

La Junta
Intermediate School
2018-2019
Student and Parent
Handbook

Mike Aragon, Principal

Nancy Westfall, Assistant Principal

Hours: 7:50 a.m. to 3:40 p.m.

Monday - Thursday

901 Smithland Avenue

La Junta, Colorado 81050

719-384-9151

Student Absence Call-In Line - 719-384-9151



East Otero School District

Vision

We envision a district respected by students, families, and community for its high performance and innovation. We envision schools where every student values education and acquires the knowledge, skills, self-confidence, and adaptability to be a capable and successful learner, ready for further education and/or work, and prepared for life's challenges.

Mission Statement

Through commitment, collaboration, and creativity, we will:

- Create a safe and effective learning environment;
- Foster respectful relationships and open communication with students, families, and community;
- Deliver a guaranteed and viable curriculum;
- Implement research-based teaching and learning practices;
- Share leadership; and
- Monitor professional practices and student learning to ensure accountability.

Responsible
Otstanding
Accountable
Respectful!!

Table of Contents

Safety and Transportation

Arrival and Departure	5
Releasing Students from School	5
Drop Off and Pick Up of Students	5
Bus	6
Bicycles, Scooters, Skateboards, Roller Shoes and Blades	7
Inclement Weather/School Closing	8

Attendance and Office Procedures

Attendance	9
Absences and Tardies	9
Transfer and Withdrawal of Students	11
Emergency Contact Information	12
Cell Phones	12
Telephone Use	12
Field Trip	12
Student Insurance	13
Immunization	13
Medication	13
Breakfast and Lunch Program	14
Lost and Found	14

Classroom Guidelines

Entrance to School	14
Guidelines for Parental Visits to Classrooms	14
Communication – Parent and School	15
Response to Intervention (RtI)	16
Student Eligibility	16
Dressing for Safety in the Sun	16
Dressing for the Weather	17
Nuisance Items	17
Parties and Birthdays	17
Recess	18

Staying After School	18
School Pictures	18
Class Pictures	18
Fundraisers	18

Conduct

Tobacco Free School	19
Common Behavior Expectations	19
Before & After School Expectations	20
Comprehensive Discipline Plan	21
Playground Equipment Guidelines	22
District Student Dress Code	23

Parent Involvement

Classroom Volunteers	25
Parent Teacher Organization	25
Building Accountability Committee	26

Safety and Transportation

The safety of all La Junta Intermediate students is of paramount importance. The staff has clear and specific procedures for emergency situations.

Arrival and Departure

Unless requested by a teacher, students are not to arrive at La Junta Intermediate School prior to 7:30 a.m. Parents need to help students schedule their departure from home so that they do not arrive earlier than 7:30 a.m. Students are dismissed for the day at 3:35 p.m. and are to report home immediately unless other arrangements have been made in advance by the parents. After school bus students are to report to the commons area where supervision is provided until their bus arrives. If the student misses their usual ride, they are to go to the office to call for a ride home. It is the responsibility of the parents to teach their child what is expected of them before and after school, including with whom they may or may not go. If the child's usual after school pick up arrangement is changed, the parent MUST notify the school.

When a child has not been picked up by 4:00 p.m., our office staff will do everything possible to contact a family member to make arrangements to get the child home. ***If after a reasonable amount of time no one has come for the child, the Department of Social Services will be called to pick up the child.***

Releasing Students from School

Students will not be excused during school hours without the request of parents. Students leaving school early are signed-out through the office. This precaution is taken to ensure student safety and welfare. Teachers and para professionals are instructed to excuse students only after authorization from the office. **PLEASE DO NOT** approach any child on the playground before identifying yourself with the playground supervisor. If you need to take your child from the playground you must first check in at the office to obtain a visitor's badge, and sign him/her out.

Drop Off and Pick Up of Students

Students living near the school are encouraged to walk to school whenever possible. When it is necessary for you to drive your child to and from school,

please observe all traffic and parking regulations at school.

