



Fisher's Peak Elementary School



STUDENT HANDBOOK 2023-2024

900 MOORE CANYON ROAD
TRINIDAD, COLORADO 81082
Main Office 719-846-2513
Attendance 719-846-2515

Shonie Pachelli, Principal
Rebecca Webber, Assistant Principal
Tara Just, Administrative Assistant
Cheryl Radosevich, Administrative Assistant
Jackie Gallegos, Counselor
Paula Guzman, Nurse

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 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 August 25th, 2023.**

DAILY SCHEDULE

7:45 a.m. – First Bell, Breakfast

8:00 a.m. – Tardy Bell

11:15-11:45 – Kinder-1st grade lunch

11:45-12:15 – 2nd -3rd grade lunch

12:15-12:45 – 4th-5th grade lunch

3:25 p.m. – Walkers & transported students dismissed

3:40 p.m. – Bus students dismissed

*lunch schedule is subject to change

2023-2024 SCHOOL CALENDAR

IMPORTANT DATES (Calendar can be accessed on our district website at www.tsd1.org)

August 21	First Day of school
September 4	Labor Day/No School
September 15	Homecoming
October 23/25	Parent/Teacher Conferences
November 22-26	Thanksgiving Break
December 22-January 7	Winter Break
March 11/13	Parent/Teacher Conferences
March 15-24	Spring Break
April 8-25	State CMAS Testing
May 19	THS Graduation
May 23	Last Day of School

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, Jackie Gallegos, 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

Fisher's Peak Elementary has a nurse, Paula Guzman, on staff for student health concerns. 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 nurse's 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.).

MULTI-TIERED SYSTEM OF SUPPORT

Fisher's Peak Elementary School has a Multi-Tiered System of Support (MTSS) team 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 the School Nurse, School Counselor, SpEd Teacher, Classroom Teacher, BOCES Psychologist, BOCES Speech Therapist and Principal.

SECURITY CAMERAS

School district buildings, grounds and school transportation vehicles are equipped with electronic surveillance for the safety of students, staff and visitors. Your actions may be recorded and preserved. Video may be reviewed and discipline will be in accordance with the Student Code of Conduct.

TRANSPORTATION

Students who attend Fisher's Peak Elementary and live 1 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: 30 day

6th 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.

Changes to Transportation:

If you signed a bus slip during registration, your student will be loaded on the assigned bus each day, unless you call to make other arrangements.

Kindergarten students will not be allowed to get off the bus without a parent to meet them at the bus door.

If there are any changes in your child's means of transportation, the office must be notified by 2:00 by phone call. Changes will not be permitted after 2:00.

Morning Drop Off:

- Morning drop off begins at 7:40.
- All students are to be dropped off in the lower loop ONLY in the morning.
- No parking in the loop.
- Parents are to stay in the vehicles.
- Please have students ready to exit the vehicle before you enter the loop.
- The drop off loop is one lane, there is no passing.

Afternoon Pickup:

- Afternoon pick up begins at 3:25.
- The upper loop is for K-1st grades only.
- The lower loop is for 2nd -5th grades.
- Older children should wait with their younger siblings in the upper loop.
- Please remain in your vehicle in the loop.
- There is no parking in the loop.

Students will not be dismissed from the front office after 3:00 p.m. Any parent arriving at school at 3:00 p.m. or later must wait in the loop until students are dismissed.

CAFETERIA

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

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

Kinder-1st grade lunch is at 11:15

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

4th - 5th grade lunch is at 12:15.

***lunch schedule subject to change**

- Fast food, energy drinks and soda are not allowed in the cafeteria.
- TSD 1 will not serve any peanut or tree-nut based products through its Food Service operations. Parents, students and staff may bring such products to school for their individual consumption. Due to peanut/nut allergies students are asked not to share snacks/lunch with other students.
- For the safety of our students, visitors are not permitted in the building during school hours. This includes in the cafeteria during lunch.

SNACKS/CLASSROOM TREATS

All snacks and treats should be peanut free, due to student allergies. Fast food, energy drinks and soda are not permitted in the classroom. All classroom treats should be pre-packaged store-bought treats. Homemade food items are not permitted.

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 must 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. Approximately 9:00 an automated call will go out to each parent if their child is marked absent.

