in the event of excessive school absences.

If you need to pick up your child from school before the end of the day, please sign your child out in the office before leaving. Only parents/guardians or a person with a signed note from the parents/guardians will be allowed to sign out students from school.

## **TEACHER ASSIGNMENTS**

Teacher assignments for the upcoming school year are made at the conclusion of the school year based upon the current teacher's recommendation. Parents will be notified of assigned teachers during fall registration. New students will be assigned to teachers based on class size and other considerations. The principal has final approval for all class assignments. Parents are requested to refrain from requesting specific teachers for their children.

## **OUT OF DISTRICT/OPEN ENROLLMENT (District Policy JFBB)**

Out of district students may attend Dolores Elementary School based on program and space availability. All out-of-district students must have a completed out-of-district application and all required paperwork on file with the school office prior to the first day of school. Forms are available from the school office. School officials will review applications at the end of each school year and during fall enrollment in August. Approval letters will be mailed within one week of the review date. Out-of-district students must maintain the behavior and attendance standards set by the district to retain their enrollment status.

## **BOOKS AND SUPPLIES (District Policies IJ and JQ)**

Textbooks are provided by the Dolores School District and loaned to students at no cost. Students are responsible for these textbooks and must pay the replacement cost of the book if one is lost or damaged. During registration, parents are given a list of classroom supplies students are asked to purchase for classroom use.

Parents with children in grades 2-5 are required to purchase a day planner. The planners are to help students learn organizational skills and to increase home and school communication. Planners are available for purchase during registration. Replacements are available throughout the year for purchase.

### BUS TRANSPORTATION

Bus transportation is provided as a courtesy to students who live within our school boundaries. Out of district students may ride the bus depending on available space on existing routes. Bus rules and discipline concerns are handled through the Transportation Department and/or the building principal. Students riding a bus other than their own must bring a signed parental note to share with the student's teacher and bus driver.

The rules for the bus are as follows:

- ❖ Obey the directions of the driver.
- ❖ All school rules apply.
- ❖ Stay in your seats until the bus has reached your stop.
- ❖ Keep the aisles clear.
- ❖ Use a quiet voice when talking.
- ❖ When directed to be silent, do so immediately.
- ❖ Keep all body parts inside the bus at all times.
- ❖ Keep the bus undamaged, neat, and clean.
- ❖ Only safe items may be transported on the bus.
- ❖ Personal items must fit safely in the seat with the student.

### BICYCLES AT SCHOOL

Students are encouraged to ride their bikes to school. All students who ride a bike to school should wear a helmet. Bicycles are to be parked in the bike rack located by the main entrance. The use of a lock is recommended. Students must dismount their bike and walk it on school grounds. School grounds include all sidewalks, parking lots, and grassy areas.

### COMMUNICATION (District Policy KE, KEC, KEF and JII)

Parents are encouraged to communicate frequently with their child's teacher. Parent/teacher conferences, daily planners, email, and voice mail are available to assist parents and teachers with their communication needs. School personnel will make every attempt to return phone messages and emails in a timely manner.

If you wish to share a concern, please address the issue in a professional manner with the appropriate staff member. If the problem is not resolved, you are encouraged to refer the concern to the school principal. A meeting will be scheduled with all pertinent parties to discuss the issue. If a resolution of the concern has not occurred, the superintendent of schools is available upon appointment to address student, parent and community needs. The number for the district office is 882-7255.

### GALLOPING GOOSE

Dolores Elementary School sends a weekly email, *The Galloping Goose*, to all parents. The Goose is an important source of information concerning all activities, special events, and classroom happenings at Dolores Elementary School. An envelope is sent home with each student every Thursday. Please read the important communications found in the envelope. Envelopes are to be signed and returned to your child's teacher. Replacement envelopes are available from the front office for a slight fee.

## GRADING and ASSESSMENTS (District Policy IKA, JDALC)

Each teacher shall establish grading procedures for each classroom or program. Procedures will be distributed to parents at the beginning of each school year or upon the registration of a new student. The following scale is used throughout the elementary school:

- ❖ Advanced (A): A student receiving an advanced score is exceeding grade level expectations.
- ❖ Proficient (P): A student receiving a proficient score is meeting grade level expectations.
- ❖ Partially Proficient (PP): A student receiving a partially proficient score is performing below grade level expectations.
- ❖ Unsatisfactory (U): A student receiving an unsatisfactory is performing well below grade level expectations.

