

Dr. John Marchino, Principal



Casey Carlquist, Assistant Principal



HOTCHKISS K8 SCHOOL

**Student/Parent Handbook
2016-2017**

hk8.deltaschools.com

Facebook: Hotchkiss K-8 School

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Vision: 3 P's – Passion, Purpose, Plan every student, everyday!
**Mission: "To develop productive citizens through G.R.I.T.
Growth, Resiliency, InteGRITy, Tenacity academically, socially and e motionally"**
Hotchkiss Pride
Be Proud of Who You Are And What You Do! All The Time!

KNOW IT! BELIEVE IT! LIVE IT!
MESSAGE TO STUDENTS AND PARENTS~

On behalf of the staff, I take pleasure in welcoming you to Hotchkiss K - 8. Our mission is to develop productive citizens through G.R.I.T. – Growth, Resiliency, InteGRITy, Tenacity, Academically, Socially and Emotionally. We commit to educating our students about the growth mindset and this mission statement is in alignment with this belief. Effort and persistence will equal success but we must continue to work hard and not give up. We must push through any difficulties and believe that we can achieve anything. Show your GRIT!
This Student Handbook is published so that all students at Hotchkiss have ready reference to information, which is necessary for the understanding of the daily operation of their school. It is essential that all students read the information contained in this Handbook so there may be as few misunderstandings as possible. When this Handbook does not give you the information you need, you should contact your building administrators, and or a teacher.
The policies and procedures in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been prepared and presented so that it will be of value in helping you adjust to our school and to become an integral part of it. Please realize that this is handbook and cannot cover all circumstances that may arise. However, students and parents may rely on our **POWER OF 3** to guide them in all situations.

Power # 1 – non-negotiables

1. Safety, Order and Rights
2. Hands Off Policy
3. Responsibility to Report

Power #2 - Hotchkiss Pride

1. "Be Proud of Who You Are and What You Do All the Time!" Know it! Believe it! Live it!

Power #3 – Bulldog B.A.R.K.

1. Believe, Achieve, Respect, Knowledge

We strongly believe in our 3 P's vision: – Passion, Purpose and a Plan, every student, everyday. As a school our passion is to love and educate every student to the best of our ability and every purpose needs to support our passion. Once our passion and purpose are in alignment a success plan will be developed for every child. In striving to meet this goal we must have a cooperative effort on the part of the students, teachers, administrators, parents and community. We earnestly solicit your cooperation in this venture. We will foster a safe environment where you and our students, learn not only to accept responsibility but also to seek responsibilities. I hope each student is challenged by a variety of learning experiences. I encourage each of our students to make themselves and all of their friends feel welcomed and at ease in our school buildings.

I sincerely look forward to interacting with each student. Let's work together to make this year at Hotchkiss K-8 outstanding!

With Hotchkiss Pride Always,

Dr. John J. Marchino Jr., Principal

Hotchkiss K - 8 School Pride

ACCIDENTS OR ILLNESS AT SCHOOL:

If a student becomes ill during school, the student will be given 15 minutes to rest in the office. After this time the student will be either sent back to class, or if determined by the nurse or the designee, a parent or guardian will be called to pick up the student. In the event of an accident we will notify the student's parents by phone for instructions. If we are unable to reach the student's parents, the relative or neighbor emergency number will be used. If these numbers cannot be reached a decision by the principal or the principal's designee will be in effect. When parents give us phone numbers of relatives or neighbors, please inform them that you have done so.

IN THE CASE OF AN INJURY TO THE HEAD, NECK, OR BACK OR ANY OTHER INJURY DETERMINED TO BE SERIOUS, THE HOTCHKISS AMBULANCE WILL BE CALLED. IN THE ABSENCE OF PARENT CONTACT, SCHOOL AUTHORITIES WILL DETERMINE IF AN AMBULANCE IS NEEDED. IF AN AMBULANCE IS NEEDED THE PARENTS ARE RESPONSIBLE FOR THE COST.

ATHLETICS:

The Colorado Activities Association does not sanction athletic contests between elementary schools. Hotchkiss grades K - 6th athletic competition is provided through intramural activities, P.E. classes and special events such as field day.

PEE WEE - Youth functions are not associated with the school and are not considered to be a school function.

