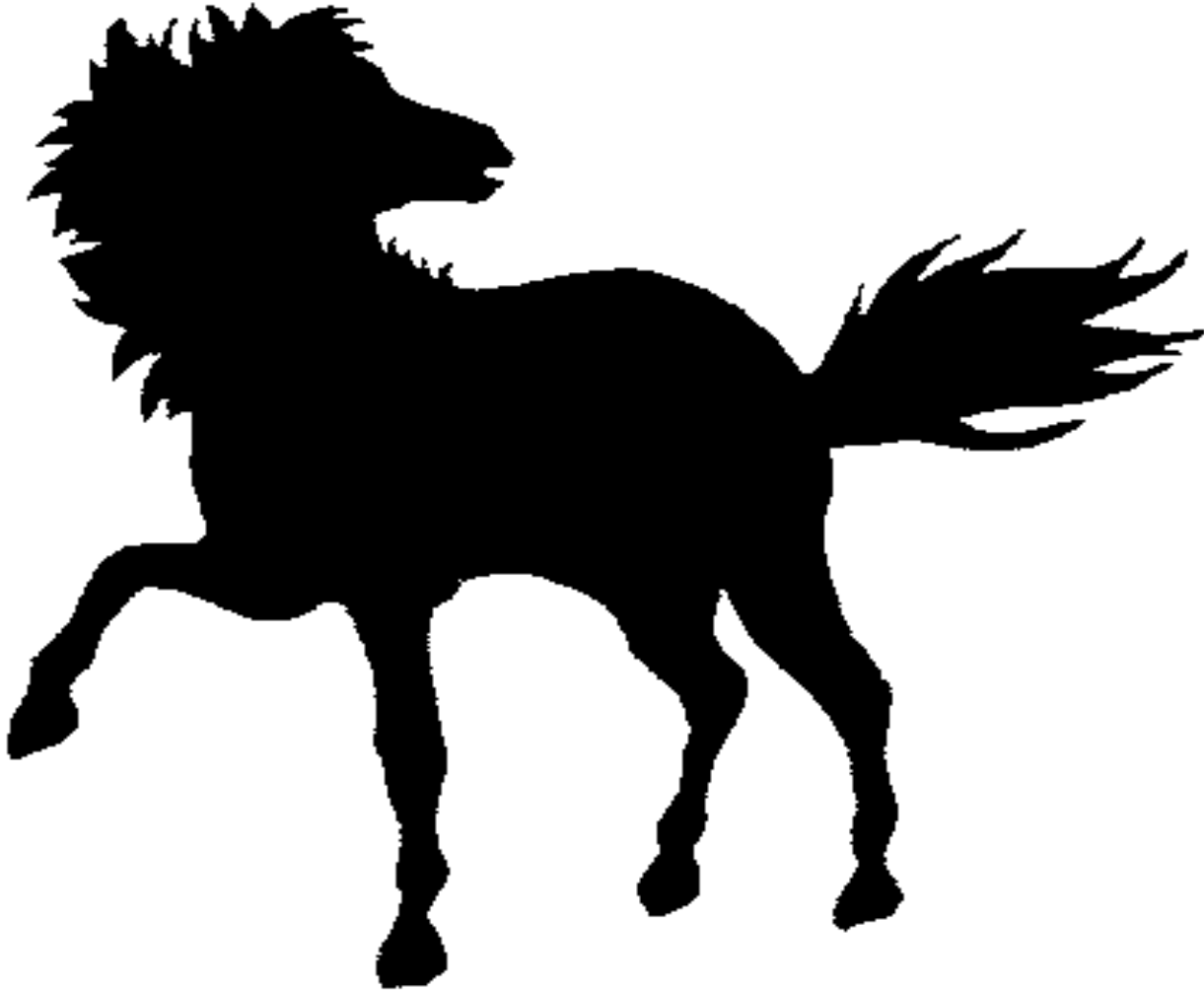


Bayfield Elementary School
“Learning For All”

<http://www.bayfield.k12.co.us>



**OUR VISION: Home, School, and Community:
Focused on Learning**

**Student/Parent Handbook
2011/2012**

511 E. Mustang Lane - Bayfield, CO 81122 - (970) 884-9571

BAYFIELD ELEMENTARY SCHOOL
511 E. Mustang Lane • Bayfield, CO 81122 • (970) 884-9571

Dear Parents/Guardians:

Welcome to the 2011/2012 school year AND
Welcome to your **Professional Learning Community**

Professional Learning Communities or PLC's, are schools that are united in their commitment to student learning. Rick DuFour states "A PLC is when educators are committed to working collaboratively in the ongoing process of collective inquiry and action research in order to achieve better results for the students they serve. PLC's operate under the assumption that the key to improved learning for students is a continuous job embedded learning for educators." A PLC shifts the focus from teaching to learning, which means we are constantly assessing the learning of our students by using MAPS, CSAP, AIMSWEB and teacher constructed common assessments, to ensure that each and every student is as successful as possible.

The essential key to building and maintaining a successful PLC is collaboration. Collaboration, as defined by Richard DuFour, is a systematic process in which we work together interdependently to analyze and impact professional practice in order to improve our individual and collective results. Teachers must be given the time and opportunity to meet together as professionals, to make the changes needed to improve your child's education. If student achievement is to improve, teachers cannot work in isolation anymore.

The staff at BES is afforded many opportunities to collaborate. Teachers meet once each week, in grade level teams, for one hour. In addition, teachers meet every 2nd and 3rd Wednesday, after school, to collaborate in teams. The BES In-service/workdays you see on the district calendar provide one day per quarter. In addition to these four days, we may also provide additional days where substitute teachers cover the instruction in the classroom while the grade level teams meet and collaborate.

During collaboration, teachers are focusing their discussion efforts around the four essential questions of a Professional Learning Community. These questions are, in order: 1). Does every teacher in our school understand what each student should know and be able to do after completing the unit of instruction, course and grade level? 2). What systems do we have in place to monitor each student's learning on a timely basis? 3). What is our systematic response when a student is not learning? 4). What is our response when a student already knows the material before it is taught? Each time grade level teams meet to collaborate they are in some way addressing and discussing one or more of the above questions. Teachers are discussing curriculum, making adjustments in both curriculum and instructional strategies, analyzing data to determine the needs of individual students and most importantly making action plans when a student has failed to learn a particular skill.

Throughout the year, you will hear the term PLC many times. We are passionate about where our professional learning community journey will take us and invite you to join us. Again, welcome to your Professional Learning Community.

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MISSION

To empower students to meet the challenges of the future by providing them with the essential knowledge, skills, and experiences to become responsible, successful, well-rounded, lifelong learners who can make a positive contribution to society.

STANDARDS

Through developmentally appropriate education, BES students will be given the opportunity to demonstrate:

- Essential Academic Skills: literacy, math, natural and social sciences
- Effective communication: reading, writing, speaking and listening
- Problem solving: using analytical and reasoning skills
- Self-Motivation: at work and play
- Positive Self-Image: respectful of self and others
- Wellness: both physical and mental
- Technological Skills: using and understanding technology
- Creativity: artistically, academically, and individually
- Fine Arts: understanding, appreciating, and participating in different aspects of the arts
- Flexibility: being adaptable to change and able to take risks

BAYFIELD ELEMENTARY SCHOOL
511 E. Mustang Lane • Bayfield, CO 81122 • (970) 884-9571

Dear Students and Parent(s)/Guardian(s):

The administration and staff of Bayfield Elementary School would like to extend a warm welcome to all our students and their parent(s)/guardian(s) for the 2011/2012 school year.

This will be yet another exciting and challenging year and we are looking forward to working with all of you throughout the school year. As always, we will be working hard to provide the best possible education for your child. Educating a child takes everyone's involvement, including the school, the student and their parent(s). We encourage you to take an active role in the education of your child and to take advantage of the many opportunities offered to become involved with the school. This year working under the guidelines of Professional Learning Communities we will:

Continue to...

- align our curriculum with the state standards, benchmarks and state assessment frameworks, specifically in our science curriculum
- focus on the attitude, behavior, conduct and respect shown by the students
- celebrate our student, building and staff successes
- use DATA to guide our instruction and use DATA to set grade level S.M.A.R.T. Goals.
- incorporate best instructional practices into classrooms.
- focus on maximizing the time in each instructional day
- develop strategies which will place us at a high level of student success as measured by the CSAP

The purpose of this handbook is to acquaint students and parent(s)/guardian(s) with various information, policies and requirements to ensure that every child receives the best education possible, and that the school functions as effectively as possible. Please note: This handbook has been approved by the Board of Education and thus is policy. Please read and discuss this handbook with your child. If you have any questions, comments or concerns please contact either your child's classroom teacher or the office at 884-9571.

Sincerely,

The BES Staff

BAYFIELD ELEMENTARY SCHOOL
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Following are the pledges that have been developed by the school advisory accountability committee and the staff of this school. These pledges are a guide to provide the best possible opportunity for your child. Public schools are only facilitators of the education of children. Studies have shown that parental involvement is critically important to the educational process of any child. That is why your child's teacher and the school advisory accountability committee ask that you discuss these expectations with your child. Your child's educational opportunities can be met only when all of us -- children, parents, and educators -- work together!

The Educator Pledges:

I understand the importance of the school experience to every student and my role as an educator and model. I will:

- do my best.
- provide a positive learning environment.
- be aware of the individual needs of each child.
- communicate regularly regarding each child's progress.
- provide a variety of teaching methods and materials to meet individual needs.
- treat all students with dignity and respect.

The Student Pledges:

I know school is important to me. It helps me to learn and grow. I understand that my parent(s)/guardian(s) and teacher(s) want to help me do my very best in school. I am responsible for my own success, and I must work hard to do well. I agree to:

- be respectful of myself and others.
- always do my best.
- obey classroom and school rules.
- do my part to be prepared and at school on time every day.
- take responsibility for my education by completing my class work and homework on time and by having the necessary supplies.
- promptly deliver communications between school and home.

