



MEEKER ELEMENTARY SCHOOL 2016-2017 PARENT/STUDENT HANDBOOK

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Welcome To Meeker Elementary School

I would like to personally welcome you to our school. The staff and personnel of Meeker Elementary strive to provide a positive, safe learning environment for our students. This handbook has been prepared for the purpose of helping students and parents gain a better understanding of the expectations and requirements of Meeker Elementary School. I hope it will help answer many questions that you may have regarding your educational plans for the future. If you have any other questions feel free to come by the office and visit with us about your needs. I, along with all of our staff and personnel want to wish you a great and memorable year at Meeker Elementary School.

Kathy Collins, Principal
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Meeker Elementary Mission Statement

To recognize and optimize the full potential of each student through rigorous academic expectations, relevant curriculum and collaborative relationships with staff, students, parents, and community.

District Mission Statement

It is the mission of the Meeker School District to seek the highest possible level of success for each student. The District will provide a safe environment in which students learn those skills necessary to become well-informed citizens and contributing members of society.

Nondiscrimination Statement

MEEKER RE-1 SCHOOL DISTRICT does not discriminate on the basis of race, color, religion, national origin, sex or handicap. Inquiries concerning any of the above should be directed to the building principal; or the superintendent, 555 Garfield, PO Box 1089, Meeker, CO 81641, Phone (970) 878-9040; or to The Office of Civil Rights, U.S. Department of Education, 1961 Stout Street, Third Floor, Denver, CO 80294, Phone (303) 844-2991.

School Visitors

Parents and guardians are encouraged to visit the school. There are multiple opportunities for volunteering with the school. Parents are encouraged to contact their child's teacher or the office for more information about these volunteer activities. In order to assure that no unauthorized persons enter buildings with wrongful intent, all visitors to the schools shall report to the school office to sign in. This identification helps ensure the safety of our students. Beginning this school year, all volunteers will be asked to go through the volunteer application process. Volunteers shall be required to undergo fingerprinting and criminal background checks at the expense of the district. Anyone who works without pay or for a volunteer stipend on an occasional or regular basis at school sites or other district facilities shall be considered a volunteer and subject to fingerprinting and background checks, except that parents or legal guardians who are shadowing or mentoring their children at school shall not be subject to fingerprinting but shall however have their names checked against a criminal data base the district maintains.

Accountability

The Meeker School District and each individual school, including Meeker Elementary School, have accountability committees made up of parents, community members, and staff. The purpose of each committee is to promote understanding and cooperation among parents, the community, and the schools, as well as to make recommendations for improvement. The Meeker Elementary School Accountability Committee goals are focused on improving and facilitating communication and involvement between parents and the school. New accountability committee members are needed each year. If you are interested in serving on this committee, please call the school.

Registration Policy

Students will be asked to begin attendance at school the day after they are registered in order to allow time for the staff to prepare for the arrival of the new student. Registration packets can be picked up at the school office. Parents or guardians enrolling a student in the Colorado Public School System are required to provide to the local education agency a certificate of birth or other proof of legal age and proof of residence for the enrolling child. Parents or guardians enrolling a student in the Colorado Public School System must meet legal requirements for immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Drop off and Pick Up

Your cooperation is vital to our drop off and pick up plan. Please familiarize yourself with this plan as student safety is our #1 concern. If you choose to leave your car, you must park in the parking lot. The "kiss-n-go" go loop is strictly for drop off and pick up. This is a no parking zone because it is a fire lane. Please use designated crosswalks when walking with your children to and from your car.

Bicycles

Bicycles may be ridden to school and parked at the provided racks. Parents may want to consider purchasing a lock for their students' bicycles. Students are asked to walk their bikes when they get to the parking lot and on the playground from 7:30 to 3:30 in order to ensure their safety as well as the safety of others.

School Hours

Meeker Schools will observe a 4 day school week during the 16-17 school year. Regular school hours are 8:00-3:45, Monday through Thursday. AM Preschool - 8:00-11:00; PM Preschool – 12:40-3:45

Attendance (Policy JEA)

Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 years is required to attend public school with such exceptions as provided by law. It is the parent's/legal guardian's responsibility to ensure attendance.

