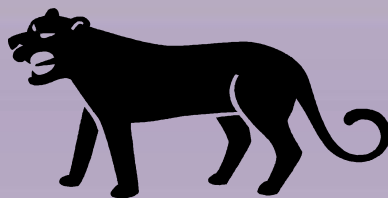


Huerfano School District Re-1  
Walsenburg, Colorado

# Peakview School Handbook

Pre-Kindergarten through 8th Grade

Peakview Panthers - Colors: Purple & White



**2018-2019**

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# Huerfano School District Re-1

Adopted April 12, 2011

## Mission Statement

*Huerfano School District Re-1 provides a safe learning environment and exceptional educational opportunities for all students to succeed in an ever changing world.*

## Belief Statements

1. We believe that all students have the ability to learn and achieve.
2. We believe that engagement and respect foster a successful learning environment.
3. We believe that physical and emotional safety for all is crucial to creating welcoming, productive learning environments and facilities.
4. We believe all adults directly impact students and others by their actions and attitudes.
5. We believe communication and collaboration enhance instruction and student learning.
6. We believe that a successful school district operates with transparent and ethical governance.
7. We believe that the learning community including students, parents, staff, board of education, and the Huerfano Re-1 stakeholders will be positively and professionally involved in our educational processes.
8. We believe that accountability for learning resides with the learning community.

## Vision Statement

Our vision is to provide focused, creative and innovative learning experiences for all students. We emphasize lifelong learning, development of community partnerships and prepare our students to succeed in the 21st century.

## Administration

Michael Moore, Superintendent  
Meghan Archuleta, Principal  
Santiago Bobian, Dean of Students  
Aaron Vallejos, Athletic Director

## Board of Education

Jaye Sudar	President
Julia Marchant	Vice President
Elisha Meadows	Treasurer
Dorothy Martinez	Secretary
Sherry Gomez	Member
David Tesitor	Member
Eva Vigil	Member

## Faculty

Pre-School.....Jolene Nation	Title I/Interventionist.....Sherry Montoya Brenda Morgan
Kindergarten.....Andrea Shull Christina Elwell	Special Education .....Kristen Aiello Special Education .....Suzanne Ireland
First Grade.....Audrey Knight Donna Galvan	Counselor.....Juli Repka
Second Grade.....Risa Byall Karri Brawner	Physical Education-K thru 8....John Tomrble Art-K thru 8.....Katie Keeling
Third Grade.....Tara Dotter Carolyn Brown	Music-K thru 8.....Jenna Inscho Band-7/8.....Jenna Inscho
Fourth Grade.....Connor Moore Briana Crump	Reading/Lang. Arts -7/8.....Patricia Johnson Mathematics-7/8.....Annette Lamberson
Fifth Grade.....Brynda Aker Charity Dowdell	Science 7/8..... Deb Nott Social Studies-7/8.....Aaron Vallejos
Sixth Grade.....Maureen Upthegrove Jennifer Vialpando	

## Staff

Cooks.....Patricia Eccher Cleo Sandoval Brabara Sandova	Custodians.....Bill Armijo & Paul Vaslequez Instructional Aides.....Tim Encinias, Joe Hibpshman, Margret Bobian, Jennifer Torres, Dana Vigil, Tami Westerman, Jessica Britt, Brienne Johnson, Kelly Roel, Carlene Pacheco
Secretaries.....Cindy Montoya Erica Vallejos	

## **School Board Policies**

The Huerfano School District Re-1 School Board Policies can be accessed on the School District's website main page at <http://huerfano.k12.co.us> Click on the "School Board Information" and then click on the "Board Policies" link. If you do not have a computer, one will be provided for you to use at any school in the district. The School District can print the particular copy/copies at a cost of .25 cents per page upon your written request.