The Parent/Guardian Pledges:

The Parent/Guardian is the child's first and most influential teacher. I will:

- see to it that my child arrives properly fed, well rested, and on time everyday.
- take time to visit every day with my child about what he/she has done at school.
- provide my child with adequate time and a quiet place to study every night.
- spend a specified number of minutes per day/week/month reading/studying with my child.
- communicate on a regular basis with my child's teacher.

BES STAFF

		Room
Principal	Diane Gardner	Office
Secretary	Rhonda LaVenture	Office
Office Assistant	Lynn Ferguson	Office
Art	Jody Paulek	140
Classroom Teachers:		
2nd Grade	Linda Huffmyer	216
	Alison Magno	213
	Amy Moe	214
	Samantha Nelson	217
3 rd Grade	Bill Hesford	211
	Penny Merchant	208
	Jennifer Rector	209
	Amber Schenk	212
	Brandi Sparks	210
4 th Grade	Paula Carron	206
	Rich Coulson	204
	Chip Hodlmair	207
	Suzanne Woss	204
5 th Grade	Dave Foster	242
	Shanna Noonan	241
	Jen Reed	205
	Renee Sebestyen	148
	Erin Van Winkle	149
Computer	Tim Telep	240
Counselor	Robert Stafford and Amy Miglinas	115
Custodians/Maintenance	Tim Walter (Maintenance Director)	
	Ted Hockenbury (Head Custodian)	
	TBD (Custodian)	
	TBD(Custodian)	
Nutrition	Julie Whitmore (Director)	Cafeteria
Gifted and Talented	Joanna Duran (District Coordinator)	BHS
	Carolyn Striker (BES Full-time teacher)	150
Library	Darla Butero	Library
Music	Lech Usinowicz	Music
Nurse/District Nurse	Maggie Morelli	Office
Occupational Therapist	TBD	
Physical Education	Becky Chandler	Gym
Psychologist	David Neal (BOCES)	
Spanish Program	Maria Page	243
	Holley Hughes	Modular E
Social Worker	Traci Rock (BOCES)	
Speech Therapist	Christine Riegel (BOCES)	
Special Education	Jennifer Stoeckl	219
	Michelle Shupe	220
Teaching Assistants	Lora Porter	
	Stephanie Hoselton	
	Rebecca Potter	
	Joan Richardson	
	Annette Shonk	
Title I Language Arts		
	Cynthia Standiferd	215

DISTRICT OFFICES AND PHONE NUMBERS

Superintendent – Troy Zabel	884-2496
Director of Human Resources - Linda Kole	884-2496
Administrative Assistant – Barbara Elliott	884-2496
Director of Finance – Amy Lyons	884-2496
Bookkeeper - Janet Dickinson	884-2496
Payroll Specialist – Misty Mathews	884-2496
Curriculum/Staff Development Director – Karen Rodberg	884-2496
Director of Nutrition Services – Julie Whitmore	884-9571
Director of Maintenance – Tim Walter	884-0285
Director of Transportation – Larry Black	884-2496
Bayfield Elementary School Principal – Diane Gardner	884-9571
Secretary - Rhonda LaVenture	
Bayfield Elementary Primary School Principal – Diane Gardner	884-0881
Lead Teacher – Susan Johnson	
Secretary - Debbie Walter	
Middle School Principal - Mike Lister	884-9592
Secretary - Tammy Carroll	
High School Principal - Michael Gearheart	884-9521
Secretary-- Pam Catron	

SCHOOL DISTRICT 10 JT-R BOARD OF EDUCATION

Barbara Wickman, President	884-7050
Don Mooney, Vice President	884-9201
Bill Faust, Secretary/Treasurer	884-4359
Robin Duffy-Wirth, Director	884-8167
Mike Derrickson, Director	884-4463

BOARD POLICIES TO BE INCLUDED IN SCHOOL HANDBOOKS

VISITORS IN THE PUBLIC SCHOOLS

Bayfield School District 10 Jt-R welcomes visitors into our schools and onto school properties. The district highly respects and honors parents, other relatives, guardians, friends, and other members of the public to come into our schools, see what their tax dollars are providing for our students, see what our schools are offering educationally, and visit with our students and staff. Non-relatives who wish to visit with students will need to have the purpose of their visit approved by the school principal.

To assist in ensuring that visitors are welcome, to assure the safety and security of our students and staff, and to ensure that the district's educational programs function as planned, we ask that all visitors abide by the following guidelines:

- Visitors will respect all students and staff with the same respect that they would expect in return from those students and staff; visitors will dress appropriately.
- Visitors will not interrupt the educational programs or other activities of the school at any time.
- Visitors will not discuss any issues/topics which may be considered controversial and/or contrary to standard expectations in a public school setting with any student or staff member without prior written permission of the school principal, and without supervision by a school official.
- A controversial issue/topic is defined as any problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium of communication or of any organized group; any subject that arises in the classroom/school on which strong emotional bias is expressed by members of the classroom/school group; or matters which the Board of Education formally declares as controversial (BSD. Policy IMB).
- To promote the general health, welfare, and well-being of all who enter school property, and pursuant to state law, smoking, chewing, the sale and/or distribution of any of tobacco products, by staff, students, or visitors is prohibited at all times on all school property.
- Persons violating the criminal law by using, selling, or distributing any controlled substance on school grounds, on school buses, transporting students, or within 1,000 feet of the perimeter of the school grounds shall be subject to enhanced criminal penalties.
- Please understand that if any of these guidelines are violated, visitor privileges will be revoked.

Visitors will present themselves to the school office immediately upon entering a school building to check in with the school secretary. The visitor will read this set of guidelines, present proper photo identification, sign in the school's visitor log, and wear an identified school visitor pass while in the building, and return the pass and sign out upon leaving the building.

**NOTIFICATION PURSUANT TO SECTION 22-1-124, C.R.S.
(Information Concerning Sex Offenders)**

School law states that each parent/guardian has the right to be informed about sex offenders living within the boundaries of the school district. You will find instructions as to how to obtain such information, should you wish to do so, listed below.

While quality education and learning is obviously the charge of the public schools, our number one priority is the safety and welfare of all students and staff. Accordingly, all schools in the district have been reviewing and updating their safety and emergency procedures, and will be keeping all staff updated with appropriate information.

The Bayfield School District and the Board of Education hope you will find this information valuable in ensuring the safety of your child/children.

You have the right (a) to be informed whether a specific named individual is listed in the central sex offender registry maintained by the Colorado Bureau of Investigation (CBI), and (b) to obtain the name, address, known aliases, photograph, history of sex offense convictions and other criminal convictions of all registered sex offenders who reside within the law enforcement jurisdiction of your residence. To obtain this information you may contact CBI at:

Colorado Bureau of Investigations
Program Support Unity/Sex Offender Unit
690 Kipling Street, Suite 4000
Denver, CO 80215
Phone: (303) 239-4222 Fax: (303) 233-8336

Some information is posted on the CBI website: www.sor.state.co.us. This includes names, addresses, physical descriptions, and descriptions of offenses committed by “sexually violent predators,” repeat sexual offenders, and persons required to register as sex offenders who have not registered.

Additionally, information may also be obtained from the La Plata County Sheriff’s Department located at:

Sheriff’s Office and County Jail
742 Turner Drive
Durango, CO 81303
Phone: (970) 247-1157 Fax: (970) 247-1618
www.lpcso.org

The Sheriff’s Department website is www.co.laplata.co.us/so/sheriff.htm. The home page has a link to the CBI sex offender information. Finally, you may also obtain information from:

Bayfield Town Marshal
11 W. Mill Street
Bayfield, CO 81122
(970) 884-9636

The Sheriff’s Department or the Town Marshal may from time to time conduct public meetings to advise key groups of a known “sexually violent predator” within the community.

If you reside in an affected neighborhood, you may be invited to attend such a meeting. Notification of such meetings is the responsibility of law enforcement. If you are invited but cannot attend, you may obtain the information by contacting the Sheriff’s Department or the Town Marshal.

NONDISCRIMINATION / EQUAL OPPORTUNITY

The Board is committed to a policy of nondiscrimination in relation to race, color, sex, religion, national origin, age, marital status, disability or handicap. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies by the Board and in the administration of those policies by the administration.

In keeping with these statements, the following shall be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he or she lives.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.

The district shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the district are offered without regard to race, color, sex, religion, national origin, age, marital status, disability or handicaps. The announcement shall also include the name/title, address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

The notice shall appear on a continuing basis in all district media containing general information, including: teachers' guides, school publications, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

In compliance with Title VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972: Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act and Colorado Law, Bayfield School District 10 Jt-R does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital status, disability or handicap in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Grievance procedures for Title IX and Section 504 have been established for students, parents and employees. The following person has been identified as the designated employee to coordinate compliance activities for the district.

Specific complaints of alleged discrimination under Section 504 or the ADA (handicap/disability) should be referred to:
Superintendent or Designee
24 Clover Drive

Bayfield, CO 81122
(970) 884-2496

Specific complaints of alleged discrimination under Title IX (sex) should be referred to:

Superintendent or Designee
24 Clover Drive
Bayfield, CO 81122
(970) 884-2496

Complaints may also be filed with the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado, 80204.

NONDISCRIMINATION ON THE BASIS OF HANDICAP / DISABILITY

1, Designation of responsible employee

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Section 504 of the Rehabilitation Act and with the Americans with Disabilities Act (“ADA”).

The designee, the district’s Section 504 and ADA compliance officer, shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with Section 504 and the ADA and all pertinent regulations, including the development of all necessary procedures and regulations.

The Section 504 and ADA compliance officer shall annually notify all students and employees of the district regarding the district’s policy and grievance procedures and of his/her name or title, office, address and telephone number. Notification shall be by posting and/or other means sufficient to reasonably advise all students and employees.

The Section 504 and ADA compliance office shall also be responsible for:

1. Establishing and monitoring a Section 504/ADA referral/identification/review process.
2. Maintaining data on Section 504/ADA referrals.
3. Providing staff and parent awareness and training activities concerning Section 504/ADA requirements.
4. Monitoring the Section 504/ADA budget.
5. Consulting with the director of special education.
6. Serving as a school liaison with the state Section 504/ADA coordinator.
7. Serving as the school liaison with the regional Office for Civil Rights.