Students are sometimes impulsive and fail to pay proper attention to traffic safety. Extra driver caution may prevent a tragedy. Please follow these guidelines:

- Students are to be dropped off or picked up **on Smithland, which borders the west side of our campus**. Staff vehicles and buses are the only vehicles allowed into the south parking lot from 7:15 - 8:00 a.m. and 3:15 - 4:00 p.m. Please refrain from using this area as it is a safety concern.
- When students arrive before school they are to walk to the playground and remain there until the bell rings. In inclement weather supervision will be provided in the commons area.
- Do not “double park” to let children in or out of the car, pull over to the side of the curb.
- Students need to walk on the sidewalk to the crosswalk in order to cross the street in a safe manner.
- Drive slowly and follow all traffic signs.
- The school bus drop off/pick up area is on the south side of the school.
- When you see flashing red lights on school buses, it means there are children in the immediate area. You must stop until the lights are turned off.
- As a parent, you have a responsibility to set a good example for your children. Please use seat belts and obey traffic laws.

Bus

Students are eligible to ride the bus if they live in designated “bus areas”. If you are uncertain about whether you live in a bus area, please call the bus barn at 384-4741. They will help you find your house on the attendance map and determine if your child/children can ride the bus or not. The transportation department will be present at registration in August where you may obtain bus pass for your student. If a change occurs during the school year, bus passes are available at the transportation office, located at 1016 West 3rd Street.

School insurance provides coverage only for officially assigned bus students. Non-bus students wishing to ride the bus with a bus student must have a written parent note signed by the principal before riding the bus.

Students must follow all bus rules as published in the East Otero School District Conduct Code. La Junta Intermediate behavior expectations apply to bus stop behavior. Please review the following specific school bus safety guidelines with your bus-riding student:

1. Arrive at your stop a few minutes before the bus is scheduled to arrive. If you're late, you may be rushed and not looking for cars passing the bus stop.
2. Line up in a straight line and do not push. Remember that you may push someone into the DANGER ZONE (the 7' area around the perimeter of the bus).
3. Use the handrail when you get on and off the bus.
4. Find a seat, keep your feet out of the aisle, and talk softly to the other students in the seat next to you. Do not scream or shout on the bus!
5. Listen to your driver when he/she asks you to do something, and do it immediately so the driver is not distracted from driving the school bus.
6. Do not throw trash on the floor of the bus or damage the bus seats. There is a wastebasket in the bus and the driver is very happy when you use it!
7. When you get out of school, report to the commons area, form a line and wait for the teacher or playground aide to walk you to your bus. DO NOT PUSH in line or someone may be pushed into the DANGER ZONE.
8. Always listen to the teachers and helpers outside the school and crosswalks near your bus stop. They are helping you to be safe and watching out for you.
9. Students may be assigned seats by the driver. Disciplinary action, including expulsion, may be taken if students do not obey the rules.

Bicycles, Scooters, Skateboards, Roller Shoes, Heelies and Blades

Students are allowed to ride bicycles to school. The decision to permit a student to ride a bike and the duty to see that he/she complies with basic safety rules are the responsibilities of the student and his/her parent. The School District does not undertake the responsibility of allowing any student from arriving/leaving school on a bike. Bikes that are ridden to school should be parked and locked immediately upon arrival and not used again until dismissal. Bikes are to be walked on the school grounds, not ridden.

The decision to ride scooters, skateboards, and/or roller shoes is between the student and parent. The equipment must be stored in lockers during school.

Skateboards, scooters and roller shoes are not to be used on school property before or after school. There are too many walkers on the sidewalk around the building to allow safe usage of the equipment.

Inclement Weather/School Closing

In the East Otero School District, the safety of your student is our number one concern. When bad weather conditions occur, the district has a comprehensive process, which is used to make a decision about whether to close school. This includes contacting a network of agencies and individuals, including road crews and school personnel, to learn road conditions in various areas of the county. However, the district must make its decision to close schools by 5:00 a.m. Sometimes weather conditions can change dramatically after the decision is made. If you, as a parent, believe you cannot safely send your child to school, please make that decision and let the school know. We will excuse the absence.

If weather should require that any or all of the district schools close for the day, the closures will be announced on the local radio stations. If weather is inclement, please listen to the radio station.

The District avoids dismissing elementary students early in bad weather. However, occasionally students are sent home early because of heavy snow or blizzard conditions. At these times, the Intermediate school staff will attempt to call every student's parents to confirm that an adult will be waiting for the child when they arrive at home. If we do not make contact with a parent or other family member, we **WILL** keep the child at the school until a family member arrives. Parents may pick up their children if the weather deteriorates during the course of a school day. Families should discuss snow day procedures now and set up individual plans for the year, including the arrangement of emergency day care.