School Board Policies that have been referenced in this Peakview School Handbook are:

**Nondiscrimination/Equal Opportunity (Policy AC)**  
**Handbooks and Directives (Policy CHCA)**  
**School Closings & Cancellations (Policy EBCE)**  
**Safety Drills & Crisis Management (Policy EBCB & KDE)**  
**Food Services, Free and Reduced-Price Food Services (Policy EF, EFC & EFC-R)**  
**Report Cards/Progress Reports (Policy IKAB)**  
**Parent Conferences (Policy IKACA)**  
**Sexual Harassment (Policy JBB)**  
**Admission and Denial of Admission (Policy JF, JF-E & JF-R)**  
**Student Absences and Excuses (Policy JH)**  
**Truancy (Policy JHB)**  
**Student Conduct (Policy JIC)**  
**Student Dress Code (Policy JICA)**  
**Care of School Property by Students (Policy JICB)**  
**Student Conduct on Buses (Policy JICC & JICC-R)**  
**Code of Conduct (Policy JICD & JICDA)**  
**Violent and Aggressive Behavior (Policy JICDD)**  
**Bullying Prevention and Education (Policy JICDE)**  
**Secret Societies/Gang Activity (Policy JICF & JICF-R)**  
**Drug and Alcohol Use by Students (Policy JICH & JICH-R)**  
**Weapons in School (Policy JICI)**  
**Student Use of Electronic Communication Devices (Policy JICJ)**  
**Student Discipline (Policy JK)**  
**Detention of Students (Policy JKB)**  
**Disciplinary Removal from Classroom (Policy JKBA & JKBA-R)**  
**Suspension/Expulsion of Students (Policy JKD/JKE, JKD/JKE-E & JKD/JKE-R)**  
**Insurance Programs (Policy JLA)**  
**Student Insurance Program (Policy JLA-E)**  
**Immunization of Students (Policy JLCB & JLCB-R)**  
**Administering Medicines to Students (policy JLCD)**  
**Student Fees, Fines and Charges (Policy JQ)**  
**Student Use of the Internet and Electronic Communications (Policy JS, JS-E & JS-E1)**  
**Visitors to School (Policy KI)**  
**Public Concerns and Complaints (Policy KE)**  
**Law Enforcement/Relations with State Agencies (Policy KLG)**

## **Elastic Clause**

Peakview School and administration reserve the right to establish fair and reasonable rules and regulations for situations and events requiring actions that are not covered in this handbook. In all cases, rules, regulations and consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students at Peakview School. The policies, rules and regulations within this handbook apply for all school sponsored activities and transportation, including those held before and after school and those held away from Peakview School.

## **Questions & Concerns**

Should you have questions or problems concerning the school, the teacher, or an individual at the school, please first see the individual and try to get the matter resolved. If you are still not satisfied, request to see the Dean of Students, followed by the principal, followed by a request to see the superintendent of schools, and finally a request to meet with the school board as a body. Most matters will find adequate resolution at the teacher or principal level and all patrons are encouraged to follow this procedure.

**(See Board Policy KE)**

\*The contents of this handbook conform to district-wide policies and regulations. The Huerfano School District Re-1 Board has reviewed and approved this handbook and its contents on \_\_\_\_\_. A copy of this handbook is on file at the district administration office, Peakview website, and at the Peakview School office.

**(See Board Policy CHCA)**

## Non-Discrimination/Equal Opportunity

Huerfano Re-1 is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services.

**(See Board Policy AC)**

## Care of School Property

Public school buildings and grounds are financed by the community and must be cared for accordingly. It is the expectation of all students to pick up after themselves, even after game events. Students must stack or put up chairs in their classrooms at the end of the day and make sure that their work areas are clean. Students damaging school property shall be billed for the actual cost of repair or replacement. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value will result in disciplinary action and reporting to Law Enforcement. **(See Board Policy JICB)**

Gum chewing and eating candy will not be allowed by students in the Peakview School cafeteria, gym and library. Food, drinks and candy will not be permitted in the Peakview School computer labs. Chewing gum at school has been known to have positive effects on student learning. Each teacher will establish rules for gum and candy in their classrooms. Therefore, students who are allowed to chew gum in their classrooms must chew politely, without being rude or distracting other students, and dispose

of gum properly. Students should respect the guidelines of the school and teachers as they move from area to area. Students are expected to dispose of chewed gum, candy wrappers, and other garbage in the proper trash containers.

## **School Hours/Days**

### **Peakview Office**

7:30 AM – 5:00 PM

**Please call to report absences before 10:00 AM at 719-738-2190**

**Messages for students need to be received before 3:45 PM**

**NO Phone Calls between 3:45-4:10 PM\***

\*Phone calls may not be answered during this 25 minute time period due to the various duties of office staff.