2. Grievance procedure

All students and employees shall have a ready means of resolving any claim of discrimination on the basis of handicap or disability in the educational programs or activities of the district.

In the event a student or employee believes that there has been a violation of Section 504 or the ADA, he or she shall mail or deliver to the Section 504 and ADA compliance officer a written statement setting out the alleged violations in specific terms, describing the incident or activity, the individuals involved and the dates, terms and locations.

Within 2 days of receiving the statement, the Section 504 and ADA compliance officer shall provide the individual filing the written statement an opportunity to discuss the matter personally, if requested.

The Section 504 and ADA compliance officer shall make such additional investigation as is necessary to determine the complete facts involved and shall report to the superintendent his/her findings and recommendations regarding resolution of the matter within 14 days of the initial meeting with the person making the statement. The matter shall be reported to the Board at its next regular meeting for its review and action if it deems further action necessary.

If the student or employee is not satisfied with the handling of the matter by the superintendent, he or she may appear before the Board of Education and present the matter directly to the Board.

A complaint may also be made to the Office of Civil Rights at any time before or during the district's grievance procedures at: The Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd, Suite 310, Denver, CO 80204.

3. Dissemination of policy

The superintendent shall notify applicants for admission, students, parent/guardians sources of referral of applicants for admission, employees and applicants for employment that it does not discriminate on the basis of handicap or disability in the educational programs or activities which it operates and that it is required by Section 504 and the ADA not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena;

appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

MODEL NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Bayfield School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bayfield School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bayfield School District to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want Bayfield School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Bayfield School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

TOBACCO-FREE SCHOOLS

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school district should provide both effective educational programs and a positive example to students concerning the use of tobacco.

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences, ie., teacherages.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.
3. "Use" means lighting, chewing, inhaling or smoking any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

Exemptions

Pursuant to state law no exemption shall be granted pursuant to this policy. Any previously granted exemption became invalid July 1, 1999.

DRUG AND ALCOHOL USE BY STUDENTS

Bayfield School District 10 Jt-R shall promote a healthy environment for students by providing education, support, and decision-making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or procure or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions, which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services, or other agencies and organizations, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs, which are available.

Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

The district shall provide all students and parents/guardians with a copy of this policy on an annual basis.

The Board shall conduct a biennial review of its drug prevention program to determine its effectiveness, to implement any required changes and to ensure that the disciplinary sanctions required are consistently enforced.

WEAPONS IN SCHOOL

The Bayfield Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district.

Carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, on or at a designated bus stop or at any school-sponsored activity is prohibited. A student may seek prior written authorization from the building principal 48 hours prior to bringing or possessing a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion. The principal's decision to deny or permit a student to bring or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

If a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon and the student notifies a teacher, administrator, or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory unless such expulsion is mandatory by State or Federal Law.

As used in this policy, "dangerous weapon" mean:

- a. A firearm, whether loaded or unloaded, as defined by State and Federal law;
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches;
- d. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used by the student to inflict death or serious bodily injury; or, designed to inflict serious bodily injury or death, regardless of the student's intent.

The length of the expulsion pursuant to this policy shall be for a period of not less than 1 year, except that the Superintendent may modify such expulsion in writing on a case by case basis for a shorter time period.

The district shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law. School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement, including any student who has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it. In accordance with applicable federal law school personnel shall contact law enforcement regarding any student who brings a firearm or weapon to or on school district property and shall refer to law enforcement as necessary about how to properly dispose of the firearm or weapon or return it to its owner.

Adopted: March 21, 1995
Revised: August 2002
Revised and recoded: May 25, 2010

USE OF CELL PHONES, PAGERS AND PORTABLE ELECTRONIC DEVICES

The Board of Education recognizes that cell phones, pagers, and all portable electronic devices can play a vital communication role during emergency situations. However, the ordinary use of cell phones, pagers, and all portable electronic devices in school situations can be disruptive to the educational environment and is not acceptable.

Student cell phones, pagers, and all portable electronic devices are forbidden in the classroom. Possession and use of these devices in all other locations shall be at the discretion of the individual building administrator and/or school personnel.

Violation of this policy will result in disciplinary measures and confiscation of the cell phone, pager, or portable electronic device. Confiscated cell phones, pagers, and portable electronic devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel.

All student portable electronic devices must be turned off from 7:50 a.m. until 3:10 p.m. Cell phone use is also prohibited on school vehicles/buses. We discourage students bringing personal items to school because the school is not responsible for lost or broken personal items that students bring to school, and may become a distraction in the classroom. Teachers may have classroom rules concerning personal items.

PROMOTION AND RETENTION

Typically, the district promotes pupils only at the end of the school year. In case of children who enter from systems where semi-annual admission and promotion are used, those who have thus finished half a grade when admitted to Bayfield School District 10 JT-R shall be placed in the same grade; however, if it later appears they should be placed in the succeeding or preceding grade, a change may be effected.

A teacher may recommend that a child be retained if he or she has not reached minimum competencies, as determined by the teacher, which would allow the child to progress satisfactorily to the next grade or class. In cases of academic retention, the final decision will be made by the teacher and principal after consultation with the parent.

The teacher involved will ask for a conference with the parents and suggest that the child be retained for one or more of several reasons, such as the child is not sufficiently mature socially, or emotionally. The final decision will be made by the teacher, principal and the parent. In cases of a provisional promotion, a review shall be made within the first 30 school days in the following school year, and if the maturity and achievement are found satisfactory, the child may continue at normal grade level or class.

Notwithstanding the above, the decision as to the placement of a student with disabilities shall be made in accordance with the individuals with Disabilities Education Improvement Act and Colorado's Exceptional Children's Educational Act.

When retention, non-continuation, or non-graduation, is being considered, the parent shall be notified

by certified mail no later than April 15 or by the middle of the fourth quarter.

STUDENT ABSENCES AND EXCUSES

One criteria of a student's success in school is regular and punctual attendance. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. Absences may lead to poor academic work, lack of social development and possible academic failure.

In accordance with state law, it is the obligation of every parent/guardian to ensure that every child under such parent's care and supervision receives adequate education and training. Therefore, every parent of a child who has attained the age of six years on or before August 1 of the year in question and is under the age of seventeen years shall ensure that such child attend public school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have a good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board of Education believes that a student must satisfy two basic requirements in order to earn full credit: (1) satisfy all academic requirements, and (2) exhibit good attendance habits as stated in this policy.

Excused Absences

The following shall be considered "excused" absences for purposes of this procedure and "exceptions" to the statutory requirement for purposes of enforcing compulsory attendance law:

1. Student who is temporarily ill or injured;
2. Student who is absent for an extended period due to physical, mental or emotional disability;
3. Student who is the custody of a court or law enforcement authorities;
4. Student who is pursuing a work-study program under the supervision of a public school;
5. Student who is absent due to a bona fide religious observance;
6. Student who is absent due to a family emergency or hardship;
7. Student who is absent due to attendance at any school-sponsored activity or activities of an educational nature with advance approval by the administration;
8. Student who is a junior or senior and is absent for college visits (this absence requires prior approval of an administrator and is limited to two (2) days per year);
9. Student whose absence is approved by the administrator of the school of attendance; and
10. Student whose absence is permitted pursuant to C.R.S. § 22-33-104(2).

Unexcused Absences

An "unexcused" absence for the purpose of assuring an education pursuant to the School Attendance Law of 1963 (C.R.S. § 101 *et seq.*) shall mean an absence not covered by one of the previously noted "exceptions." Suspension and expulsions are "unexcused" absences but not counted in making a declaration of "habitually truant." Excessive unexcused absences may lead to truancy. "Habitually truant" means a child who has attained the age of six years on or before August 1 of the year in question and is under the age of seventeen years having four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year. The District may initiate judicial proceedings against any student who has incurred four unexcused absences from public school in any one month or ten unexcused absences from public school during any calendar or school year.

Excessive Absences

For purposes of this policy, an "absence" is the accumulation of any and all classes or periods for which a student is not present on any school day.

Excessive unexcused absences, more than six days per school year or three or more days per semester for the high school, shall be addressed by school personnel. Appropriate intervening action shall be taken.

Because school attendance is a component of education, school administrators and teachers may impose academic penalties, as well as disciplinary consequences, for excessive unexcused absences. Students and parents/guardians are responsible for reading the student handbook, which contains the attendance policy, and knowing that unexcused absences may have academic, disciplinary, and/or legal consequences. Students and parents may petition the Board for exceptions to this policy or any accompanying regulations, provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for any such exception.

Prearranged Work

Class/homework for anticipated long term absences (three or more days) should be prearranged with the teachers. Prearranged work completed and turned in upon return from the absence will receive full credit. Prearranged work not turned in upon return will be treated as regular make-up work but will only receive 85% credit.

Make-up Work

Make up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class.

All make-up assignments shall be completed within the number of school days missed plus one for a maximum of six school days. The student will receive one hundred percent credit for all make-up work for all excused absences.

Students with unexcused absences shall receive 85% credit for class work missed; however, they shall be held responsible for knowledge and completion of class work covered during the time of their absence.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of non-tardy students to uninterrupted learning, penalties shall be imposed for excessive tardiness. Appropriate intervening actions shall be taken with three or more unexcused tardies.

Extenuating Circumstances

Extenuating circumstances will be handled on a case-by-case basis by the building principal and teacher(s).

Attendance Officer

The Board hereby designates the Superintendent or designee, and the school principal or designee to act as attendance officers, who shall enforce the compulsory attendance law, counsel with students and parents, investigate the causes of nonattendance, and report their findings to the board.

REPORT CARDS/PROGRESS REPORTS

The board feels that it is essential for parents/guardians to be kept fully informed of their student's progress in school

The type of progress reports sent to parents/guardians shall be devised by the professional staff, shall be uniform throughout the district at comparable grade levels and shall be approved by the board. They shall reflect students' progress toward attainment of state and district content standards.

