

Plateau Valley Elementary School 2016-2017



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Administration

SuperintendentGreg Randall
Principal.....LeRoy Gutierrez
Assistant PrincipalJohn Holmes

Plateau Valley Elementary School

***National Distinguished Title I
School***

***A Great Place
to
Grow***

Office Staff

Secretary/Registrar..... Machel Williams
Bookkeeper/Secretary Tina Marstiller

**School Mascot:
Cowboys**

**School Colors:
Kelly Green & White**



THE CONTENTS OF THIS HANDBOOK ARE AN ABBREVIATION OF SCHOOL BOARD POLICIES. FOR MORE DETAILED INQUIRIES, PLEASE CONTACT THE SCHOOL ADMINISTRATION.

POLICIES AND REGULATIONS PLATEAU VALLEY SCHOOL DISTRICT 50

INTRODUCTION

Please feel free to check the Plateau Valley School Board Policy Manual available at the school office or ask the administration for clarification of any concerns with this handbook.

FOR THE CONSIDERATION OF PARENTS:

An important segment of the total educational setting is the family and the role of parents. If we are to secure satisfying results, such a vital force cannot be ignored. In consideration of this, we respectfully present the following suggestions:

- Cooperate with the school officials in making these rules and policies effective.
- Realize the importance of a good education in the scheme of a successful life, and stress this importance to your student.
- Work for an atmosphere, both intellectual and physical, which is conducive to intellectual attainment.
- Understand that your child's future depends to a large extent on the skills, attitudes, and habits which develop prior to and during school years.
- Place emphasis on the attainment of high scholastic achievement.
- Contact the teacher or principal with questions regarding school matters. Any differences with members of the educational system should be brought to the attention of the proper authority (teacher, principal, superintendent) and not aired before the child or anyone not specifically involved. When educators and parents present a unified front, then real educational progress will be made.
- See to the health needs of your child, including a quality breakfast and plenty of rest during the week.
- Be aware of what the school is attempting to do for the students and lend support in bringing about worthwhile results.
- Keep criticism on a constructive basis and use objective reasoning in attempting solutions to difficult problems.
- Realize that educators have the interest of the majority in mind and are capable, dedicated people.
- **Be aware that permission to release non-confidential data is implied by enrollment**

at Plateau Valley Elementary School. Parents must file a written request with the school if the student and/or parent do not want this type of information released. Data such as photographs, honor rolls, and award lists constitute nonconfidential information.

STUDENTS:

It is our wish that students take great pride in **OUR** school and that by working together we can make a good school even better. As a staff, we pledge our support – the rest is up to **YOU**.

ACADEMICS

- Students will be expected to fully complete assignments neatly and hand them in on time.
- Students are responsible for getting assignments, completing any make up work, and turning it in on time.
- Students bringing guests must have administration and teacher approval one day in advance.

ACTIVITIES

Elementary students must be accompanied by an adult at all athletic events, after school activities, etc.

ATTENDANCE

According to state law, it is the obligation of every parent to ensure that every child under his care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. We intend to work with parents and families to allow reasonable arrangements for legitimate exceptions to insure that absences do not interfere with the education of students.

Attendance Procedures

For purposes of these procedures, an excused absence is defined as:

- Temporary illness or injury.
- Absence approved by the school principal.
- Absence due to physical, emotional, or mental disability.
- Absence caused by detention of courts or law enforcement.

For short-term absences, a phone call to the school office by 9 a.m. on the day of an absence **and** a note from parents presented to the office upon return will insure an excused absence except as noted below (see excessive excused absences). Long-term absences of more than three days should be prearranged with the principal to insure they will be excused. Students should do as much work as possible **before** they are absent. Some additional requirements such as make up time (until work is completed) may be required for approval. Students are responsible for getting assignments and making arrangements with teachers. Emergency situations

will be considered on a case-by-case basis, but usually are excused. Work from excused absences may be made up, generally with two days make up time allowed for each day absent.

Excessive Excused Absences

If the number of excused absences becomes excessive, the administration may impose additional requirements for excusing absences. These may include, but are not limited to, requiring doctor's excuses for illnesses, pre-approval of all absences, and phone contact for all absences; i.e., a temporary illness of one day could be unexcused if a doctor's note was not presented to the office.

Unexcused Absence

Any absence not excused as outlined above will be unexcused. Suspensions will be treated as excused absences.