During the school year, students will be assessed in a variety of ways for many different purposes. Teachers will conduct regular classroom assessments to determine mastery of material that has been taught. In addition to classroom assessments, the following standardized tests are used throughout the school calendar:

- ❖ Dynamic Indicator of Basic Literacy Skills (DIBELS): This assessment is given three times a year to all students and more frequently to monitor the progress of those students receiving assistance in reading.
- ❖ Northwest Education Evaluation Association (NWEA or MAPS): This assessment is given three times a year to all students to measure achievement and growth in reading, language arts, and math.
- ❖ Colorado Measures of Academic Success (CMAS): This assessment is given to fourth and fifth graders to measure achievement in science for fifth grade and social studies for fourth grade.
- ❖ Partnership for College and Career Readiness (PARCC): This assessment is given to third through fifth graders to measure achievement in reading and math.

Some students may require additional testing to assist teachers in meeting the student's educational needs. Parent permission will be requested for any additional testing. Additional educational testing will not occur unless permission has been granted.

Results of all assessments are distributed to parents in a timely manner by mail, in person, or in the weekly Goose envelope. Parents are encouraged to contact the classroom teacher if there are any questions or concerns about the results of the testing.

Students may be asked to complete surveys about their experiences at school. Student surveys shall be anonymous and free of identifying information. Results of the surveys are for program evaluation purposes only.

## REPORT CARDS (District Policy IKAB)

Reports cards are distributed quarterly. A signed receipt is due back to school stating that the report card was received and reviewed. Mid-term reports are sent home in the weekly Goose envelopes four weeks into the quarter. Please review these important documents with your child. As always, if you have any questions, please let the classroom teacher know.

## PARENT/TEACHER CONFERENCES

Regular Parent/Teacher conferences are held at the end of the first quarter and the middle of the third quarter. Parents are notified of the date and time of the conference one week prior to the conferences. If you are unable to attend at the appointed time please call the school to reschedule the conference.

Conferences are an important avenue of communication between parents, teachers, and students. Your child's progress is discussed along with any concerns you or the teacher may have. Please plan to attend.

Students requiring an Individual Literacy Plan, a Response to Intervention Plan, an Advanced Learning Plan, or an Individual Education Plan may be asked to attend additional parent/teacher conferences scheduled throughout the year.

Parents and teachers may request additional conferences at any time during the school year.

## PROMOTION, ACCELERATION, and RETENTION (District Policy IKE)

Dolores Elementary School believes that early identification of students who may be exceeding or not meeting the standards is critical to a child's success. Teachers shall identify students early in the school year who are excelling or not making adequate progress. Once students have been identified, parents are notified and a meeting is held to develop a learning plan. Interventions are planned and implemented. As the year progresses a student's progress is continually monitored to ensure success. In rare instances, the intervention team and/or parents may recommend retention or acceleration to best meet the student's individual needs. Once the recommendation has been made, the team meets again with parents and the principal to discuss placement options for the following school year.

Students identified as having a "Significant Reading Deficiency" during the school year will be placed on a Read Plan. If a student has a Read Plan by the end of the third grade year, a discussion regarding retention is mandatory under state law. The student's educational team including parents will meet to discuss the feasibility of this option.

## DRESS CODE (District Policy JICA)

In order to promote a positive and productive educational environment the following dress code will be enforced. We appreciate the cooperation of parents in supervising their children's attire by making sure that students are appropriately dressed.

- ❖ Students should always come to school in neat and clean attire.
- ❖ Please make sure your child is appropriately dressed for the current or impending weather conditions.
- ❖ Students should bring an indoor pair of shoes to wear in the classroom during periods of inclement weather. The wearing of snow boots in the classrooms is discouraged.
- ❖ Dresses, skirts, and shorts need to reach four inches above the knee. Students should be able to bend over without exposing themselves or their undergarments.
- ❖ Tank tops, razorback T-shirts, mesh, or see-through shirts may only be worn if the student wears layers including a non-revealing shirt. Sleeveless shirts with very large armholes or shirts with thin straps are not allowed unless another shirt is worn underneath. Midriff, half-shirts or any tops that allow the stomach or undergarments to be exposed are not allowed. T-shirts may not be any longer than mid thigh.