Except for the college entrance exam, results of the Colorado State Assessment Program Exams will be distributed as soon as possible after being received by the district, and made part of the student's permanent academic record. Results of the college entrance exam shall be included on each student's transcript. However, if a student retakes the exam at a later time at the student's expense, the student may request that the later results be placed on the transcript in place of the earlier results.

In reporting student progress, the district shall use parent/teacher conferences and report cards. Conferences shall be conducted at the end of the first nine week grading period and during the third nine week grading period.

We require 100% participation in the parent/teacher conferences held at the end of the first quarter. In January, parents may or may not be contacted about coming in for a conference. Of course, any time a parent wants to visit with a teacher, an appointment should be made. Special area teachers are always available for parents to visit with during days scheduled for conferences as well.

A variety of measures may be used to evaluate student progress, including test scores, homework, reports, daily class participation and other appropriate means in order to make a fair composite of student mastery.

STAFF PERSONAL SECURITY AND SAFETY

Offenses against school employees

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly making a false allegation of child abuse, or alleged criminal offense by a student directed towards a teacher or school employee.

These same procedures shall be followed in instances of damage by a student, to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the administration and the Board by delivering the complaint to the building principal/supervisor and the superintendent's office.
2. The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent or principal shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or designee shall report the incident to the appropriate law enforcement agency or officers who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

Communication of disciplinary information to teachers/counselors

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality

and shall not communicate it to any other person.

NOTICE TO BAYFIELD ELEMENTARY SCHOOL PARENTS

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

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

Please contact the District Administration Office at 970-884-2496 if you would like to receive any of this information.

STUDENT INSURANCE POLICY

The District will make an application available to parents for an optional student insurance policy. This is NOT a District program, it is a voluntary low-rate insurance program offered to all school children. Since we are a Public Entity, the Colorado Governmental Immunity Act, Section 24-10-101 of the Colorado Revised Statutes, substantially limits the District's liability. Therefore, most student injuries or accidents would be covered under personal insurance policies or the District offered student insurance and NOT by the District's insurance coverage.

SCHOOL CLOSURE/DELAYED START

In the event of inclement weather or an emergency, school may be closed, the starting delayed, or dismissal of students may occur early. In any event, announcements will be made on these Durango radio stations: KDGO (1240 AM), KIUP (930 AM), KRSJ (100.5 FM), KPTE (99.7 FM), KISZ (97.9 FM), KIQX (101.3 FM). Emergency closures are also posted on the website www.bayfield.k12.co.us/emergency.

If no report is heard, it can be assumed the school will be functioning on its normal schedule. Please make sure you have an emergency backup plan for your child(ren) in the event the school must dismiss early. If the school loses power and/or phone service, last minute calls may not be possible.

BELL SCHEDULE / SCHOOL HOURS

School hours for grades 2-4 are from 7:55 AM to 3:05 PM, 5th grade is from 7:50 – 3:05. Arrival after the second bell rings at 8:00 constitutes being tardy, in which case the parent/guardian and the tardy student must check in at the school office before the student may go to his/her classroom. We appreciate you making every effort to get your child (ren) to school on time.

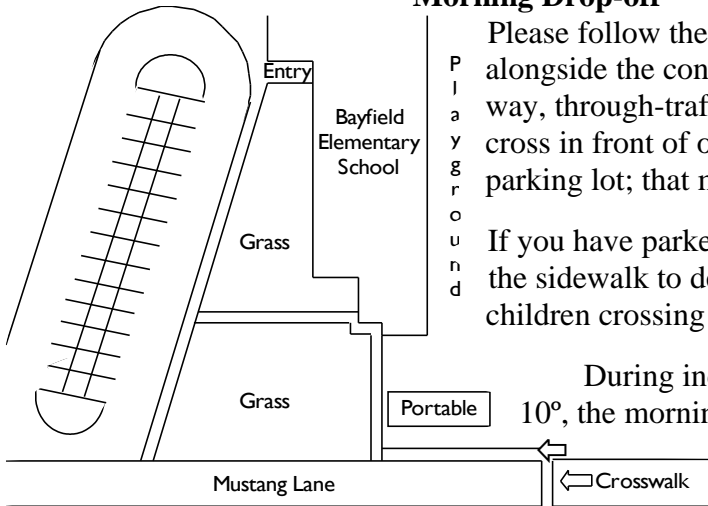
- | | |
|------|--|
| 7:35 | •Students may begin arriving: prior to this time there is no supervision |
| 7:55 | •First Bell - students may not enter the school prior to this time without permission. |

- 8:00 •Tardy Bell - students arriving after this bell must be checked in at the office by a parent/guardian.
- 3:05 •Dismissal Bell - students should be on their way home. There is no supervision of the school grounds after 3:10 p.m. Children are not to remain on the playground after school.

STUDENT DROP-OFF/PICK UP

All students are encouraged to take the bus, walk or ride a bike to school. If you drive your child(ren) to and from school, please abide by the following guidelines.

Morning Drop-off



Please follow the entrance arrow into the parking lot and pull up alongside the concrete sidewalk as close to the curb as possible. This way, through-traffic is not blocked and your child does not have to cross in front of other cars. Please, never, ever double-park in the parking lot; that makes it extremely dangerous for your child(ren)!

If you have parked in either of the parking areas, please walk over to the sidewalk to deliver your child. For the safety of all, we do not want children crossing the parking lot on their own.

During inclement weather days or when the temperature is 10°, the morning duty person stands near the front main entrance of the school. On these days students will go inside. Grades 4-5 go to the gym, grades 2-3 go to the hallway near the music room.

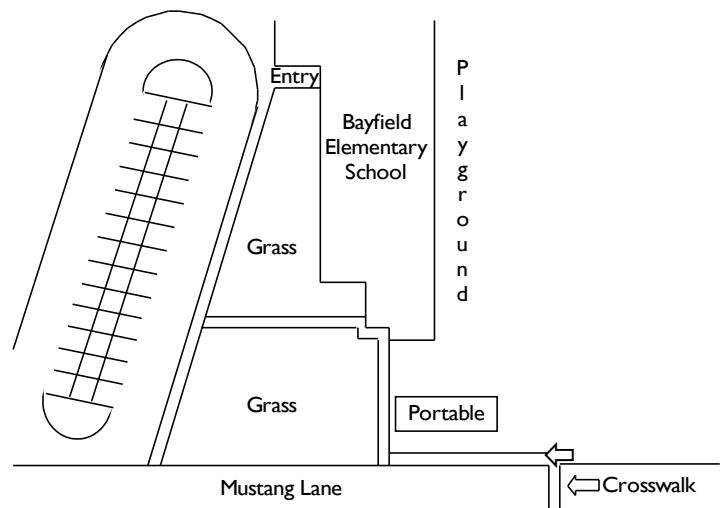
Morning Drop-off South Side

Students may also be dropped off at the south side of the school on Mustang Lane. Cars should approach the school traveling west. They may pull off Mustang Lane into the drop off lane created by the cones. Students should exit the right side of their vehicle and enter the school grounds on the sidewalk below the modular. Cars should merge with westbound traffic at the end of the cones. There is no parking in this area from the crosswalk down to the front entrance of the school before school.

Afternoon Pick-up

If you are picking up your child after school, form only a SINGLE lane alongside the front sidewalk (please do not block the fire hydrant or fire lane). You may park in the parking spaces on the west side of the parking lot. There is a painted "sidewalk" on the asphalt, so your child(ren) can walk directly to your vehicle without ever having to cross the lot.

Please park your car in the parking lot if you intend to do more than just drop-off or pickup. Parking next to the curb is reserved for delivery, emergency, and maintenance vehicles only. Students are not to be dropped off prior to 7:35 a.m. and must be picked up by 3:10. Students remaining after 3:30 will be placed in the Bayfield Family Center and families will be charged for this service.



Afternoon Pick-up South Side

Students may be picked up on the south side of the building after school. Please park your vehicle,

walk to the school yard to safely escort your child to your car.

Please Note:

Delivery and pickup at school for all students other than bus riders should be done in front of the school (around the parking lot), or on the north side of Mustang Lane to the south of the school (please do not park on the far side of Mustang, as we do not want your child(ren) to have to cross the road!). Please do not drop-off or pick up your child(ren) at, or in, the bus loop!

POLICIES ABSENCES

Students are expected to attend school regularly. Absences may be unavoidable in the event of an emergency or illness.

Absences for emergencies and illness are excused. **PLEASE NOTIFY THE SCHOOL BY 9:00 A.M. EACH DAY OF THE ABSENCE.** We have an answering machine, so please feel free to call in before or after school and leave us a message regarding your child's absence. In the event of a planned absence, please notify the teacher and school in advance.



When a student is absent, all missing work must be made up. The time line for completing makeup work for both excused and unexcused absences will be based on the number of school days missed plus one additional day.

TEACHERS WILL NOT PROVIDE SPECIFIC ASSIGNMENTS AND MATERIALS IN ADVANCE. SKILLS AND CONCEPTS THAT WILL BE TAUGHT DURING THE STUDENT'S ABSENCE WILL BE PROVIDED, IF REQUESTED. PLEASE NOTIFY THE TEACHER AND ALLOW 24 HOURS TO PROVIDE THE WORK. IT IS THE RESPONSIBILITY OF THE STUDENT TO MAKE UP ANY ASSIGNMENTS MISSED ON HIS/HER OWN TIME (recesses and/or at home). In the event of an extended illness or injury, you may pick up work for your child on a daily basis at the end of the school day. Family vacations and educational experiences not sponsored by the district may be excused when prearranged with the school principal. Please note... arrangements must be made one week prior to the student being absent. Please refer to the Bayfield School District Board Policy JH for further details.

ATTENDANCE POLICY

Each school within the Bayfield School District shall develop its own policy/procedures in accordance with the Bayfield School District 10Jt-R Attendance Policy JH, to provide for appropriate intervening measures and consequences for unexcused absences.