Grades 7th and 8th are allowed to participate in athletic sports sponsored by our school. Athletic eligibility is monitored on a week-to-week basis. **Academic failure is not an option for participation in activities/athletics.** Eligibility will be determined by each Thursday, by 4:00 p.m. of the individual sport season. Ineligibility is determined by the "No F" policy. The Principal or Assistant Principal may declare students ineligible for inappropriate behavior as listed under student conduct and discipline.

ATTENDANCE:

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.

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. All absences will be marked as either excused or unexcused. Please refer to district policy JH for descriptions of the types of absences.

*** 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 circumstances 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.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the District may require suitable proof regarding the above exceptions, including written statements from medical sources. 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 excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity. File: JH 2 of 4.

A family trip is not considered a excused absence.

Students usually miss a few days a year for reasons over which we have no control. Therefore, we would like to encourage you to plan your vacations at the same time as your child's vacations.

On each day that a child is absent from school, we ask that the parents call the school office, 872-3325, to inform us of the student's absence. Please call before 8:30 am. If we have not received your call prior to this time, we will attempt to call you at home or at work. This policy is a safety precaution for your child.

BICYCLES/ SCOOTERS/HEELIES:

Always obey traffic and safety rules. There will be no riding of bicycles, scooters and/or heeilies on school grounds. The bicycle must be placed in the bike rack and not ridden during the school day. The bike/scooter should also be locked to the rack. The school is not responsible for bicycles/scooters that are damaged or stolen while on school property. Shoes with wheels are considered a scooter; students are required to remove their wheels from their shoes.

CELL PHONES/iPods/ELECTONIC TABLETS (ET)/HAND HELD GAMES (HHG):

Students may bring cellular phones, iPods, ET, and HHG to school at their own risk. The school is not liable for stolen, lost or broken phones, iPods, ET or HHG. Students are prohibited from using cell phones, iPods, ET, or HHG at any time during school hours unless given permission by the teacher for academic purposes only. All electronic equipment is to remain off at all times. If a cell phone, iPod, ET, or HHG interrupts the learning process; it will be taken by the teacher and given to an administrator. On the first offense, the student may pick up the device after school. On the second offense the student's parent or guardian will be contacted and the device will be given to the parent or guardian. If there is a third offense, the device will be held until the end of the school year.

COMMUNICATIONS:

Communication between home and school is essential. This communication will be for all students K-8th grade. All available information will be posted on line at hk8.deltaschools.com and/or our Facebook page Hotchkiss K-8. K-6th grade students will receive a large, white envelope stamped Wednesday Express. This envelope will come home every Wednesday filled with completed work, notes from the school office and/or teacher, field trip notices and any additional information you may need. Please go over everything in this envelope with your child on Wednesday evening and return the signed envelope to school on Thursday (K-6th ONLY) (7th-8th will need a parent signature for weekly progress reports and occasionally planners for CAP Advisors).

DANGEROUS ITEMS:

Guns, ammunition, knives, matches, and other dangerous items are not to be brought to school by students. Teachers are authorized to confiscate such items immediately. Students who bring such items might be subject to suspension or expulsion. Please refer to Delta SD 50J policy JICI an policy JICI – E.

DISCIPLINE:

High standards of courtesy, decency, honesty, and language will be emphasized. Respect for school and personal property, pride in work, and respect for others will be expected of all students.

Learning is the primary function at Hotchkiss K - 8. Students must not only master academic content, but also acquire behavioral skills, which are necessary for their ultimate success. Like all social institutions, including schools and places of work, these expectations must reflect the need to promote an environment, which is safe and conducive to learning. Such expectation must also reflect the need for mutual respect and cooperation between all persons in the school community. When a student fails to follow the established expectations, discipline may be necessary to redirect the inappropriate behavior. The following processes are designed to be instructive and corrective. Its focus is on helping a student to change or control the inappropriate behavior. The ultimate goal is that all students at Hotchkiss K -8 be able to achieve the best education by following all expectations and procedures.

Student Responsibility:

- Attend school regularly, arrive on time, bring necessary materials, and be prepared to participate in class and do homework.
- Do your best every day and strive for academic growth.
- Promote SAFETY by exercising self-discipline and refraining from engaging in inappropriate behavior.
- Conduct themselves in an ORDERLY fashion at all times.
- Respect the RIGHTS, feelings and property of others; this includes fellow students, parent/guardians, school personnel, visitors and school neighbors.
- Respect all staff by obeying all requests with self-control.
- Conduct themselves during the school day in such a way as not to interfere with their RIGHT, or the RIGHT of other students to learn.
- Follow discipline guidelines adopted by Hotchkiss K - 8 and the Delta County School District.
- Students are expected to follow the Power of Three and the Bulldog Bark.