### **Pre-School**

7:45 AM – 11:45 AM

12:15 PM – 4:10 PM

### **Elementary School**

(Kindergarten – Grade 6)

7:55 AM – 4:10 PM

### **Middle School**

(Grades 7-8)

7:45 AM – 4:10 PM

### **Pre-Kindergarten through Eighth Grade**

#### **Monday through Thursday**

Early Release **Wednesday** (once a month Sept.-Apr.) at **2:00 PM** for teacher collaboration: Sept. 14<sup>th</sup>, Oct. 12<sup>th</sup>, Nov. 9<sup>th</sup>, Dec. 4<sup>th</sup>, Jan. 18<sup>th</sup>, Feb. 8<sup>th</sup>, Mar. 8<sup>nd</sup>, Apr. 12<sup>th</sup>

Early Release **Thursday** (twice) at **2:00 PM** for Parent/Teacher Conferences: October 20<sup>th</sup> & March 16<sup>th</sup>.



There are no school days scheduled on **Fridays** during the 2015-16 school year.

On a 2-hour delay start, busses will run 2 hours late, no breakfast will be served and school will begin at 10:00 AM.

BACK TO SCHOOL NIGHT will be hosted on August 31<sup>st</sup>, from 5:30-8:00. We will join John Mall HS to introduce staff, enter classrooms for a small presentation from teachers. We will be enjoying music played by the Gonzales Band, and eat good food. Please plan on joining us!!!

### **Admission to School**

All students enrolling in the district for the first time shall provide required proof of identity and residency. Students enrolling in any district program or grade shall provide a certified copy of their birth certificate. Students enrolling in grades 2-8 shall provide a transcript or similar pupil records, including any special education services. Kindergarten children must be five (5) years old on or before June 30<sup>th</sup> of the school year in which they enroll. A child must be six (6) years old to be eligible to enter first grade. Proof of immunizations must be presented before any child enrolling at Peakview School may enter school.

**(See Board Policy JF, JF-E & JF-R)**

No student may attend or continue to attend school in Huerfano School District Re-1 without meeting the legal requirements of immunization against disease. An up to date certificate of immunization or a completed exemption form must be presented to the school office. **(See Board Policy JLCB & JLCB-R)**

### **Arrival Time**

Pre-School through 8<sup>th</sup> Grade students are not to be at school before 7:30 AM, unless they are eating breakfast in the Peakview School cafeteria. There is no teacher supervision before 7:30 AM, so unless you have spoken with

and made arrangements with the building principal, students cannot arrive on campus prior to 7:30 AM.

Breakfast will be served beginning at 7:15 AM until 7:55 AM. Cafeteria will stop serving breakfast at exactly 8:00a.m.

School will begin at 7:45 AM (Pre K; 7<sup>th</sup> & 8<sup>th</sup>) & 7:55 AM (K-6<sup>th</sup>)

### **Dismissal Time**

Students will be dismissed at 4:10 PM and are expected to clear the building immediately after dismissal. Buses leave at 4:20 PM and outside supervision ends at this time. All children should be off the school grounds by 4:20 PM unless other arrangements have been made. Students dismissed early need to be picked up in the office and signed out by a parent, guardian, or designated representative and will remain in the classroom until it is time to leave.

### **Attendance, Absences and Excuses**

- I. The following procedures shall be used in determining truancy in Huerfano School District Re-1: **(See Board Policy JH & JHB)**
  - a. All absences are unexcused until the parent/guardian has contacted the office. Absences need to be reported by 10:00 AM via phone call to the office 719-738-2190.
  - b. A student arriving after 7:45 AM (Pre-K & 7<sup>th</sup>/8<sup>th</sup>) or 7:55 AM (K-6<sup>th</sup>) is considered tardy. Appropriate penalties may be imposed for excessive tardiness.
  - c. Suspensions or expulsions shall be counted as unexcused absences.
  - d. Truancy is reported. Truancy is defined as four (4) unexcused absences in a month or ten (10) unexcused absences in a school year, whichever comes first.