The courts may issue orders against the child, child's parent, or both compelling the child to attend school or the parent to take reasonable steps to assure the child's attendance. The order may require the parent, child, or both to follow an appropriate treatment plan that addresses problems affecting the child's school attendance and that ensures an opportunity for the child to obtain a quality education.

Experience indicates that regular attendance is most important to success in school. In addition to simply attending school, emphasis is placed on being to school on time. Students must learn to develop a sense of responsibility, not only in reaching school by the proper starting time, but also throughout the school day.

Students needing to leave school for medical appointments or other legitimate business must be signed out by their parents or guardians at the office. Upon returning to the school, the parents/guardians and the student must report back to the office, sign in and receive a permit to return to class. Elementary students will not be allowed to leave the grounds during the school day unless a legally enabled adult gives written permission or accompanies the child from the grounds. (Board Policy File JHCA)

Absences and Tardiness (Board Policy File JH)

Regular attendance at school is essential for academic success. Whenever possible, please plan dentist and doctor appointments, etc. so that no school is missed. Our office staff will verify all absences. If your child is absent, please call or send a note upon his/her return to school. The following shall be considered **excused** absences:

- A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot

- be taken care of outside of school hours.
- A student who is absent for an extended period due to physical, mental or emotional disability.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- A student who is suspended or expelled.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

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

Make-up work shall be provided for excused absences unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up work for each day of absence. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and as incentive to attend school.

A student shall be considered **tardy** if he/she arrives in the classroom after the bell to begin school has rung. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness. Please have your child arrive at school on time.

RESPONSIBILITIES FOR SCHOOL ATTENDANCE (JH-R)

- A. Student Responsibility for School Attendance
 - a. To attend school on all days of the established school calendar.
 - b. To appear in class on time, prepared to learn.
 - c. To contact teachers immediately upon return from absences and arrange for completion of make-up work.
 - d. To complete work as assigned by the teacher when a preauthorized absence has been requested.
 - e. To check the absence list regularly and take steps to correct errors in attendance recording.
- B. Parent/Guardian Responsibility for School Attendance
 - a. To encourage the student to develop good attendance habits and communicate that any absence or tardy, regardless of cause, may have a detrimental effect on achievement.
 - b. To be familiar with the school's attendance policies and procedures and follow them.
 - c. To contact the school regarding absences and to provide the school with written documentation within 48 hours.
 - d. To contact the school regarding absences, in accordance with the school's policies.
 - e. To contact the school and request a conference with the appropriate administrator or teacher upon notification from the school that attendance is a concern.
 - f. To furnish the school with a telephone number or other means of contacting them during the school day.
- C. Teacher Responsibility for School Attendance
 - a. To inform parents/guardians and students at the beginning of each year, semester of term about classroom attendance expectations and any penalties that may be imposed for tardies or absences.

- b. To take attendance daily and maintain accurate attendance records according to school policy and regulations.
 - c. To apply the attendance policy consistently to all students.
 - d. To notify students of tardies, absences, and academic penalties through procedures specified by the school.
 - e. To notify parents of attendance concerns.
 - f. To provide quality learning experiences that encourage regular attendance.
- D. Principal Responsibility for School Attendance
- a. To support the development of school-wide attendance policy in conformance with Policy JH.
 - b. To supervise the implementation of attendance policy and procedures.
 - c. To provide parents or guardians with information about the school's attendance procedures and their child's attendance records.
 - d. To inform parents of absences.
 - e. To facilitate the use of available resources for students who exhibit attendance problems.

The school shall establish a system of monitoring individual absences, both excused and unexcused. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that his or her parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

Meeker Elementary School Attendance Guidelines

In conjunction with Meeker School District RE-1 attendance policies JH, JH-R, JEA and JHB, the following guidelines have been developed to clarify attendance expectations. These guidelines highlight the consequence for excessive absences as well as potential rewards for positive attendance.