When the tornado sirens are activated, we must move students/staff to a designated location (basement, hallway, etc). We will also secure the building (lock doors). No one else will be admitted to the building. This ensures that we are able to follow our safety procedures. Therefore, parents and or guardians will not be able to pick up students during this time. Once the sirens have been suspended, students/staff will return to their classrooms. Doors will be unlocked at that time. Until the tornado warning is completely lifted, we cannot run our buses. Parents can pick up their student(s) and sign them out accordingly. However, those students who ride buses will not be released until the warning has

been lifted. Should there be a tornado warning, we will not hold after-school activities.

When there is severe weather in the morning the commons area doors will be open for students to enter.

Attendance and Office Procedures

Attendance

Regular daily attendance in class is of prime importance in the educational process. Students are expected to attend school for all days of the established school calendar.

Attendance is the responsibility of the student, parent and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be over-emphasized. Absences have a negative effect upon instructional continuity, regardless of the attempts to make-up work. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the instruction of a competent teacher are vital to academic success. **The school cannot teach students who are not present.** Parents are expected to make sure that their children attend school on a regular basis. There is a Colorado state statute (C.R.S. 22-33-107 (3)) that governs this process:

A child who is “habitually truant” means a child who has attained the age of six years on or before August 1 of the year in question and is under the age of seventeen years having four unexcused absences from public school in any one-month or ten unexcused absences from public school during any school year.

Absences and Tardies

When a pupil will be absent or late because of appointments, etc., parents are requested to call the La Junta Intermediate School at **384-9151**. Follow the directions for reporting an absence. The school will attempt to verify, by phone, all absences that have not been called in each day. **If contact is unable to be established by parents or school, the absence will be considered unexcused.**

The following situations will be handled as follows:

1. Coming to school late because of sleeping in, no alarm, no ride, parents ran late, etc.
[Policy JH states: “the principal shall have discretionary powers to accept or reject parental reasons for an absence.”] These types of excuses will not be accepted.
2. Missing excessive days without a doctor’s note for illness or other valid excuse.
[Policy JH states; “the principal or designee may request written verification of a student’s illness from a physician licensed to practice medicine in the state in the event of frequent or extended absence attributed to personal illness.”]

These are the actions we will take as a school to help your child attend school:

1. **4 absences:** The school will mail you a letter informing you that your student has reached 4 absences and an attendance file will be created for them. If you have questions about any of your student’s absences, you should contact the school.
2. **8 absences:** The attendance officer will hand deliver a letter informing you about a required meeting between parents/guardian and administrators at the school. During this meeting an attendance plan will be worked out.
3. **10 absences:** You, the parent/guardian, will be served a summons to appear in court regarding your child’s truancy.
4. **4 tardies:** The school will contact you concerning the tardies and how we can support you. 4 tardies may result in an unexcused absence.

**Administration will use discretion when determining consequences for excessive tardies and absences.*

Any student arriving after 7:55 a.m. is tardy. **When children are tardy, they must check in at the office before going to class.**

****Continued Tardy Procedure for 5th and 6th Grade Students**

At La Junta Intermediate School we do everything we can to ensure that education is uninterrupted. When your 5th and/or 6th grade students arrives at the beginning of the 2018-2019 school year, they will be issued a tardy card. **5th grade** students will be issued a tardy card which will allow each student **8 “free tardies” per semester.** Each **6th grade** student will be issued a tardy card which will allow

each student **6 “free tardies” per semester.** (Once the 6th graders get to the Jr/Sr High School they will only get 4 “free tardies” per semester.) 5th and 6th graders will move from one class to another throughout the day. When a student enters a classroom late (unexcused), the student will give their tardy card to the teacher and the teacher will sign the card and return it to the student. Upon receiving their last tardy for that semester, the teacher will keep the tardy card and turn it into the office. At this point, the student will be subject to disciplinary action which **will be determined by administration and could range from suspension, detention or campus beautification.** Nothing has changed if you come in late and it is excused. An example would be coming back from a doctor visit.

Tardy FAQ's:

Q - Will my student be required to keep their tardy card with them at all times?

A - Yes. The La Junta Intermediate School will provide each student with a planner and in that planner will be a pocket to keep the tardy card as well as their lunch card.

