



STUDENT HANDBOOK 2017-2018

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Shonie Pachelli, Principal
Jeanine Duran, TOSA
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This student handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____



PRINCIPAL'S MESSAGE

Welcome to FISHER'S PEAK ELEMENTARY SCHOOL. We look forward to an exciting, fun-filled, and productive school year. We have compiled a handbook to answer questions you may have about FISHER'S PEAK ELEMENTARY SCHOOL. We are going to have a busy and successful school year, filled with intriguing learning activities, social events, and so much more. We hope that this handbook will be helpful to you throughout the year. Remember we are always open to any suggestions you might have.

We are excited to continue implementing the Leader in Me program this school year. This program has been a positive program that has challenged our students to step into various leadership roles as well as learn some valuable life skills. We look forward to another successful year.

Please take the time to review this with your child as it contains a good deal of useful information regarding the operation of our school. **Also, please sign and date the acknowledgement form found in this handbook and return it to your child's teacher by September 1, 2017.**

DAILY SCHEDULE

7:45 a.m. – First Bell, Breakfast

8:00 a.m. – Tardy Bell

11:45-12:15 - 2nd-3rd grade lunch

12:20-12:50 - 4th-5th grade lunch

3:30 p.m. -- Early bus students and walkers & transported students dismissed

3:35 p.m. – Late bus students dismissed

2017-2018

SCHOOL CALENDAR

August 28	First Day of School
September 4	Labor Day/No School
September 19	Picture Day
September 29	Homecoming
October 24 & 26	Parent/Teacher Conferences
November 22-24	Thanksgiving Break
December 18-January 1	Winter Break*
February 6 & 8	Parent/Teacher Conferences*
March 19-March 22	Spring Break*
May 20	THS Graduation
May 24	Last Day of School

Please note: This year students will continue to have late start days where classes will begin at 10:00 a.m.: September 11, October 9, November 13, December 11, January 8, February 12, March 12, April 9 and May 14.

LEADER IN ME PROGRAM

The Leader in Me is a program developed by Stephen Covey. This program encourages every child to be a leader by teaching them leadership and life skills. The students practice and learn about the 7 Habits daily. For more information about this program please visit www.theleaderinme.org.

GUIDANCE

Students are encouraged to visit with the counselor for personal guidance. Counseling services are available for students as well as parents. Please contact your child's counselor if you have any concerns about your child.

NURSE'S OFFICE

The school nurse's office exists for emergency situations and as a waiting area for ill students who are going home.

Written permission from both the parent and the doctor **MUST** accompany any prescription medicine that is to be administered. The medicine **MUST** be in the original container and properly labeled with a date, name of the drug, and the telephone number of the physician prescribing the drug. ALL medicine must be kept in the main office with proper identification and instructions for dispensing.

If a student is to be on a daily prescribed medication at school, please send only the amount to be given at school in a properly labeled prescription bottle. Do not send the entire prescription to school in order to prevent the student from carrying the medication back and forth. (Ask your pharmacist for 2 properly labeled bottles or medications for school and home).

No over-the-counter medicine will be given at school (eg. Tylenol, cough drops, etc.).

RESPONSE TO INTERVENTION

Fisher's Peak Elementary School has a Response to Intervention Team (RTI) that is designed to provide a problem solving process focused on finding solutions to learning and/or behavior issues for individual students. The team meets to review teacher or parent recommendations or to discuss actual students and their situations. Parents and/or guardians are notified of the meetings and are welcome to attend. The team consists of: School Nurse, School Counselor, SpEd Teacher, Classroom Teacher, BOCES Psychologist, BOCES Speech Therapist and Principal.

TRANSPORTATION

Students who attend Fisher's Peak Elementary and live one mile or more from Fisher's Peak Elementary may use the district bus service. Riding the bus is a privilege. Any student, who fails to abide by the bus rules, will face the following consequences:

1st/2nd offense: conference/warning

3rd offense: 5 day suspension from bus

4th offense: 10 day suspension from bus

5th offense: expulsion from bus

The penalty, at the discretion of the administrator in charge, may call for immediate suspension from bus riding privileges. Parents will be notified of any bus infraction.

Please note: Any student who is suspended from the bus at the time of a field trip may not be allowed to attend.

If there are any changes in your child's means of transportation, please notify the office by 2:00 p.m. with a phone call. You may also send a note with your child.

Parents who pick up their child are asked not to park in the red zone or block the bus loading/unloading zone. Please utilize the parking spaces provided in the parking lot and yield to those students who are crossing the road.