- ❖ Clothing or accessories with inappropriate language, symbols, or advertisements are not allowed. This includes, but is not limited to, references to drugs, alcohol, tobacco, sex, and excessively negative or vulgar sayings.
- ❖ Belt lines for pants are at the waist. Underwear must remain below the belt line.
- ❖ Facial make-up (lipstick, mascara, eye shadow, blush, eyeliner, and foundation) is not allowed.
- ❖ Students should wear sturdy play shoes to school. Dress shoes are discouraged. High heeled or platform shoes are not allowed. Any dress shoe with a heel over 1 inch tall is considered a high heel. Shoes must be kept securely on the feet with laces tied for the safety of self and others.
- ❖ Flip-flops are not allowed due to safety reasons.
- ❖ Hats and hoods may not be worn indoors.
- ❖ Unnatural hair coloring (overly bright hues, greens, purples, etc.) that is deemed disruptive to the learning environment is discouraged.
- ❖ Wheeled shoes are not permitted.

Students who come to school inappropriately dressed will be given alternate clothing or parents will be contacted to bring a change of clothes. Students may be referred to the office for repeated infractions or violations.

#### ELECTRONIC DEVICES (District Policy JICJ)

The use of all electronic devices including cell phones, laser lights, I-Pods, MP3 players, Game Boys, etc. are not permitted during school hours. Use of electronic devices for educational purposes will be allowed at classroom teacher discretion. Electronic items may be used on school buses as permitted by the transportation department. Lost and damaged electronic items are the sole responsibility of the student. Items used during school hours will be confiscated and turned in to the principal. Items will be returned to the parents or guardians in person upon request.

#### TOYS AND NUISANCE ITEMS

Students are asked to leave toys and other nuisance items at home. The trading of personal items such as cards, food, and toys is discouraged. Items that interfere with the educational process will be confiscated and returned to parents upon request. Playground and safe sports equipment such as balls may be brought from home but must be shared. Lost items will be collected and put in lost and found.

#### FIELD TRIPS (District Policy IJOA)

School sponsored field trips may be taken during the school year. Parent/guardian permission slips must be signed before the student attends any field trip. Students may be ineligible to attend field trips at the discretion of the classroom teacher and/or principal for reasons of discipline or failure to complete required classroom assignments.

We encourage parents/guardians to be a part of field trips. All adults attending a field trip must sign the school's Parent/Adult Chaperone Agreement and complete a volunteer application form before departure. Younger children or siblings may not attend field trips due to liability concerns. All students must ride to and from field trips with their class unless appropriate paperwork has been completed and approved by the principal.

## HOMEWORK/MAKE UP WORK (District Policy JH)

For each day absent from school, students will be given one day to make up missed assignments.

Homework is defined as any school activity intended to be completed at home in support of classroom learning. Homework often provides additional practice of skills and facts, increases the home/school connection, and provides an opportunity for students to develop responsible work habits. Homework activities may include home reading, Read and Respond, and practicing basic math facts.

Grading procedures in core subjects will reflect both academic progress and timely completion of assignments. Teachers will allow adequate class time for assignments to be completed by the majority of students. Students who do not complete assignments during class time will be expected to complete the assignment at home. Adequate student learning will not occur if practice assignments are not completed and returned.

Each grade will establish appropriate homework guidelines for their level of instruction. Program requirements and expectations will be shared with parents at the beginning of the year.

Daily homework planners will be used in grades 2-6. Teachers will assist students in completing daily entries. The use of the daily planners teaches students responsibility and helps develop organizational skills.

Research indicates that homework is beneficial for all levels of education. A rule of thumb is 10 minutes of homework per year in school (3<sup>rd</sup> grade = 30 minutes). Parents should contact their child's teacher if their child is regularly spending time in excess of the recommended homework guidelines.

