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2017 - 2018

**Ouray Elementary School**  
**Student Handbook**

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*Developing Minds to Match our Mountains*

Ouray School District R-1 Mission Statement:

The mission of Ouray School District R-1, an educational community built on high expectations, is for all students to reach their full potential and contribute responsibly in a global society by ensuring them an exceptional education in a safe and supportive environment.

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# 21st Century Skills in Colorado's Reading, Writing and Communicating Standards

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The 21st century skills are the synthesis of the essential abilities students must apply in our rapidly changing world.

Today's students need a repertoire of knowledge and skills that are more diverse, complex, and integrated than any previous generation. Reading, Writing, and Communicating are inherently demonstrated in each of Colorado's 21st century skills, as follows:

## Self-Direction

*Students who read, write, and communicate independently portray self-direction by using metacognition skills. These important skills are a learner's automatic awareness of knowledge and ability to understand, control, and manipulate cognitive processes. These skills are important not only in school but throughout life, enabling the student to learn and set goals independently*

## Critical Thinking

*Critical thinking and reasoning are vital to advance in the technologically sophisticated world we live in. In order for students to be successful and powerful readers, writers, and communicators, they must incorporate critical thinking and reasoning skills. Students need to be able to successfully argue a point, justify reasoning, evaluate for a purpose, infer to predict and draw conclusions, problem-solve, and understand and use logic to inform critical thinking.*

## Informational Literacy

*The student who is information-literate accesses information efficiently and effectively by reading and understanding essential content of a range of informational texts and documents in all academic areas. This involves evaluating information critically and competently; accessing appropriate tools to synthesize information; recognizing relevant primary and secondary information; and distinguishing among fact, point of view, and opinion.*

## Invention

*Applying new ways to solve problems is an ideal in reading and writing instruction. Invention is one of the key components of creating an exemplary writing piece or synthesizing information from multiple sources. Invention takes students to a higher level of metacognition while exploring literature and writing about their experiences*

## Collaboration

*Reading, writing, and communicating must encompass collaboration skills. Students should be able to collaborate with each other in multiple settings: peer groups, one-on-one, in front of an audience, in large and small group settings, and with people of other ethnicities. Students should be able to participate in a peer review, foster a safe environment for discourse, mediate opposing perspectives, contribute ideas, speak with a purpose, understand and apply knowledge of culture, and seek others' ideas.*

## **GENERAL INFORMATION**

Ouray School District R-1 is an equal educational opportunity institution and does not unlawfully discriminate on the basis of race color, national origin, sex or disability in admission or access to, or treatment or employment in its educational programs or activities. Please refer inquiries concerning;

- Title IX to Bernie Pearce, Athletic Director or Scott Pankow, Superintendent
- Section 504 and ADA to Kenneth Nelson, 504 Coordinator

**P.O. Box N  
Ouray, CO 81427  
(970) 325-4505**

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, at the

**Federal Office Building  
1244 North Speer Blvd., Suite 310  
Denver, CO 80204  
(303) 844-5695**

Parents and students are hereby informed that the Ouray School District R-1 has an asbestos management plan available for review in the Superintendent's office. The District asbestos manager is our Head Maintenance/Custodian, Casey Shannon.

Any caregiver or staff member in the Ouray School who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect **MUST IMMEDIATELY REPORT** or cause a report to be made of such fact to the Ouray County Department of Social Services at 970-626-2299.

If a parent has suspicions of Early Learning Center licensing violations he/she may file a complaint by calling 1-800-799-5876 or write:

**The Colorado Department of Social Services  
1575 Sherman Street  
Denver, Colorado 80204**

**OURAY ELEMENTARY SCHOOL**  
**PO BOX N**  
**OURAY, CO 81427**  
**(970) 325 – 4505**  
**FAX (970) 325-7343**  
**<http://ouray.k12.co.us>**

**ADMINISTRATION**

**Scott Pankow**, Superintendent/PreK-12 Principal  
**Kenneth Nelson**, Assistant Principal  
**Paige Sackman**, Administrative Assistant  
**Kimberly Sills**, Administrative Assistant  
**Cindy Lacey**, Business Manager  
**Bernie Pearce**, Athletic Director  
**Suzann Geisler**, Early Learning Center Director, Title I

**OURAY ELEMENTARY TEACHERS**

**Rebecca Hazen**, Early Learning Center  
**Jennifer Feeser**, Kindergarten  
**Kathy Gregory**, First Grade  
**Melissa Cervone**, Second Grade  
**Carol Turner**, Third Grade  
**Jenny Hart**, Fourth Grade  
**Phylis Fagrelus**, Fifth Grade  
**OPEN**, Music Education  
**Terri Lizzio**, Art Education  
**Christy Wilbur**, Physical Education  
**Evelyn Nelson**, Special Education  
**Cappi Castro**, Teacher-Librarian

**BOARD OF EDUCATION**

**Kentee Pasek**, President  
**Don Mort**, Vice-President  
**Nicole Skoloda**, Secretary  
**Sandy Kern**, Treasurer  
**Jennifer Fedel**, Member at Large

**Ouray School Mission Statement:**

The mission of Ouray School District R-1, an educational community built on high expectations, is for all students to reach their full potential and contribute responsibly in a global society by ensuring them an exceptional education in a safe and supportive environment.

