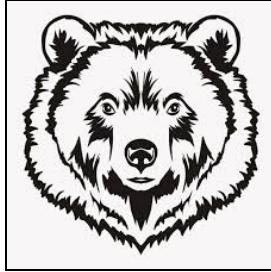


Dolores Elementary School Student Handbook



Proud Home of the Little Bears

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

www.doloresschools.org

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 partnerships.

Little Bear Pride Pledge

- 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

100 N. Sixth Street/P.O. Box 727
Dolores, Colorado 81323

Phone 970-882-7255 Fax 970-882-7685
www.dolores.k12.co.us

August 2021

Dear Dolores Elementary School Families,

Welcome to Dolores Elementary School! We are honored 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 and know that the success of our programs is dependent upon collaboration among our students, parents, teachers, and all stakeholders. Together, we can ensure a quality academic experience for your child.

The purpose of this *Student Handbook* is to inform everyone of the procedures, policies, and rules at Dolores Elementary School. We ask that you share this information with your child and keep a copy 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. Our Little Bear Pride Pledge for students states: "I will have Little Bear Pride and be the best student I can be by taking care of myself, others, and my school."

Thank you for taking the time to read and discuss this information with your student. We are so glad you are here, and we all welcome you to Dolores Elementary School (DES)!

Sincerely,
The DES Team

Dolores School District RE-4A does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information and conditions related to pregnancy or childbirth, is also prohibited in accordance with state and/or federal law.

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Dolores School District Staff

School Board

Maegan Crowley	President
Casey McClellan	Vice President
Lenetta Shull	Treasurer
Clay Tallmadge	Secretary

District Administration

	Superintendent
Laurie Arnett	Secretary
Doreen Jones	Business Manager
Lezlie Dibsie	Registrar
Alesa Reed	Curriculum Director
Mark Baxter	Tech Director
Chuck Soukup	Cafeteria Director
Alfonso Goad	Maintenance Director
Bill Kuik	Transportation Director

Dolores Elementary Staff Assignments 2020-2021

Office Staff

Lurleen McCormick	Principal
Susan Miller	Counselor
Jennifer Gaddis	School Nurse
Debbie Hite	Secretary

Exceptional Student Services

Helen Reynolds	ESS Teacher
Tom Schaper	ESS Teacher

Kindergarten

Kristin Pejsa	Teacher
Linda Wade	Teacher
Hollee Hutchins	Teacher

Specials

Brooke Elder	PE
Blake Jones	Music
Kevin Vaughn	Art
David Krumweide	Technology

First Grade

Shirley Tourjee	Teacher
Emily Christenson	Teacher
Katie Lein	Teacher

Fourth Grade

Sue Garlick	Teacher
Ellen Werner	Teacher
Troy Kleinmann	Teacher

Second Grade

Amanda Hill	Teacher
Nicole Margeson	Teacher
Tessy Knight	Teacher

Fifth Grade

Crystin Furse	Teacher
Lucus Werner	Teacher
Sandy Jones	Teacher

Third Grade

Angela Lowe	Teacher
Kyan Maloney	Teacher
Mikaela Johnson	Teacher

Interventions (Title I)

Lori Harris	Teacher
-------------	---------

Paraprofessionals

Ashley Schrage
 Chelsey Lacey
 Denise Arruda
 Josie Clark
 Kathleen Whitlock
 Kayleen Lindsay
 Mari Chubbuck
 Mary Koskie
 Reggy Haase
 Stephanie Lee
 Tonya Castillo
 Tyler Nielson

DAILY SCHEDULE

SCHOOL HOURS ARE FROM **8:00 AM** TO **3:40 PM**:

- The first bell rings at 7:50 am.
- The tardy bell rings at 8:00 am.
- Dismissal bell rings at 3:40 pm.