Consequences for inappropriate behavior

Level 1 CONFERENCE (teacher responsibility)

- a. teacher- student conference - redirect the behavior
- b. contact parent regarding the behavior - as needed

Level 2 INTERVENTION (teacher responsibility)

- c. student time out - co-worker's room - purpose: redirect the behavior
- d. teacher consequence - teacher arranged
 1. teacher to contact parent/guardian

Level 3 OFFICE INTERVENTIONS

(Administration responsibility)

- e. office referral to be completed by the teacher.
 1. parental contact is made by the office.
 2. reported on student conduct report
- f. consequences to be determined by school administration in accordance with School District policy and school policy.

Class Dojo

Class Dojo is a tool that helps teachers and school personnel recognize positive student behavior. Students earn privileges by simply doing what is expected of them. Class Dojo is a way to recognize students that are following Hotchkiss K-8 expectations. A student earns privileges by obtaining an 80% or better.

After spring break, students who receive a discipline referral, or two (2) "Stop and Think" forms, or do not earn a 80% or better on Class Dojo will lose one or both of their last days of school activities.

INAPPROPRIATE BEHAVIOR THAT MUST BE REFERRED TO LEVEL 3 IMMEDIATELY

Weapons

Alcohol/tobacco possession or use

Insubordination/defiance

School vandalism

*bullying***

**Student Endangerment*

**Depantsing*

** Fighting*

**Sexual Harassment*

**Inappropriate use of technology*

**Bullying is defined as any unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Acts of bullying can be a written or verbal expression, a physical act or gesture or a pattern thereof, that is intended to cause distress upon one or more students in the school environment. For the purpose of this policy, the school environment includes school buildings, grounds, vehicles, bus stops and all school sponsored activities and events. A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and /or referral to law enforcement authorities. The severity and pattern of any of the bullying behavior shall be taken into consideration when disciplinary decisions are made. (DCSD policy JICDE)

**Depantsing is considered a form of harassment and/or bullying. PLEASE be respectful of one another and obey the HANDS OFF POLICY. This issue is not acceptable and we will follow a "zero tolerance" policy for anyone who participates in this behavior.

The above level 3 infractions will result in automatic out of school suspension for a period of time to be decided by the administration team at Hotchkiss K - 8. In addition, parent conference will be mandatory upon the return of the student in some cases. When necessary and mandated by the School District and or State of Colorado expulsion might be necessary.

STUDENT DISCIPLINE – POLICY: JK

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

All policies and procedures for handling general and major student discipline problems shall be designed to achieve these broad objectives. Disorderly students shall be dealt with so that other students may learn in an atmosphere that is safe, conducive to the learning process and free from unnecessary disruptions.

The Board, in accordance with state law, has adopted 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 also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall emphasize proportionate disciplinary interventions and consequences in order to keep students engaged in learning.

All Board-adopted policies and Board-approved regulations containing the letters "JK" in the file name constitute the discipline section of the legally required code.

Immunity for enforcement of discipline code

An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures.

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from criminal prosecution or civil liability unless the person is acting willfully or wantonly.

Remedial discipline plans

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

Discipline of habitually disruptive students

Any students who have caused a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events three times during the school year shall be declared habitually disruptive students. Declaration as a habitually disruptive student may result in the student's expulsion.

Distribution of the conduct and discipline code

The superintendent or designee shall arrange to have a copy of the conduct and discipline code provided once to each student in elementary, middle, junior high and high school and once to each new student in the district. In addition, any significant change in the code shall be distributed to each student and posted in each school and on the District website. The Board shall consult with administrators, teachers, parents, and other members of the community in the development of the conduct and discipline code through policy review. Delta County School District 50J.

DISPLAYS OF AFFECTION:

Public displays of handholding and affection are not considered to be appropriate behavior at Hotchkiss K - 8. Students are asked to refrain from such actions on campus. Affectionate displays can be reason for disciplinary actions.