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.
- Death in the child's 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 FOR ABSENCES ARE CONSIDERED UNEXCUSED

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

- If a student receives 3 unexcused absences, a warning 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 building administration.
- If a student receives 4 unexcused absences in any 30-day period or 10 unexcused absences during the school year, court proceedings will begin.

It is important that a student is present for instruction each day in order to be prepared for the next school year. Therefore, if a student has an excessive number of absences, they may be considered for retention.

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 an 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.

Please note: Students who arrive after 9:00 or leave before 2:00 are considered a half day absence.

PERFECT ATTENDANCE

In order to obtain perfect attendance, a student cannot have any tardies during the school year and cannot be dismissed from school early.

BOOK AND DEVICE FEES

Students will be responsible for any and all books, devices and chargers provided to them during the school year. Each student and parent must sign an agreement prior to receiving a device. 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. If fees are not paid, the student will not be issued a device the following school year.

SPECIALS CLASSES

Students at Fisher's Peak are fortunate to have enrichment classes during the year. Students will have PE, Music, Art, and computers. In addition to the daily specials, all students will also visit the STEM Lab each week. 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

In the event of inclement weather, parents will be notified of school closures by telephone through Campus Messenger, an automated notification service. Students do not need to report. In the event of inclement weather, Fishers Peak Students and Staff may be required to participate on the remote learning platform in order to engage students in an instructional day. Students who do not participate online during remote learning, will be counted as absent and the attendance rules will apply.

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 will be shared with you and your student by their teacher.

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 permission from their teacher.

STUDENT BEHAVIOR

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

***Be Prompt**

***Be prepared**

***Be productive**

***Be polite**

***Be positive**

“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 permission from a teacher.

SCHOOL RESOURCE OFFICER

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

PHONES/WATCHES

In order to limit distractions during instructional hours, cell phones and smart watches **should be left home**. However, if your child brings their cell phone or smart watch with them, **they MUST remain off and in their backpacks during school hours**. If an issue with a cell phone or smart watch arises, parents may be contacted and the situation will be dealt with as deemed appropriate by administration.

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, backless, racerback, spaghetti straps or sleeveless shirts with narrow straps, unless a shirt is worn 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 #1 (TSD1) will not tolerate harassment of any individual because of his/her race, religious beliefs or sex.

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

TSD1 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.

OTHER IMPORTANT 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 to make prior arrangements with the classroom teacher and/or office before visiting a classroom before or after school. Visitations are not permitted during instructional hours.
- Parents are not permitted in the classrooms, hallways, or cafeteria during the instructional day.
- 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 laptop, I-pad, schoolbook, textbook, or library book, he/she will be required to pay for it before being issued another book. If a book or device 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 and smart watches **should be left home**. However, if your child brings their cell phone or smart watch with them, **they MUST remain off and in their backpacks during school hours**. If an issue with a cell phone or smart watch arises, parents may be contacted and the situation will be dealt with as deemed appropriate by administration.
- Students will not be dismissed from the front office after 3:00 p.m. Any parent arriving at school at 3:00 p.m. or later must wait in the loop until students are dismissed.
- We strongly encourage frequent communication between parents and teachers. Parents and teachers can communicate directly through the BLOOMZ app. You can also email your child's teacher. You are also welcome to call the school office and leave a message for the teacher. The teacher will return calls during their plan time or before or after school.
- School newsletters are sent out each month. Newsletters are also posted on the school district website, TSD1.ORG.

Trinidad School District No. 1
PARENT PERMISSION AND RELEASE FORM

PARENT PERMISSION FOR FIELD TRIPS:

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 (TSD 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, TSD 1 must have your written permission. I understand that TSD 1 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.

TSD 1 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 TSD 1 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 TSD 1 and is intended for official TSD 1 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 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.

PLEASE SIGN ON THE STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

**STUDENT HANDBOOK ACKNOWLEDGEMENT FORM
2023-2024**

Our signatures indicate that we have received, read and understood the 2023-2024 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 (_____give / _____do not give) permission for my child to be taken on field trips during the school year.

_____ **Media:** I hereby (_____give / _____do not give) my permission to TSD 1 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 August 25th, 2023

Thank You!