CAFETERIA

Fisher's Peak Elementary School students will eat breakfast in the classroom and lunch in the school cafeteria. Universal Breakfast will be served daily in the classroom to all students and is free of charge. Universal Lunch will be served daily in the cafeteria and is free of charge for all students. Students are not allowed to bring pop and/or fast food to school. Extra milk may be purchased for \$.50. Adult lunches will be \$3.50. **Prices subject to change.**

Breakfast is served in the classroom from 7:45-8:00 daily.

2nd - 3rd grade lunch is at 11:45

4th - 5th grade lunch is at 12:20.

- If parents plan to take their child for lunch, please notify the office.
- Fast food and soda are not allowed in the cafeteria.
- Students will pay for their lunch in the cafeteria before school. If a child forgets their lunch money, they will **not be allowed to charge.**

GRADING SCALE

Student's progress will be indicated on a student report card. Students will be given report cards approximately every 40 days. Students will also receive midterm grades halfway through each quarter. Trinidad School District No. 1 has adopted the following grading scale.

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

ATTENDANCE

Students are encouraged to be punctual and to attend school every day. The first daily bell rings at 7:45 a.m. and the tardy bell rings at 8:00 a.m.

We believe that by being in school, students will receive the full benefit of their education. All absences will be marked as an excused or unexcused absence. The school administration will be the final decision on whether an absence is excused or unexcused.

ABSENCES

The following procedures will be followed for absences:

Parents will call the school between 7:30 a.m. and 9:00 a.m. to indicate that the student is absent and the reason for the absence during the day.

If parents do not call, they will send a note to the school on the day that their child returns.

Please note: Calling or sending a note for your child's absence(s) does not automatically excuse the absence.

If a student is ill, a doctor's excuse is required after three consecutive days absence. Otherwise, students will only be allowed 1 excused day of illness per semester.

Excessive excused absences will be dealt with however the administration deems necessary.

The following reasons will be considered acceptable reasons for an excused absence:

- Professional appointments, doctors, dentists, etc. provided they return with a note.
- Illness or injury of student
- Death in the immediate family
- Student who is in the custody of the law enforcement or the courts
- School sponsored activities
- Other as approved by the building administrator.

If extenuating circumstances arise, please contact the school administrator to discuss any concerns.

ALL OTHER REASONS ARE CONSIDERED UNEXCUSED

The following procedures will be followed for **unexcused** absences:

If a student receives 3 unexcused absences, a letter will be sent to parents.

If a student receives 3 unexcused absences in any 30 day period or 8 during the school year, a pre-litigation letter will be given to parents and an attendance meeting will be held with the principal.

If a student receives 4 unexcused absences in any 30 day period or 10 unexcused absences during the school year, court proceedings will begin.

TARDINESS

Tardiness is considered a disruptive behavior and will be treated as a discipline problem.

Students must check in at the office before going to class and obtain an admit.

If a student receives 5 tardies it will be considered a one day unexcused absence

IN ALL CASES THE FINAL DECISION ON WHETHER AN ABSENCE/TARDY IS EXCUSED OR UNEXCUSED WILL BE THE RESPONSIBILITY OF THE BUILDING ADMINISTRATION .

PERFECT ATTENDANCE

Students will be considered half a day absent if they report to school after 9:00 a.m. or leave school prior to 2:00 p.m. In order to obtain perfect attendance, a student cannot have more than three tardies during the school year.

BOOK FEES

Students will be responsible for any and all books provided to them during the school year. At the end of each year, these items will be assessed for damage. A fee will be charged to those students who have caused unnecessary damage above and beyond ordinary use. Report cards may be withheld if fees are not paid.

SPECIALS CLASSES

Students at Fisher's Peak are fortunate to have enrichment classes during the year. There are some special requirements and/or supplies for some of these classes. While in P.E. class, tennis shoes must be worn at all times.

SNOWDAYS

On snow days, school is dismissed by radio announcement (**KCRT 1240 AM or 92.5 FM**), on local news channels (**5, 11, 13, and 98**) and at our district web-site on the homepage(www.tsd1.org). In addition, parents will be notified of school closures by telephone through School Messenger, an automated notification service. Students do not need to report.

HOMEWORK PROCEDURES

Students are expected to make up the work on any day that they are absent from school. One day will be allowed for each day missed by the student. Additional homework procedures can be found in your child's grade level team handbook, which will be distributed the first week of school.