DRESS CODE:

Rules concerning student dress are established by the administration to assure that student dress meets standards of cleanliness, healthfulness and safety, and does not disrupt the educational process. The recommendation for dress at our school will be:

1. Clothes should be clean and neat.
 2. Hats are not allowed in the building.
 3. Shorts, allowed in very hot weather only, must pass the fingertip length test, and/or administrator discretion.
 4. Clothing that advertises sexual connotations, drugs, tobacco, alcohol, or gang related activity is not allowed.
 5. Any items of apparel, which disrupt school or class activities is not allowed.
 6. Children may not go barefoot.
 7. No spaghetti straps or clothing that exposes excessive skin.
 8. Any dress that is disruptive to the learning environment will be prohibited. School personnel will use their judgment.
- * Students in violation of the code will be asked to change their clothes and/or parents will be contacted. **Dress for Success!**

DROPPING OFF AND PICKING UP STUDENTS:

THE DRIVE THROUGH NORTH OF THE SCHOOL IS USED AS A BUS LOADING ZONE. Please, do not use it for dropping off and picking up students. Dropping off and pickup your child should take place at the one-way continuous drop off zone located to the west of the school on 4th Street. For the safety of all our children please use the designated area for dropping off and picking up your child. The north side and activities parking lots are STAFF parking and visitor parking after 8:30 a.m. If you must drop your student off in the parking lot, please park and walk your student to the building. Please **DO NOT** drop students off in the parking lots.

DRUG AND ALCOHOL USE BY STUDENTS –POLICY: JICH

Delta School District 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, 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 medications 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 on District property, being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any District curricular or non-curricular event, 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 that may include suspension and/or expulsion from school and referral for prosecution. 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 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 and students with information concerning education and rehabilitation programs that 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 with a copy of this policy and its accompanying procedures on an annual basis.

FIELD TRIPS:

Various field trips may be taken during the year. Parent or guardian permission slips must be signed in advance. Students may be left at school at the discretion of the teacher for reasons of discipline or failure to complete classroom activities. Parents are encouraged to attend and help the teacher with supervision. Please be advised that non-Hotchkiss K-8 students (siblings) are not allowed on field trips.

FIRE DRILLS/LOCK DOWNS:

Fire drills and lock-downs are held in order to have students and staff practice quick evacuation of the building. We will hold unannounced fire drills and lock-downs during the school year. The procedure to be followed during fire and lock-down drills is discussed and practiced in each class. For lock downs Hide, Silence, Lights Out procedure will be followed.

HALL PROCEDURES:

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties. Sixth through eighth grade students must have a hall pass in order to be in the halls during class time. Students are expected to be courteous at all times and to keep to the right while moving through the halls. The principal or designee has the right to restrict or suspend the privilege to pass in the hall during schedule passing periods.

HEALTH-COMMUNICABLE DISEASE/ IMMUNIZATIONS:

When a child is in good physical health, he/she will have plenty of energy. Also, physical development and learning will be easier. Before each school year begins, it is advisable that you have your child visit your physician and dentist. Parents are asked to notify the school of any communicable disease the child has at the earliest possible date. A doctor's permit must be brought to school only if deemed necessary by the principal. A student should not return to school after an illness unless recovered sufficiently to participate in his/her regular school program. If the problem affects P.E., please send a note. After two days of non-activity in PE, students will need to participate or provide a doctor's note. If your child has a chronic condition (asthma, diabetes, etc.) please send a note to the P.E. teacher. All students K-12 need to provide a certificate of immunization or parents will have to sign an exemption form.

HOLIDAY OBSERVANCES:

All holidays, including those with religious significance may be recognized (but not promoted) in the school by means of decorations, classroom discussions, school wide programs, and special presentations with the goal of educating the student population. We will follow these guidelines:

1. Any holiday with religious significance must be presented factually, without any form of proselytizing or attempting indoctrination.
2. The historical facts must be presented as such, and beliefs arising out of these facts presented only as beliefs with no one expected to accept them as their own, but only to respect them for what they are.

School personnel should evaluate each program, play or exercise with reference to:

1. Time spent in preparation and presentation must be educationally justifiable.
2. Planning of programs should take into consideration the diverse religious faiths represented in the community.
3. Teachers should be sensitive to the potential embarrassment of students who are asked to explain their own religious practices or observances. Students, teachers, and all school system personnel are expected to show respect for those persons subscribing to religious beliefs differing from their own. It is the responsibility of the child's parents to make these exceptions known to school personnel.