ARRIVAL:

- Students may arrive at school, beginning at 7:45 AM.
- We do not provide supervision for children before 7:45 AM. Parents will need to stay with them if they arrive any earlier.
- Students eating breakfast at school may be dropped off at the cafeteria between 7:45 and 7:50 AM.
- All other students may be dropped off in front of the elementary school in our yellow “Hug and Go Zone.”
- Please help us ensure a safe and smooth flow of traffic during this busy time by staying in your vehicle while your child unloads.
- For those occasions when you need to come into the school with your student, please park in the parking lot across from the school.
- We will have a crosswalk monitor who will assist anyone who is crossing the street.
- Students arriving at the front of the building may proceed to the playground. They can ask an adult if they need breakfast.
- Students arriving by bus who will be eating breakfast at school will meet at a designated location on the playground and be accompanied through the building by personnel.
- All other students will line up at their designated area on the playground when the bell rings and personnel will assist them in entering the building.
- Tardy students, arriving after 8:00 am, will need to enter through the front of the building to check in with the office.

DISMISSAL:

- Students leaving before 3:25 PM will be considered Tardy, and we ask that you refrain from picking students up prior to the designated dismissal time if at all possible. Remember, teachers teach until the end of the day, and they will be using every possible minute with our four day week.
- After-school plans should be arranged with the school Secretary well ahead of time.
- For unexpected changes in after school plans, please inform the school Secretary by 3:00 pm, so that students and personnel can be notified.
- At 3:40 PM Bus students will be escorted to the buses.
- At 3:40 PM Walking students will be escorted out of the building and dismissed by school personnel
- At 3:40 PM All other students will be escorted to the Little Bear Gym and grouped by families and/or pre-arranged car-pool groups.
- Parents who parked can enter the building and pick up their students from the interior gym doors.
- Parents of car-riders will receive a name card to be displayed on their car dash.
- Traffic will flow along 12th Street in front of the building and along the curb to the yellow “Hug and Go Zone.”
- As each car comes into view, school personnel, reading the name card on the dash, will call for the children from the gym and send them out the exterior gym doors to awaiting school personnel who will take them to their vehicle, as it approaches, and help them load and buckle.
- The traffic may back up further onto Central, so please stay in your vehicles in order for the line to move quicker as the students are brought out and loaded into the waiting vehicles.
- School personnel will assist students in loading quickly into the waiting front 4-5 vehicles.
- Waiting for secondary students or parking cannot be allowed in the hug and go zone.
- You may park in the parking lot and cross in the crosswalk to pick up your student/s should you prefer. Still, carry your name sign and school personnel will call for your student/s as soon as they see you.
- We do not have supervision for children after dismissal, so remaining on campus cannot be permitted. All staff members should leave at 4:00 PM at the latest.

EMERGENCY SCHOOL CLOSINGS, DISMISSALS, OR DELAYED STARTS

- Weather or other emergencies may make school closings, early dismissals, or delayed starts necessary.
- Information will be communicated through:
 - The District website: www.dolores.k12.co.us
 - The District App
 - Local radio stations
 - The district auto dialer. A voicemail will be sent to your phone.
 - For accuracy, please make sure changes in contact information are communicated to the school as soon as possible.

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 for your student to be absent please call the school office at 970-882-4688 before 8:30 a.m. to excuse them. Unverified absences will be marked as unexcused.

Make-up work may be obtained from the teacher if a student is absent from school. Please give at least a day's notice when picking up your child's work. This allows teachers time to gather assignments and materials for the student.

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 people listed on the registration form will be allowed to sign students out from school, so please keep that information updated. Proof of identification should be provided to the office prior to checking a student out of school if you are not recognized by staff members. If the student leaves 15 minutes or more before school is dismissed, they will be considered tardy.

Parents will receive written notice by mail when their child reaches 10 or more absences. Three tardies from arriving 15 minutes late or leaving 15 minutes early equals an absence. It is our experience that when excessive tardies and absences occur, there are usually extenuating circumstances in play. If your student receives a second notice, our counselor and/or school resource officer will be contacting you. They will work with you to develop a plan to ensure your child's success.

STUDENT CLASS ASSIGNMENTS

Many factors and much thought and care go into making student class assignments. We accept **parents' letters of concern** about the particular needs of their student, and we take those into careful consideration. We do not, however, accept requests for a specific teacher. Parent concern letters are due by April 30th each spring. If you are new to the area, we will accept them with registration documents. There are also many changes that occur over the summer months that make shifting and shuffling of class lists necessary. Class lists will therefore not be posted until the week before school begins in August. Lists will be posted in the windows in the front of the school at that time.

