

Student/s Name _____ Grade _____

All students at Hotchkiss K8 School have the right to learn in a safe educational environment. We believe that it is the responsibility of the staff, parents, and students at Hotchkiss K8 School to work together to provide the best possible guidelines for student behavior.

Information regarding building rules, playground rules, bus rules, dress code, attendance expectations/laws, and behavior notices are included in the Hotchkiss K8 School Student Conduct Handbook. Please review and discuss with your children.

____ I have received a copy of the Hotchkiss K8 School Student Conduct Handbook for Parents/Guardians 2017 - 2018

____ I have received a copy of the Hotchkiss K8 School /Student Planner and Handbook 2017 - 2018

Parent/Guardian signature Date _____

Return Yellow Signature Page to the Office

Hotchkiss K8 School
STUDENT CONDUCT HANDBOOK

FOR
PARENTS/GUARDIANS

2017 - 2018



*The Hotchkiss K8 School Student Conduct Handbook is adapted from the
Delta SD 50J Student Conduct and Discipline Code

HOTCHKISS K8 SCHOOL



Home of the “BULLDOGS”

Student Conduct Philosophy: All students at Hotchkiss K8 have the right to learn in a safe educational environment. We believe that it is the responsibility of the staff, parents, and students at Hotchkiss K8 to work together to provide the best possible guidelines for student behavior.

Hotchkiss K8 believes everyone should:

- 1) Be Safe**
- 2) Be Courteous**
- 3) Be Responsible**

Classroom rules, building rules, playground rules, bus rules, and the dress code are shared with students by the Classroom Teachers, the School Counselor, and during “Bulldog Club.” We emphasize.

- 1) Development and learning of school rules**
- 2) Logical consequences when students choose to disregard the rules**
- 3) Positive reinforcement for appropriate behavior**

The duty teacher or the staff member who observes an incident gives behavior notices to the student indicating what will happen.

At that point:

- 1) The staff member talks with the student, (May use the CKH 4 questions)
- 2) The student receives a behavior notice
- 3) The student takes the notice home for parents to sign and brings it back to the office the next school day
- 4) If parents have questions, they are encouraged to call the school for clarification. Working together creates a successful learning climate for your child
- 5) The behavior notices are kept on file for the school year and will be used to create a behavior plan (if needed) for the student.

DELTA COUNTY SCHOOL DISTRICT 50J

Delta County Student Code of Conduct JICDA:

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event and off school property when the conduct has a nexus to school or any District curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
 2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
 3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
 4. Committing extortion, coercion or blackmail, i.e. obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
 5. 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.
 6. Engaging in "hazing" activities, i.e. forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
- JICDE
7. Violation of the District's policy on bullying prevention and education. JICED
 8. Violation of criminal law that has an immediate effect on the school or on the general safety or welfare of students or staff.
 9. Violation of District policy or building regulations.
 10. Violation of the District's policy on weapons in the schools. Expulsion for using or possessing a firearm shall be in accordance with federal law. JICI
 11. Violation of the District's alcohol use/drug abuse policy. JICH
 12. Violation of the District's violent and aggressive behavior policy. JICDD
 13. Violation of the District's tobacco-free schools policy. ACD
 14. Violation of the District's policy on sexual harassment. JBB
 15. Violation of the District's policy on nondiscrimination. File: JICDA 2 of 3
 16. Violation of the District's dress code policy. JCA
 17. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
 18. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
 19. Lying or giving false information, either verbally or in writing, to a school employee.
 20. Scholastic dishonesty that includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
 21. Making a false accusation of criminal activity against a District employee to law enforcement or to the District.
 22. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel.
 23. Repeated interference with the school's ability to provide educational opportunities to other students.
 24. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

Also refer to District STUDENT DISCIPLINE – POLICY: JK, JKR and JIHC for more information.