The school, on an annual basis, will determine appropriate incentives and rewards for those students that have demonstrated excellent attendance patterns.

The following procedures shall be followed to help prevent excessive absenteeism. For the purposes of the guidelines below, both excused and unexcused absences shall be included.

1. After a student's eighth (8th) absence from one or more classes per semester, a letter from the building principal will be sent to the parent/guardian. This letter shall emphasize the importance of regular school attendance as well as explain the procedure followed by the district for excessive absences.
2. After the student's twelfth (12th) absence from a class for the semester, the parent/guardian will be notified in writing to schedule a meeting with the building principal to devise a plan to improve attendance. This plan may include, but is not limited to making up time after school or on Fridays. Part of this plan will grant the building principal authority to determine whether or not future absences will be excused.
3. After the student's sixteenth (16th) absence from a class for the semester, the parent/guardian will be notified in writing that the student may be considered for repeating the current grade.
4. After a student has been absent twenty (20) in a semester, has four (4) unexcused absences in a month, or has ten (10) unexcused absences during the school year, the Superintendent will review the case and decide whether to make a recommendation to the Board of Education to pursue legal action against the parent, as per requirements of Colorado Revised Statutes 22-33-104 and 22-33-107.

Truancy (Board Policy File JHB)

If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has four unexcused absences from school or from class in any one month or ten unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences. Penalties for habitual truancy may include detention, suspension, and/or expulsion and possible retention. In cases of court ordered compliance with the attendance law, parents may be subject to fines or jail time if found out of compliance.

Homework

Homework will be designed as practice for skills that students have already learned. Meeker Elementary School students will occasionally be asked to read daily and practice or prepare outside the regular classroom.

Standards and Assessments

Meeker Elementary School and the entire Meeker School District have implemented standards for student learning. Standards are clear statements of what students are expected to know and be able to do. They are written for each grade level and content area. Our school has developed and implemented the use of assessment tools such as portfolios, rubrics, running records in reading, authentic tasks and checklists which measure progress towards reaching the standards. These tools, along with standards-based grading and testing methods, and yearly achievement tests are how we measure academic growth. Our school uses an assessment program called DIBELS, Dynamic Indicators of Basic Early Literacy Skills, to monitor all students' progress in reading throughout the year. Another assessment that is implemented in Kindergarten through 5th grades is the Measures of Academic Progress (MAP). This is a computer administered test that measures proficiency in areas such as reading and math. It is administered three times during the school year. Finally, our third through fifth grade students will also participate in the Colorado Measures of Academic Success (CMAS) and Partnership for Assessment of Readiness for College and Careers (PARCC) in the spring.

Report Cards

Report cards are sent home with the students each quarter to keep parents informed of their students' progress in school. At Meeker Elementary, we use the standards-based grading system to report proficiency of students' progress toward proficiency of the Colorado Academic Standards. Students do not earn traditional grades such as A, B, C, D or F. Instead, student work is assessed according their level of proficiency toward the standards on the following scale:

- E** - Student exceeds grade level in all performance areas.
- P** - Student performs at a proficient level in all performance areas.
- PP** - Student performs at a partially proficient level in performance areas and requires teacher support.
- U** - Student performs at unsatisfactory level in performance areas even with teacher support.

We recognize that this scale is not familiar to all parents. Teachers will be discussing our system with the parents of their students and we encourage parents to enter a dialog with the school staff so they may understand and become comfortable with our reporting system.

Textbooks and Supplies

Textbooks are provided by Meeker Elementary School for student use during the school year. Students are responsible for textbooks, library books and other school equipment issued to them. A charge will be levied for lost and damaged books or equipment (generally 10% of the original cost of a book will be deducted for each year it has been used).

Students are asked to furnish pencils, pens, paper and other items consumed on an individual basis. A complete list of supplies for each grade level is available in the Meeker Elementary School Office.