OUT OF DISTRICT/OPEN ENROLLMENT (District Variance Policy [JFBB](#))

Out of district students may attend Dolores Elementary School based on program, space availability and our ability to meet your student's needs. All out-of-district students must have completed a variance request and all required paperwork must be on file with the school office prior to the first day of school. Forms are available at the elementary school office and at the district office. School officials will review applications at the end of each school year and during fall open enrollment. Approval notification will be sent as soon as possible.

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 and computers are provided by the Dolores School District and loaned to students at no cost. Students are responsible for these textbooks and computers and must pay the replacement cost of the book/device if one is lost or damaged. Two weeks prior to the start of school, parents will receive an email with information about returning to school and a list of classroom supplies students need to purchase for classroom use.

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 the 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 office Secretary and bus driver.

The rules for the bus are as follows:

- ❖ Obey the directions of the driver.
- ❖ All school rules apply.
- ❖ Stay in your seat 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. For safety reasons, 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](#), [KEF](#) and [JII](#))

Parents are encouraged to communicate frequently with their child's teacher. Parent/teacher conferences, email, texts, Class Dojo messages, GoogleClassroom messages, and voicemail are all available to assist parents and teachers with their communication needs. School personnel will make every attempt to return messages and emails within 24 hours.

CHAIN OF COMMAND

If you wish to share a concern, please address the issue in a respectful 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 not resolved. If a resolution of the concern has not occurred after that meeting, the superintendent of schools is available upon appointment to address student, parent and community needs. The number for the district office is 970-882-7255.

GALLOPING GOOSE

Dolores Elementary School emails a bi-monthly newsletter called [The Galloping Goose](#) to all parents. It is also posted on the [district website](#) and district App. The newsletter is an important source of information concerning all activities, special events, and classroom happenings at Dolores Elementary School.

GRADING and ASSESSMENTS (District Policy [IKA](#),)

Each teacher shall establish grading procedures for each classroom or program. Procedures will be distributed to parents at the beginning of each school year.

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 was 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.
- ❖ mCLASS Math: This is a math assessment given three times a year to all students that uncovers students' mathematical reasoning and measures fundamental skills to build student success. Universal screening and progress monitoring with diagnostic interviews provide a rich view of at-risk students and gauge the effectiveness of math instruction.
- ❖ 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 usage, and math..
- ❖ Colorado Measures of Academic Success (CMAS): This assessment is given to our third through fifth grade students to measure achievement in reading and math. CMAS also measures science achievement of 5th graders.

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 either by mail, in person, at parent-teacher conferences, or sent home with the student. 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 [IKA](#))

Report cards are completed quarterly. Report cards will be available in PowerSchool and/or sent home in a paper form. Parents can check grades on PowerSchool at dolores.powerschool.com. Please contact the office with questions and for login codes.

Reviewing these documents with your child is a great time to reinforce resilient thinking. If the grades are good, complement your child on their hard work. If the grades are not as good, help them see the temporary nature of those grades. The kids now know to say to themselves, "My grades aren't good YET." It will be very motivating to them to find new ways to improve if you are on board. "How ELSE can we improve?" or "How ELSE can we make homework fun?"

PARENT/TEACHER CONFERENCES

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. Regular Parent/Teacher conferences are held twice during the school year. Parents are notified of the date and time of the conference one week prior. Please plan to attend; however, if you are unable to attend at the appointed time, please call the school to reschedule the conference.

Students requiring an Individual Literacy (READ) Plan, a Response to Intervention (RTI) Plan, an Advanced Learning Plan (ALP), an Individual Education Plan (IEP), or a 504 Plan may be asked to attend additional parent/teacher conferences scheduled throughout the year in order to assure students needs are being met.

If there are concerns about a student's progress, either academically or behaviorally, parents and/or 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. 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 before coming to school.

- ❖ 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.
- ❖ Dresses, skirts, and shorts need to reach mid-thigh length, not shorter than 3 to 4 inches above the knee.
- ❖ Students should be able to bend over without exposing themselves or their undergarments.
- ❖ Pajamas and costumes are allowed only on school approved days for special occasions.
- ❖ Sleeveless shirts should have a shoulder strap that is at least two inches wide.
- ❖ Clothing or accessories that are distracting or 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.
- ❖ Students should wear sturdy play shoes to school. Flip-flops and high heels are not allowed due to safety reasons.
- ❖ Hats may not be worn indoors.
- ❖ Wheeled shoes are not permitted. Any clothing and/or accessories otherwise deemed disruptive to the learning environment is 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.