All teachers will try to avoid assigning homework over weekends and vacation periods; however, this may be necessary on rare occasions. Since teachers are busy with class instruction and generally do not have time to prepare specific homework assignments until after school, **We ask that you call by 9:00 a.m. to request homework for your child. If parents request homework, but do not pick it up after the 3rd time, homework will not be collected.**

HALL PASSES

Students are not permitted in the hallways unless they have a hall pass.

STUDENT BEHAVIOR

Fisher's Peak Elementary has created five simple building rules. They are as follows:

- *Be Prompt** ***Be polite**
- *Be prepared** ***Be positive**
- *Be productive**

“GIVE ME FIVE”

When a hand is raised, students will adhere to the following steps:

1. Eyes on Speaker
2. Be Quiet
3. Be Still
4. Hands Free
5. Listen

ASSEMBLY PROCEDURES

- Students will be on their best behavior during assemblies.
- Students will follow the “Give Me Five” Procedure.
- Students will not “Boo”, “Scream” or “whistle” for any reason during all assemblies.
- Students will sit appropriately.

PLAYGROUND PROCEDURES

- Students will not throw rocks.
- Students will not play tackle football.
- Students are not to reenter the building unless an emergency arises.
- Students are to use the restroom before going out to recess.

HALL WAY PROCEDURES

- Students will walk quietly in the halls while exchanging classes.
- Students will not be in the halls before school or during recess without a hall pass.

SCHOOL RESOURCE OFFICER

The Trinidad Police Department, in working with Trinidad School District#1, provides a School Resource Officer to work within the schools. The SRO visits each school in the district weekly in order to ensure our students’ and staff’s safety. Please be aware the SRO may speak with students on an individual basis if necessary.

DRESS CODE

It is expected that all students will dress in a manner that is appropriate for the learning environment. Dress should not be distracting to school activities or educational pursuits.

STUDENTS ARE NOT TO WEAR:

- Clothing that exposes the midriff or chest area.
- Clothing that advertises alcohol, tobacco, drugs, or gang related images or words
- Clothing that displays sexual innuendoes or profanity
- Halter or tube tops
- Muscle shirts, jerseys, or sleeveless shirts unless worn with a T-shirt underneath
- Pants that have holes in private areas
- Sagging pants, pants are to be worn on the waist, NOT BELOW THE WAIST
- Make-up

- Spandex and/or running shorts that are tight fitting or revealing.
- Hats or sunglasses unless prescribed by doctor.
- Body Piercing is not allowed with the exception of appropriate ear piercings (no gauges, spacers, or tapers)
- No extreme colored hair or hair styles including mohawks
- Students may wear appropriate length shorts (mid-thigh or longer) and sandals/flip-flops from the first day of school until October 1st and again during the month of May only.
- Skorts and skirts, (tights are required from October through April), may be worn throughout the year.

School administrators will interpret and enforce all dress code rules.

MAJOR VIOLATIONS

- Hitting, roughhousing, fighting, or the physical abuse of others.
- Damaging or stealing property.
- Throwing harmful objects.
- Possessing any harmful objects or weapons such as knives, guns, etc.
- Disrespectful or abusive language or actions.
- Direct defiance of school personnel.
- Leaving any assigned area without permission.
- Repeated violations of General School Rules or Classroom Rules.
- Possession or distribution of drugs, alcohol, or tobacco products.
- Cheating, plagiarizing, or forging.

DISCIPLINARY ACTION

If a student violates school rules, the administration will determine the appropriate consequence, which may include parent phone call, conference with parent and/or student, in-school suspension, out of school suspension, behavior contracts, revocation of student privileges, and/or expulsion.

HARASSMENT

Trinidad School District will not tolerate harassment of any individual because of their race, religious beliefs or sex.

Any individual who feels that they are being harassed because of their race, religious beliefs or sex should immediately notify their building administrator. If they are not satisfied that their concerns have been addressed, then they should contact the Superintendent of Schools.

Trinidad School District #1 (TSD#1) does not discriminate on the basis of disability, race, color, religion, sex, national origin, in access to, employment in, or provision of any TSD # 1's programs, benefits, or activities. The following person has been designated to handle inquiries regarding this policy: Superintendent of Schools, TSD#1, 612 Park Street, Trinidad, CO 81082 (719) 846-3324.

PARENT INFORMATION

- Make sure all personal items are labeled with your child's name.