### LIBRARY

All students may check out library books on a regular basis. Students may check out one book at a time. Once a book is returned to school, a new book may be checked out. Failure to return a book on time will result in the student not being able to check another book out until the overdue book is returned. Students who lose or damage library books will be charged the replacement cost of the book.

Failure to pay for a lost book or return overdue books will result in the student's final report card being held in the school office and the loss of library book check out privileges.

### LOST AND FOUND

A lost and found is located on the hooks at the head of the hallway near the office. Lost clothing items, lunch boxes, etc. may be found in a basket or on the wall hooks. Lost money or valuables are kept in the school office. Items left in the lost and found will be donated to the local thrift store prior to winter, spring, and summer break.

## SCHOOL MEALS

A lunch period is provided for all students. Students may purchase a hot lunch or bring lunch from home. Microwave ovens are available for student use in grades 3-5. Students in grades K-2 are not permitted to use the microwaves for safety reasons. School staff is not permitted to heat students' food.

A free and reduced breakfast and lunch program is available and forms may be picked up in the school office. Students may not charge lunches. Parents must pay for their child's lunch in advance. Payment for lunches may be paid in the cafeteria, school office or given to the student's teacher in the morning. Please make checks payable to the Dolores Schools.

Please refrain from sending candy and pop to school for lunch or snacks. The Dolores School District has implemented a wellness policy that encourages a healthy eating lifestyle.

## MEDIA

Classroom activities and school events are sometimes photographed or videotaped by the school or media groups such as the newspaper. In addition, the district or the school may want to post articles, videos or photography on the district or school websites.

If you do not want your child's photograph, video and/or electronic image to be published for news media or school publicity please notify the office to complete the necessary paperwork. Please note that this opt out document does **not** cover public events such as sporting events, theater productions, or any event that is open to the public.

## OUTSIDE OF SCHOOL SPECIAL EVENTS

Unless all classmates are invited, students celebrating birthdays or other special events are requested to make arrangements with guests ahead of time. Party invitations should be delivered outside of the school day as the delivery of invitations to a few select students causes hurt feelings. Additionally, all play date plans need to be arranged ahead of time. Students are required to bring notes if there are changes in any after school plans.

Flower and gift deliveries at school are discouraged because they cause disruption to the school day. Flowers and gifts may only be sent by a child's custodial parent(s) and will be kept by the office until dismissal at 3:35.

## CHARACTER DAY ASSEMBLIES

The Dolores Elementary School Staff strives to honor students for their successes and achievements in school. Character Day Assemblies are held monthly to celebrate students who demonstrate character and achievement. Parents and family members are encouraged and welcome to attend this special event.

## STUDENT COUNCIL

Students in grades 3-6 have the opportunity to participate in Student Council. Students in grades 4- 6 may be elected officers. Students must abide by the student code of conduct to be eligible to serve on Student Council. Students who receive “pink slips” are ineligible to serve on Student Council for a full three months of school and may not run in the next election. Student Council is involved in planning Character Day Assemblies, special dress-up days, Bear Store and other special events.

### STUDENT RECORDS / TRANSFERS (District Policy JRA/JRC)

All student records are kept confidential and in a locked file in the school office. Student records are available for parents/guardians to review upon completion of a records review request form available from the school secretary. An appointment will be scheduled to review records with the school principal. This will allow for adequate time to examine the information in the records and to answer any questions.

Federal Law permits the school district to disclose information in the student’s education records to “school officials with legitimate educational interests.” School officials may include persons employed by the district as administrators, supervisors, teachers, and support staff (including but not limited to transportation personnel). Records will only be shared if there is a need to review an educational record to fulfill professional and or official responsibility, or to take steps necessary for the safety and welfare of students and staff members.

If a student is transferring to another school, the student’s records will be sent as soon as a request form from the new school is received and all financial obligations are met.

### CUSTODIAL and NONCUSTODIAL PARENTS (District Policy KKBBA)

All parents or guardians have the right to receive information about their child’s progress and school records. In the case of a divorce or legal separation, the school will presume that both parents have access to a child and their educational records unless a court order is in place. It is the custodial parent’s responsibility to submit a copy of any court orders that curtail a non-custodial parent’s rights. The records will be kept on file and updated as needed.