ELECTRONIC DEVICES (District Policy [JICJ](#))

The use of cell phones and all other electronic devices from home is not permitted during school hours. Cell phones should be turned off and kept in backpacks at all times or may be turned into the teacher at the beginning of the day and retrieved at the end of the day. 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 DISTRACTING ITEMS

Students are asked to leave toys and other distracting 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 held and returned to parents upon request. Safe sports equipment such as balls may be brought from home. 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. Signed parent/guardian permission slips are required. Students may also be ineligible to attend field trips at the discretion of the classroom teacher and/or principal based on behaviors and for reasons of safety.

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 with district approved background check completed before departure. Younger children or siblings may not attend field trips or volunteer opportunities at school unless the teacher and principal have given approval. All students must ride to field trips with their class unless appropriate paperwork has been completed and approved by the principal.

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

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

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

When a student has been absent, teachers will generally allow one day to make up work for every day the student was absent.

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 books 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. Contact the librarian with questions and concerns.

LOST AND FOUND

A lost and found is located at the beginning of the 5th grade wing on the hooks near the office. Lost clothing items, lunch boxes, etc. may be found on the shelf 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 break, spring break, and summer vacation.

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 microwave for safety reasons. School staff are not permitted to heat student 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. Payments can also be made online at www.paypams.com. Please see the Food Service Director for details. Please make checks payable to Dolores Schools.

The Dolores School District has implemented a wellness policy that encourages a healthy eating lifestyle. Please do not send candy, energy drinks, nor carbonated beverages to school for lunch or snacks. Students are not allowed to trade or share food in the cafeteria.

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 in the newsletter or 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 complete the necessary paperwork and return to the office. 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

Party invitations should be delivered privately outside of the school day. 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 3:45.

PBIS and CHARACTER DAY ASSEMBLIES

The Dolores Elementary School Staff strives to honor students for their successes and achievements in school. Character Day and PBIS Assemblies will be held periodically to celebrate students who demonstrate expected behaviors and positive character traits, as well as, academic achievements, and grade-level performances. Parents and family members are encouraged and welcome to attend these special events. Days and times for assemblies will be advertised in the [Gallopig Goose](#) school newsletter.

STUDENT COUNCIL

Dolores Elementary Student Council is composed of two elected student representatives for each classroom in grade 5. Student Council serves an important role in our school and is involved in planning and conducting PBIS and Character Day Assemblies, spirit days, fundraisers for the bear store, service projects, and other special events.

STUDENT RECORDS / TRANSFERS (District Policy [JRA-JRC-R](#))

All student records are kept confidential. 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 registrar. This will allow for adequate time to examine the information in the records and to have any questions answered.

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 administrators, supervisors, teachers, and support staff. Records will only be shared if there is an educational need pertaining to the success and well-being of that child.

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..

CUSTODIAL and NONCUSTODIAL PARENTS (District Policy [KBBA](#))

All parents or guardians have the right to receive information about their child's progress and school records. In the case of a divorce, separation, or an atypical custodial situation, it is the custodial parent or guardian's responsibility to provide the school with copies of any court orders or legal documents that curtail a non-custodial parent's rights. The records will be kept on file. Please provide the school with updates as needed.

TEACHER QUALIFICATIONS (District Policy [GBJ](#))

All teachers in the Dolores School District are licensed and endorsed by the Colorado Department of Education or are currently working toward licensure under a state approved program. Questions about the qualifications of your child's teacher/s and any support staff who work with your student may be brought to and will be answered by the office.