- e. A valid excused absence is parental consent for absence from school for the following reasons:
    - i. Illness or injury
    - ii. Physical, mental or emotional disability
    - iii. Funeral
    - iv. Medical, eye, and dental appointments
    - v. Attendance at school sponsored and/or related activity
    - vi. Other reasons, which in the judgment of the principal, are reasonable and necessary
  - f. A written excuse from a doctor is required upon the fourth (4<sup>th</sup>) consecutive day absent and for all absences that follow under the truancy stipulations.
  - g. A written excuse from a doctor is required to remain in the building during recess and to be excused from any physical activities.
- II. Absences are excused, subject to the following stipulations:
- a. The student should make every effort to complete work prior to the absence when advance knowledge of a pending absence is known. It is the responsibility of the student to obtain make-up work from their teacher.
  - b. In cases where work cannot be made up prior to the absence, a student will be given as many days as he/she was absent plus one to complete missed assignments. In cases of extenuating circumstances, arrangements may be made between the instructor and the parents.
  - c. Individual cases may warrant additional time to make up work and the principal, after conferring with the student and teacher may grant additional time.
- III. In order to participate in any school activity, a student must attend school at least one half of the current school day. If the

event is an all-day activity or on Saturday, a student must attend at least three and one-half hours the previous school day. In cases of unusual circumstances, the principal may determine whether a student will participate. This rule concerns all students.

- IV. Celebrations, assemblies, field trips and other school/class activities and privileges may be denied to students due to excessive absences, tardiness, missing assignments and/or behavior issues.
- V. 8<sup>th</sup> Grade Promotion Ceremony: Students must have a “C” average or better to attend the Promotion Ceremony.
- VI. When your child is tardy or leaves the classroom before the day concludes, it interferes with your child’s education. The teachers work hard at making sure that the whole day is spent doing focused learning and every new day builds on the previous one. We are on a 4-day school week and every minute counts. Excessive tardiness and leaving school early will result in the parent/guardian meeting with the principal to set up a “Plan of Action” to prevent future occurrences of tardiness and leaving school early.

### **Perfect Attendance**

Awards for perfect attendance will be given quarterly and based on complete attendance which will be defined as a full-day of participation in school. Tardiness or leaving school early will negate a perfect attendance award. In order for a student to be eligible for an all year perfect attendance award in the spring, he/she must have no absences other than those for school sponsored activities and enrolled at Peakview School from the beginning of the school year.

## **Textbooks & Workbooks**

Huerfano School District Re-1 is authorized to collect fees or seek restitution for any school property lost, damaged, or destroyed by a student. Textbooks and workbooks will be provided free of charge. Lost or ruined textbooks, workbooks and student planners will be replaced and the student will be charged the full replacement cost. Students will be fined for damaged textbooks and damaged or lost library books based on depreciated value. Students will not be allowed to check out library books until their book fine has been paid. **(See Board Policy JQ)**

## **Lockers**

Middle school students will not have lockers for the 2016-2017 school year since their classrooms will now be located on the lower level intermediate side.

## **Homework**

Peakview is going to assign homework differently this year. Homework will be assigned in the form of tasks that will help students practice their reading or math skills. Teachers haven't been very successful getting several students to complete homework and turn it in the following day. Many times, these students don't have someone to help them complete or understand their homework, so it just becomes a continuous battle between student and teacher. I am telling teachers that if they are assigning homework for students to complete, it should be something they can do on their own, and should not last longer than 30-40 minutes. The school day is already long enough for students. They need a healthy balance of homework and time to be a kid. I am also asking teachers to prepare homework for those students whose parents want homework, but use it as extra credit when it is completed and turned in. I'm hoping this change of homework expectations will help ease the stress of many of our students and become more positive experience!

## **Severe Weather Information**

In the event of weather necessitating the closing of school, listen to stations KSPK 102.3 FM, KOAA TV Channel 5, and KRDO TV Channel 13 or check with the district website at [www.huerfano.k12.co.us](http://www.huerfano.k12.co.us) (See Board Policy EBCE)

## **Code of Conduct**

The Peakview School *Code of Conduct* is in place to ensure a safe and orderly learning environment. It is based on the District's Mission Statement, Belief Statements, Vision Statement and School Board Policies. (See Board Policy JICDA)

## **Student Expectations**

- Be responsible for my own actions
- Show respect for myself and others
- Contribute to a positive learning environment
- Strive for excellence
- Leave it better than I found it

\*Classroom Code of Conduct will be based on the School Code of Conduct and developed by individual teachers and students.