Field Trips

Field trips are offered to students as an educational part of their curriculum. Parents will be notified prior to the trip as to any special needs of the students and will be asked to return a permission slip. It is required that students ride the bus both ways on field trips unless a permission form excusing the child from riding the bus is turned in to the office prior to the trip. Field trip participation is based on the student's ability to represent the Meeker School District in an appropriate manner. Students that fail to meet the discipline standard will not be allowed on field trips.

Dress Code (policy JICA)

Dress and appearance should be a reflection of our respect towards MES. Revealing clothing including midriff bearing tops, spaghetti strapped tank tops (they must be at least 1.5" thick), shirts with questionable subject matter (i.e., foul language, references to alcohol or illegal drugs, etc.), undergarments showing, "heely" shoes, short skirts and shorts that are shorter than mid-thigh are not allowed. Other distracting items such as hats, caps, and sunglasses are not to be worn inside the building. Please use common sense when determining what clothing is suitable; our goal is to ensure that our students are appropriately covered.

We suggest that students wear comfortable clothing which is suitable for the classroom, gym, and outdoors. Especially during cold weather, please see that children have appropriate attire for the outdoors (warm coat, hat, mittens, and boots).

Winter wear (during the 2nd and 3rd Quarters of the school year):

- Students will wear a coat outside
- Girls will need leggings or tights when they wear a dress
- No shorts will be allowed during this time
- The above guidelines can vary depending on the weather if the principal determines the weather is too warm to require such clothing.
- In order to play in the snow, students must have boots, snowpants, coat and gloves or mittens.

Lost and Found

Please label your child's clothing, backpacks, lunch boxes, and any other items they might bring to school. Items that are found without identification will be kept in the lost and found bins. Students and/or parents are encouraged to look through these bins for lost items. See the office for questions about lost and found items.

Food Service

The student breakfast and lunch program is maintained as a vital part of the health program of the school. To encourage nutrition, breakfast and lunch are offered each day that school is in session. Breakfast is served from 7:30 to 7:55 each morning and lunch service to elementary students begins daily at 11:15 a.m. This year's food service costs are as follows: \$1.75 for breakfast and \$3.00 for lunch. For students who are approved for free or reduced meals, the breakfast is free and the reduced lunch cost is \$0.40. Parents are invited and encouraged to eat lunch with us often. You can purchase lunches online through www.myschoolbucks.com or send money to school with your child.

Emergency School Closure

Generally, schools remain open regardless of the weather. If schools are closed the district website will have up-to-date information and details. However, there can be situations that would present clear danger to children attending school. On those occasions, the superintendent of schools will determine the need for emergency closure. Should school closure become necessary during the regular school day, your child will be dismissed from school at an irregular time. School buses will continue to run, but at the early dismissal hour. Every attempt will be made to contact the parents in this event. Please keep the contact information updated on the emergency card in the school office.

Closed Campus

Students are to remain on campus all day. A parent or guardian may sign a student out of school for lunch. The student must accompany the parent or guardian. Students will not be released to or accompany unauthorized persons off campus. School begins at 8:00 and ends at 3:45. Students are not to arrive at school before 7:30 because there will not be supervision prior to this time. Unless students are staying on campus for a school sponsored activity, they are encouraged to leave campus by 3:50. The elementary school campus is a public playground that is used by multiple age groups outside of school hours.

Medication (JLCD)

At school, medication may be given legally only by school personnel whom a registered nurse has trained and delegated the task of giving such medication. No prescription or non-prescription medications shall be administered at school by the school nurse or other school designee without the following requirements being met:

- Medication shall be in the original properly-labeled container. If it is a prescription medicine, the student's name, name of the drug, dosage, time for administering, name of physician and current date shall be printed on the container.
- The school shall have received written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.
- The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to side effects or other medical consequences of such medications also must be presented.

All medication shall be safeguarded in the nurse's office to avoid any risk that it may be improperly administered to anyone. Permission forms regarding medications can be obtained by contacting the office.