TELEPHONE USE

School telephones are for school business only. All calls home from students need to go through their teacher or school office. Students and parents need to plan after school transportation and activities in advance. Students shall not use the phone 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. The district has contracted with the Montezuma Sheriff's Department for a School Resource Officer (SRO). The SRO's main focus is policing the school campus and surrounding community. Dolores Elementary School practices monthly fire drills and conducts other safety drills 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 will remain locked during the school day. Visitors must press the doorbell button and wait to be buzzed into the building.
- ❖ Designated computer monitors display a live feed from 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 Watch Dogs, Destination Imagination, and as a member of the PTA and/or Accountability Committee. For the safety of our students, we ask school volunteers to complete a volunteer application and pass a background check before working with our students. Volunteers sign in at the office and receive a visitor's pass upon arrival.

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, and 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.

State law prohibits the use of alcohol, tobacco, and marijuana products on school grounds. Firearms and weapons are not permitted in school buildings or on school property.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS - PBIS

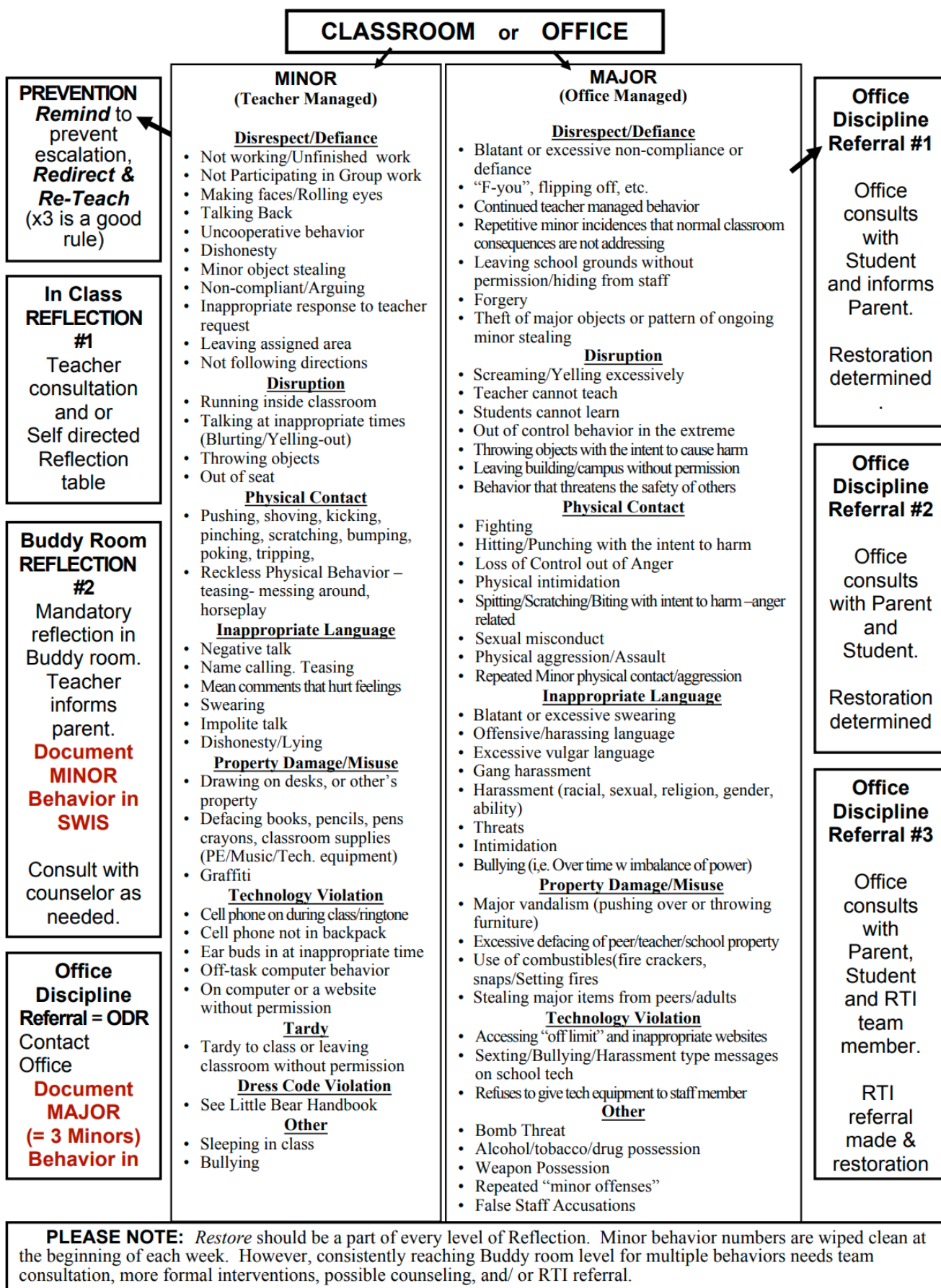
Whole school discipline programs are the most empirically sound programs to date. One of the most effective of those is PBIS. Dolores Elementary is a PBIS school.