Truancy

- If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" is defined as a student of compulsory attendance age who has four unexcused absences from school or from class in any one month or 10 unexcused absences during any school year.
- Absences due to suspension or expulsion are not counted in the total of unexcused absences.
- A student will be given a warning on his first truancy offense. On the second offense, the student may be given a three-day in-school suspension or be suspended from school for up to three days. Additional trancies are grounds for in-school suspension, suspension and/or expulsion.

IN ADDITION TO THE FOREGOING, TRUANCIES OR TARDINESS MAY BE GROUNDS FOR SUSPENSION AND/OR EXPULSION.

BUS CONDUCT

Transportation on a school district vehicle is a privilege and not a right. Students are responsible for their own behavior and will be expected to participate in determining workable solutions to eliminate recurrence of bus rule violations. Inappropriate behavior can result in the bus driver being distracted. Such distraction could endanger the lives of all students being transported.

Failure to follow school bus rules may result in bus detention, bus cleanup, assigned seats, bus suspension or expulsion, or other appropriate consequences. When bus privileges have been suspended this includes suspension on activity buses as well.

The following bus rules are in addition to the Code of Conduct printed earlier in this handbook.

- Noise level must be kept to a minimum.
- No standing or changing seats while the bus is in motion.
- Keep all aisles clear.
- The bus driver may assign seats at any time.
- No throwing of objects on or from the bus.
- No student will board or leave the bus until acknowledged by the driver.
- Students may get off the bus only at their regular bus stop except when a note is provided by the parent, signed by administration, and given to the driver.
- Transportation of potentially dangerous items is prohibited.

CLOSED CAMPUS

Plateau Valley School is a closed campus. Students will stay on school grounds from the time they arrive until school is dismissed. Any student leaving the school grounds before school is dismissed must check out through the office and have parental permission (signed and dated note or a phone call). The area in front of the school building is off limits to students during school hours.

CODE OF CONDUCT

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during school-sponsored activities. Suspension or expulsion is mandatory for serious violations in a school building or on school property.

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Causing or attempting to cause physical injury to another person except in self defense.
- Committing any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion is mandatory, in accordance with state law.
- Violating criminal law.
- Violating district or building regulations.
- Violating the District's policy on dangerous weapons in the schools. Expulsion is mandatory for carrying, bringing, using or possessing a deadly weapon without the authorization of the school or school district, in accordance with state law.
- Violating the district's alcohol use/drug abuse policy.
- Expulsion shall be mandatory for the sale of drugs or controlled substances, in accordance with state law.
- Violating the district's smoking and use of tobacco policy.

- Throwing objects that can cause bodily injury or damage property.
- Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
- Engaging in verbal or written abuse; for example, name calling, gender, ethnic or racial slurs, or derogatory statements addressed to others.
- Committing extortion, coercion or blackmail; for example, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Lying or falsifying information, either verbally or in writing, to a school employee.
- Committing scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
- Continued willful disobedience or open and persistent defiance of proper authority.
- Behaving on or off school property in a manner detrimental to the welfare or safety of other students or school personnel.
- Repeatedly interfering with the school's ability to provide educational opportunities to other students.

COMPLAINTS AND GRIEVANCES

- It is the policy of the Board that any student or citizen shall have a ready means of resolving any claim of discrimination on the basis of sex, race, religion, national background or handicap in the educational programs or procedures of the District.
- PLEASE FOLLOW PROTOCOL AND CHAIN OF COMMAND:
- Parents and students are encouraged to follow the chain of command by addressing problems and concerns directly with teachers and building-level principals. This process gives us the opportunity to resolve these issues at the earliest and most fundamental level. In the event a grievance is alleged in circumstances over which a school employee has immediate jurisdiction, the grievance should be directed to that individual. If satisfaction is not received at that level, the complaint should be appealed in writing to the principal. If the grievance is not satisfactorily adjusted by the principal, the complaint should be appealed in writing to the superintendent. The employee involved shall also present an explanation of the incident and the attempts made to adjust the grievance in writing to the superintendent.
- If the student or citizen submitting the written statement of an alleged grievance is not satisfied with the handling of the matter by the employee,

principal, and superintendent, s/he may appeal in writing to the Board. The Board shall require the superintendent to furnish a complete history of the grievance, together with the attempts made by the district employees to adjust the grievance.

- If approached by any individual alleging a grievance, Board members will inform the individual of the proper procedure and will make every effort to get the individual to initiate the process at the level to which the alleged grievance applies. Board members will not bring matters to a Board meeting unless the grievance procedure has been followed.