Q - What happens if my student loses their card?

A - A new card will be issued to your student at the cost of \$1.00. If a student cannot afford the \$1.00 fee, campus beautification will be assigned to your student instead of the fee.

Q - What if my student has a doctor's appointment or some other legitimate reason for being late?

A - That is okay as this is an excused tardy. Parents will need to come in and sign in their student and the student will receive a pass back to class and the tardy **WILL NOT** be recorded on their tardy card.

Q – When does a semester start and end?

A - The 1st Semester begins on August 13, 2018 (Late Start begins on August 27, 2019) and ends on December 20, 2018. The 2nd semester begins on January 7, 2019 and ends on May 23, 2019.

Transfer and Withdrawal of Students

When students are permanently withdrawn from La Junta Intermediate School, they must checkout through the office. Please inform the office as soon as

possible. School records will be sent to the new school upon written request from the new school.

Emergency Contact Information

Please keep the office informed of any change in: parent place of employment, address, home/work telephone numbers, or daycare arrangements. This is for the protection of your child in case of serious accident or illness. Parents who start to work after the beginning of the school year, please notify us immediately. Also, please list daycare/baby-sitter's name and phone number, if applicable. Make sure the person you put on the emergency form for backup has a phone and transportation available to pick-up your child in an emergency if you are not available.

Cell Phones

Our students are encouraged **not** to bring cell phones to school. Should they have a need to bring a cell phone to school, **the cell phone must remain turned off**. When school has been released and students have left the building, they may use their cell phones. If students are using a cell phone during school hours it will be confiscated and remain in the office until a parent can pick it up. The school is not responsible for any lost or stolen items.

Telephone Use

Children are not called from class for telephone calls except in emergencies. Please remember the school telephone is a business phone. If there is a real need for a child to use the phone, permission will be granted. Plans for after school should be made before coming to school for the day. We will not grant permission for phone use for this reason. Permission to use the phone for forgotten assignment, lunch, and/or money, and similar reasons will be denied. Also, arrangements concerning picking up your child after school should be made in the morning before school.

Field Trips

Per district policy, a child will not be permitted to go on any field trip without parent permission. A Parent Permission & Emergency Treatment Form (available at registration) must be filled before your child can go on a field trip. Your child's

teacher will send a Field Trip Permission Form home to be signed before each field trip. If your child loses bus privileges that student will not be able to attend a field trip that involves riding the bus.

Student Insurance

Additional accident insurance is available through the School District. Information is available at registration time. The District does not carry insurance to cover personal property of students.

Immunization

According to state law a child must be fully immunized before admission to school is allowed.

Medication

The school is permitted to give medication only under the following conditions:

- Request for students to be given prescribed medication must be submitted on the Medication Permit Form and signed by the doctor and the parent. The forms are available in the office and at the local doctors' offices.
- Medication must be in the original container and properly labeled with the prescription number, name of pharmacy, patient's name, doctor's name and dosage clearly marked. Please DO NOT send pills or capsules in unmarked, unidentified plastic bags. Any additional medication that needs to be taken at home should be transferred to another container that can remain at home.
- Medications will be stored in the school office and dispensed by the school nurse, health aide or office staff. The student is responsible for coming to the office to obtain his/her medication.
- Acetaminophen (Tylenol), or other necessary over-the-counter medications will be given with the signed consent of parent and doctor on the Medication Permit Form. However, the parent is responsible for providing the medication and dosage information before it will be dispensed to the child.
- All medication must be turned into the office and not carried around by the student this includes Tylenol, cough drops and throat lozenges.

Breakfast and Lunch Program

Breakfast and lunch are served at no cost to the parents for the students at La Junta Intermediate School. Students may have additional entrees at an additional cost of \$1.00.

Parents may wish to eat with their children from time to time and are welcome to do so. Please pay for your meal in the office before you eat lunch with your child.

Lost and Found

In order to help the staff identify lost items, please use a permanent marker to mark all belongings with your child's first and last name. If your child has lost a jacket, hat, gloves, etc. please check our lost and found hangers in the school commons area. Items not claimed at the end of each quarter will be donated to charity.