PBIS focuses first and foremost on teaching and modeling the positive expected behaviors and reinforcing those behaviors with positive interventions and supports. Students are praised and rewarded regularly with bear paw tickets (to be spent at the Little Bear Trading Post) and special Character Cards for going above and beyond in displaying the expected behaviors.

Secondly, any unexpected or disruptive student behaviors are handled using a resilient model of redirecting, reteaching, and reflecting on the unexpected behaviors. A discipline flow chart is followed. For minor behavior infractions, a simple reflection sheet between the student and teacher is filled out first. The focus is on finding positive and resilient ways to solve the current problem and avoid it in the future. If a second infraction of the same or similar behavior occurs, a second reflection is written, but this time in a "buddy room." Parents are then called and encouraged to review the reflection plan and help their student come up with new, more effective ways to avoid the problem in the future. For third infractions of the same minor behavior or for major behavior infractions, an Office Discipline Referral (or ODR) is given to the principal. Parents, student, and principal will work together on a more effective plan. Consequences are essential parts of each reflection plan. Teachers and parents will work with students to help find effective consequences and restorative solutions. Sometimes students choose consequences that are too lenient and won't be strong enough to make them want to change; but quite often, the students will choose consequences for themselves that are too severe. Restorative practices, when possible, are one of the most effective agents of positive change and will be encouraged whenever possible.

Below is the Dolores Little Bears Behavior Expectation Matrix. The acronym we have chosen for the Little Bears Behavior Matrix is PAWS. Below that is the Discipline Flow Chart, delineating minor from major behaviors. Know that repeated minor behaviors equal a major behavior because frequency equals intensity. We encourage parents to familiarize themselves with both the Expectation Matrix and the Discipline Flow Chart. PBIS welcomes parent and community suggestions and feedback, and we also welcome donations for the Little Bear Trading Post.