*The use of seasonal and/or religious symbols is permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday, as these are valuable tools in motivating skill development. Student initiated expressions through art projects, literature, or other assignments, which reflect their beliefs, or non-beliefs about a religious theme will be respected. School performances of music and arts that include religious content should do so on their educational merit and should seek to give exposure to many cultures and religious expressions. Use of seasonal music for its historical and cultural value is important for students' education. Once-called Christmas music is now traditional, now popular, now known by people of different faiths and no faith. While individual religious pieces of music may be performed for their musical value, the total effect of a music program should be non-religious. However, the study of religious music as part of a music appreciation course, or as part of a study of various lands and cultures, is appropriate.

HOMEWORK/MAKE-UP WORK:

The purpose of homework is to reinforce and enrich skills and concepts presented in school and to instill a sense of responsibility. Online homework assistance will be available from teachers (email, Wiki, etc.) and curriculum guides. Working independently is a learned and practiced skill. Through homework, children learn skills that they must develop if they are to grow to be independent, motivated and successful adults. They learn to follow directions, work on their own, begin and complete a task and manage their time. Please use email to contact teachers for homework assistance.

INCLEMENT WEATHER:

All students will remain outside before school begins, during morning recess, lunch recess, during pm recess, and after school is dismissed unless they are working under the supervision of a teacher or severe weather does not permit anyone to be outside. The principal or designee will decide when it is an "inside day" based on weather conditions. All students are expected to dress properly and go outside. If a student is recuperating from an illness, he/she needs a note from a parent to stay in for the day. The student will sit in the office during the lunch and recess period.

INSURANCE:

The school district does not provide student accident insurance. However, the school does provide information concerning student insurance that you may purchase for your child. If you have not received a form, please come by the office and pick one up.

LIBRARY:

Please encourage your child to return books on time. Keeping overdue books can cause other children to lose the opportunity to read a book they are interested in and increase the chances of misplacing a book. In the event your child severely damages or loses a library book, he/she will be required to pay the replacement cost of the book. Book fines incurred for overdue books will result in loss of privileges (i.e. dances and other activities).

LOST AND FOUND:

Please check or have your child check the lost and found container immediately when something is missing. Labeling your child's lunch box, clothing, glasses, and school supplies helps us get things back to their proper owner. At each calendar break, unclaimed items are given to charity.

LUNCHES/BREAKFASTS:

Students of families with incomes, which fall at or below certain amounts, are eligible for free meals or reduced price meals. If you wish further information, contact the school office. Lunch and breakfast credits can be purchased before school in the cafeteria. You may purchase as many meals ahead as you like. After three charges student will be given a supplemental meal. Please make checks payable to Hotchkiss K-8 School.

MEDICATION:

Due to enforced regulations, if your child requires any medication, a form must be filled out, signed by you and your doctor, and returned to the school office before the medication will be administered. Policy prohibits children from bringing any drugs to school. Parents are charged with delivering all medication to the office. If your child needs to take medicine on a daily basis please note that we need a Medication form signed by the parent/guardian and physician. All medication must be in the original container labeled with the student's name, name of physician, name of medication, dosage and time to be given.

PARENT INVOLVEMENT TEAM (PIT CREW):

This is a representative group of parents, faculty, and community members who meet each month for the purpose of communication and planning for school improvement. It offers an opportunity for parents and other community members to become involved in school improvement. It is aimed squarely at school improvement.

PERSONAL ITEMS:

Valuable items can easily be damaged or stolen. They also provide a distraction to the education of other students. We ask that all similar items be left at home. If your child must bring one of these items or similar items, the student is required to turn it into the office before the start of school. If a teacher or other school employee confiscates the item or device from a student, it will be required that a parent pick it up from the office.

PLAYGROUND RULES / RECESS:

1. Students will play all games in a safe manner.
2. Students will show respect for others and follow instructions given by staff.
3. Students will stay outside in the morning before school, recess, and noontime unless they have a pass.
4. Students will stay out of "off limits" areas and away from puddles and mud.
5. Students are to stop what they are doing when the bell rings and line up quickly.
6. Students will leave rocks, bark, sticks, and other dangerous objects alone.
7. Students will play only playground areas.
8. Students will show pride in their school by keeping the building and grounds free of litter.
9. Students will leave knives and other unsafe objects at home along with electronic games, remote control cars, hard balls and bats, sleds with metal parts, and play guns. If other items are brought, student accepts full responsibility for it.
10. Students will settle differences peacefully.
11. K - 5 grades ONLY --- During AM and PM recess the following designation will be made: Kdg., 1st, and 2nd grade students will play on areas north of the school and on the east grassy area. 3rd., 4th. and 5th. grade students will play on south and east grassy areas.
12. During school hours, students will not leave the playground for any reason.
13. When playing baseball, only one person may be in front of the backstop. The batter acts as his/her own catcher.
14. Snow stays on the ground; no throwing or kicking of snow is not allowed!!
15. Students must have proper clothing during wintertime, or they must stay on the blacktop.
16. Children are to carry or wear their coats outside.
17. Grabbing or pulling clothing resulting in torn clothing will bring the following consequence: Repair or replace the torn clothing.