Attending Peakview School is a privilege which carries with it the obligation of maintaining acceptable behavior. Inappropriate acts will be documented and communicated to the building principal and shall result in immediate and appropriate disciplinary action being taken, including but not limited to detention, suspension and referral for expulsion. Involvement of parents/guardians is essential. Law enforcement shall be involved if there is any violation of law.

**(See Board Policy JICDD)**

The following types of behavior will not be tolerated:

- I. Violent & aggressive behavior
  - a. Verbal abuse/vulgar, obscene, profane language
  - b. Physical assault/fighting
  - c. Disturbance/disorderly conduct

- d. Intimidation, stalking or extortion
- e. Gang activity
- II. Defiance
- III. Damage to property/vandalism
- IV. Drug and alcohol use
- V. Bullying
- VI. Sexual harassment
- VII. Possession, threat or use of a weapon

## **Discipline**

At Peakview School, teachers utilize the *Code of Conduct/Student Expectations* to teach and model appropriate strategies that ensure a safe and productive learning environment. Behavior that infringes on the safety of any student is not tolerated. **(See Board Policy JK)**

Student behavior should not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities. A student who engages in classroom behavior prohibited by the *Code of Conduct* may be removed from class by a teacher and placed temporarily in an alternative setting. **(See Board Policy JKBA & JKBA-R)**

Students are to follow the expectations in the *Code of Conduct*. Students who take responsibility for doing their assigned work and meeting the school's behavioral expectations will maintain the privileges of all school activities.

Students violating those expectations will be dealt with on an individual basis. Consequences for classroom behavior will be the responsibility of the individual teacher. However, if a student continues to misbehave, after teacher intervention, a parent phone call or meeting will occur with the classroom teacher. If the student still continues to misbehave, the student will be referred to the office/Dean of Students. Any inappropriate acts considered to be against the law (weapons, assault, illegal drugs, etc.) will be reported to Law Enforcement in addition to disciplinary actions taken by the principal or administrative designee. **(See Board Policy KLG)**

Consequences for behavior referrals may be loss of recess, lunch detention, after-school detention, in-school suspension, or out-of-school suspension depending on the severity of the infraction. A report of the referral and consequence will be given to the parent/guardian. **(See Board Policy JKD/JKE, JKD/JKE-E & JKD/JKE-R)**

A principal or teacher may detain a student for disciplinary reasons or to complete school work after school hours, provided that the parent/guardian has been notified of the detention. Detention on any one day shall be limited to 60 minutes. If the detained student is a walker, a parent/guardian will be contacted upon his/her departure. **(See Board Policy JKB)**

## **PBIS**

Huerfano School District Re-1 is committed to providing all students, staff, and visitors with a safe and civil school environment in which all members of the school community are treated with dignity and respect. The district, school, and community have an obligation to promote mutual respect, tolerance, and acceptance.

“PBIS” is short for Positive Behavioral Intervention and Supports. PBIS is based on principles of applied behavior analysis and the prevention approach and values of positive behavior support. Effective classroom management and preventive school discipline are essential for supporting teaching and learning. PBIS emphasizes that classroom management and preventive school discipline must be integrated and working together with effective academic instruction in a positive and safe school climate to maximize success for all students. PBIS supports the success for ALL students.



## **Sexual Harassment**

Sexual harassment is prohibited. Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment. Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a discipline plan, suspension or expulsion. **(See Board Policy JBB)**

## **Public Display of Affection**

Students are not permitted to show inappropriate displays of affection. Students displaying inappropriate affection will be referred to the principal. If students continue to display inappropriate behavior, the parents or guardians will be contacted and a meeting will be scheduled between the students, parents/guardians and administrator. If the behavior continues after the meeting, the students may be suspended.

## **Bullying**

HSD Re-1 expects students and/or staff to immediately report incidents of bullying to the administration. Staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This applies to students on school grounds, while traveling on a school vehicle, or at a school sponsored activity.