	CLASSROOM	HALLWAYS (INSIDE AND OUTSIDE)	BATHROOMS	PLAYGROUND	CAFETERIA	ARRIVAL & HUG AND GO	BUSES	ASSEMBLIES
P POSITIVE ATTITUDE	<ul style="list-style-type: none"> I am ready to learn. I am positive about working with a partner. I use kind words. I do my best. 	<ul style="list-style-type: none"> I am courteous to other people in the hall. I always listen to the adults in the hallways. 	<ul style="list-style-type: none"> I am patient while waiting my turn. I use them during recess or lunch. I always try to go during classroom bathroom breaks. I use kind words. 	<ul style="list-style-type: none"> I include everybody in my game. I encourage others. I am a good sport. I use kind words. 	<ul style="list-style-type: none"> I say "Thank You" when I get my tray. I use polite table manners. I use kind words. I try new foods. 	<ul style="list-style-type: none"> I use kind words. I follow the dress code. I remove my hat and hood before entering the building. I am courteous. 	<ul style="list-style-type: none"> I am happy to sit with everyone. I use kind words. I am courteous. 	<ul style="list-style-type: none"> I am ready to listen and learn. I sit appropriately on the benches.
A ACT RESPECTFULLY	<ul style="list-style-type: none"> I listen when others are talking. I raise my hand to speak. I follow adult directions quickly. I use my inside voice. 	<ul style="list-style-type: none"> When walking in a line, I face forward, walk single file and I am silent, even outside. I do not touch anything in the hall that doesn't belong to me. 	<ul style="list-style-type: none"> I am Respectful of other peoples' privacy. I use supplies and equipment properly. 	<ul style="list-style-type: none"> I use supplies and equipment properly. I do not bounce balls or yell by classroom windows. I clean up my litter. 	<ul style="list-style-type: none"> I only touch the food on my tray or in my lunch box. I use an inside voice. I always clean up after myself. I line up facing forward, single file and silently. 	<ul style="list-style-type: none"> I am patient while waiting. I follow all directions from adults. 	<ul style="list-style-type: none"> I follow the drivers' directions at all times. I sit in my assigned seat. I talk in a quiet voice. 	<ul style="list-style-type: none"> I only speak during breaks in the program. I clap and participate in school cheers. I listen when others are speaking. I only stomp my feet when instructed.
W WORK RESPONSIBLY	<ul style="list-style-type: none"> I stay on task. I stay organized. I clean up after myself. I give by best effort. 	<ul style="list-style-type: none"> I carry a hall pass and go directly to my destination. I get back to class quickly. 	<ul style="list-style-type: none"> I flush the toilet. I throw my trash in the trash can. I keep the water in the sink. I am quick, quiet, and clean. I tell an adult if there is a problem. 	<ul style="list-style-type: none"> I line up quickly when the whistle blows. I hold onto the sports equipment after the whistle blows. I keep all the sand in the sandbox. 	<ul style="list-style-type: none"> I eat my food before I talk with friends. I always raise my hand before I leave the table. I leave my soda pop and candy at home. 	<ul style="list-style-type: none"> I go to my designated area. I stay with my teacher. 	<ul style="list-style-type: none"> I keep the bus clean. I walk on the bus. I keep the aisle clear. I stay seated when the bus is moving. 	<ul style="list-style-type: none"> I stay seated with my feet on the floor. I walk quietly on the steps during assemblies.
S STAY SAFE	<ul style="list-style-type: none"> I sit with all four chair legs on the floor. I always wear my shoes. I keep my hands, feet and objects to myself. 	<ul style="list-style-type: none"> I always pay attention so I don't bump into other people. I keep my hands and feet to myself. 	<ul style="list-style-type: none"> I walk in the bathroom. I do not touch the lights. I always wash my hands with soap. 	<ul style="list-style-type: none"> I follow the rules of the equipment and areas. I move slowly and safely on the play structure. I walk on the sidewalk. I leave sticks, rocks, sand, wood chips, snow or ice on the ground. 	<ul style="list-style-type: none"> I only walk in the cafeteria. I follow directions from adults. I always sit on my bottom with my feet under the table. I keep my hands and feet to myself. 	<ul style="list-style-type: none"> I walk on the sidewalks. I look both ways and only cross in the crosswalk. I go directly to school and directly home. 	<ul style="list-style-type: none"> When directed to be silent, I do so immediately. I keep my body and belongings inside the bus. I report any incidents. I only bring allowed items on the bus. 	<ul style="list-style-type: none"> I keep my hands and feet to myself. I stay with my class. I follow directions from adults.



CODE of CONDUCT

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

The Dolores School District Board Policies delineate a behavioral code of conduct. These behaviors are addressed and covered in the aforementioned PBIS Discipline plan for Dolores Elementary. The board policies give more detail for what consequences can or will be incurred in the event of more serious infractions, especially, safe school violations. Feel free to review these policies, especially those requiring suspension and possible expulsion like: “Habitually Disruptive Students,” “Bullying,” “Weapons at School,” or “Drugs, Alcohol, or Tobacco.” Remember that students who have behavior infractions that are chronically frequent and severe and have already received multiple Office Discipline Referrals (ODRs), will already have the school team (i.e. you, the principal, counselor, teacher, SRO and school referral team members) on board to help your student with strategies for behavioral success.

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

Parents and students are entitled to due process. For any behavior that is not witnessed by school personnel, (and some events that are), each student involved will be given a student statement/report form to fill out. This documents their side of the story and is considered in the response process. This *Student Handbook* is provided to you to ensure you understand the rules of our school. The school district also provides online and written documentation of *School Board Policy* regarding student behavior. You may review these documents any time online, ask for a copy from our office, or make an appointment with district office personnel to speak to someone about them. It is the responsibility of all students and parents to become familiar with the regulations and procedures contained in both publications.

Should communication break down between you and the school team, or should you disagree with district policy and required consequences; you may request an informal hearing to discuss the issue by contacting Dolores Elementary School at 882-4688 or the District Office at 882-7255.