The following procedure outlines the required procedure for Bayfield Elementary School:

Bayfield Elementary School requires students to attend school regularly. Habits developed by students at this level are critical for success at the middle school, high school and beyond. The State of Colorado expects each school to have a yearly attendance rate of 95% or better. The State also defines a habitually truant student as a student who has 4 unexcused absences in a month or 10 total for a school year. The Bayfield Elementary School shall hold each student to that same standard. Students shall be in school 95% of the time. This requirement translates into a student being absent from school no more than 8 days in one school year.

- A. **Excused Absence Procedure.** The Bayfield Elementary School Excused Absence Procedure has two levels. Level I identifies the procedures the school shall follow when a student has between zero and 8 excused absences. Level II identifies the school procedures when a student has more than 9

excused absences.

1. Level I

- a. Students/Parents may have 8 excused absences per school year for whatever reason parents feel appropriate. These reasons include, but are not limited to, illness, appointments, family/personal reasons, trips, etc.
- b. The school may send a letter notifying parents when their child has 6 excused absences.
- c. Parents must notify the school before 9:00 a.m. the day their child will be absent for that day or the two succeeding days. Parents must notify the school one week in advance of extended absences.

2. Level II

- a. The school principal shall contact and inform parents of any further absences beyond a student's 9th absence. All absences beyond the 9th excused absence shall be unexcused unless the absence is verified as an illness by a doctor's note or the illness is verified by the school nurse, family emergency or the absence is required by law to be treated as an excused absence.

B. Absence Procedure

1. The school shall declare a student habitually truant if he or she accumulates 10 unexcused absences within a school year or 4 unexcused absences within one month.
2. A school counselor may contact a student's parents and offer assistance in dealing with attendance issues when a student has 4 unexcused absences.
3. The school may schedule a meeting involving parents, the school counselor and the school principal when the student has 5 unexcused absences. Those present at this meeting shall develop an attendance/pre-expulsion contract that the student, parents and school shall execute.
4. The school principal and the Superintendent of Schools may suspend a student pursuant to C.R.S. 22-33-105(2) when the student accumulates 10 unexcused absences. During this suspension, the school shall hold an expulsion hearing with the Board of Education or the Superintendent of Schools.
5. A student shall receive an unexcused absence for every third unexcused tardy. The student is tardy if he or she is not in the classroom when the tardy bell rings.

COMMUNICATION WITH STAFF

When a problem or concern arises for a student or a parent, it is important to follow the chain of contact. We appreciate your cooperation in following the communication policy:

1. Parents should address any concerns directly with the staff member involved. At the request of parent or teacher, a third party may be included in the meeting. Issues brought to the attention of the principal will be relayed back to the staff member involved so the staff member can address the issue directly that would support the best interest for the student.
2. If the questions or concerns cannot be resolved, then either party may request a meeting with the principal.
3. Teachers may be emailed. All email addresses begin with the staff member's first letter of first name, last name@bayfield.k12.co.us. Eg. Diane Gardner's email address would be dgardner@bayfield.k12.co.us.

STUDENT CHECK OUT

School is important and students should be in school unless ill. Routine matters, such as haircuts, shopping, etc., should be scheduled outside of the school day. Vacations should be scheduled during school breaks.

In emergencies, or when no other arrangements can be made, the student must be signed out by the parent at the school office. A checkout slip will be completed by the secretary, which the parent will present to the classroom teacher; the teacher will not dismiss the child without a check-out slip.

CHILD ABUSE/NEGLECT

By law, schools are required to report any suspected child abuse or neglect. La Plata County Department of Human Services and law enforcement have the authority to conduct investigations in the schools and with exclusive authority of law enforcement and Social Services. If you suspect a case of child abuse or neglect, you are encouraged to call 382-6150.

DISCIPLINE

Philosophy

Respect, responsibility, and safety are the school-wide guiding philosophies. Students have a responsibility to know and follow the rules and regulations of the school. Students shall conduct themselves in keeping with their level of maturity with due regard for the supervisory authority vested by the Board in all district employees, for the educational purposes underlying all school activities, and for the widely shared use of school property. Students shall be informed that all district employees, including but not limited to teachers, paraprofessionals, and administrators are authorized to employ reasonable practices in disciplining students for inappropriate behavior and/or violations of rules and regulations. Inappropriate behavior is that behavior which is either dangerous or interferes with the rights of others. The district employee's goal is to facilitate a positive change of the inappropriate behavior. The approach for modifying behavior is an individual matter depending on the needs and characteristics of the student. We believe that modifying behavior is more effective when school and home work together.

We will strive to make each child accountable for his/her own behavior. Our philosophy is that in order for discipline to be effective, it must be fair and consistent, whether we are dealing with students, parents, infractions and/or consequences.

BEPS/BES Behavior Matrix

	Respect	Responsibility	Safety
Before School	Follow playground rules	Arrive between 7:35 and 7:50	Use the outside south stairs to reach the playground
All Classrooms	Use inside voice Follow directions	Be prepared and organized Be willing to try	Keep hands, feet and objects to yourself
Cafeteria	Use quiet voice Use good manners	Be patient in line Clean up after yourself	Walk Keep hands, feet and objects to yourself
Playground	Play without bullying Show good sportsmanship	Get a pass to go inside Line up at bell Stay visible to the duty	Use equipment safely Stay in area of play
Bathrooms	Flush Put paper in trash Value privacy	Go in/Come out	No horseplay Report problems Don't be destructive
Hallway	Walk quietly Go from .A to .B	Walk on right side Single file	Hand on stair rail 1 step at a time Keep hands, feet and objects to yourself
Office/Nurse	Stop at the window Sit and wait patiently	Have a pass Use a quiet voice	Stay in your seat
Assembly	Come in quietly Sit quietly Listen and applaud	Go to restroom before program Sit student style	Keep hands, feet and objects to yourself
Bus	Use inside voice Follow bus rules	Take care of your belongings Line up in correct line	Keep hands, feet and objects to yourself Stay seated
After School	Follow rules	Walk everywhere Depart by 3:10	Stay on sidewalks Walkers wait for buses to depart Playground equipment is closed

DISCIPLINE NOTICE

Student's Name: _____ Date: _____
 Person making referral: _____ Time: _____
 Description of Incident: _____

LEVEL I CODE VIOLATION

Failure to Follow Mustang Student Expectations: _____

LEVEL II CODE VIOLATION

- Defiance of authority/insubordination
- Willful Disobedience
- Fighting
- Dangerous Act
- Harassment/Intimidation
- Vulgar Language
- Blatant Disrespectful Act
- Falsifying Grades/Forgery
- Sexual Harassment
- Repeated Violation of Level I Code
- Tobacco Possession/Use
- Other:

ACTION TAKEN

Level I

- Parent contact
- Recess detention
- Referred to counselor
- Loss of privileges
- Other: _____

Date to serve: _____

Level II

- Parent meeting
- Recess detention
- In-School suspension
- After school detention
- Off campus suspension
- Other: _____

Date to serve: _____

Level III

- Off campus suspension
- Expulsion hearing

Date to serve: _____

Comments: _____

According to state law, this violation will be regarded as a habitually disruptive behavior.

- We: Parent(s), please sign form and return it to school.
- Ver: Parent conference requested.
- Phy: Other: _____

Student Signature: _____
Parent Signature: _____
Principal Signature: _____

(White – Parent Canary – Office Green – Counselor Blue – Teacher)

Oth

Bullying/Harassment:

BULLYING

The staff of BES believes that every student has the right to attend school in an environment which is safe and free from any type of bullying or harassing behavior. Physical and or verbal intimidation or threats of any kind will not be permitted. Name calling, teasing, threatening will not be allowed. Students will be expected to be respectful of each other and tolerate each other's differences. Students who violate these policies will be subject to the following consequences.

1. Written referral from staff member sent to the counselor
 - The counselor visits with student(s) and brainstorms alternative solutions
 - Referral kept in notebook; notes placed in confidential student file
 - Possibility that the counselor will phone or write the parent
 - Support offered by the counselor in form of Lunch Bunch, Anger Group
2. Second time student is sent to the principal
 - Discipline referral sent home to parent to sign
 - Phone call made to parent
 - Student may be required to be in Anger Management Group
3. Third time student is suspended 1 day
4. Fourth time student is suspended 3 days
5. Fifth time student is suspended 5 days
5. Expulsion hearing.



CONDUCT AND DISCIPLINE CODE BOARD POLICY OF STUDENT CONDUCT

It is the intention of the Board of Education that the district's schools help students develop individual knowledge, skills and competence and that students form behavior patterns which will enable them to be responsible, contributing members of society.

In accordance with state law, the Board shall adopt a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

All Board-adopted policies and Board-approved regulations containing the letters "JIC" in the file name shall be considered as constituting the conduct section of the legally-required code.

The Board shall consult with parent/guardians, students, teachers, administrators and community members in the development of the conduct and discipline code.

The rules in the conduct and discipline code shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, shall be printed in a handbook or some other publication made available to students and parents/guardians, and shall have an effective date subsequent to the dissemination of the published handbook.

The superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, junior high and high school and once to each new student in the district. Copies shall be posted or kept on file in each school of the district. In addition, any significant change in the code shall be distributed to each student and posted in each school.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All district employees shall be expected to share the responsibility for supervising student behavior and for seeing that students abide by the established rules of conduct.

GENERAL POLICY OF STUDENT CONDUCT

The School District may suspend or expel a student who engages in one or more of the following specific activities while in the school building, on or off school grounds, in school vehicles, or during a school-sponsored activity. Suspension or expulsion shall be mandatory for any serious violation in a school building or on school property. Whenever required by State law, or at the District's discretion, reports shall be filed with local law enforcement agencies.

1. Willful destruction or defacing of school or private property, or causing or attempting to cause damage to school property or private property.
2. Stealing or attempting to steal school property or private property.
3. Causing or attempting to cause physical injury to another person.
4. Commissions of any act that if committed by an adult would be robbery or assault as defined by State law. Expulsion shall be mandatory in accordance with State Law except for commission of third degree assault.
5. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
6. Violation of District or building regulations, policies, or procedures.
7. Violation of the District policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.
8. Violation of the District's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance to State law.