Inappropriate Language

Incidental inappropriate language (swearing) will be dealt with by the adult hearing the infraction. That adult will counsel the student to avoid such language. Repeated inappropriate language or such language that is directed at another individual will be reported to the principal for disciplinary action.

Sexual Harassment Statement (Board Policy File JBB, JBB*R)

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the law, which prohibit sex discrimination. The School District shall follow to the extent feasible, the guidelines set forth in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Legitimate non-sexual touching or other non-sexual conduct is not sexual harassment.

Definitions: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection by an individual is used as the basis for employment or educational decisions affecting such individual.
3. It has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creates an intimidating, hostile or offensive work and/or educational environment.

Sexual Harassment may include, but is not limited to:

Sex-oriented verbal "kidding," abuses or harassment; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching, such as patting, pinching or constant brushing against another's body; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job, grades, or similar personal concerns.

Students who believe that they have been subject to sexual harassment may report such incidents to any teacher, counselor or principal in their school or another school, or to the superintendent. The building principal will be referred to as the designated Building Title IX Compliance Officer. All reports received by teachers, counselors, principals and other school district employees shall be forwarded to the District Title IX Compliance Officer. If the alleged harasser is the designated Building Compliance Officer, the superintendent shall appoint an alternate Building Compliance Officer to investigate the matter. To the extent required by law, the School District shall investigate any informal or formal report of sexual harassment by students, employees, or third parties. Whether or not a formal grievance is filed, the School District shall take steps reasonably necessary to end the sexual harassment, prevent sexual harassment from occurring again, and to prevent retaliation against anyone who reports sexual harassment or participate in a harassment investigation.

Student Behavior Expectations (please see policy JICDA attached at the end of this handbook)

At Meeker Elementary we teach, re-teach, and reinforce the 3 B's by expecting our learners to: **Be Kind, Be Responsible** and **Be Safe**. These expectations are applied throughout the school and on the playground to encourage positive behavior.

STUDENT CONDUCT AND SCHOOL RULES (Board Policy File JK)

All students enrolled in the Meeker School District are charged with the responsibility of abiding by accepted standards of good conduct and discipline while on school property, while participating in any school function or activity, and *while going to and from school*, whether riding in public or private conveyance or walking. Students who engage in activities which interfere with the rights of other students or adults, or who by their actions, bring discredit upon themselves and/or the school system,

will be disciplined in accordance with the policies, rules, and regulations of the Meeker School District, regulations of the State Board of Education, and the state and city laws. Failing to follow the 3 B's will result in disciplinary action and may lead to suspension or expulsion. Supervisory personnel will ensure that students are offered due process prior to taking disciplinary action.

- I. Be safe. By law, the school must be kept safe for all students. Some of the activities that are unsafe or detrimental to students' rights that are not allowed are: fighting or any behavior that looks like fighting, leaving the school grounds during school hours, leaving designated playground areas, throwing hard objects (rocks, snowballs, ice balls, baseballs, dirt clods, sand, gravel, pebbles, wood chips, etc.), running in the building, playing tackle football, wrestling, spitting, tripping, kicking, and "sliding-pushing-pulling" on the ice or other general roughhousing.
- II. Be Safe. The following items must not be brought to school. If any of these objects are brought to school, the item will be confiscated: knives, water guns, water balloons, or any other object deemed harmful to the safety of the students. Skateboards and roller skates will not be allowed on the playground or parking lots during school hours. Electronic items such as remote control toys, radios, iPods, CD players, electronic games are also not allowed at school. If students choose to bring a cell phone, they will be turned off during the school day and will remain in cubbies or may be taken away until the end of the day. Students are encouraged to label their belongings that they do bring to school.
- III. Be Kind. The students and staff are expected to be respectful of themselves and others. We support good choices. Infractions of disrespect include: obscene language or gestures, any form of bullying, name calling or insults, rudeness to teachers or other students, booing or whistling in assemblies.
- IV. Be Responsible. The students and staff are responsible for respecting the rights of the school and others. The following are infractions for being irresponsible: dirtying bathrooms, stealing, writing or marking on furniture and walls, tearing down displays, using another person's property without permission, littering, defacing or destroying school property, disobeying lunchroom rules and chewing gum (except with teacher approval).
- V. Be safe. Accidents can happen very easily. Safe students avoid horseplay and should never be unsupervised in a classroom. Playground equipment must be used in the correct and safe manner as determined by the school. Illegal and controlled substances such as tobacco, alcohol, and drugs are strictly prohibited on school property.
- VI. Be Kind. BULLYING: "All children are the victims of occasional teasing behavior or aggression, but some children are repeatedly targeted. True bullying is repeated exposure over time to negative actions. Bullying means there is an imbalance of power so that the child being victimized has trouble defending him or herself. Bullying is aggression. It can take many forms, including physical, verbal, or psychological. Bullying is when one person uses power in a willful manner with the aim of hurting another individual repeatedly." Bullyproofing Your School, p. 7. Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school environment. Bullying will not be tolerated at Meeker Elementary School. Incidences of bullying will be reported to the principal and the student will be placed in the behavior plan as defined below.