STUDENT CONDUCT ON BUSES

Students are expected to adhere to the Student Code of Conduct while riding a school Bus and must adhere to the following rules, effective August 22, 2017.

1. Students will observe the same rules of conduct at the bus stop and on the bus as expected in the classroom. Students shall cooperate with the school bus driver and/or monitor at all times.
2. The dress code for all District 50J schools will apply while waiting at the bus stop or riding the bus.
3. Students are to be at bus stops five minutes prior to the scheduled bus arrival time and assembled in an orderly manner. Students will not shove or scuffle while waiting to board the bus. Students must wait until the bus is stopped before moving toward the bus.
The bus driver will not wait for late students. While leaving schools, bus drivers will not stop to load late riders once the driver has shut the passenger door and the bus is in motion.
4. Students are to proceed promptly to their seats after boarding the bus. Students must take off backpacks and hold them in their laps or store them under seats. Students will sit with their backs against the seat backs and their bottoms on the bus seat. Students are to remain facing forward while seated, must keep the aisles clear, and are not to extend head or limbs out the windows. Bus drivers may assign students to seats when necessary to maintain control and safety of occupants.
5. Alcohol, drugs, tobacco products, weapons, or any related paraphernalia are prohibited on all school buses.
6. Unsafe items such as glass bottles, laser pointers, live animals, skateboards, scooters, roller blades, snow boards, skis, objects in glass containers, bugs, tubas, big wooden items, big radio/CD players, large science fair projects, etc., are prohibited on all school buses. Riders will not attempt to transport items too large to fit in book-size backpacks. Should a student show up to the bus with an unsafe item, the student will be allowed to board the bus, but the unsafe item will be left at the bus stop or school. The driver will then call the student's parent or guardian to inform them of the item's location. If the driver cannot reach the parent or guardian, the driver will then refer the call to the Transportation Office, and office personnel will then attempt to contact the parent. The driver will continue on the route without the unsafe object. Students must adhere strictly to this regulation for the safety of all students riding the bus, because large items such as those mentioned above could become dangerous projectiles in an accident.
7. While riding on the bus, students are to be courteous and will not use profane language or rude gestures. Students will not be allowed to bully any other student in any way. Violence will not be tolerated.
8. Students and their parents may be held responsible for any damages a student may cause to a school bus or bus stop.
9. Students may not eat on the bus. Students may drink water from a clear plastic bottle only and only at the driver's discretion. No liquids other than water will be allowed on the bus at any time. On out-of-town activities, eating and drinking on the bus will be allowed only at the driver's discretion.

10. Students shall not litter on the bus, out the bus windows, or at a bus stop. Students are responsible for cleaning up all trash.
11. No one other than students and school district personnel regularly assigned to the school bus and/or the bus stop for a particular route or excursion will be permitted to board the school bus unless that person has written permission from the parent/guardian or school official in charge.
12. Students may not disembark from the bus at any stop other than their own unless they have a written and dated permission slip from their parent or guardian.
13. Parents may ride the bus only with the permission of the Director of Transportation.
14. Students, for their own safety, are not to distract the driver through loud, unnecessary noise or disruptive behavior.
15. Students shall not talk at railroad crossings.
16. Students shall not open or close the windows, service door, or the emergency door except when instructed to do so by the driver.
17. When students must cross the street/road after leaving the school bus, they will walk to a distance of approximately ten feet in front of the school bus and wait for the pre-arranged signal from the bus driver before crossing the roadway. Students shall always cross the roadway in front of the bus and never behind the bus.
18. The District 50J Department of Transportation is not responsible for the loss, damage, or theft of personal belongings transported on the bus. Personal items may include the following, but are not limited to laptop computers, computer games, compact CD players, toys, jewelry, etc.

These rules apply to all school bus passengers on all routes and on all school-sponsored activity trips. Please be aware all school rules must be followed and violations of these rules may result in suspension or expulsion from transportation services and/or school.