### TEACHER QUALIFICATIONS

As a parent of a student at Dolores Elementary School, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all schools that receive Title I funds. Federal Law allows you to request certain information about your student’s classroom teacher. The law requires the district to give you this information in a timely manner upon your request. Listed below is the information about which you have the right to ask for regarding any of your student’s classroom teachers:

- Whether the Colorado Department of Education has licensed or endorsed your child’s teacher for the grades and subjects taught.
- Whether CDE has decided that your child’s teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher’s college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers’ aides or similar para-educators provide services to your child and, if they do, their qualifications.

## TELEPHONE USE

The school telephone is for business purposes only. Students may use the school phone only in an emergency or by the request of the classroom teacher. Students may only use the phone if they have a note from their teacher. Students and parents need to plan after school transportation and activities in advance. Students shall not use the phone after school to confirm or make last minute social arrangements.

## SCHOOL SAFETY (District Policy JLFF)

Dolores Elementary School takes the safety of our students, teachers, and staff very seriously. The Dolores School District follows the prescribed safety protocols that can be found on [www.iloveyouguys.org](http://www.iloveyouguys.org). The district has contracted with the Montezuma Sherriff's Department for a school resource officer or SRO. The SRO's main focus is policing the school campus and surrounding community. Dolores Elementary School practices monthly fire drills and conducts lock down drills twice annually to ensure our students know and understand safety procedures. In the event of an actual emergency we use an "auto-dialer" program to inform parents and community members of what has happened and how to proceed. It is the parent's responsibility to keep all contact information current by notifying the school secretary of any changes.

We also have the following practices in place to help keep students and staff safe:

- ❖ Upon arrival, visitors are required to sign in at the elementary school office and receive a visitor's pass. Visitors are to sign out upon departure. Visitors shall visibly display a visitor's pass while on campus.
- ❖ All classroom doors will be kept in a ready and locked position using door-blocks or magnetic tape.
- ❖ Elementary school employees wear identification badges to help parents and students identify staff members.
- ❖ Exterior doors, with the exception of the front door, will remain locked during the school day.
- ❖ A computer monitor in the office displays a live feed from the cameras posted at various locations throughout the campus.

For more information on school or community safety, please contact the sheriff's office at <http://www.montezumasheriff.org/>.

## VOLUNTEERS

Parents and community members are welcomed and encouraged to volunteer in our school. Parents are encouraged to volunteer in their child's classroom, provide help during classroom parties, on field trips, with curricular activities such as Destination Imagination, and as a member of the PTA and/or Accountability Committee. For the safety of our students, school volunteers are required to complete a volunteer application and pass a background check. Volunteers are asked to report to the office to sign in and receive a visitor's pass.

Parents are invited to attend all school activities including having lunch with your child.

## VISITORS (District Policy KI)

All parents are welcome to visit our school. Student visitors are not permitted. In order to ensure that no unauthorized persons enter buildings with wrongful intent, all visitors to the school shall report to the office when entering, show proper identification when necessary, give the reason for being at the school. Visitors are required to sign in upon arrival and sign out upon departure. Visitors shall visibly display a visitor's pass while on campus.

To promote the general health and welfare of all students and patrons entering a school building or grounds, state law prohibits the use of alcohol and tobacco products. Firearms and weapons are not permitted in school buildings or on school property.

# **CODE of CONDUCT**

(District Policies JIH, JIC, JICDA, JICDD, JICC, JKD and JKE)

The code of conduct applies to all students while in school buildings, on district property, during school/district sponsored activities, and when being transported in school vehicles. Any school code of conduct violation, failure to comply with any school process or any conduct that detracts from the learning environment will result in a consequence. Students exhibiting violent or aggressive behavior shall be subject to appropriate disciplinary action.

It may be necessary for school personnel to speak with students without prior parental notice while investigating code of conduct violations. Student property may also be inspected during an investigation. School desks and lockers are considered school property and may be subject to search.

Consequences for conduct code violations may include office consultation, detention, a loss of privileges, in school or out of school suspension, or expulsion. For students with disabilities, please see the parent rights document provided by the San Juan BOCES.