**(See Board Policy JICDE)**

An act of bullying, harassment, or intimidation by either an individual student or group of students is expressly prohibited on school district property, in a school vehicle, or at a school sponsored activity or event. This policy applies to students who directly engage in an act of bullying and also to students who by their indirect behavior support another student's act of bullying. This

refers to any intentional and/or repeated written, electronic (cyber-bullying), verbal or physical act or actions against another person which had the effect of:

- Creating a hostile, threatening, humiliating, or abusive educational environment due to the pervasiveness or persistence of negative actions.
- Interfering with a student's right to attend a safe, non-threatening school environment.
- Placing a student in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property due to the severity of the negative action.
- Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological or physical harm to another person.
- Peakview has the privilege of having an SRO from the local Police Department available on school groups who will also intervene with bullying.

Individuals found to have violated this policy will be subject to disciplinary action. Consequences for students who commit prohibited acts of bullying may range from behavioral interventions to suspension and/or expulsion. Where appropriate, students who violate the bullying prohibition shall be reported to law enforcement.

### **Colorado School Safety Hotline**

*Safe2Tell* provides students and adults in all Colorado schools and communities an increased ability to both prevent and report violence or any threatening behavior by making safe, anonymous calls. Call 1-877-542-SAFE (7233) [www.safe2tell.org](http://www.safe2tell.org)

## **Unnecessary Items**

Unnecessary items brought from home tend to hinder the learning process. Anything that may cause bodily harm to students should not be brought to school. Expensive items are to be left at home. The school district shall not be responsible for loss, theft, or destruction of unnecessary items brought onto school property.

## **Field Trip Items**

During field trips, students are responsible for their own personal property such as shoes, jackets, eye glasses, or other personal property. The school is not responsible for the loss, theft, or destruction of items.

## **Recess**

Recess is critical time for development and social interaction of a child. Students will be permitted two recess periods per day, one at lunch, and another recess either in the mid morning or mid afternoon. However, it is the responsibility of the teacher and students to keep transitions quick in order to spend more time on instruction. If transitions are too slow, recess may be denied for that particular day.

## **Electronic Devices & Cell Phones**

Electronic communication devices can play a vital communication role during emergency situations. However, ordinary use of electronic devices in school situations that disrupts and interferes with the educational process is not acceptable. All cell phones will be collected as soon as student enter the classroom, where they will be secured by the classroom teacher.

**(See Board Policy JICJ)**

It is the student's responsibility to ensure that if the electronic device is brought to school, it *must remain in a secure location provided by the*

*classroom teacher* and used only with permission and appropriately under their teacher's supervision. Unauthorized use of any electronic device will result in enforced consequences. Electronic devices confiscated due to inappropriate use shall be returned only to the parent or guardian. The principal or designee may also refer the confiscated device to law enforcement, as appropriate. If a student refuses to turn over an electronic device to a teacher or other school personnel, it will be considered an act of defiance which will result in out of school suspension. The school district shall not be responsible for loss, theft, or destruction of electronic devices and cell phones brought onto school property.

### **Student Dress Code**

Appropriate standards of student appearance are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety.

The school reserves the right at all times to regulate the dress and/or grooming of any student that is deemed to be a distraction to the learning process, is of questionable decency, is offensive to the normal décor of the school community, and/or creates a health or safety hazard. **(See Board Policy JICA)**

Any student in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately.

Examples considered inappropriate include, but are not limited to the following:

1. Halter top, sports bra, tank top, half shirts, mesh shirts, shirts with ripped side seams, short shirts revealing any part of the midriff when hands are raised or at normal stance, muscle shirts, sheer, tight or low-cut shirts, excessively tattered jeans, extremely sagging pants, pajamas, bike shorts, short shorts or any piece of clothing that bare or expose parts of the body that include but is not limited to the stomach, buttocks, back and breasts.

Shorts, dresses, and skirts are acceptable but must be no shorter than mid-thigh length.

2. Sleeveless shirts must be at least 2 inches in width (three fingers) on the shoulders. Camisole straps and bra straps must be completely covered.
3. Shirts with a drug and/or alcohol theme or with objectionable language, innuendos, or graphics are inappropriate.
4. Clothing associated with gangs or groups that may cause disruptive confrontations between students is not permitted. Sagging or bagging pants, chains, and bandannas are examples that are not acceptable.
5. Sunglasses, hats and caps are not to be worn in the building during school hours.
6. Shoes must be worn at all times. Slippers are not allowed. Flip flops are discouraged for safety reasons. Athletic shoes are to be worn in the gym for PE.
7. Coats or jackets/sweatshirts must be worn outside during cold weather. Students must dress appropriately during winter-like weather (no shorts or sandals).