DRESS CODE

Students are encouraged to dress in a neat and attractive manner that reflects pride in themselves and their school. Students, who wear inappropriate clothing may be sent home to change, may be required to wear appropriate clothing provided by the school Health Care Provider, or may contact a parent to bring clothing that is acceptable. Repeated infractions result in loss of privileges. Final determination of appropriateness rests with the school principal. Generally, students should wear clothes that are safe, do not disturb or distract others, and are appropriate for learning.

1. Footwear must be worn at all times
2. Proper shoes for physical education should be worn
3. Cleats, taps, roller shoes, or high heels are not to be worn
4. Hats, visors and sunglasses should be removed when in the building
5. **Students must wear:** Shorts and skirts that are mid thigh (fingertip rule) or longer; Pants, which are not sagging, and the crotch is no lower than mid thigh (fingertip rule)
6. Clothing must not be revealing. Each item of clothing must meet the dress code.
7. **Midriffs/backs/shoulders must be covered.** Low cut shirts or blouses, muscle shirts, tank tops with spaghetti straps (minimum of a 2-inch wide over-the-shoulder strap), and transparent clothing are all unacceptable in school. Undergarments should not be seen. Pajamas are not to be worn in school.
8. Clothing or accessories that do not have lettering and/or pictures depicting drugs, sex, violence, nudity, profanity, vulgarity, offensive terminology, gang-related themes, or that is distracting to the educational process
9. Clothing or accessories that are not hazardous to their safety or the safety of others (Chains long enough to be used as a weapon are specifically included.)
10. Appropriate dress for going outside, as all students are expected to go outside unless the temperature or wind chill is below 20 degrees, or the child must stay in for medical reasons
11. Students who practice good personal hygiene and cleanliness feel better about themselves and consequently achieve better in school.

Classroom teacher discipline procedures

1. Teachers and students will develop a Social Contract (CKH)
2. Teachers will explicitly teach and reinforce to the students the classroom expectations.
3. If a student becomes a disruption to the learning environment:
 - a. Teacher will ask the student the 4 CKH questions, 1) What are you doing? 2) What are you supposed to be doing? 3) Are you doing it? 4) What are you going to do about it?
 - b. 4 CKH questions will be repeated and the 5th question will be added: 5) What is going to happen if you break the social contract again?
 - c. Student and teacher will discuss the students' behavior possible consequence assigned,
 - I. Teacher will contact parent to inform of disruption.
 - II. Teacher will document student and parent interaction.
4. If disruptive behavior continues, student will be sent to the office for further consequences.

Attendance Expectations and Laws

Excellent attendance is the cornerstone to student learning. That's why we have set a school-wide attendance goal of 96% for the 2017-2018 school year. Below you will find important information about our attendance policies and procedures to help your student be successful as we work toward our attendance goal.

Student Absences and Excuses

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. 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.

According to state law, it is the obligation of every parent to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends 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 good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Exempted absences

An absence from school as verified by the principal or principal designee, which does NOT count toward chronic absenteeism is considered an exempted absence. Exempted absences include: a. working at an official election b. court appearances and court-ordered activities c. service in the National Guard d. serving as a page for the General Assembly e. suspensions, either in-school or out-of-school f. funeral of an immediate family member.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138 (1)(e)), absences due to court appearances and participation in court-ordered activities shall be exempted. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

School excused absences

An absence for an activity that is sponsored by the school, in which the student is a participant, is considered school excused. School absences will be determined by the school administration.

Excused absences

The following shall be considered excused absences: 1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only that cannot be taken care of outside of school hours. 2. A student who is absent for an extended period due to physical, mental or emotional disability. As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Out-of-school suspensions or expulsion shall not be imposed for any unexcused absence.

The administration shall develop procedures to implement appropriate strategies and penalties. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these procedures and shall implement research-based strategies to re-engage students with a high number of unexcused absences.

Students and parents may petition the Board of Education for exceptions to this policy provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 9 days during any one semester or 18 days during any one calendar year or school year.