## MESSAGE TO STUDENTS AND PARENTS

This calendar-handbook informs you of our procedures and rules so that students are prepared to meet their responsibilities. **OURAY SCHOOL IS YOUR SCHOOL.** However, it is shared by many others, and with that in mind, students should strive to work together to keep the school a safe and enjoyable place.

We urge all students to become active participants by achieving in academics and by taking part in athletics and activities. In doing so, they will gain many valuable and memorable experiences. Elementary School is a time when young adults begin to develop skills for a lifetime of success and happiness, and therefore it is very valuable to be in attendance. We ask that you read the attendance policy very carefully. The staff is ready to help you make the best of these years. Please contact us with any questions or concerns. We will do our best to serve our students, parents and community.



**Scott Pankow**  
Superintendent/PK-12 Principal

### **School Mascot: Trojans**

### **School Colors: Orange and Black**

#### **School Song:**

Teams in a huddle, captain bowed his head.  
We all got together and this is what he said:  
    We're gonna give a cheer for old Ouray,  
    'Cause we're fighting hard to win this game.  
And when the game is won we'll tell the tale,  
And the Ouray team is gonna yell 'n yell 'n yell!  
Take your banners now and raise them high.  
Let the cheers and shouts ring through the sky,  
'Cause the Ouray team is gonna win, gonna win.  
    Fight girls/boys, fight girls/boys, fight!  
    Hip hip hooray! Hip hip hooray!  
Hip hip Ouray! Ouray Trojans, hip hip hooray!



## Ouray School District R-1 2017-2018 School Calendar

Student/Teacher Contact Days  
 Early Learning Center (ELC) = 163.5  
 Elementary (K-6th) = 163.5  
 Middle School (7th-8th) = 163.5  
 High School (9th-12th) = 163.5  
 Teacher Days = 175

August 2017						
Sun	Mo	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Sun	Mo	Tue	We	Thu	Fri	Sat
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Sun	Mo	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
Sun	Mo	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
31						

**Key to Symbols**

	No School—Vacation/Holiday
	No School—Strategic Plan/PD
	No School—PLC/Levels
	No School—Workday
★	Parent/Teacher Conferences
✈	End of Quarter/Semester

	Days in Each Quarter			
	ELC	ES	MS	HS
1st Quarter	36	36	36	36
2nd Quarter	40	40	40	40
3rd Quarter	35	35	35	35
4th Quarter	52.5	52.5	52.5	52.5

  

Month	Days	Event
AUGUST	15-17	ELC-12 Student Registration
	18	New Teacher Orientation
	21-22	Teacher Strategic Plan/PD
	23	Teacher PLC/Levels
	24-25	Teacher Workday
	28	FIRST DAY OF SCHOOL
SEPTEMBER	4	No School—Labor Day
	7	BACK TO SCHOOL NIGHT
	22	No School—Teacher PD w/ Ridgway
OCTOBER	4	ELC-12 P/T Conferences (4p-8p)
	5	No School—Teacher Strategic Plan/PD
	6	ELC-12 P/T Conferences (4p-8p)
	20	No School
		End of 1st Quarter
NOVEMBER	20-24	No School—Thanksgiving
DECEMBER	22	End of 1st Semester
	25-29	Winter Break
JANUARY	1-5	No School—Winter Break
	8	No School—Teacher PLC/Levels
	15	No School—MLK Day
FEBRUARY	14	PK-12 P/T Conferences (4p-8p)
	15	No School—Teacher Strategic Plan/PD
	16	PK-12 P/T Conferences (4p-8p)
	19	No School
		No School—Presidents' Day
MARCH	2	End of 3rd Quarter
	21-30	No School—Spring Break
APRIL	2	No School—Teacher PLC/Levels
MAY	4	No School
	27	Graduation
	28	No School—Memorial Day
	31	Last Day of School—Dismissal at 12:15 p.m.

\*\*\*Note to Parents: Please read center section *carefully* as some symbols may be misleading as it pertains to your child's grade level. Also, please make EVERY EFFORT to schedule your family vacations around this calendar. Thank you!!

**School Hours**

AM ELC	7:50 to 11:05
PM ELC	11:45 to 3:30
K-4th	7:50 to 3:30
5th-8th	7:50 to 3:30
9th-12th	7:50 to 3:30

January 2018						
Sun	Mon	Tue	We	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Sun	Mon	Tue	We	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Sun	Mon	Tue	We	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Sun	Mon	Tu	We	Th	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Sun	Mon	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**WHO OWNS THE SCHOOL?** You do! Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to the building, equipment, buses, or books must be paid for with your family's money! It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors and yourself, you must help protect the schools by discouraging such activity by others.