Classroom Guidelines

Entrance to School

All visitors and late students are to enter the school through the main entrance along Smithland Ave. under the columns. All students are to remain outside the building in designated supervised areas until the first bell rings. 6th graders will use the south playground. 3rd-5th graders will use the north playground. During bad weather students are to report to the commons area. The doors will be opened as soon as bus students arrive or by 7:30 a.m.

Guidelines for Parental Visits to Classrooms

Our staff is dedicated to maintaining a learning environment for your children, which will promote maximum growth in their educational development. Keeping this philosophy in mind, parents are welcome to visit following the guidelines listed below:

- Please notify your child's teacher in advance as to when you will be visiting. Please check to make sure your planned visit is during a time

when students are in class and not at lunch, recess or involved in a testing situation.

- Please do not bring siblings when visiting in the classroom.
- If the objective or intent of the visits is not appropriate as determined by the principal, the parent may be asked to limit his/her visits.
- This policy does not apply to parent volunteers who have made arrangements with their child's teacher to help in the classroom.
- **You will be asked to sign in at the office and obtain a visitor's badge before going to your child's classroom.**

Communication - Parent and School

At La Junta Intermediate we use a variety of ways to communicate with parents such as: parent-student-teacher conferences, newsletters, progress reports, email messages, phone calls, text messages, planners and special bulletins. Your child's homeroom teacher will be in close contact with your child and family all year long. Please encourage your child to bring ALL notes home. If you need to call one of your child's teachers please call and leave a message with the secretary. The teacher will return your call as soon as they can.

If you have questions or concerns that need to be addressed and would like to communicate with one of your child's teachers:

- **The first step is to work directly with the teacher. The teacher can only make needed changes if he/she knows first hand what the concern is.**
- **Secondly, Mr. Aragon will be glad to hear your concerns after you have made contact with your child's teacher.**
- **The third step is for Mr. Aragon to mediate between you and the teacher, if necessary.**

Parent-student-teacher conferences are an effective method of communication. During the year, La Junta Intermediate will have two mandatory conferences during Fall and Spring to discuss your student's progress. Additional conferences can be parent initiated or teacher initiated. Our doors are always open to communication between parent-student and teacher.

Report cards will be sent home at the end of each quarter (October, December, March, May)/progress reports every three weeks of a quarter for students in grades 3-6. The report card/progress report is a written summary of the teacher's

evaluation of how your child is progressing in meeting the academic standards of East Otero School District.

Response to Intervention (RtI)

La Junta Intermediate School is committed to supporting student success, and uses the Response to Intervention Model to achieve that goal. The Response to Intervention (RtI) process is a multi-step approach to providing services and interventions to students with specific academic or behavior needs. Universal strategies/curriculum will be provided to your student. When academic or behavior needs are not met by universal strategies/curriculum, your student will be provided targeted and/or intensive strategies based on diagnostic data and student needs. The planning and monitoring of these strategies may be accomplished through the Problem-Solving Team. The purpose of the Problem-Solving Team (PST) is to share information and discuss how we can work **collaboratively** with you to provide support for your student. It is important for school personnel and parents to work together in the Response to Intervention Process.

Student Eligibility

A good work ethic is important for success in everything we do in life. Homeroom teachers will be in close contact with parents/guardians to monitor student grades and behavior. Different activities are planned throughout the year for our students. All students must be in good standing with their behavior and their grades in order to participate in these activities including field trips. Students with poor academic grades will not be considered in good standing. Nor will students who have repeated behavioral issues. Homeroom teachers will be working closely with students and families to provide opportunities for students to be in good standing. Our Student Advocate, Ms. Moreno, will also be working closely with students who may struggle with behavior and/or academics.

Dressing for Safety in the Sun

Children need to come to school with adequate clothing and sunscreen applied to bare skin in order to be protected from intense UV rays experienced year-round in our valley. Clothing with loose sleeves and broad brimmed hats will protect students as they play mid-day. Hats and sunglasses may be worn outside only. Please LABEL all of your child's jackets and hats.

Dressing for the Weather

Children need to come to school dressed for the weather. We have had a few children come without a coat on a snowy day. We go outside for recess even in the winter months. Recess is an important time to develop strong muscles and a healthy body. Everyone is expected to go outside. If it is extremely cold or rainy, everyone stays indoors.