## **DISCIPLINE REFERRAL FORMS (Pink Slips) (District Policies JK, JK-R, JKD and JKE)**

Discipline Referral Forms (Pink Slip) will be issued to students who exhibit unruly, unsafe, non-compliant, or insubordinate behaviors and/or anything deemed inappropriate to the welfare of the students and the school. The Discipline Referral Form must be signed by parents and returned to the principal the following school day.

Any student receiving a Pink Slip may be assigned to the school principal for the remainder of the school day during all non-core activities. Core activities include reading, writing, math, science, and social studies instruction. The day following the behavioral referral, students may be assigned to the school principal for all non-core activities upon the principal's discretion.

Upon the receipt of a second behavior referral, the principal will consult with parents and the student and may develop a student behavior plan. Subsequent behavior referrals will be handled at the principal's discretion. Options include in-school suspension and out-of-school suspension.

## **BULLYING (District Policy JBB and JICDE)**

Dolores Elementary School has a bullying prevention and reporting policy. Bullying is defined as any behavior directed towards another student with the intent to cause harm. Bullying may be conducted verbally, physically, socially or electronically. It may also be exclusionary in nature. Sexual harassment is also a form of bullying. Students, parents, and staff are encouraged to report any bullying offense to school personnel or the elementary office.

Students engaging in bullying behaviors will conference with the principal and may complete a bullying behavior response form to share with parents. Repeated bullying incidences will result in a behavioral referral (pink slip).

## **HABITUALLY DISRUPTIVE STUDENTS (District Policies JKBA, JKBA-R, AND JK-R)**

Any student who exhibits behavior that is considered a disruption of the educational process may be removed from the classroom environment according to each teacher's classroom management plan. The removing teacher will notify parents when a student has been removed

for disruptive behavior. Repeated incidences of disruptive behaviors may result in a behavioral referral (pink slip). A student may be declared “habitually disruptive” if the student has created more than three substantial disruptions to the learning environment.

#### ACADEMIC HONESTY

The District regards academic honesty as vital to the academic, social and emotional development of all students. Honest and ethical behavior is an essential component in the learning process. Academic honesty requires that all academic work is the legitimate, truthful effort and product of the student. In contrast, academic dishonesty is an attempt by students to claim and show possession of effort, knowledge and/or skills that are not their own. Academic dishonesty includes but is not limited to cheating, plagiarizing, copying another’s work, copying material from outside sources and submitting them as original. Academic dishonesty in any form shall not be permitted and will result in a behavior referral (pink slip).

#### WEAPONS AT SCHOOL (District Policy JICI)

The Dolores School District prohibits the carrying, bringing, using, or possessing of any knife, regardless of the length of blade, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without expressed authorization.

Expulsion is mandatory for any student found to have carried, brought, used, or possessed a dangerous weapon without the authorization of the school or school district in any school building, on school grounds, in any school vehicle or at any school sponsored activity.

Expulsion shall not be mandatory for any student found to have carried, brought, or possessed a dangerous weapon when as soon as the student discovers that he or she has the weapon, he or she notifies and delivers the dangerous weapon to a teacher, administrator, or other authorized person.

#### USE of TOBACCO, DRUGS, and ALCOHOL (District Policies JICF-R and JICG)

The use of tobacco, drugs, and alcohol on the school campus, at school sponsored events, or in school vehicles is prohibited by students and adults.

#### DUE PROCESS (District Policies JII, JKD/JKE-R)

Parents and students are entitled to due process. This student handbook is provided to you to ensure you understand the rules of our school. The school district also provides written documentation of school board policy regarding student behavior. You may review this document at any time by making an appointment with district office personnel. It is the responsibility of all students and parents to become familiar with the regulations and procedures contained in both publications.

You will be given an informal hearing at the time any disciplinary action is taken. Should you have a question regarding the implication of school policy and consequences, you must follow our communication process, speaking first with the school official (teacher), the Principal, the Superintendent, and the School Board. You may contact Dolores Elementary School at 882-4688 or the District Office at 882-7255.