## **Early Learning Center of Ouray**

*Please see separate ELCO handbook on [ouray.k12.co.us](http://ouray.k12.co.us)*

## **ACADEMICS**

### **GRADES PK –5<sup>th</sup>**

**Report Cards:** Ouray Elementary report cards will reflect student performance on the Colorado Academic Standards (CAS), which specify what all students should know, understand and be able to do. This new standards-based report card will list the standards being taught in each subject at a particular grade level. This course of study is based on the Colorado Academic Standards, developed by the Colorado Department of Education, which are closely linked to the Common Core State Standards, developed by a national panel of experts. You can access the Standards at <http://www.cde.state.co.us/scripts/allstandards/COStandards>. Elementary report cards will:

- ✓ specify what all students should know and be able to do;
- ✓ assess each student's performance against the CAS (not comparing student to student); and
- ✓ provide the parent or guardian an accurate assessment of how their child is progressing.

Before making a determination regarding student's proficiency and marking it on the report card, teachers analyze a student's progress from multiple measures over the course of the reporting period. It is important to note that teachers have been reviewing the results of assessments and student work throughout the reporting period to determine next steps for instruction. The analysis for student proficiency noted on the report card is based on key pieces of evidence:

- Collecting key samples of student work in a body of evidence.
- Analyzing the entire body of evidence in comparison to grade level proficiency as identified by the CAS.

Instead of traditional letter grades (A, B, C, etc) each student will be graded on a performance scale from 4 to 1. The academic performance levels are as follows:

**4 = Advanced** indicates that the student consistently exceeds grade-level academic standards and expectations. This means the student has not only demonstrated the ability to consistently perform at grade level, but has time after time exceeded the grade level expectations as defined by the CAS. For example, there could be an expectation that the student demonstrate the ability to “read and understand grade-level text independently and proficiently”. A student who demonstrates this skill every time and goes beyond this skill consistently to demonstrate the ability to read and understand texts that are above grade level would receive an “Advanced” score for this particular grade level skill.

**3 = Proficient** indicates that the student consistently demonstrates grade-level academic skills, standards and expectations. The overall goal is to have students demonstrate proficiency in all grade level expectations-- as defined by the CAS-- by the end of the school year. In other words, the student is expected to show 3's on the report card *by the end of the year*. Most students do not start the year with 3's.

**2 = Partially Proficient (or Developing)** indicates that the student is working toward the grade-level academic standards and expectations, but has not been able to consistently demonstrate the learning. This can possibly indicate that the student is functioning below grade level expectations. However, this usually indicates that the student has been introduced to a new skill and is progressing at a normal pace, but at this point in the grading period the student is not consistently demonstrating proficiency with the new learning.



**1 = Beginning (or Unsatisfactory)** indicates that the student does not always demonstrate grade-level academic standards and expectations. This occurs often when the skill has been recently introduced. If a student scores 1 after the introduction of a new skill, the student can demonstrate their growth in this area by scoring 2 during the next grading period and possibly 3 by the end of the year.

**I = Incomplete/Insufficient Work** indicates that the student has not completed sufficient work to demonstrate grade-level academic standards and expectations.

**Blank or X** = If an blank square or X shows up on a report card, it is because the standard or skill has not yet been introduced and/or assessed.

**Learner Qualities:** In another section of the new elementary report cards, students will get separate marks for effort and work habits called “Learner Qualities”. These Learner Qualities are very important to keep track of, even if these characteristics aren’t included in the assessment of the student’s academic skills.

The following Learner Qualities reflect our school’s PBIS (Positive Behavior Interventions and Supports) language:

**Responsible Student** - able to follow directions promptly; organize time, tasks, and materials; complete and turn in work on time; seek help when needed; demonstrate perseverance.

**Respectful Citizen** - demonstrates self-control and appropriate manners; demonstrates respect for the rights and opinions of others; follows school/classroom rules; correctly resolves conflict in a variety of ways.

**Role Model** - demonstrates age appropriate behavior at all times; acts as an appropriate role model for others to follow, without force or coercion.

Learner Qualities will also be graded with 1, 2, 3, 4 system described above.

### **5<sup>th</sup> Grade Science & Specials**

Students receive grade reports on a quarterly basis. Grades are assigned as follows:

A+	97% or higher	C	73-76%
A	93-96%	C+	77-79%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
F	59% or lower		

**REPORT CARDS:** Report cards are issued at the end of each nine-week grading period. It generally takes about a week to tabulate the grades and compile them in the office. Report cards will be emailed to the parent/guardian email provided at student registration.

**PARENT/TEACHER CONFERENCES:** Parent/teacher conferences are scheduled with all parents during **October** and **February**. A conference may be requested by parents, teachers, students or administration throughout the year.

**Multi Tier System of Support (MTSS):** The purpose of MTSS is to support teachers and parents in the programming for individual students. The MTSS team will assist teachers and parents by generating classroom instructional suggestions, classroom modification and intervention plans, developing material modifications, recommending resources and making appropriate referrals, e.g. Title I, Special Education, or Gifted Education/Mentoring programs. Academics as well as behavioral challenges will be dealt with. The MTSS team will consist of classroom teachers, Title I coordinator, and the principal.

**SPECIAL INSTRUCTIONAL PROGRAM AND ACCOMMODATIONS:** In keeping with the intention of the state of Colorado to offer educational opportunities to all students, which will enable them to lead fulfilling and productive

lives, the district shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes. The Board shall have the final determination of programs.