9. Violation of the district's violent and aggressive behavior policy.
10. Violation of the district's tobacco-free schools policy.
11. Violation of the district's policy on sexual harassment.
12. Violation of the district's gang policy.
13. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
14. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
15. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence..
16. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects or services of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
17. Lying or giving false information, either verbally or in writing, to a school employee.
18. Scholastic dishonesty that includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
19. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
20. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel or others.
21. Repeated interference with the school's ability to provide educational opportunities to other students.
22. Engaging in "hazing" activities, i.e., any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
23. Violation of the district's dress code policy.
24. Violation of the district's policy on student expression.
25. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
26. Violation of district computer use agreements.

Suspension/Expulsion:

If a student's behavior is severe, suspension or expulsion may result. A student may be suspended for up to five days at a time. The Bayfield School District operates under a Zero-Tolerance policy in reference to alcoholic beverages, drugs, tobacco, weapons, inappropriate language, inappropriate or sexual displays of affections or gestures, any form of violence, the throwing of objects which might hurt others, and any form of threat or intimidation. An infraction in any of these areas may result in an automatic suspension or

expulsion. Expulsion may be recommended for an extended period of time. Parents will be notified and police may be summoned. If a student is determined to be “habitually disruptive,” suspension or expulsion may also result. A “habitually disruptive” student is one who causes a disruption in the classroom, on school grounds, in school vehicles or at school activities or events more than five times during the school year because of willful and overt misbehavior which requires the attention of school personnel.

CAMPUS RULES

Closed Campus:

- All students must remain on school premises throughout the school day and during the lunch period unless checked out through the office by a parent, guardian or designee.

Campus:

- Bayfield Elementary School is a drug free/weapon free school.



Not allowed on Campus:

- imitations or actual alcoholic beverages, drugs, tobacco and weapons
- heelies, skateboards or hardballs (softballs are allowed)
- inappropriate language or displays of affection
- fighting (play or real)
- throwing of objects which might hurt others (rocks, snowballs, sticks, etc.)
- threatening or intimidating others
- any form of violence
- pets, unless **prior approval is given.**

Student off-limit areas:

- west, north and south sides of building
- bus loop
- irrigation ditches

Building:

- be quiet in the halls so others can study
- walk at all times
- keep the building and restrooms clean and neat
- use stairs and railings appropriately
- no pets allowed in the building unless **prior approval is given**

Cafeteria:

- stand in line quietly
- be polite to everyone
- use good table manners
- talk quietly
- walk at all times
- find a chair and sit down
- push in chair when you leave
- get a pass from the duty person to go to the restroom
- clean up your spills
- finish eating and cleaning up before raising your hand
- line up and wait quietly until dismissed



If a student misbehaves, appropriate disciplinary action may be taken.

Classroom:

- Rules and procedures will be established within each classroom.

Playground:

- Duty Supervisor has right to change these rules if a problem arises and/or playground/weather conditions warrant a change in rules

Do:

- remain in the playground area
- allow all students to play in all games
- play all “ball” type games in the field beyond the blacktop, unless it is a “court” type of game, use all equipment appropriately
- play appropriately
- use mud-scraper bars for scraping feet, not for sitting on, standing on or playing
- use gazebo for quiet behavior; sitting only on the benches
- line up quickly and appropriately when the bell rings
- take turns on the equipment so that all children may play
- roller blade/skate in the bus loop area only (safety helmet is required)
- sled only on the snow mounds on the east side of the playground
- use the trash cans
- one rider at a time for each “spinner”

Don't:

- play with any balls between the fire lane and the building. Do not play between the fire lane and the building of any classrooms having class
- throw balls against the building or on the roof
- play piggyback games, rough house, tackle or wrestle
- walk on railings (gazebo or ramp-slides)
- sit on top of or hang upside down from the horizontal ladders; arm use only on an individual basis
- don't play on school playground or equipment when dismissed at the end of the day - go directly home, to the bus, or to the car loading areas

Use the following in these ways:

- **Sandbox:** sit or crawl only; use no sticks or rocks; don't push people off; don't bury people or yourself; and don't throw sand
- **Slides:** slide down all the way; don't climb up slide part way; one person at a time; sitting only; face forward; no rocks on the slide; don't interfere with anyone sliding and don't flip over bars
- **Swings:** one person at a time; sitting only; don't throw swings over bars, run under, jump over, or out of the swing, no flipping out of swing backwards
- **Tether ball rules:** Object of tether ball - to get ball completely wrapped up going in the direction of your hit, circle around pole is divided in half by line. Players must stay on their half of the circle, one side of circle is designated as the winner's side -- other side is loser's side, extra players line up behind the losers side, loser serves ball --If loser wins then he moves to the winner's side and the loser goes to the end of the line, players are out and must go to the end of the line if: They cross line, including hands, they touch rope, they touch pole, catch ball, throw ball, No bobbling - play is meant to be a quick, hard hit, keep hands up ready to play the ball - and also to keep head from being hit. May limit play to 2 minutes if two players are at a standstill and no one is winning - both players would go to the end of the line.

Adult and minors safety rules:

- **Students and adults** are asked to obey all safety rules and laws on the school campus
- Bicycles: bicycles ridden to and from school are ridden with traffic (right side of the road)
- Walking: students/adults walking to and from school walk facing traffic (left side of the road)
- Field: the field west of the elementary school, between the school and Mesa Subdivision, is not to be used to go to and from school because of the danger involved with fences, mud, lack of supervision, etc.
- Motor vehicles: all motor vehicles are to be driven with courtesy and in accordance with the law, and our Student Drop-Off/Pick-Up guidelines. See page 9. Please use the proper entrance and exit lanes for the parking lot. Please, never do a U-turn on the street.

DRESS STANDARDS

Students are expected to come to school dressed appropriately, neat/clean. The student will be detained in the office until a change of acceptable clothing is provided. School officials reserve the right to send a student home for a change of clothes when the attire is not in the best interest of the student or the school.

- Appropriate footwear is to be worn at all times
- Hats may be worn outside only, with the exception of special “hat” days
- A top must be worn at all times and be at least waist length
- Shorts and pants are to be worn with the waist band at hip level



Unacceptable clothing:

- Ragged cutoffs, shorts that are too revealing. A good guide to follow is to wear shorts that are finger tip length.
- Fishnet shirts, transparent clothing, spaghetti strap tops, racer back, and muscle shirts
- Any style of top that reveals underwear.
- Clothing with lettering and/or pictures that depict or promote drugs, alcohol, sex, nudity, profanity, tobacco, and any illegal behavior.
- Shorts or pants that reveal underwear.
- Bare waistlines, back, midriffs. Shirt/tops should come below the waistline of the pant or dress.
- Clothing that is worn as an undergarment can not be worn as an outer garment.
- Boxers worn as an outer garment.
- Any other style or method of dress that creates or could possibly create, a disturbance may be cause for the student to be asked to change.

BUS REGULATIONS

Riding a school bus to and from school is a privilege and not a right. The privilege of riding a school bus is contingent upon a student’s good behavior and observance of established regulations for student conduct, both at bus stops and on board buses. Students who do not abide by the bus rules must be dealt with as necessary to protect the welfare and safety of all bus passengers.

1. No alcohol, smoking or tobacco in any form shall be permitted.



2. Students should arrive at the bus stop at least 5 minutes before the bus is due in the morning, and directly after school ends for the day. The bus cannot wait for a tardy student.
3. Be orderly and respect other people's property while waiting to board the bus. Stay back at least 5 feet from the point where the bus stops. Wait to board until the bus comes to a complete stop. If you must cross in front of the bus, wait for the driver's signal then cross 10 feet in front of the bus.
4. Upon boarding the bus, go at once to your seat and remain seated until it is your turn to get off the bus.
5. No eating or drinking on regular bus routes.
6. Buses will not let students off at any location other than authorized bus stops. Students must have a note signed by a parent and/or office personnel to ride a bus which is not assigned to them. A signed note from the parent and the principal will also be required for students to be dropped off at a stop different from their regular stop. Parents/designee will not be able to take students from the bus line up or off the bus without prior notice from the principal.
7. Students shall not tamper with any equipment or safety features, emergency doors, emergency windows and emergency roof hatches or door locks. (Automatic suspension)
8. Students shall not fight, scuffle, use obscene language, or gestures towards other students, school personnel, or visitors on or around the school bus. (Automatic suspension)
9. The aisle shall remain clear at all times. Passengers should keep books, lunch boxes and other objects in their laps. Band instruments shall remain in the case. Athletic gear must be kept in a zippered bag.
10. Students shall not carry live animals, or large objects on the bus. Items such as skateboards, skis, or other items that can be a danger during a sudden stop or accident are not permitted on the bus.
11. Students shall not transport explosives, flammables, dangerous weapons on the bus. (Automatic suspension)
12. Students planning to have district students as guests in their home and are planning to have students ride their bus must notify the driver and have a note signed by a parent and principal prior to boarding the bus.
13. Students will have all cell phones turned off while on the bus.
14. Students shall cooperate with the bus driver and follow her/his instructions at all times. (automatic suspension)
15. Students violating the above rules are subject to one or all disciplinary actions.

Levels of Discipline

1st Offense – Referral sent to parents

2nd Offense – 3 day bus suspension

3rd Offense – One week bus suspension

4th Offense – One month bus suspension and possible loss of bus riding privileges.

All bus suspensions are for all bus routes and activity trips.

FIRE (EMERGENCY) DRILLS



To ensure the safety and welfare of all, Emergency Drills will be held throughout the school year. During an Emergency Drill, walk quickly and quietly to the designated area, and stand quietly during and after the role call. If the child is not with a class in the event of an Emergency Drill, he/she should leave the building through the nearest exit and report to the nearest adult. Bayfield Elementary School will conduct 5 – 7 fire drills throughout the school year, including one silent fire drill. In addition, we will practice at least two lock down drills each year. Parents will be notified in advance of each lock down drill. We have many policies and procedures in place for the safety and well being of our students. If you have any questions about these policies and procedures please contact the building principal.