COMPUTERS/ELECTRONICS

*Every student must complete ethics training to obtain computer usage and abide by computer use agreement.

Students using electronic media must abide by the Acceptable Use Agreement (AUA) adopted by the District or face suspension of privileges for up to one year. As per the AUA, students may not access chat rooms or games on the computers or send or receive personal communications.

(See documents AUA and computer use agreement.)

DRESS CODE

Students will dress appropriately and groom themselves for school attendance in a way which reflects personal pride and that would be acceptable in the workplace. Clothing should be neat, clean, tasteful and modest. Shoes must be worn for health and safety reasons. Clothing with inappropriate or offensive language or graphics or that advertises alcohol or tobacco products are unacceptable.

Swimsuits, halters, midriff shirts, sweat pants, hip huggers and shorts or skirts that are shorter than fingertips resting alongside wearer's body are examples of clothing that are not suitable for wear at school. Hats or bandana-type headbands may not be worn in the building.

EMERGENCY CONTACT INFORMATION

All students are required to have current parent, guardian or emergency contact information on file with the school office so that someone can be reached in the event of illness, accident or discipline issues.

GANG/SECRET SOCIETY ACTIVITY

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence, or disruptive behavior. The principal or his designee shall maintain continual, visible supervision of school premises, school vehicles, and school-related activities to deter gang

intimidation of students and confrontations between members of different gangs.

Gang Symbols

The Board prohibits the presence on school premises, in school vehicles, and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs which advocate drug use, violence, or disruptive behavior. This policy shall be applied at the principal's discretion after consultation with the superintendent or his designee as the need for it arises at individual school sites.

GRADING SYSTEM

Our report card is standards based. From kindergarten through fifth grade, the state has identified essential skills that every child must master in order to be successful in school. Evidence of mastery of these essential skills is based on a variety of assessments.

Academic achievement percentages and letter grades are given in second through fifth grades. These indicators are used to distinguish honor roll students in fourth and fifth grades.

HARASSMENT

Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, sexual harassment, or any derogatory statements addressed publicly to others that may precipitate disruption of the school program or incite violence is not permitted. Profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school will not be tolerated. Offenders will be subject to disciplinary action.

HONOR ROLL

Honor Roll for students in grades 4 and 5 is determined at the end of each quarter.

- ELEMENTARY HONOR ROLL- students who earn all A's and B's.
- SUPERINTENDENT'S HONOR ROLL - students who earn all A's.

LIBRARY CONDUCT

The library media center is a place to do research or study quietly. It is accessible during school hours with teachers' permission. Students are expected to behave responsibly and courteously while in the library.

LUNCHROOM

Students are expected to conduct themselves in an orderly and proper manner while eating in the lunchroom. Each student is responsible for bussing his/her own lunch tray and for keeping the eating areas clean.

MAKE UP WORK

Make up work shall be provided for any class in which a student has an absence unless otherwise determined by the administration. It is the responsibility of the student to collect work for each day of absence. Two days for every day of absence shall be allowed for make up work.

MEDICATION

Plateau Valley School is required to follow certain protocol when students take medication at school. This protocol will apply to both prescription and nonprescription drugs.

Prescription Medications

- Will be given only with the parent or guardian's written permission.
- Will be given only on the written authorization of a physician. The pharmacy-labeled container cannot be used as the physician's written authorization.
- Will be provided by the parent in an individual pharmacy-labeled container for the student who is to receive it.
- Will be recorded by the school nurse or designee. This record states the student's name, medication dosage, time taken, and the name of the school official administering the medication.

Nonprescription Medications

- Will be given only with the parent or guardian's written permission.
- Will be given only in accordance with written school protocol specific to each medication and signed by a physician. Such medications might include: Tylenol, an antacid, antihistamine, or decongestant.
- Will be provided by parent or school in a pharmaceutical company labeled container.
- If the parent or guardian wants a nonprescription medication given which is different from those approved by written protocol, the parent must provide the school the physician's written authorization for the nonprescription drug. The parent must also supply that drug in a pharmaceutical company labeled container.

Controlled Drugs

Controlled drugs are drugs with a potential for abuse. These are identified by the Food and Drug Administration and are usually medications for pain, ADD and ADHD, anxiety and emotional problems. A prescription is required to obtain a controlled drug.