Ouray School District R-1 has contracted with the Uncompahgre BOCES to:

- Provide formal testing of students referred.
- Furnish a written report of the testing and academic recommendations as a result of the testing.
- Conduct conferences and follow-ups with parents and school personnel.
- Establish an individualized education plan (IEP) for these students who qualify for Special Education.

A Resource Room will be provided and staffed for meeting the educational needs of special students. The education of children with special needs will be in regular classrooms in so far as practicable, and they will be assigned to the Resource Room only when the nature of the child's needs makes the inclusion of the child in a regular classroom impractical.

**TESTING PROGRAM:** The purpose of the Ouray School District testing program is to provide the district, teachers, and parents with information that will be beneficial to the overall educational program of the school. The information derived from the test results will be used for curriculum planning, guidance for the student, and for program development to meet the individual needs of the student. The results of the tests will be recorded in the student's cumulative records by school staff. Students in grades K–10 will be tested with NWEA in the fall and in the spring. PARCC and CMAS will be administered according to State timelines in the spring.

**HOMEWORK:** Parent involvement in a child's education can mean the difference between success and failure. Helping your child with her/his study skills can make a difference. The following are suggestions that you, the parent, can use to help your child study at home:

- Take home folders to and from school each day.
- Help your child realize that studying is an independent project. However, show willingness to assist your child when the need arises.
- Help your child to consider and decide what time of day is most effective for study, and plan accordingly.
- Help your child plan time for fun activities and television so that these can have their place. A child's attention span can be short, so vary activities.
- Help your child by creating an environment in the home conducive to study.
- Let your child choose a place to study, preferably furnished with a desk or table. Provide a good light and a straight-back chair. Study time is not a time to relax or daydream.
- Have available all of the materials and reference books that may be needed, such as paper, pencils, encyclopedia, dictionary, etc.
- Study time should be a quiet time. Insist that the TV, tapes, radio be turned off during study time.
- Believe that your child can learn and express that belief to him/her. Support your child in their efforts to learn.
- Recognize and compliment your child's efforts in learning.
- Discuss and show a positive interest in your child's school.
- Watch for warning signs of problems and meet with the teacher if homework assignments cause frustration at home.
- Guide your child in planning ahead for reports and projects.
- Understand that each child is different and varies in learning rate and ability.

These few tips will assist your child in completing a successful school assignment. Work with your child. Developing good study habits can pay big dividends for your child in school and in life.

**TAKE HOME FOLDER:** Each week all PK – 4<sup>th</sup> grade students will bring home a take home folder, which contains important information as well as upcoming activity dates. Please be sure to take a few minutes each Friday to review the contents of this folder with your student.

## **ATTENDANCE**

**ARRIVAL AND DEPARTURE TIME:** School begins at 7:50 a.m. and ends at 3:30 p.m. daily. No adult supervision is available to students prior to 7:35 a.m. Please do not permit your child to arrive early unless he/she is involved in a specific school activity. Students who are in the school outside of these times must be under the supervision of a faculty member. **The faculty or administrator is not responsible for supervision of students after 3:30 p.m. There is no playground supervision after school.**

**DAILY ATTENDANCE:** Students are expected to be in attendance during every period of the day during which they have a class. We believe that when students miss a class, for whatever reason, they have missed something worthwhile, and as a result will be required to make up the work. It is the student's responsibility to find out what the make-up work is and make sure that the make-up work is completed on time. Students who have unavoidable appointments during the school day need to bring a note from their parents/guardian to the office prior to leaving the building. Students must check out of school when leaving and check in upon returning. The school office staff will maintain the records of departures and returns.

Students failing to check out and check in will receive an unexcused absence. Attendance at school is necessary for extra-curricular activity participation. A student who is absent from school during the day, unless a school activity is the reason or the Principal has excused the absence in advance, may not participate in extra curricular activities that day.

It is the child's responsibility to complete any necessary work missed due to the absence. It is helpful to the teacher to give advance notice when homework assignments are to be picked up.

**ATTENDANCE POLICY:** The State of Colorado initiated a School Attendance Law in 1963. It is up to each school district to develop a policy supporting this law. Our district firmly believes that a child needs to be in school to receive an adequate education. Two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility. **It is the responsibility of the parent to see their child attends school and arrives at school on time.** We know that absences occur due to illness, deaths in the family, and other unforeseen occurrences. These absences will be excused. Please be aware, however, that **a student is allowed 10 absences per semester.** When a student exceeds this limit, a letter will be sent to you informing you of the absences. A report will be made to the Board of Education informing them of the absences. If a student is habitually truant from school, a court hearing will be held to compel the student's attendance.

**ABSENCE PROCEDURE:** A parent/guardian call to the office, **(325-4505)**, on the morning of an absence is expected if a student is ill. Upon a child's return to school following an absence, if a parent has not already notified the office, he/she must bring a note from her/his parents stating the dates and reason for the absence.

### **An absence will be excused for the following reasons:**

- Temporary illness or injury
- Extended period of absence due to physical, mental, and/or emotional disability
- Absences approved by the administrator (in advance)
  - a) Family emergency
  - b) Death in family or death considered a personal loss to student
  - c) Medical, dental, legal, and other appointments, which cannot be scheduled outside the school day
  - d) Religious observance
  - e) Activities, which provide educational benefits to the student (Journal required)
  - f) Court mandated visitations of students with their parents/guardians
  - g) Any absence defined as an exclusion from compulsory attendance except absences resulting from suspension, expulsion or denial of admission which absences shall be deemed to be unexcused.