The following guidelines will be considered by East Otero School District building principals when making decisions regarding inside/outside recess:

- Children are expected to go outside with their class, unless extreme weather conditions dictate inside recess.
- The principal will consider temperature, moisture, wind chill and other unique factors in determining outside recess.
- General rule will be 10-degree wind-chill factor. However, determination is made on a case-by-case basis.
- If a teacher(s) determines that a child/children are too cold, the child will be returned to the interior of the building.
- All schools are to remind parents to be sure that children are dressed appropriately for weather conditions.
- Students should bring/wear boots to school if snow is over ankle deep.
- Students with no boots will remain on plowed areas.

Nuisance Items

Students are to bring to school only materials that are necessary or have been requested. Items that are distracting to the student or others, and/or disruptive to the learning process (whistles, video games, trading cards, gum, candy, etc.) are considered nuisance items and are not to be brought to school. Expensive toys or items should not be brought to school. Nuisance items will be taken from the student and returned at the end of the day or held until the parent comes. Dangerous items will not be returned to the student. Parents will be called and a meeting set.

Parties and Birthdays

There are usually four times a year when classes have parties. These are Harvest, Winter Holiday, Valentine's and End of Year. These parties will be scheduled

and planned by the grade level teachers. Parents are often asked to help and participate.

Sometimes children wish to share their birthday with their classmates. The time for these parties should be arranged with your child's grade level teachers. An extremely popular birthday activity is purchasing a book or game for the classroom. Please contact your student's grade level teachers if you wish to recognize your child's birthday.

Please let your child's grade level teachers know if you have religious beliefs which prevent your child from participating in holiday and birthday parties.

Recess

Everyone is expected to go outside. **If a student has been ill and needs to stay in from recess the parent must send a written note or verbally tell the teacher.**

Staying After School

Sometimes it will be necessary for your child to stay after school. You will be contacted if your child is detained for more than 10 minutes or will require transportation home.

School Pictures

Individual school pictures will be taken in September with retakes scheduled in November. You pay ahead of time if you decide you want to purchase a picture. Retakes are optional and are designed specifically for students who were absent on picture day.

Class Pictures

Class pictures will be taken in March. You pay ahead of time if you decide you want to purchase a picture.

Fundraisers

The La Junta Intermediate School and the Parent Teacher Organization have teamed up to sponsor fundraisers. The decisions as to what kinds of fundraisers we will be participating in are discussed and decided upon at PTO meetings. Information regarding fundraisers will be sent home with students. Proceeds from our fundraisers help to pay for many opportunities for our students. These include supplies for special activities, school t-shirts, planners, family nights, field trips, etc.

Conduct

Tobacco-Free School

All students, staff, and visitors are reminded that La Junta Intermediate School is a Tobacco-Free Campus. For this reason, tobacco use of any kind on school property and at school-sponsored events is prohibited at all times.

Common Behavior Expectations

Be Safe
Be Respectful
Be Responsible

Movement

1. Walk quietly in a line on the right side of the hallway, stairway or sidewalk.
2. Keep hands, feet, and objects to yourself.
3. Go directly to your destination.

Restrooms

1. Use assigned student rest rooms for your grade level.
2. Use equipment properly.
3. Use quiet voices in the rest room.
4. **Flush toilet and wash hands** before leaving the restroom.

Cafeteria

1. Follow the adult directions the first time.
2. Keep hands, feet and objects to yourself.
3. Speak in a quiet voice.
4. Once you have your food, condiments, silverware and napkins go to your table and remain seated.

5. Eat only your food.
6. **Food/drink stays in the cafeteria.**
7. Clean up your area...table and floor.
8. No returning to classroom for lunch, money, balls, coats, etc.

Playground

1. Follow the adult directions the first time.
2. Follow the La Junta Intermediate equipment and game rules.
3. Keep hands, feet and objects to yourself.
4. No teasing, name-calling or swearing.
5. Use conflict management strategies to solve problems.

Assemblies

1. Use restrooms and get drinks before assembly.
2. Enter and wait quietly with your class.
3. Sit flat on your bottom.
4. Keep hands and feet to yourself.
5. Appropriate appreciation is shown at assembly.

Quietly means that only the person seated next to you can hear you.

Before & After School Expectations

General:

1. Keep hands, feet and objects to yourself.
2. No yelling, teasing or swearing.
3. Walk bike or carry skateboard/roller blades while on school property.
4. Use sidewalks.