## Dolores Elementary Behavior Expectations

	Classrooms	Bathrooms	Cafeteria	Hallways
<b>B e r e s p e c t f u l</b>	<ul style="list-style-type: none"> <li>▪ I use kind and positive language.</li> <li>▪ I listen when others are speaking.</li> <li>▪ I raise my hand, and wait to be called on before I speak.</li> <li>▪ I follow directions the first time given.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I respect the privacy of others.</li> <li>▪ I get in and out as quickly as possible.</li> <li>▪ I keep the bathrooms clean.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I use polite table manners.</li> <li>▪ I use a kind indoor voice.</li> <li>▪ I say please and thank you.</li> <li>▪ I follow all staff directions the first time.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I walk quietly without talking, even when I walk outside to the lunchroom.</li> <li>▪ I look at the hallway displays without touching them.</li> </ul>
<b>B e r e s p o n s i b l e</b>	<ul style="list-style-type: none"> <li>▪ I come to school on time everyday.</li> <li>▪ I take care of my belongings and clean up after myself.</li> <li>▪ I give my best effort.</li> <li>▪ I am prepared and use my planner.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I report problems and vandalism to a staff member.</li> <li>▪ I flush the toilet.</li> <li>▪ I clean up after myself and put trash in the wastebasket.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I clean up my table and floor space.</li> <li>▪ I touch and eat only the food on my plate.</li> <li>▪ I leave my soda pop and candy at home.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If I am last in line, I close the outside door.</li> <li>▪ I carry a hall pass and go straight to my destination.</li> <li>▪ I use only the locker given to me.</li> </ul>
<b>B e s a f e</b>	<ul style="list-style-type: none"> <li>▪ I keep my hands, feet and objects to myself.</li> <li>▪ I sit with all 4 legs of my chair on the ground.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I wash my hands with soap and water.</li> <li>▪ I keep my hands, feet and objects to myself.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I raise my hand before putting my tray away and then I sit quietly.</li> <li>▪ I wait for my teacher to dismiss me before I line up.</li> <li>▪ I keep my hands, feet and objects to myself.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I walk at a safe pace on the right side of the hall in a straight line.</li> <li>▪ I keep my hands, feet and objects to myself.</li> <li>▪ I wear shoes at all times.</li> </ul>

	<b>Playground</b>	<b>Arrive/Depart</b>	<b>Assemblies</b>	<b>Buses</b>
<b>B e r e s p e c t f u l</b>	<ul style="list-style-type: none"> <li>▪ I play fair, take turns and use nice words.</li> <li>▪ I follow the rules and return the equipment.</li> <li>▪ I ask a teacher before going outside the fence for a ball.</li> <li>▪ I share the balls I bring from home.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I follow the student dress code.</li> <li>▪ I use appropriate and positive language.</li> <li>▪ I remove my hat and hood upon arriving.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I listen when others are speaking.</li> <li>▪ I only talk during breaks in the program.</li> <li>▪ I show appreciation by clapping and participating in school cheers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I follow the driver's direction at all times.</li> <li>▪ I sit in my assigned seat and I share seats when allowed.</li> <li>▪ I use kind and positive language.</li> <li>▪ I talk in a quiet voice.</li> </ul>
<b>B e r e s p o n s i b l e</b>	<ul style="list-style-type: none"> <li>▪ I keep my shoes on.</li> <li>▪ I play tag on the grass.</li> <li>▪ I line up quickly and quietly when the bell rings.</li> <li>▪ I walk on the sidewalks.</li> <li>▪ If I'm in K-2, I wear snow boots and pants in the snow.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I go to the playground before school when I am on time.</li> <li>▪ When I eat breakfast at school, I arrive at the cafeteria at 8:00am.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I stay seated with my feet on the floor.</li> <li>▪ I walk quietly on the steps during assemblies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I stay seated when the bus is moving.</li> <li>▪ I keep the aisles clear.</li> <li>▪ I keep the bus neat and clean.</li> <li>▪ My personal items fit safely in my seat.</li> <li>▪ I enter and exit the bus calmly.</li> </ul>
<b>B e s a f e</b>	<ul style="list-style-type: none"> <li>▪ I keep my hands and feet to myself.</li> <li>▪ I throw only objects and equipment meant to be thrown.</li> <li>▪ I get permission to enter the building.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I look both ways and cross with a crossing guard.</li> <li>▪ I walk around the teacher's parking lot.</li> <li>▪ I go directly home after school.</li> </ul>	<ul style="list-style-type: none"> <li>▪ I keep my hands and feet to myself.</li> </ul>	<ul style="list-style-type: none"> <li>▪ When directed to be silent, I do so immediately.</li> <li>▪ I keep my body and belongings inside the bus.</li> <li>▪ I take only safe items on the bus.</li> <li>▪ I report any incidents.</li> </ul>