**ADVANCED ABSENCE APPROVAL:** Students must obtain an advanced absence form seeking approval from each teacher whose class will be missed. Returning this form to the office for administrative approval is essential.

**Approval will not be granted after an absence has occurred and will be unexcused.** Students are required to make necessary arrangements with their individual teachers for all make up work. Make up work for excused absences/tardies is to be completed within double the number of days of the student's absence.

## **ELEMENTARY SCHOOL INFORMATION & POLICIES**

Students wishing to see the Assistant Principal may do so as long as they have received permission from their classroom teacher. Parents are also encouraged to seek the help of the Assistant Principal with concerns that they might have about their son/daughter.

**CPI-** (Crisis Prevention Institute) CPI is a Nonviolent Crisis Intervention philosophy that involves restraint as a last resort. CPI certified members are trained in verbal and non-verbal de-escalation techniques to prevent behaviors from intensifying. We have teachers in our district that have been trained in these techniques to protect the student(s) from harm to self or others.

**BICYCLE RULES:** Students are allowed to ride their bicycles to school. Parking facilities are provided, **however the school is not responsible for any losses incurred.** Students riding their bicycle to school are requested to wear a helmet. Bus riders are not permitted to bring bicycles on the bus. **Bicycle riding is not permitted on the playgrounds during school hours.** Colorado law states that all bicycle riders must obey all traffic rules, which are applicable to them.

**CARE OF SCHOOL PROPERTY:** Students are held responsible for the loss or damage of textbooks and school property. Fines will be levied to cover the cost of replacement.

**CELL PHONES AND CD PLAYERS:** Use of cell phones and iPod or mp3 players for personal use during school hours is not permitted and may be confiscated and returned only after a parent conference is scheduled. Refer to our district policy for exceptions on such devices.

**CORRIDOR COURTESY:** Pass through corridors quietly. Be considerate of others in the halls and classrooms. DO NOT RUN through the corridors. Treat everyone with respect. Discard trash in the containers provided. Keep the school clean by picking up papers from the floor. Recycle whenever possible.

**CAFETERIA RULES:** Proper conduct in the school cafeteria includes:

- Allow students with sack lunches to proceed through the line.
- Eat only in the cafeteria; do not take food from the cafeteria.
- Deposit all litter in the trash containers.
- Pick up trash in the area where you eat.
- Return all trays to the dishwashing area.
- Cooperate with the cafeteria staff and supervisors.
- Remain in the cafeteria sitting quietly when you're done eating until dismissed by the supervisor.
- Practice good table manners.
- Visit with an appropriate noise level.

**K – 4th students are not allowed to leave campus for lunch unless supervised by a parent.**

**DRESS CODE:** We believe that a reasonable manner of dress is conducive to the morale, healthful environment, and educational climate of the students and the school. Students are expected to show proper attention to personal cleanliness.

Clothing worn by students shall be clean, neat, and in good repair. Any form of dress or hairstyle that is considered to be contrary to good hygiene, or is a distraction or disruption to normal classroom activity will not be permitted. Clothing which displays/suggests obscene, profane suggestive slogans; uses morally inappropriate language, or advertises alcoholic beverages, tobacco, or drugs will not be permitted. Tube tops, halter-tops, short shorts, and other similar types of clothing are not allowed.

Students wearing inappropriate clothing will be asked to acquire appropriate attire before returning to class. The Principal will determine the appropriateness of dress and appearance. In some circumstances the school may provide temporary attire deemed more appropriate.

**EMERGENCY DRILLS:** Emergency drills will be held several times a year. The alarms or commands are easily recognizable to students and staff. All staff and students will be trained annually in our emergency procedures.

Each room in the building has a set of instructions posted (next page) to the correct procedure for evacuating the building. Each teacher is responsible for the conduct of his students during a drill. When students evacuate the building, they should remain with their class and teacher a safe distance from the building until the signal for a return.

**FIELD TRIPS:** The Board recognizes that the first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Board to encourage field trips as part of and directly related to the total school program. **Educational field trips shall be planned and conducted in accordance with the following guidelines:**

- The teacher shall review the educational value of the field trip and alignment to District Standards with the Principal or Superintendent and receive approval prior to making arrangements for the field trip.
- Students will not leave the school grounds without the written permission of their parents. This includes any and all field trips off campus during the school day.
- The teacher will provide the parents/guardians with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, the name of a local contact person, and an itinerary when a field trip will extend beyond a school day.
- Parents are often given a slip to sign at the beginning of the year to allow teachers to take students on short, walking field trips near the school. Teachers will generally not send home an additional permission slip for these short trips.