BUILDING AND PLAYGROUND PROCEDURES

Natural Consequences:

When students break a rule, logical consequences will be applied to emphasize that school rules must be followed for the welfare and safety of all students. An example of a natural consequence for writing

on desks would be cleaning desks in the classroom.

Classroom Discipline: Each teacher has their own set of rules that will be posted in the classroom. If a student is sent to the office from the classroom it is only after the teacher has gone through the classroom rules first. Any time a student is sent to the principal for discipline, parents will be notified of the infraction and the result of the visit.

Playground Discipline: Students will be supervised on the playground. Sick students, students completing homework, or those serving detention will be supervised by their regular classroom teacher. If a child has a written note from a parent or physician, he/she may stay in the classroom or office during recess.

When a student fails to follow the 3B's on the playground, they will be corrected by staff on duty. Depending on the nature of infraction, students may be removed from play to reflect on their behavior. Loss of recess may be a natural consequence of not following playground rules.

SEVERITY CLAUSE:

If a child's misbehavior on the playground is so severe, threatening, dangerous or illegal, the child will be immediately referred to the principal's office.

Detention: This is a space to which students may be assigned for behavior violations in the classroom, on the playground, or in an assembly. There will be a staff member to supervise students. Detentions will be held during recesses. Parents will be notified ahead of time regarding after school detentions.

In-school Suspension Rules: In-school suspension will consist of the student spending the day in the office area under the supervision of the principal or office personnel. Students will be given work to complete during the suspension. Parents will be informed of the amount of time their student will be in In-School Suspension.

Suspension: Children may be sent home or excluded from school if their actions are interfering with others' safety or right to learn. There is zero tolerance regarding fighting, threatening teachers, possession/use of weapons, and possession/use of drugs and alcohol. Any of these actions will create an automatic suspension from school for a period of time.

DISCIPLINARY ACTION

In the classroom and on the playground, rules and consequences are used to provide safety and a good learning environment for our students. The last consequence for breaking these rules is always that of being sent to the principal's office. Each time that a student is sent to the principal, the student's parents are called or a letter is sent to let the parents know of their child's actions at school and the visit is documented by the principal. Students with more referrals will be placed on behavior plans to help support their everyday learning. Parent involvement in the behavior referral process is essential and an important part of student success. This is a plan to work with the student in a fair, consistent, and firm way to help curb their behavior and guarantee the opportunity for all students to receive an education here at Meeker Elementary. If more than one student is sent to the office, they may not get the same punishment based on the number of referrals and their specific involvement.

BUS RULES (Board Policy JICC)

- Bus students remain on the school grounds until the buses arrive.
- Students shall respect the rights and safety of others on the bus; outside of ordinary conversation, classroom conduct must be observed.

Student Conduct on School Buses

The following rules shall be enforced by drivers of all buses for the protection and safety of all passengers.