### **Food Service Program**

Huerfano School District RE-1 is participating in a Universal Lunch and School Breakfast Program for the 2018-2019 school year. If your child attends Peakview School, breakfast and lunch will be available to them at no charge. All students enrolled at this school may participate in the breakfast and lunch program at no charge to them.

Studies have shown that children who are not hungry perform better in school. By providing breakfast and lunch to all Peakview students at no charge, we are hoping to create a better learning environment for our students.

The school breakfasts and lunches that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your children to participate in the school meal programs. Meals will be served to all students at no charge regardless of the eligibility status.

The district will provide an application form to be used by the school district to determine whether the school is eligible for additional state funding on behalf of the student. By filling out the form, parents are ensuring that the

school district will receive the additional funding to which it is entitled based on the population of students serviced by the school district.

**(See Board Policy EF, EFC & EFC-R)**

In order to encourage good nutrition, students are not to bring soft drinks in their sack lunches.

Bringing or having snacks, such as chips, Big Gulps, soda, or any other junk food delivered to school will no longer be allowed.

A student who becomes a discipline problem in the cafeteria during breakfast and/or lunch may be deprived of the privilege of eating breakfast and/or lunch in the cafeteria. A student losing privileges in the cafeteria will not be deprived of a meal. Breakfast and/or lunch will be eaten in a designated place. Parents may be notified of infractions and consequences.

### **Visitors**

All visitors are required to check into the office upon entering the school. A visitor's pass will be provided and must be worn in a visible manner. Visitors are required to sign in and out at the Peakview School office. **(See Board Policy KI)**

- PV's front doors will be permanently locked. All visitors will have to be buzzed in before checking into the front office.
- Sign in on the office registry and retrieve a name tag.
- Remove the name tag and place it on your clothing in a visible location. Our staff has been trained to look for name tags identifying all visitors to ensure our safety protocols are being followed.
- Staff will redirect any parents/visitors to the office before speaking with them or allowing them to see their child.
- Before you leave the building, please return to the office to sign yourself out.

In the event of an emergency, it is critical that everyone in the building be accounted. Careful and conscientious observation of visitor sign-in/sign-out procedures will better enable the school to ensure the safety of all building occupants, including students, employees, staff, and visitors.

### **Student Medications**

If under exceptional circumstances a student is required to take medications during school hours, only the school nurse or the nurse's designee may administer the medication to the student in compliance with regulations. Alternatively, the parent/guardian may come to school to administer the medication in the nurse's office or front office.

School shall permit a student to possess and self-administer medication for asthma, allergies or anaphylaxis, such as an inhaler or epinephrine, during school hours, at school sponsored activities or while in transit to and from a school sponsored activity if certain conditions are met. **(See Board Policy JLCD)**

### **Student Insurance**

A student accident insurance program providing broad coverage at nominal cost to parents shall be made available to all students. Such protection, when purchased by the parent, shall cover the student while at school, on the way to and from school and when engaged in school-sponsored activities either on school grounds or elsewhere. Through this plan, additional insurance coverage may be purchased which will cover students participating in interscholastic athletics. **(See Board Policy JLA)**

It is mandatory for all athletes to purchase school accident insurance if they do not have family insurance that will cover injuries incurred while participating in an athletic activity. Parents who do not want to purchase school insurance must sign a waiver giving the name of the insurance company that provides their family coverage and return it to the athletic

director or coach at the time the athlete reports for a sporting activity. **(See board Policy JLA-E)**

## **Drills**

Fire and tornado drills are conducted regularly in accordance with the state laws. Lockdown drills are conducted as safety precautions. Staff & students will follow procedures to become familiar with the process in case of an actual occurrence or crisis. In the event of a Lockdown (even if it is a drill), no one is allowed in or out of the building. **(See Board Policy EBCB & KDE)**

## **Student Transportation**

Students may ride bicycles or skateboards to school. Students are not allowed to ride bikes or skateboards on the sidewalks. Bicycles and skateboards are to be stored on the bike rack in the back of the building. We encourage students to lock their bicycles or skateboards to the rack. The school will not be responsible for stolen or damage sustained to bicycles at school. Skates, roller-blades, and skate shoes are not permitted.