**Any child who is receiving a failing grade in class or displays unacceptable behaviors may be required to remain at school during the field trip to complete work. This includes overnight or day trips. This decision will be made by the classroom teacher and principal. If a student displays unacceptable behaviors during a field trip the parents will be required to pick up their child.**

**INJURED OR ILL STUDENTS:** If your child has a specific health problem, please inform the office as well as the teacher. Please be sure we have emergency numbers, as we make a practice of calling parents when children become ill at school. Any head injury will be reported to parents. The main office will maintain emergency cards for every student. Information will include: parents' or guardians' name, address and phone number; names of two relatives or friends who may act in the parents' or guardians' behalf if the parents are unreachable; health problems or allergic reactions; parents' signature (s).

**Procedures for student accidents or illness shall be as follows:**

- A. An accident requiring minor treatment (Band-Aids, ice, etc.)**
  - The supervising staff person will notify the school office staff.
  - If the accident involves a head injury, an office staff member will notify parents.
  - If parents or relatives/friends cannot be reached, the administration will act in the best interests of the child.
  - The supervising staff person will complete an Accident Report, get an administrator's signature and turn it in to the school office staff. A copy will be mailed home to parent.
- B. More serious accidents or those requiring a doctor's attention:**
  - The supervising staff person will notify the school office staff.
  - A school office staff member will notify the parents.
  - The supervising staff person will complete an Accident Report, get an administrator's signature and turn the form into the school office staff.
  - Injured students will not be moved from the accident scene unless dangerous conditions exist. If parents or relatives/friends cannot be reached, the administration will act in the best interests of the child.
  - The supervising staff person will complete an Accident Report, get an administrator's signature and turn the form into the school office staff.
- C. Illness that occurs during school hours.**
  - Supervising teacher or an office staff member will notify parents or relatives/friends
  - Supervising teacher will notify administration.
  - Student will be released to parents or relatives/friends and will in no instances be sent home on their own.

- If a serious condition exists and parents cannot be reached, the administration will act in the best interests of the child.

**LEAVING SCHOOL GROUNDS:** Students are required to be on school grounds at all times during the school day. In order to leave school grounds during the day a student must have written permission from his or her parents/guardian approved by the office. They must then notify their classroom teachers that they will be gone. Students must have a parent/guardian sign them out at the office before they leave, and sign in again when they return. Parents are encouraged to help their children arrange appointments outside of school time whenever possible. Only the parents or legal guardians may gain release of a child without written permission.

**LIBRARY:** The Library is an integral part of the school program. Its purpose is to provide materials for students and enjoyment to both students and faculty. Books may be checked out for a period of two weeks and may be renewed unless they have been reserved. Reference materials may be checked out overnight with the media specialist's permission. The media specialist will be glad to help you in locating materials. **PLEASE RETURN OR RENEW BOOKS BEFORE THEY ARE OVERDUE!**

**LOCKERS :** A locker shall be assigned to each student in grades 3 -6. Lockers may be personalized as a student wishes as long as it is appropriate. All personalized items must be removed at the end of each school year. Tampering with another student's locker warrants a disciplinary referral. The school will not be responsible for any lost or stolen articles or money that a student leaves in his or her locker. The Administration may search a locker if probable cause exists for the search with or without the presence of the students.

- Lockers are school property, supplied as a convenience to the students to store their belongings in while attending.
- **Lockers are subject to search at any time, with or without the presence of the students**

**LOST AND FOUND:** There are 3 Lost and Found designated areas. They are as follows:

- On the 2<sup>nd</sup> floor of the main building in the stair well. (Large items such as coats, backpacks, etc.).
- In the school office. (Small items such as jewelry, etc., only)
- The gym. (Gym shoes, clothing, and other items left in the gym building).

**\*During our winter, spring and summer breaks, items that have not been claimed will then be donated to charity.**

**LUNCHES:** The lunchroom features a balanced selection of items, with emphasis on nutrition. Lunch payments should be purchased in advance, checks payable to Ouray School, although students may pay per lunch. The cost for a PreK-4<sup>th</sup> grade lunch is \$2.75 per day, 5<sup>th</sup>-8<sup>th</sup> grade is \$3.00 per day. Each student has a personal pin number that they enter each time they eat in the cafeteria. Parents will be notified when their child's ticket is running low, or they may go to [myschoolbucks.com](http://myschoolbucks.com) to add money to their child's account or check on the status of your account.

#### **LUNCH BALANCES**

**NO CHARGES AFTER 5 LUNCHES WILL BE ALLOWED. For PreK-4<sup>th</sup> a total of \$13.75, for 5<sup>th</sup>-8<sup>th</sup> a total of \$15.00 after that time the student will be given an alternate lunch or the parents will be called to provide lunch until the balance is paid.**

**NUTRITIONAL POLICY:** Research shows that children who have eaten breakfast do better in school. They may bring a **nutritious** snack to eat during the morning. Water bottles are encouraged.

**NURSE:** Ouray Schools' nurse is at school one half day per week. Students who wish to visit the nurse should receive permission from a classroom teacher.