For students with disabilities, please see the [Parent Rights](#) document provided by the San Juan BOCES. Copies can be obtained from this [linked Parent Rights document](#) or from our office.

BULLYING (District Policy [JICDE](#) & [JBB](#))

Dolores Elementary School has a strongly regulated bullying prevention and reporting policy. Bullying is a Safe School violation and considered a major offense; however, it is often very difficult to sort out. Bullying is defined as any behavior directed towards another student with the intent to cause harm. It must occur over time. Bullying may be verbal, physical or sexual, relational, or electronic. No matter it's delivery, there will always be an imbalance of power and some type of "better than" scenario, and our response should always be the same. Please see the following information for our prevention and management of these situations:

The entire student body receives repeated guidance lessons throughout the year in how to recognize and respond to mean behavior. Parents, if you can reinforce these steps with your student it will prevent most mean behavior from crossing the line into bullying. Keep in mind, the blame is not on the victimized student for not following these steps, but the imbalance of power can most certainly be turned in their favor if they do them:

#1. Quit caring about what the mean person thinks, says or does.

- Have your student explain the Bully Pool to you, and how to get out!
- **They should refrain from "preaching" to the bully.**
- They should be seen having fun with someone else, somewhere else, etc.
- Have them shrug their shoulders or say, "I'm sorry you feel that way." to show they don't care what the bully thinks.

#2. Keep track on paper **in private**. (Screenshots should be kept of cyber bullying)

- This will empower your child and build their self esteem
- It eliminates exaggerations ("He/She is *a/ways* mean to me.") and minimizing ("It's no *big* deal.")
- It can eliminate the urge to bully back.
- Students can see if it is getting better or worse.

#3. Don't Bully Back.

- Bullying back turns it into a fight.
- The victim is likely to get in as much trouble as the bully
- It de-stabilizes the self esteem of the victim
- They are not believed and so are more susceptible to feeling hopeless and getting depressed.

#4. Report.

Students, parents, and staff are encouraged to help victimized students follow these steps. Teachers, the counselor, and the office have "Bully Report Forms" that can also be used.

Students engaging in bullying behaviors will receive an ODR and possible suspension. Compulsive bullies may be expelled.

STUDENT HEALTH

HEALTH SERVICES (District Policy [JLC](#))

Parents are encouraged to have physical, vision, and dental examinations for their school aged children before entering school, and at the 4th, 7th, and 10th 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.

Note: We now live in an age where integrating mental health with physical health is the norm. Most behavior problems and many physical problems are brought on by underlying mental health issues. It might be good to get in the habit of privately screening your child for mental health issues at the same time they receive their vision and hearing screenings each year. The Pediatric Symptom Checklist, a good screener that Colorado Children's Hospital encourages parents to use for this purpose, can be found here:

<https://www.massgeneral.org/psychiatry/treatments-and-services/pediatric-symptom-checklist/>

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 will not be able to 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, Jennifer Gaddis 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 (prescription and over the counter) unless the school nurse trains them.

STUDENT HEALTH RECORDS

Student information may be released by the Dolores School District to our billing agency for Medicaid purposes. This information is limited to the student's name and date of birth. You may submit a written note to the school secretary, requesting your child's information not be released.

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. Parents or students must submit a written request.
2. The right to request the amendment of the student's educational records that the parent or student believes are inaccurate or misleading. Parents or students must submit the request in writing, clearly stating what is inaccurate or misleading and why. If the district decides not to amend the record 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 disclosures 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 a legitimate interest if the official needs 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

EQUAL EDUCATIONAL OPPORTUNITIES (District Policy [JB](#))

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

THANK YOU

Thank you very much for taking the time to review this information with your student. If you have any questions, please feel free to contact your child's teacher or the principal. Again, we are grateful that you have selected our school to meet your child's educational needs, and we look forward to a great year!

The Staff of Dolores Elementary School



Dolores Elementary Student Handbook

Please sign and return. I have read and understand the Dolores Elementary Student Handbook.

Parent/ Guardian: _____

PLEASE PRINT FULL NAME

SIGNATURE

DATE

Student: _____

PLEASE PRINT FULL NAME

SIGNATURE

DATE