LIBRARY/TEXTBOOKS/SCHOOL PROPERTY

Students are encouraged to use the library as much as possible. However, it is important for children to be held accountable for returning books on time.

Textbooks are lent to students for their use during the school year. It is the responsibility of the student to keep the textbooks clean and handle them carefully. Students will be required to pay for damaged or lost books, and/or any damaged school property.

LOST AND FOUND/PERSONAL EFFECTS

Lost and found items are kept in the lunchroom. Check with the school secretary for any smaller missing items. Unclaimed items will be turned over to a charity organization each month.

The personal effects of each student such as clothing, lunches, money, school supplies, etc. are the responsibility of that student. Lost and/or stolen items are not the responsibility of the school. We encourage you to label items of importance with the child's name.

CLASS PLACEMENT

Student in Class:

Students will be assigned to the next year's teacher based on their present teacher's recommendation. **REQUESTS FOR A SPECIFIC TEACHER WILL NOT BE GUARANTEED.** Our professional staff sets the goal of creating a balanced classroom community in every K-5 classroom. Each balanced classroom community will reflect, as much as possible, a balanced blend of boys, girls, learning styles, ethnicity, abilities and talents. This process occurs in the spring. One week prior to school starting parents may call or stop by the school office to find out the placement of their student. Students and parents are invited to the open house which occurs the day before school starts to meet their new teacher, deliver their supplies to school and to receive other information about the school.

Placement/Registration Of New Students:

Students enrolling after the start of the school year may start class one full day after registration. This gives teachers the appropriate amount of time to ready the classroom for a new student.

Bayfield Elementary School may test new students for accurate placement. Grade level placement may be changed according to the test results.

The principal and/or counselor will call the students prior school before attendance can begin. BES will not accept a student who has been expelled from a previous school.

HEALTH

Emergency Illness:

Please do not send an ill child to school. If your child becomes ill while at school, you or your emergency contact person will be contacted immediately to pick them up. The health office is available to your child if he/she should become ill or injured while at school. A nurse is shared between BEPS and BES. Please notify the nurse of any concerns you have about your child's health. Personnel are present in all schools that are certified in CPR and First Aid. Only qualified personnel shall give emergency care. Parents will be notified immediately of illness or injury. Medical help will be summoned in case of an emergency.

Immunizations:

According to Colorado state law, all students must have a copy of an immunization record on file with the school. Each student will have two weeks to bring their immunizations up to date. If the original record is not complete after the two weeks window, the student will be suspended until the completed record is on file. If the parent has a medical, religious, or personal exemption, a signed statement to that effect must be on file with the school. Forms are available at the school nurses office. **Please refer to pages 48 – 50 for the State of Colorado immunization letter.**

Medications:

By law, prescription medications cannot be given at school without a written prescription from the physician and a signed consent by the parent or guardian. The prescription must be in the original bottle. Prescription medication must be brought to school in a container appropriately labeled by the pharmacy or physician stating the student's name, the name of the medication, dosage and frequency. Over the counter medicine, by district policy, needs a written prescription from a doctor, and a signed consent by parent or guardian, and the medication in the original bottle. Parents may come to school to administer medications to their child(ren).



Students are not allowed to carry any medications, prescription or over the counter, on their person without written permission from a physician and a parent.

Vision/Hearing Screening:

Each year every student receives vision and hearing screenings. Parents of students being advised for further professional testing are notified by mail as to the results. We encourage parents to pursue further testing to ensure that, if there is a vision or hearing problem, it can be addressed as soon as possible. If you do not want your student to participate in these screenings, please contact your school nurse.

Students with Food Allergies

The Board recognizes that many students are being diagnosed with potentially life-threatening food allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among students, the Board sets forth the following requirements.

Health care plan

The school nurse, or a school administrator in consultation with the school nurse, shall develop and implement a health care plan (plan) for each student with a diagnosis of a potentially life-threatening food allergy. The plan shall address communication between the school and emergency medical services, including instructions for emergency medical responders. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

Reasonable accommodations

Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

Access to emergency medications

Emergency medications for treatment of the student's food allergies or anaphylaxis shall be kept in a secure location accessible to designated school staff. Whenever possible and in a timely fashion, the student's parent/legal guardian shall supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to self-carry such medication in accordance with Board policy JLCD, Administration of Medications.

Staff training

The principal or equivalent school administrator, in consultation with the school nurse, shall determine the appropriate recipients of emergency anaphylaxis treatment training, which shall include those staff directly involved with a student who has a know food allergy during the school day. At a minimum, the training shall prepare staff to have a basic understanding of food allergies and the importance of reasonable avoidance of agents that may cause anaphylaxis, the ability to recognize symptoms of anaphylaxis, the ability to respond appropriately when a student suffers an anaphylactic reaction. The training shall also include instruction in the administration of self-injectable epinephrine.

GENERAL



Celebrations:

“Traditional” parties held at school are Halloween, Christmas and Valentine’s Day. Please check with your child’s classroom teacher for specific information about how birthdays may be celebrated within the classroom. Please do not send party invitations to school for your child to pass out. This often creates hurt feelings for those children who are not included. If you wish your child not to participate in any of the celebrations, please make arrangements with the teacher. Other school-wide celebrations include recognition of the citizen of the month; golden broom award, the annual read-a-thon, Dr. Seuss’ birthday, and spirit days sponsored by student council.

The Mustang:

In the fall of 1980, Bayfield Elementary School adopted as its mascot the mustang. A contest among all classes was held to select the mascot. A fourth grade student, Steve Garcia, drew the winning logo.



Parental Supervision Of Children:

While in the school or on the school campus, parents are responsible for the supervision of any children under their charge.



Pledge Of Allegiance:

Students recite the Pledge of Allegiance. In accordance with state law a student shall be exempt from reciting the Pledge of Allegiance if a parent or guardian of the student objects in writing to the recitation of the pledge on any grounds and files the objection with the principal of the school.

Visitors:

Each visitor must sign in and out of the school office for security reasons, and in case of an emergency. When you sign in you will be given a visitor's pass that must be worn at all times. If you do not have one, you will be asked to go to the office and obtain one. For obvious security reasons, it is important for us to know who is on campus and why.

Volunteers:

It is a pleasure to welcome you as a volunteer at our school. The partnership between school and home is critical and being a volunteer is an important part of that partnership. One of our goals for this school year is to increase the level of our parental involvement, including volunteers. Your assistance is important, whether while on a field trip, working in the classroom or special area room, or participating at a school function. Your presence and energy provides our students with varied, engaging learning opportunities.

Volunteering your time and talents in the classroom benefits your child, the school and you – it's challenging, personally rewarding, and fun. Volunteering creates a partnership between home and school. Children love to see their parents in the classroom. No previous experience is required: only enthusiasm, dedication and a desire to learn are needed. A sense of humor is at times helpful.

When you arrive to volunteer, please check in at the office. It is important that the office knows you are in the building in case of a school wide emergency. You will be asked to sign in as a volunteer and given a volunteer badge to wear while at school. If for some reason you are unable to meet your volunteer commitment, please make every attempt to find someone to fill in for you. If you cannot find a replacement, please notify the teacher in advance that you are not coming so they can accommodate you not attending on the scheduled day.

When you assume the responsibility of volunteering in the classroom, you must agree to adhere to the code of ethics that binds together professionals working in the field of education. Volunteers must use a professional level of discretion, which prevents discussion of students, teachers or internal school affairs outside the classroom. Gossip regarding students, teachers or the school is not needed within the community. Sensitive issues should always be referred to the classroom teacher first, then to the school principal if needed. If you have a child in the classroom where you volunteer, prepare your child for your time there. While we all enjoy working with our own child when we volunteer, parent volunteer duties involve all students in the class and group. Often times working with your own child exclusively causes problems. In some instances, working in your child's classroom may not be the best and volunteers in another classroom or grade level may be the best way for you to spend time in the school. No siblings are allowed in the classroom or on field trips.

While in the classroom please remember the teacher is in charge. At no time should the volunteer undermine the authority of the classroom teacher or any other member of the school staff.

Again, thank you for giving of your time at our school. We appreciate your effort and support and you are an invaluable asset to the staff and students of BES.

BREAKFAST/LUNCH PROGRAM

Our school lunch program provides a variety of well-balanced nutritional meals. Please pay for lunches on the first day of the week. We prefer checks, they are much easier to track. If you are paying for several lunches in advance and also have a child on the BEPS campus, you will need to pay separately.



A student has the privilege of charging up to two meals, except for the last month of school when no charges are allowed. Written notification is sent home with the first charge; you receive a phone call after the second charge. We ask that charges be paid as soon as possible.

Application forms and income guidelines are available for free and reduced lunches, you must re-apply every year. This information is kept confidential. If you qualify, taking advantage of this program is optional. We ask that you fill out the form anyway as it may help our school district receive more federal dollars for various programs.

If your child has any food allergies or is lactose intolerant, please bring a **doctor's note** to school that can be kept on file. **Doctor's notes have to be updated every year.**

Parents and relatives are welcome to eat lunch with their child(ren) anytime. Please call the school office before 9:00 a.m. so we will have an accurate lunch count. At the printing of the handbook, these are the prices for lunch:

Student Lunch Price	Milk Price	Adult Lunch Price	2 nd – 5 th Grade Salad Bar
Hot \$2.30	\$.40	\$3.00	\$2.30

Breakfast Price: \$1.25

We now have the availability to pay for your meals online. Go to www.mymealtime.com to set up your username and password. You may also set up your email account for low balance email notifications. Please call Julie Whitmore at 970-884-9571 ext. 219 if you have any questions.

SPECIAL FIFTH GRADE PROGRAMS

Mustang Friendship Award:

Each spring Bayfield Elementary School presents an award to a fifth grade student who exhibits the true meaning of friendship. Working with the staff the name of the award was changed from the Chad Bunkers Award to the Mustang Friendship Award. The criteria and selection begins with the fifth grade staff discussing the qualities of being a true friend.

After qualifying through staff consideration, the entire fifth grade secretly votes for the student who they believe serves as the finest example of friendship. That student and his or her parents are honored by the school with the Mustang Friendship Award.