## STUDENT HEALTH

### HEALTH SERVICES (District Policy JLC)

Parents are encouraged to have physical, vision, and dental examinations for their school aged child before entering school, and at the 4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> grades. Parents/guardians may opt out of routine, non-emergency screenings provided by the district. Current screenings may include: hearing, vision, dental, height, and weight. Please remember that these are just screenings and no screening can take the place of a thorough exam. Please contact the school nurse if you do not want your child to participate in these screenings.

### IMMUNIZATIONS (District Policy JLCB)

Colorado state law sets forth the rules and regulations for immunizations of all students in the state of Colorado. All students must have their immunizations kept current and up to date or they may not attend school. Parents must provide a copy of their child's immunization record for their child's permanent file kept in the school office. Parents may exempt their child from immunizations due to medical, religious, or personal reasons by signing a form available in the school office. If you have any questions or concerns regarding immunizations, please contact the school nurse, Denese Brisbin, at 882-4688. The school nurse's hours are 7:45 a.m. – 3:45 p.m. Please see attached forms with Colorado immunization information.

### MEDICATION (District Policy JLCD)

According to Colorado state regulations, students who require medication (prescription and over the counter) during the school day must have a written doctor's order and signed parent permission form on file with the school nurse. All medications must be in the original container. Only the school nurse and/or trained school personnel will give medication to children. At no time will a child be allowed to administer medication on his or her own without adult supervision unless a self carry health care plan is made with the school nurse. Teachers are not permitted to administer medications (prescriptions and over the counter) unless the school nurse trains them.

Tylenol, fluoride, Calamine lotion, and antibiotic ointment may be administered to children if the parent/guardian has signed a permission slip. Only one dose of Tylenol will be given to a child in a day. A note will be sent home with the child if this has occurred. Medications will not be administered before 10:00 AM or after 2:00 PM.

Vaseline will be available for chapped lips. Please let the school nurse know if you do not want your child to have Vaseline.

Children are highly discouraged from bringing a non-prescription type drug, such as cough drops. If it is necessary for a student to bring cough drops they may bring only one dose along with a note signed by the parent to be given to the school nurse.

### STUDENT HEALTH RECORDS

Student information may be released by the Dolores School District to our billing agency for Medicaid purposes only unless you submit your written request to the school secretary. This information is limited to the student's name and date of birth.

**STUDENTS WITH FOOD ALLERGIES OR  
OTHER SERIOUS ALLERGIC REACTIONS (District Policy JLCDA)**

Dolores Schools recognize that many students have been diagnosed with potentially life-threatening allergies. To address this issue, parents or guardians of students who have a food, bee-sting, or other serious allergies need to meet with the school nurse to develop a health care plan. Students may be eligible for accommodations to limit their exposure to agents that may cause an allergic reaction. Emergency medications shall be kept in a secure location accessible to designated staff. Staff will be trained in the appropriate use of emergency medications in the case of a severe allergic reaction.

**FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)**

The FERPA affords parents and students over the age of eighteen (18) years of age certain rights with respect to students' educational records:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parent or student must submit a written request.
2. The right to request the amendment of the student's educational record that the parent or student believes are inaccurate or misleading. Parent or student must submit the request in writing, clearly stating what is inaccurate or misleading and why. If the district decides not to amend the records as requested, the district will notify the parent or student of the decision and advise them of their right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure, is permitted to school officials with legitimate educational interests. A school official has the legitimate interest if the official need to review an educational record in order to fulfill his/her responsibility.
4. The right to file a complaint with the U.S. Department of education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

**THANK YOU**

Thank you for taking the time to review this handbook. If you have any further questions, please feel free to contact your child's teacher or the principal. Again, thank you for selecting our school to meet your child's educational needs. We look forward to a great year!



The Staff of Dolores Elementary School