Chronic absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 9 days in a semester or 18 days in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to the following:

The principal or designee will notify all students and/or their parents who were determined to be "chronically absent" the prior year, (more than 18 absences for the year) and meet with the student and/or parents to put a plan in place for the school year. They will also notify all teachers/stakeholders who have these students in class of the plan and ask for assistance in building a relationship to keep them in class.

If a student has four (4) non-exempted absences in a semester, a letter and phone call will to be made if there is no formal documentation supporting those absences. This communication will be to notify parents that formal documentation is needed to be an excused absence for the remainder of the semester. Written statements from medical sources and preapproved absences are examples of suitable proof for excused absences. The letter and communication will notify parents and student of the potential consequences for future absences.

If a student is absent six (6) days within a semester, a parent and the student will be required to meet with the school administration to develop an attendance improvement plan.

Every absence in a class period counts toward the nine (9) allowable absences per day per semester or the accumulated sixty-three (63) periods per semester, excluding exempted absences.

Consequences for more than 9 non-exempt absences per semester are as follows: 1) A student may forfeit all credit for the semester regardless of status in class. 2) A student may be removed to ISS for the remainder of the semester to complete existing course or an alternative course. 3) A student may be required to make up time outside of school hours. 4) The DCSD Attendance Review Board may meet with students and their parents based on attendance limits being reached throughout the school year.

An absence will be defined as missing more than fifteen (15) minutes of class without a pass authorizing the absence.

Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents to compel the student's attendance in accordance with state law.

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 or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 2 days allowed for make-up work for each day of absence. In cases where an assignment is given with a due date of 4 days or more in advance, and the student has been properly communicated to about the date due, it is the responsibility of the student to get the assignment in on time. If the assignment is not turned in on time, the class policy for late work may be enforced. If there is a test or quiz scheduled four days in advance and the student is absent on the day of the test, they will be responsible to complete the test or quiz upon returning to class.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

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 the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

Field Trips

Field trips are considered an essential part of a student's educational experience. However, a student's attendance, behavior, and classroom performance may affect a student's ability to participate in a field trip. Proper student conduct is expected and all DCSD school rules apply. Parental permission slips must be signed and returned to the appropriate staff member. Participation in a field trip is voluntary, but an alternative assignment may be given.

HOW DO I GO ABOUT EXCUSING AN ABSENCE?

*Send a signed, hand-written note to the attention of the teacher and the attendance office.

*Call the school 970-872-3325 before 9:00 a.m.

*If the absence is for the purpose of a multiple day family vacation or event, obtain a PRE-ARRANGED ABSENCE FORM from the office prior to going on your trip.

Colorado Law (C.R.S. 22-33-104) requires every child who has attained the age of six years and is under the age of seventeen to attend public school for at least one thousand fifty-six hours if a secondary school pupil or nine hundred sixty-eight hours if an elementary school pupil during each school year.

Colorado Law (C.R.S. 22-33-107) requires that any child who has more than four (4) unexcused absences in a month and/or ten (10) unexcused absences in a school or calendar year is considered "habitually truant". The law requires that a meeting to review and evaluate the reasons for the child being habitually truant. The student and the parents/guardians are invited to this meeting. A plan for improvement of the student's attendance will be developed at this meeting.

BE SAFE



BE COURTEOUS



BE RESPONSIBLE



It looks like this:

BUILDING RULES

Respect other's rights and property

- "Please" and "Thank You" are used at every opportunity
- Treat each other kindly
- Teachers involve the students in setting classroom expectations and also help them to understand district and building guidelines. Each teacher will have expectations and consequences posted in the classroom

Hallway

- Walking speed—feet on the floor
- Keep hands to your side
- Use quiet voices

Cafeteria

- Food should be on table, in hand, in body
- Use quiet "six inch" voices
- Sharing food could mean sharing germs; for the safety of all students, do not share food items
- Cafeteria food must stay in the cafeteria
- Raise hand for permission to leave your seat
- Take all your trash to the trashcan, close milk and juice cartons prior to putting in trash