BES Student Council:

Student Council is open to all 4th and 5th grade students. Student Council consists of 5 officers: 2 Co-Presidents, 2 Treasurers, and a secretary which are elected into office by their peers. This election process consists of speeches to the 4th and 5th grade student body with a vote following. Each 4th and 5th grade classroom also has 2 or 3 class representatives, appointed by their classes.

Student council members are responsible for bringing ideas, thoughts, and concerns about BES to the meetings. We work together to address some of the concerns or ideas that will come from the students. Student Council is also responsible for running the school store, planning the “Fun Days” for BES, having fundraisers like “Movie Night” and Spell-A-Thon.

Money raised by Student Council has funded school wide projects, such as the BES marquee, playground benches, recycling trash cans, various assemblies and other student related projects.



Special Education/Resource:

As mandated by Public Law 94-142, Individuals With Disabilities Education Act, Special Education services must provide free and appropriate education to all disabled students. Special education is more than a “place” for students. It is a planning process that involves a team which develops a specifically designed plan to meet the individual needs of each student. Prior to any evaluations on a child, parents must give written consent for the process to begin and they will be included in all discussions regarding their child.

There are many different kinds of handicaps which can interfere with a student’s performance in school. These can include learning problems, emotional concerns, hearing or visual handicaps, physical conditions, speech or language handicaps, mental disabilities or multiple handicaps.

The resource teacher generally works with students who have a perceptual communicative disorder (learning disability). Teaching is done in a variety of ways. Listening and problem solving skills are strongly emphasized to help students develop their own learning styles. Building confidence and self-esteem is also an important part of our resource program.

The resource teacher also works with regular classroom teachers to develop an individual plan of modifications for each student so they can be successful in the regular education.

Title I:

At Bayfield Elementary, Title I is designed to provide additional instruction to students who are not yet proficient in literacy/math grade level standards, in order to meet state academic achievement standards. The title I teachers regularly evaluate their students, so a student may not be in need of their services for an entire school year.

Title I is the largest federally funded program designed to provide educational services to elementary and secondary schools. Title I funds are allocated by the State to districts on the basis of a formula that includes the number of low income families residing in the area as reported by the number of free and reduced lunch recipients. However, services are provided to students on the basis of educational need rather than family income.

BAYFIELD ELEMENTARY SCHOOL-PARENT COMPACT

Bayfield Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the student will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.



1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement as follows:

School Responsibilities:

Bayfield Elementary School will:

- Create a partnership with every family.
- Monitor student progress in learning and update parents at the end of an intervention period.
- Make sure all students get help as soon as a need is identified through universal assessment measures.
- Send home learning materials/tips for additional practice.
- Explain teaching expectations, grading systems and interventions to students and their families.
- Continually work to improve best teaching practices through professional development opportunities to successfully teach all students.
- Assign work that is relevant and appropriate.
- Make sure students understand the assignments and learning goals.
- Hold Title I parent night at least annually, during which this compact will be discussed with parents as it relates to the Title I program and the services their child will receive.

Parent Responsibilities:

We, as parents, will support our children’s learning in the following ways:

- Monitor attendance by ensuring our child(ren) is on time and attends school regularly.
- We will set a regular time aside each evening or morning to ensure that our child’s homework is complete.
- Read to, or with, our child each and every night.
- Monitor the amount of television our child watches. We will try to limit TV watching to ___ a day.
- Talk to our child(ren) about school each day.
- We will ask questions throughout the week of what they are learning and listen for any problems they may be encountering.
- Communicate with teachers about any issues or concerns we have regarding our student’s learning.
- Promote positive use of our child’s extracurricular time.
- We acknowledge that as parents we have great influence in our child(ren)s lives and will try to give them experiences outside of school that promote learning.

Students Responsibilities:

As a student I will take responsibility for my learning in the following ways:

- Come to school ready to learn.
- I will get plenty of sleep each night, eat breakfast every morning and come to school with a positive attitude.
- I will focus during school and let my teacher know if I need help.
- Complete my classwork to the best of my ability.
- Complete my homework to the best of my ability and turn it in when it’s due.
- Obey school rules.
- I will respect adults, other students, myself, and the Behavior Matrix.
- Limit the amount of TV I watch during the school week ___show per night.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the

individual child's achievement.

The School-Parent Compact will be presented to parents, along with a letter informing them of their child's eligibility for Title I services prior to the student's participation in the program. The compact will also be discussed at a Title I Parent Night where information on Title I services will be presented to parents, as well as at Parent/Teacher conferences held at the end of the first quarter and again in January.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Title I will provide classroom teachers and parents with progress monitoring reports on their child's progress at the end of each intervention period. In addition, classroom teachers will provide quarterly report cards.

4. Provide parent reasonable access to staff, specifically staff will be available for consultation with parents as follows:

Title I teachers will make themselves available to conference with parents at the October and January conferences. Parents are also encouraged in the parent permission letter to visit the Title I classroom, contact teachers via phone or e-mail with questions, or to schedule an additional conference anytime during the school year.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:

Both classroom and Title I teachers welcome visitors and volunteers to the classroom. Solicitations and sign-up sheets for volunteers are offered at each Open House and Title I Parent meeting. Parents are also notified in the Title I permission letter that they are welcome to visit the Title I classroom to observe lessons.

BAYFIELD ELEMENTARY SCHOOL PARENT INVOLVEMENT POLICY

Bayfield Elementary School will:

- Follow the parental policy guidelines in accordance with the No Child Left Behind Act of 2001. This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to parents of students participating in Title I.
- Convene an annual meeting at a time that is convenient for parents, to which all parents of students participating in the Title I program are invited and encouraged to attend. At this meeting, parents will be informed of their child's participation in Title I, the purpose and requirements of Title I, and the parents right to be involved with the program. If a number of parents are unable to attend the scheduled annual meeting, BES will conduct subsequent meetings for parents to attend and provide childcare if necessary.
- Involve parents in the development of the school-parent compact that describes all NCLB requirements for shared responsibility (parent-school-student) for high student performance.
- Provide school performance profiles and their child's individual assessment results, including an interpretation of results, for each major formative or summative test administered.
- Provide a description and explanation of the school curriculum, assessment, and proficiency levels of major formative and summative assessments.
- Provide a timely response to any parent suggestions.

- Build capacity for parents to monitor their student’s performance and work with educators to improve student performance.
- Provide materials and training to help parents improve their student’s academic achievement.
- Educate all school staff with assistance of parents on how to reach out to parents and work with them as equal partners.
- Ensure, to the extent possible, that information sent home is in a language and format parents can understand.
- Providing such other reasonable support for parental involvement as parents may request.
- Provide parents timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

PARENT INVOLVEMENT PROGRAMS

Bayfield Elementary School Advisory Accountability Committee (BESAAC):

BESAAC is a state legislated committee made up of the building principal, teachers, parents and community members. The role of an advisory committee is to be:

- a potential public relations firm
- a group that makes suggestions to the Board of Education regarding budget expenditures
- a group to review the school report card and make suggestions as to how to improve the school rating
- an advisory committee
- a group to advise regarding school improvement plans
- a group to advise regarding student achievement
- a group that works with the school administration to improve efficiency and effectiveness

The role of an advisory committee is not to be:

- a mini school board
- a group that evaluates district personnel
- a group that makes hiring and firing recommendations
- a policy making body

As a group, BESAAC meets once per month at the elementary school. A complete meeting schedule will be made during the first meeting of each school year. For further information on how you can join SAAC, please call the school office.

BAYFIELD PTSA

The Bayfield Community PTSA is a non-profit organization made up of parent and school volunteers. The PTSA strives to be of service to the schools of the Bayfield School District, to build a sustainable volunteer effort on behalf of our students, to ensure that Colorado legislation supports public education in Bayfield, and to build a closer relationship between home and school so that our parents and

teachers may cooperate intelligently in the education of children and youth in Bayfield.

What this means in plain English is that the PTSA wants to help enhance the educational experience of all kids in Bayfield. In past years the PTSA has hosted the Fall Carnival and Teacher Appreciation Week activities, purchased pizzas to help the kids celebrate the successful completion of CSAP testing, bought playground equipment at BES, books for BEPS classrooms and sponsored a number of requests made by teachers at Bayfield Elementary School.

We'd love to have your help this year! For more information about joining the PTSA or about how to volunteer, click on the PTSA tab from the Bayfield Elementary web site (<http://www.bayfield.k12.co.us/BES>) or call 884-9571.

BAYFIELD & IGNACIO FAMILY CENTER AFTER SCHOOL ENRICHMENT PROGRAM

The Bayfield & Ignacio Family Center Licensed Childcare After School Enrichment Program is open to ages five to fifteen years. The program is designed to accommodate parents who are unable to be home with their children after school each day. Most importantly, we work to create an environment in which the children are empowered to learn. We provide tutoring, arts and crafts, indoor and outdoor sports, and also have a large selection of recreational and educational games and toys to choose from. The staff is attentive to the children's needs and makes every effort to create a safe, playful, and educational atmosphere.

Our after school program is offered M-F 3 pm - 6 pm. On most holidays or inservice days we are open 7 am - 6 pm. When the program is open all day, parents must send their children with a lunch and a beverage. An afternoon snack is provided for them. In the event of early dismissal or a cancellation of school, the program will be closed. Fees for the After School Child Care are subject to change. Registration Fee: \$25.00 school year. After school fee: \$6.00 3 pm-6 pm; \$4.00 (reduced lunch program). Full day rate only: 7 am-6 pm \$25.00 for the 1st child; \$24.00 for the 2nd child. Field trip days are \$25.00 also.

Two types of punch cards are available – 10 punch or 20 punch. We are a pre-pay program that requires the advance purchase of a punch card.

Children cannot attend the program until parents have fully completed and returned the application form. Applications can be obtained from the main office in the Bayfield Elementary School. The program director can be reached between 9:00 a.m. and 6:00 p.m., Monday through Friday, at 884-9750. Inquiries can also be made at the Durango Family Center at 385-4747.