All the rules for regular prescription medications at school must be followed as to parent and physician permission. All controlled drugs will be dispensed to the student from the nursing office. Students may come to the nurse's office for doses during the school day. The teacher will be asked to allow the student this trip to the office. Reasonable attempts

will be made to respect the student's dignity and privacy.

PROGRESS REPORTS

Progress reports will be sent home to parents with each student at mid-term. End-of-quarter reports will be provided at the appropriate time.

SCHOOL CLOSURES

In the event that school is cancelled due to weather or an emergency situation, the administration will contact local radio and television stations. We will try to put a notice on the school website as well at www.pvsd50.org.

STUDENT FEES

- Students will be assessed fines for lost, damaged, or defaced books (including those checked out from the library), materials, or equipment. The fines will be for the amount of loss.
- All fees may be waived or reduced for indigent students. For purposes of determining if a student is able to pay, an indigent child is defined as any child who is eligible for a free or reduced price lunch under the poverty income guidelines.

TEXTBOOKS

Textbooks are furnished by the school and are issued at the beginning of each year or term. Students may be expected to cover books to help protect them. Fines will be issued to students who lose or damage books in their possession.

VISITORS

The school policy is to accept only those visitors who have legitimate business to attend to at the school.

STUDENT BEHAVIOR

It is the responsibility of each student to respect the rights of others. No student has the right to interfere with the education of other students. Let us treat ourselves and each other with dignity and respect. All school-sponsored events (whether on or off campus) are considered extensions of the school day. Student rules of conduct and behavior apply at all school functions and extracurricular events. **Students and parents are requested to read the handbook and sign the statement of understanding on page 7.**

Guests and visitors must register at the office. Parents are always welcome. Students wishing to bring a guest of school age to school must obtain prior approval from the office (one day notice) and secure a pass. Visitors are expected to leave promptly when their business is completed or when they are asked to leave by the administration.

WITHDRAWAL

The procedure for withdrawal is as follows:

- The parent/guardian must authorize withdrawal by notifying the main office by phone, in person, or in writing.
- The student will receive the necessary paperwork from the office.
- Staff members will initial the forms when all school books and library books are returned, and when all fines are paid.
- The student will deliver the completed forms to the main office for final clearance.

Acceptable Student Use of the Internet Agreement (AUA)

All computers with internet or local area network access must be used in a responsible, ethical, and legal manner. Failure to adhere to this agreement will result in appropriate disciplinary action. The use of the computer resources at Plateau Valley School is a privilege, not a right, and inappropriate use will result in the loss of access privileges and/or appropriate discipline. Personal use of computers or printers during class time is prohibited.

1. Acceptable use: The use of the district's computer resources must be consistent with the educational objectives of Plateau Valley School District 50. Transmission or receipt of any material in violation of school and district standards of acceptable use or of any state or federal law or regulation is prohibited. This includes, but is not limited to:

- A. Unlawful use of copyrighted material;
- B. Communication of threats, harassment or intimidation;
- C. Receipt or transmission of indecent or obscene material;
- D. Access or attempting to access another person's account or using another person's password without that person's consent.
- E. Unauthorized attempt to log onto the internet or any local area network as a system administrator;
- F. Any malicious attempt to harm or destroy data of another use, the internet or any agencies or other networks or systems, including, but not limited to, the uploading

2. No warranty: Plateau Valley School District 50 makes no warranties of any kind for the service it is providing. The District will not be responsible for any damages resulting from use of its computer services. This includes, but is not limited to, loss of data resulting from delays, nondeliveries, misdeliveries, service interruptions or viruses. Use of any information obtained from the internet is at your own risk.

If you feel you can identify a security problem, please notify a system administrator. Do not demonstrate the problem to other users.

Vandalism will result in cancellation of privileges.

Plateau Valley School District 50 has taken precautions to prohibit objectionable material. However, it is impossible for Plateau Valley School District 50 to restrict access to all such materials.

3. Playing games, personal emailing, instant messaging, and use of chat rooms is strictly prohibited at all times. Violations will result in loss of all computer privileges.

I have read the Acceptable Use of the Internet information and agree to the terms outlined.

Student Signature

Date

Acknowledgments of Receipt

Please check the appropriate boxes, sign, date, and return to the student's teacher

Parent

Student

I have read and understand the student handbook, particularly those sections dealing with the code of conduct (page 3), attendance (page), and computer and internet use (pages 4, 7).

I hereby give my child permission to access the internet on the District's computers.

Parent/Guardian Signature

Date

Student Signature

Date