Restrooms

- Keep your feet on the floor
- Keep pencils/pens in the classroom
- Use the toilet/urinals properly
- Flush the toilet after use
- Wash your hands
- Quiet voices

Gym

- For your safety use bleachers only when bleachers are pulled out for seating

Toys

- Leave all toys and collector cards at home unless arrangements have been made with the classroom teacher for show and tell activities
- Skateboards and scooters are not allowed at school
- Park bicycles on the bicycle rack
- Do not ride bicycles on school grounds during school hours

School Dismissal

- Make all arrangements for after school activities before you come to school
- For the safety of our children, parents and/or guardians must notify office personnel with a written note, signed and dated; or verbally, either in person or by phone, to change the process in which a student is to leave school (please make phone calls prior to 3:10pm)
- Bus lines begin in the classroom
 - Keep your own space
- Line up quickly and orderly
 - Keep hands, feet, and objects to yourself

BE SAFE



BE COURTEOUS



BE RESPONSIBLE



It looks like this:

PLAYGROUND RULES

Students must receive permission from the duty staff before leaving the building.

Respect others' rights and property

- Watch out for pedestrians on sidewalks
- Put trash in trashcans
- Do not chase after balls that have gone to the out of bounds area
- Keep shoes on and tied
- Use all playground equipment properly
- Do not climb on retaining walls and fences for your safety

Swings

- Hold on the swing with both hands
- Stop before getting off swing
- Swing straight
- One person on a swing at a time
- Bottom needs to touch the swing
- Swing right side up
- Two students on tire swing, one student may push, other students wait in line for their turn

Slide

- Slide feet first on your bottom
- Slide straight down without flipping
- Do not climb up the slide
- Use the ladder properly
- Keep objects off the slide

Sports

- NO TACKLE sports
- Basketball on designated court area only
- Softball requires direct adult supervision at the softball diamond
- Football in designated location only; flag football only
- Soccer to be played in soccer field

Out of Bounds

Once a child is no longer visible from the duty teacher, the child is no longer safe.

Therefore the following areas are considered out of bounds for students unless accompanied by a staff member, school volunteer, or a parent/guardian.

- *Behind the Trees
- * Crossing the Red line (K-2 North / 3-5 South)
- *Parking lots
- *Down the hill on Baseball field
- *MS north side of building
- * Front of building, grass area west of Gym parking lot behind the tree.
- * Hallways during all recess times (before/after school included).
- *3rd–5th grade students are not allowed on the Preschool/2nd grade playground.

Tetherball Rules

1. There is a line that divides the court in half. Each player must stay in his or her own half of the court the whole time. Stepping on or crossing the line is a foul.
2. The two players decide who serves. The other gets to decide which side **and** which way they are hitting.
3. The server starts the game by striking the ball with their hand or fist in the direction that was chosen. The server cannot hit it again during that serve until their opponent has touched the ball.
4. The server may continue to strike the ball after the first swing, and his or her opponent tries to hit the ball in the opposite direction, both trying to wind the ball completely around the pole.
5. The player who does this wins the game. The next challenger coming in has their choice of serving **or** choosing the side **and** which direction they are hitting.

Fouls that put a player out:

1. Hitting the ball with any part of the body other than the hands or forearms
2. Stopping continuous play by holding, catching, or blocking the ball directly in front of the opponent with his or her hand
3. Touching the pole with any part of your body
4. Hitting the rope with your forearm or hands
5. Stepping into your opponents court or on the line
6. Double hitting in your court area
7. Throwing the ball

The game stops when a foul is committed. Show good sportsmanship and honesty by stopping when you know you have committed a foul. Don't wait for your opponent to call you on it. Stop the swing of the ball immediately and go to the end of the waiting line.