18. No climbing on trees.
19. No jumping out of the swings.
20. No tackle football is allowed.

K -5th Grades Information regarding recesses

Students may go outdoors before school, midmorning, a combined lunch/recess period, and mid- afternoon. Recess is necessary for a variety of reasons. It allows the children a necessary break in the day, an opportunity for informal play, and a release of energy in a positive way. All recesses are supervised. Unless the weather is extremely cold, students will go outdoors for recess for this reason, please see that they are adequately dressed for cold weather. If a student must remain indoors, a written note explaining the reason must be sent to the teacher. Students who are ill and cannot participate in outside activities should be kept home unless the illness is in the final stages or chronic. Students having chronic illnesses should submit a doctor's statement to the teacher stating the type of illness. STEPP Peer mediators are available to help students resolve minor problems while teachers are responsible for resolving major conflicts and /or accidents.

PLEDGE:

Students will pledge the flag in the morning every morning.

DISTRICT POLICIES (Delta County School Board Adopted Policies):

All Delta County School district approved policies are available for viewing at deltaschools.com and the HK8 web site. All students and parents require acknowledgement of these policies.

REPORTING TO PARENTS:

The primary purpose of reporting a student's progress is to improve learning. In addition to motivating students, reporting should direct their future learning. Comments and feedback should outline specific areas that require improvement and give a clear picture of what is ahead. We use reporting strategies that help each student to take responsibility and to participate in their own learning. PowerSchool numbers will be given out at the beginning of the year. Parents are encouraged to use this tool to monitor their child's learning. A free powerschool app is available to parents.

Student progress reports should be concise and honest about how the child is progressing in relation to our curriculum, not comparing students with each other. Honesty demands that we report how your child is doing against high, consistent standards. We will report frequently and have a timely flow of information between home and school, so that the report card holds no surprises for your child or you. The report card is only one source of information about your child. Your involvement as a parent is also a key. You can provide information and feedback about your child's learning. We want to work effectively with families to maximize student achievement and success.

SCHOOL CLOSING:

In case of emergency or severe weather conditions, please check one or more of the following: DCSD web site at deltaschools.com or hk8.deltaschools.com or look on HK8 Facebook page at Hotchkiss K-8 school.

SCHOOL HOURS:

Our school office hours are from 7:45 am to 4:00 pm. It is often possible to find the office open earlier or later should you need to call or come by.

SEXUAL HARASSMENT – POLICY JBB:

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a non-discriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination as addressed in Board policy AC. The District is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conductor communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. The District shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third parties, and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to restore the harassed student's lost educational opportunities, to prevent harassment from recurring, and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Sexual harassment prohibited

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.

Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

Acts of verbal or physical aggression, intimidation, or hostility based on sex but not involving conduct of a sexual nature may also constitute sexual harassment.

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

1. Sex-oriented verbal "kidding," abuses or harassment

2. Pressure for sexual activity
3. Repeated remarks to a person with sexual implications
4. Unwelcome touching, such as patting, pinching or constant brushing against the body of another
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades or similar personal concerns
6. Sexual violence
7. Graphic depictions or written statements that may include use of cell phone or internet

Reporting, investigation and sanctions

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor, or principal in their school building and file a complaint through the District's complaint and compliance process (AC-R). All reports and indications from students, District employees, and third parties shall be forwarded to the responsible compliance officer (AC-E-1). If the individual alleged to have engaged in prohibited conduct is the person designated as the responsible compliance officer, the complaint shall be made to the superintendent who shall designate an alternate compliance officer to investigate the matter. All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the District from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated. Any student found to have engaged in sexual harassment shall be subject to discipline including but not limited to being placed under a remedial discipline plan, suspension, or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

SPORT /ACTIVITY FEE:

Students who participate in school-sponsored sports and activities will be charged a \$40.00 fee per activity.