- In order for students to be released from school, parents must check them out in the office by signing a check out sheet. Students will not be released to anyone other than their parents, guardians, or those who are listed on the student information sheet.
- Parents are encouraged to visit the school.
- Parents are to make prior arrangements with the classroom teacher and/or office before visiting a classroom. Visitations should not be used as a conference time with the teacher.
- Students withdrawing from Fisher's Peak Elementary School must have their parents come to school to pick up withdrawal forms. All books and school materials must be returned to the school and all fines must be paid.
- If a student loses a schoolbook, textbook, or library book, they will be required to pay for it before being issued another book. If a book is damaged, the student will be charged for the damage.
- It is necessary that the school office have home phone numbers listed and unlisted. If phone numbers or addresses are changed during the school year, please notify the school office immediately.
- Students **may not** receive personal phone calls during the regular school day. Messages can be given to the student by the office staff.
- Cell Phones **are not** allowed at school.

Trinidad School District No. 1
PARENT PERMISSION AND RELEASE FORM

PARENT PERMISSION FOR FIELDTRIPS:

On occasion, students will be given the opportunity to participate in field trips. On field trips, children take school buses, walk or use some other means of transportation.

If you sign on the attached form, your child will be allowed to join in these field trips during the current school year. Fisher's Peak Elementary (FPE) will send information home before each field trip either by note, by FPE Monthly Newsletter or by our School Messenger Phone System to provide information on the place to be visited and the date of the field trip. At that time, you may revoke your permission for your child to go on this specific field trip.

The District is not responsible for student injury sustained on a field trip.

PARENT PERMISSION FOR MEDIA:

Throughout the school year, Trinidad School District No. 1 (and its schools) will produce a variety of informational publications and other materials.

These will include brochures, pamphlets, website postings posters, and news releases. Additionally, the news media or an education promotional/informational organization will periodically request to cover a story at a school. In these and other instances where your student may be identified in the public, Trinidad Public Schools must have your written permission. I understand that TPS shall not be liable to royalties, commissions, or payments of any nature to me or my child in connection with such filming, photographing, and/or interviewing.

TPS assumes no liability of any nature in connection with such filming and/or interviewing.

PARENT PERMISSION FOR INTERNET USE:

As the parent or guardian of a TPS student, I have read Policy JS and JS-R Internet Policy, understand its contents, and agree that my child will abide by it. I am fully aware that the school technology system is administered by TPS and is intended for official TPS business and educational use only. Should my child commit any violation of Policy JS and JS-R, his/her access privileges may be revoked, and other disciplinary action may be taken.

PLEASE SIGN ON THE STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

SCHOOL DISTRICT #1 POLICY JICDA CODE OF CONDUCT

The principals 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 and the conduct has a direct and immediate effect on maintaining order and discipline or protecting the safety or welfare of other students or staff in the schools. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school property, or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property, or stealing or attempting to steal private property.
3. Commission of an act, which if committed by an adult, would be robbery or assault as defined by law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district or building regulations.
6. Violation of the district's policy on dangerous weapons in the school. 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.
7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale or distribution of drugs or controlled substances in accordance with the state law.
8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district's tobacco-free school's policy.
10. Violation of the district's policy on sexual harassment.
11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
12. Directing profanity, vulgar language, or obscene gestures towards other students, school personnel, or visitors to the school.
13. 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.
14. 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.
15. Lying or giving false information, either verbally or in writing, or failing to identify yourself to a school employee.

- 16.Scholastic dishonesty which includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
- 17.Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
- 18.Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
- 19.Repeated interference with the school's ability to provide educational opportunities to other students.
- 20.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.
- 21.Violation of the district's dress code policy.
- 22.Violation of the district's policy on student expression.
- 23.Making a false accusation of criminal activity against a district employee or to the district.

**STUDENT HANDBOOK ACKNOWLEDGEMENT FORM
2017-2018**

Our signatures indicate that we have received, read and understood the 2017.2018 Student Handbook and that our child will be responsible for utilizing the planner as the teacher deems necessary. We understand that if the planner is lost our child will be required to purchase a new one at the cost of \$5.00.

Please initial each statement below and select permissions as indicated.

_____ **Field Trips:** I have read the foregoing information and consent to my child being taken on field trips during the school year.

_____ **Media:** I hereby (____give / _____do not give) my permission to TPS to allow my child to be filmed/photographed and interviewed by media.

_____ **Internet Use:** I hereby (____give / _____do not give) permission to issue Internet access for my child.

Student Signature

Date

Parent Guardian Signature

Date

Please complete the Handbook Acknowledgement Forms and return to your child's teacher by September 1, 2017. Thank You!