1. Passengers shall go to their seats without crowding or pushing and shall remain seated while the bus is in motion.
2. Passengers shall not extend arms, legs or head out of the bus windows.
3. Passengers shall not talk to the driver while the bus is in motion except in an emergency.
4. Loud noises are unnerving to a driver and are prohibited.
5. Passengers shall not tamper with the emergency doors and windows or any other part of the bus equipment.
6. Passengers shall not mar or deface the bus and/or its equipment.
7. Passengers shall not open the bus windows except by direction of the bus driver.
8. Passengers shall not fight or scuffle on the bus or throw objects from the bus windows.
9. Passengers shall keep books, lunch boxes and similar objects out of the aisles of the bus.
10. No glass containers are allowed on the bus.
11. Passengers shall remain seated until the bus comes to a complete stop.
12. Passengers shall cross the street or road in front of the bus per the direction of the bus driver.
13. Matches and lighters are not allowed on the bus.

These rules are for the protection of passengers. Violations shall result in suspension of bus riding privileges.

Bus Consequences:

- 1st Consequence – Parents will be called, written up and the student will be suspended from the bus for one day.
- 2nd Consequence – Parents will be called and the student will be suspended from the bus for one week..
- 3rd Consequence – Parents will be called and the student will be suspended from the bus for a designated time period in excess of one week.
- 4th Consequence - Parents will be called and the student will be suspended from the bus for the remainder of the year.

Severity Clause- There will be zero tolerance on the buses as on the school grounds for fighting, drugs and alcohol, and weapons. Students will be automatically suspended from the bus for these infractions.

Our focus is on safety. We want the driver's attention on the road and on traffic conditions. Parent cooperation is essential to this purpose.

Complaint Procedures (Board Policy File KE)

If a parent has a complaint, it is generally best to try to resolve the problem at the level of occurrence. For example, if a problem relates to a classroom experience, parents should first make an appointment to discuss the matter with the classroom teacher. If the problem is not resolved after the parent-teacher meeting, parents should talk with the principal. However, if the parent is concerned about a general school situation, relationship or condition, the parent should first talk to the school principal. If this is not satisfactory, parents have the right to talk to the school superintendent. If you still feel the problem is unresolved at that level, parents have the right to appear before the school board. Parents also have a right to be a member of a parent or citizen group and have your group recognized and heard by school officials. The district has established a Public Concerns and Complaints process for formal complaints. The principal can assist you in accessing this process.

Tobacco

"Tobacco-Free Schools" include Meeker School District. The Board believes that tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, the district should provide both effective educational programs and a positive example to students concerning the use of tobacco. In order to promote the general health, welfare and well-being of students and staff, possessing, smoking, chewing or any other use of any tobacco products, including herbal chewing or similar products, by staff, students and members of the public shall be banned from all school property.

As outlined in the Town of Meeker ordinance against tobacco possession and use by minors, any student found in possession of or using a tobacco product on school property or on a school sponsored trip off school grounds will be referred to law enforcement.

Drug-Free School

The Meeker School District is a drug-free zone. The possession and use of alcohol and illicit drugs by students at school or while attending any school activity is strictly prohibited. Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate these policies.

The Meeker School District would like to make it known that it is the belief of the district that all use and possession of illicit drugs is wrong and harmful to students. All buildings have referral and intervention team in place, referred to as the Student Intervention Team (SIT), for students, parents and staff to use as a resource for assistance.

Student Withdrawal

If, unfortunately, you must leave the Meeker School District, the procedure for withdrawals or transfers to another school is as follows:

1. Secure a withdrawal form from the office three days prior to the last day of attendance.
2. Have the form filled out by teachers; return all school books and property; make sure all fees are paid.
3. Return the form, completed, to the office for final clearance.

Code of Conduct

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off district property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. 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.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. 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.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff



MEEKER STUDENT HANDBOOK SLIP

I have read and reviewed the Meeker Student Handbook with my child(ren)

_____,

who is in _____'s class. I can be reached at

the following phone number during school hours: _____.

Parent/Guardian Signature

Printed Name

Date

E-mail address for school communication

(Please return this form to your child's teacher by September 1, 2016)