S.T.E.P.P. PROGRAM (Students Trying to Eliminate Problems Peacefully):

A peer mediation program is in place for 5th grade students. Students who complete the application and are accepted into the program will be responsible for attending a training program to learn the necessary steps in the mediation process. STEPP mediators work on helping other students peacefully resolve their problems.

STUDENT ACTIVITIES:

It is the philosophy of the Board of Education that students, faculty and the community be encouraged to recognize the value of all types of extracurricular activities and interscholastic competition in relation to the total school program. The Board believes that the current program offers, at every level, ample opportunity for student participation. The Board challenges the staff and administration to:

- * Seek ways to constantly improve the quality of the experience students have in competitive activities.
- * Demonstrate that care and common sense are being used to minimize negative impacts on: the academic program, the financial status of the district, staff workload and supervisory responsibility.
- * Communicate clearly to students that their parents the goals of the activities program at each level.
- * Model those behaviors that demonstrate "class" during intense competitive situations.
- * Motivate through teaching and positive encouragement.
- * Expect good sportsmanship and ethical behavior from students, staff and community at all times.
- * Build strong, positive student, parent, coach/sponsor, school, and community partnerships.

One of the most complex issues in the competitive activities program is that of participation vs. playing to win. The Board recognizes that as the level of competition increases, the number of students who can successfully compete decreases. The Board challenges the staff and administration to consider ways of making "participation" activities available to the greatest number of students possible while maintaining a high level of competition.

STUDENT CONDUCT BOARD OF EDUCATION POLICY: (JICDA CODE OF CONDUCT)

The principal or assistant principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off of school property. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

It is the intention of the Board of Education that the District's schools help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns that will enable them to be responsible, contributing members of society.

The Board in accordance with state law 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 emphasize proportionate disciplinary interventions and consequences and keeping students engaged in learning. 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 parents, students, teachers, administrators and other community members in the development of the conduct and discipline code. The rules 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, and shall have an effective date subsequent to the dissemination of the published handbook.

The superintendent or designee 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. In addition, any significant change in the code shall be distributed to each student, and posted in each school and on the District website.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity and act 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 employees of the District shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct. Delta County School District 50J Adopted: March 21, 2013

STUDENT HOURS:

7:45 a.m.--3:30 p.m. There is no supervision outside of these times. Because of the potential hazards involved, students must have special permission from the office before they are allowed to leave the school grounds during school hours. Students should not be on school grounds prior to 7:45 a.m. or after buses leave the school in the afternoon. Students who walk to school need to go directly home after school. Please note that students are not allowed in the building prior to or after Youth activities.

TARDY POLICY:

The K-8 tardy policy is as follows: If a student is 20 minutes late to school they will be considered tardy and parent/guardians will be contacted.

TELEPHONE:

Students will be allowed to use the telephone only for important business and emergencies. All plans concerning after school activities or going to a friend's house should be arranged at home by the parent and child before coming to school. Telephone usage will not be permitted for this. All students K - 8th grade need to check with the building secretary before using the phone. The telephone is located outside the office. Students using the phone must have a pass/planner signed by a teacher if during the school day.

Except in an emergency, teachers are not called to the telephone during class time. Messages will be delivered and calls returned when class is not in session.

TOBACCO-FREE SCHOOLS –POLICY: ADC

To promote the general health, welfare and well being of students and staff, smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property. Possession of any tobacco product by students is also prohibited on school property.

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, i.e., teacher ages.
 - 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.
 - d. Any place where a school sanctioned activity or event is held.
2. "Tobacco product" means:
 - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to an individual's skin, including but not limited to cigarettes, cigars, pipe tobacco, snuff, and chewing tobacco.
 - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" means lighting, chewing, smoking, ingesting, or application of 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 are 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 may 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. We feel it is very important for students to be in school every day of the school year.

VISITORS:

A visitor pass is required at all times.

VOLUNTEERS:

We recognize the value and importance of volunteers in our school. Their purpose will be to provide more individualization and enrichment of instruction, stimulate widespread involvement of all citizens, and strengthen school/community relations through positive participation. Volunteers will work with students under the immediate supervision and direction of school personnel. They are expected to comply with all rules and regulations set forth by the district. Volunteer applications are available in the office.

WITHDRAWAL:

When planning to move please notify the student's teacher and the office as early as possible giving date of move and new address so the records can be completed for transfer. Student records are forwarded to the new school. Be certain all library books are returned and determine if there are any lunch charges or refunds.