**MEDICATIONS:** School personnel must administer any medication, including Tylenol, in the school office. Parents who wish to have their son/daughter take a medication should send the properly labeled bottle along with a note describing the instructions for administering it to the school office. A student may not self medicate or be in possession of personal medication. *(Note: If your student has a medical condition that necessitates that they be in possession of their medication on campus, please notify the office immediately. A meeting will be scheduled with you and the school nurse in which a school medical plan for your child will be written.)*

**OUTDOOR RECESS:** Outdoor play during the noon hour and scheduled recesses is expected of all PK – 4th students except when severe weather necessitates that they remain indoors. **If a child is ill and not in condition to go outdoors for fresh air he/she should remain home for the sake of her/his health and that of other students.**

**PARTIES:** Classroom parties for students in grades PK – 4<sup>th</sup> may be held annually during the following times of year: Halloween, Winter Holiday, and Valentine’s Day. An alternative activity will be provided for those students who cannot participate in classroom parties for personal reasons.

**Birthdays:** Please do not send party invitations to school unless the entire class is invited. If you would like to send something special for your child’s birthday please notify the teacher ahead of time.

**PLAYGROUND RULES:** **Respect | Responsibility | Role Model** *Please discuss the PBIS (Positive Behavior Intervention Support or R3) playground rules with your child.*

**Respect:**

1. Listen to playground supervisor.
2. Be kind to one another.
3. Ask permission before stepping off the playground.

**Responsibility:**

1. Play safely; leave rocks and snow on the ground, please.
2. Walk to and from the playground.
3. Dress appropriately for winter.

**Role Model:**

1. Include others in games.
2. Be an “Upstander” not a “Bystander.”

Ask for supervisor’s help when needed.

**SAFETY RULES:** The safety of your child is one of our major concerns. The cooperation of the parent is needed to build good safety habits. Instruct your child to:

- Walk on the shoulder of roads or sidewalks
- Cross streets at corners or designated crosswalks
- Refuse to enter strange automobiles
- Go directly to school or home before beginning to play
- Be considerate of smaller children
- Always pass in front of the bus
- **Your child should not arrive at school before 7:35am**

**SCHOOL STAFF AUTHORITY:** Any school staff member has the authority to warn and correct students anywhere in the building, on the school grounds, and at school sponsored functions for misconduct. Students are expected to show respect and cooperation to all school staff members at all times.

**SEXUAL HARASSMENT:** Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws, which prohibit sex discrimination. A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students or for students to harass staff members or for students to harass other students through conduct or communications of a sexual nature at school or at school sponsored activities including time on the bus.

Unwelcome or illegal sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development.
- Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

Sexual harassment as defined above may include but is not limited to:

- Sex-oriented verbal "kidding", abuse or harassment.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching, such as patting, pinching or deliberate brushing against another's body.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

The student may file a grievance with the Principal. If the alleged harasser is the Principal, then the grievance goes to the Superintendent or Board of Education. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

***\* Filing of a grievance or otherwise reporting sexual harassment shall not reflect negatively upon the person doing the reporting***

**STUDENT RECORDS:** The cumulative record folder is the only permanent and official record of a student's school career. It may contain, but will not necessarily be limited to, the following information; identifying data, academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; family background information; teacher or counselor ratings and observations and reports of serious or recurrent behavior patterns.

The principal shall be the official custodian of student records. All requests for inspection and review of education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each individual's record. (Such request/information record shall be made available to the parent or eligible student upon request in accordance with the following requirements.)

A parent or guardian shall be able to inspect and review the student's educational file. This shall be done in the presence of the superintendent and/or other person(s) designated by him. No records may be removed from the file, and the file must remain in the school office. Parents or eligible students who believe the information contained in the education records of a student is inaccurate or misleading or violates the privacy or other rights of the student may request that the district amend the records. The school district will follow due process procedures as outlined in Public Law 93-380.

**TARDIES:** Students are allowed two tardies per nine-week grading period without penalty. All subsequent tardies will be deemed unexcused and parents will be notified. Should a student come more than 5 minutes late for the class. After being tardy three times to any class, the teacher will notify the student's parents/guardian.

**TELEPHONE:** Our phone system provides immediate voice mail access to each teacher. Teachers can be expected to return calls within 24 hours. The office phone is for school related business only. Children should make arrangements for after school activities before coming to school. Children will be discouraged from calling home to request forgotten items. This, we believe, facilitates the development of responsibility and a clear understanding of the natural consequences of one's behavior. Parents need to ensure that their child knows after-school plans before leaving for school each morning



**VALUABLES:** It is strongly suggested that students do not bring anything to school that is of substantial value. Examples include CD players, radios, expensive jewelry, and large amounts of money. No matter how expensive an item is, it is important to keep all of your belongings in your locker. The school is not responsible for valuables that are lost.

**VISITORS:** Parents, patrons and friends are encouraged to visit our school. If you wish to observe a class, please contact the teacher 24 hours before your visit as a courtesy. Should a student wish to bring a friend to classes, permission **MUST** be secured from the Principal at least 24 hours prior to the visit. Visitors are expected to observe all school regulations. All visitors should register at the office before attending classes. Students should extend every courtesy to visitors.

**WITHDRAWAL FROM SCHOOL:** A student who wishes to withdraw from school in the district must report to the school's main office and ask the school secretary for a check out form. Each teacher, organization sponsor, coach, and librarian must sign the form and note any bills or charges. The completed form should be returned to the School Secretary in the main office. No information will be forwarded to other districts regarding a student unless all charges and obligations have been satisfied.