Any student who uses school provided transportation will be under the jurisdiction of the vehicle driver while riding in the vehicle and is subject to the rules and regulations developed by the school board. Students who ride school buses will be allowed to get on and off the bus at the point which they normally load and unload from the bus. A student who becomes a discipline problem on the bus will be deprived of the privilege of riding the bus. **(See Board Policy JICC)**

FIELD TRIPS: Teachers make arrangements for field trips. Parent sponsors may be requested. If parents drive their personal vehicle, their student must ride to the activity on school provided transportation. A parent may check out a student once the event begins. Taking other siblings in other grade levels is highly discouraged since they will have their classroom fieldtrip at another time.



## **Report Cards/Progress Reports**

Report cards for 1<sup>st</sup> and 3<sup>rd</sup> quarters will be available to parents at Parent-Teacher conferences or mailed to parents/guardians. Report cards for 2<sup>nd</sup> and 4<sup>th</sup> quarters will be given to students or mailed to parents/guardians. Mid-term progress reports will be sent home by each teacher. Teachers shall send out notices of impending deficiencies or poor performance so that parents and students will know that questionable academic progress is taking place. Should you have questions concerning the report, you are encouraged to arrange a time to talk with the teacher. Parents have instant access to grades and attendance for students in grades 5-8 through *PowerSchool*. Access information for *PowerSchool* is available through the Peakview office.

**(See Board Policy IKAB)**

## **Parent-Teacher Conferences**

**Fall** Parent-Teacher conferences for Peakview School Pre-K through 8<sup>th</sup> grade will be held on the evening of **Thursday, October 20, 2016**. All students will be **dismissed at 2:00 PM**.

(First Quarter ends on October 16, 2015)

Optional **Winter** Parent-Teacher conferences for Peakview School specific students will be held on the evening of **Thursday, February 2, 2017**.

**Spring** Parent-Teacher conferences for Peakview School Pre-K through 8<sup>th</sup> grade will be held on the evening of **Thursday, March 16, 2017**. All students will be **dismissed at 2:00 PM**. (Third Quarter ends on March 9, 2017)

All parents are encouraged to attend these meetings to gain better insight on their child's progress and to maintain an open line of communication with the school. Parents will receive notification of date and time prior to each conference. **(See Board Policy IKACA)**

If retention of a student is under consideration, parents will be informed. The classroom teacher will document (through the RTI process) and convey to parents the

possibility/probability of retention during the 3<sup>rd</sup> quarter or before and will also present it to the principal.

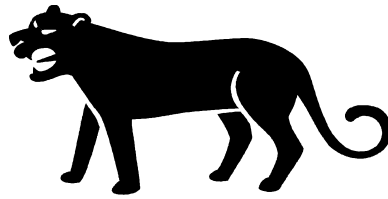
## **Technology/Computers/iPads**

Student use of the Internet and electronic communications (e-mail, chat room, etc.) is a privilege, not a right. Students shall use district computers in a reasonable, efficient, ethical and legal manner. Students shall take responsibility for their own use of district computers to avoid contact with material or information that may be inappropriate or harmful to minors.

Students and staff shall have no exception of privacy when using district technology. Technology shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by the administration. Any computer application or information in district computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system. Students who violate rules relating to computer use are subject to disciplinary action.

Students and parents/guardians shall be required to sign the district's *Annual Acceptable Use Agreement & Publishing of Student Work* before Internet or electronic communications accounts shall be issued or access shall be allowed. **(See Board Policy JS, JS-E & JS-E1)**

**2016-2017**  
**Student/Parent**  
**Peakview School Handbook**  
**Verification**



My signature verifies that my family has received a copy of the  
***2018-19 Peakview School Handbook.***

I will read or review it carefully to understand its contents.

Student Signature \_\_\_\_\_ Date

\_\_\_\_\_

Grade Level \_\_\_\_\_ Teacher's Name

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date

\_\_\_\_\_

\*Sign this page and return to your child's classroom teacher at Peakview School.