**STUDENT SAFETY**

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

**SRP**

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

- LOCKOUT** - "Secure the Perimeter"
- LOCKDOWN** - "Locks, Lights, Out of Sight"
- EVACUATE** - "To the Announced Location"
- SHELTER** - "For a Hazard Using a Safety Strategy"

**TRAINING**

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year. More information can be found at <http://iloveguys.org>

**LOCKOUT  
SECURE THE PERIMETER**

Lockout is called when there is a threat or hazard outside of the school building.

**STUDENTS:**

- Return to inside of building
- Do business as usual

**TEACHERS**

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



**LOCKDOWN  
LOCKS, LIGHTS, OUT OF SIGHT**

Lockdown is called when there is a threat or hazard inside the school building.

**STUDENTS:**

- Move away from sight
- Maintain silence

**TEACHERS:**

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



**EVACUATE  
TO A LOCATION**

Evacuate is called to move students and staff from one location to another.

**STUDENTS:**

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

**TEACHERS:**

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



**SHELTER  
FOR A HAZARD USING SAFETY STRATEGY**

Shelter is called when the need for personal protection is necessary.

**SAMPLE HAZARDS:**

- Tornado
- Hazmat

**SAMPLE SAFETY STRATEGIES:**

- Evacuate to shelter area
- Seal the room

**STUDENTS:**

- Appropriate hazards and safety strategies

**TEACHERS:**

- Appropriate hazards and safety strategies
- Take roll, account for students



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## **DISCIPLINE/STUDENT BEHAVIOR:**

Each student is responsible for his/her own actions. Learning can only take place when there is climate of mutual respect, attention, and good student behavior. Students are expected to conduct themselves in a way that helps promote a positive school environment. School district rules and expectations shall govern students attending school-sponsored events (on campus or off campus). Disruptive, uncooperative, improper or destructive conduct is not permitted.

**REFERRAL PROCEDURES:** When a student is sent to the office, with a **referral** for being disruptive or for any reason, he/she may not return to that class until the student has a conference with an administrator. If a student is repeatedly unable to refrain from inappropriate behavior, a referral will be given. A referral will often result in a detention. Serious violations such as defiance, disobedience, extortion, physical verbal or sexual harassment, lying or giving false information, possession or use of tobacco, alcohol, drugs or drug paraphernalia, threatening, fighting or any form of physical abuse **may result in an immediate suspension. The Principal or Assistant Principal maintains the authority to modify the referral process if a specific individual incident requires consequences for referral.**

- **1<sup>st</sup> referral:** a conference with the Principal or Assistant Principal and the teacher. Detention will be served that week.
- **2<sup>nd</sup> referral:** Parent meeting with the Principal or Assistant Principal and the teacher. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to establish goals, objectives and timelines to modify such behavior. The teacher, Principal or Assistant Principal and parents will establish behavior goals and prepare a written plan and objectives and any other information deemed necessary. It will include the consequences in the event the student receives a subsequent referral for being disruptive. Consequences may include in school suspension, work detail, denial of extra-curricular activities or field trips.
- **Subsequent referrals:** additional suspensions\* may be necessary or parents may need to accompany student to class for a specified period of time. Another behavior plan will be developed.

\*A suspension is an unexcused absence. Students may make up class work while serving an in-school-suspension if a teacher agrees to accept that work.

**SUSPENSION-IN-SCHOOL:** The purpose of in-school suspension is to keep the student separated from peers. The student will be placed in a classroom for the day under the supervision of that classroom teacher or in the Assistant Principal's office. All teachers of classes in which he/she is enrolled give the student assignments. The student eats lunch on campus, either a hot lunch or sack lunch. This lunch break will be with the Assistant Principal or other staff person as designated by her.

*THE OURAY SCHOOL DISTRICT R-1 reserves the right to rescind the acceptance of out-of-district students in the event that their behavior is interfering with the learning and teaching environment.*

## **VOLUNTEERS**

There are many ways you can volunteer your time in school. Each teacher has different needs and will tell you how you may help in your student's classroom. You will be setting an example for your student by cooperation with the teacher and the school. Students are very proud of their parents who volunteer.

### **Being a volunteer fills the needs of:**

Teachers:	By performing important but sometimes routine tasks. You free the teacher to teach.
Students:	The students get enhanced individual attention. You affirm the school process.
District:	We need a strong volunteer resource of community involvement.
Your own:	Knowing you are a valuable asset to the school community.

**You may be asked to:** Make copies, collate materials, work on the newsletter, make phone calls, type, run computer input, organize special events, accompany students, create bulletin boards, everything and anything that needs doing! If there is anytime in your schedule, please also remember the other teachers in the school who need your help in their areas, but who have no parent base to draw from: the library, art and music room, special education, and physical education. Please come to actively contribute. Contact your child's teacher or the Principal and sign up to volunteer.

## **TIPS FOR PARENTS**

- Teamwork between parents and the school helps insure a student's success. Good communications is an essential element to promote a spirit of cooperation.
- Model good learning and reading skills.
- Allow your child to experience specific praise and the experience of feeling good about accomplishments. We all like to hear when we do something good.
- Allow your child to experience the natural consequences of her/his actions or decisions.
- By communicating and working together we can help your students realize a positive school experience.