Morning:

1. Line up at designated area as determined by your Homeroom Teacher.
2. When temperatures are low or weather is bad the commons is open for students to come in to warm up. While in the commons they must stand or sit; there is not room for active play.

Afternoon:

1. Immediately walk to commons, school bus, city bus, car or directly home.
2. If waiting for late bus, play in designated area of playground until called to bus.
3. Pickup/meet others outside at designated area on the west side. Use crosswalks to go across the street.

4. If you miss the bus, go back to your teacher or the office, never go with someone else.

Comprehensive Discipline Plan

The La Junta Intermediate Discipline Plan involves a three level process. Expectations and consequences apply to any student who is on school property, who is in attendance at school or any other school sponsored activity (in and out of town), or whose conduct at any time or any place interferes with or obstructs the mission or operations of the school district or the safety and /or welfare of students or employees.

- ***1st level: Classroom Consequences (Universal)***

Each teacher will follow the “Power-up/Class Dojo” classroom management plan to support behavior expectations with rewards and consequences. The behavior expectations, rewards, and consequences are clearly communicated and posted in the classroom. The consequences for inappropriate behavior are decided upon by the classroom teacher and typically include a warning, name on board, time-out in the classroom, loss of a recess, phone call to parents, and staying after school. The consequences build in severity for repeated offenses. **Parents will be contacted by classroom teacher.**

- ***2nd Level: Office Intervention/Problem Solving Team (PST) (Targeted)***

When a student shows the inability to live up to the classroom expectations or the “Power-up/Class Dojo” classroom management plan is ineffective for a specific student and teachers exhaust their series of classroom consequences or if a student demonstrates a serious violation of rules, the staff member will send the student to the Assistant Principal, Mrs. Westfall (consequences given will vary depending on each individual situation). A Problem Solving Team meeting may be initiated which involves parents, students, teachers and other school staff working together to find strategies to help students work through academic and/or behavioral concerns that may be going on at that time.

- ***3rd Level: District Behavior Standards Enforcement (Intensive)***

Serious consequences are enforced for violations of the Conduct Code (JICDA), which are grounds for suspension and/or expulsion.

Parents are notified in the case of suspension or possible expulsion. Parent involvement in other disciplinary matters is encouraged as appropriate to the circumstances.

The consequences for violations of school rules will be communicated to all students and parents. Consequences resulting from infractions will be tempered by the circumstances involved, the number of prior offenses committed by students, and the ability of the school to obtain accurate information. Consequences will be administered in a consistent manner but may differ according to the circumstances involved.

Playground Equipment Guidelines

All staff members are requested to teach and reinforce the playground equipment guidelines.

General Rules:

1. Be **safe**. Have fun and remember to keep you behavior appropriate so that everyone is safe.
2. Be **respectful** to yourself and others.
3. Be **responsible**. Treat others as you want them to treat you.

Behaviors:

1. Use appropriate language.
2. Please refrain from picking up any objects such as rocks, gravel, snow or any other things not designed for playground use.
3. Remain in designated playground areas.
4. Ask permission to retrieve equipment from outside of the playground boundaries.
5. Games are to be played in a safe manner and be open to all students.
6. Personal sports equipment may be brought from home. If staff believes there is a safety concern, students will be asked to refrain from using this equipment in the future.
7. Keep your hands to yourself and avoid pushing, grabbing, hitting, tripping or lifting another student or adult.
8. Avoid sliding or skating on ice.

Climbing Bars

1. Approach the climbing bars from the ground only. Do not climb on top of them.

2. Take turns and let each person grab the bars by him/herself.
3. Do not lift another person to help him (her) to grab the bars or grab hold of another person already using the bars.

Slides

1. Use ONLY the steps to go up the slides.
2. While climbing the steps, take care to leave plenty of space between students so there is no crowding.
3. Only one student at a time should go down the slide.
4. Slide down on your bottom, feet first at all times.
5. You may slide down at your own pace and under your own power. Please do not help any other student by pushing him (her).
6. Only people should use the slides; rocks, gravel, snow, toys, etc. do not belong on the slide.
7. Keep the area clear of people at the bottom of the slide.

Swings

1. One person per swing. You need to make the swing go without a push from another.
2. Keep your hands on your own swing and make sure you are not twisting or holding on to any other swing or person swinging.
3. Do not flip swings over the top to make the chains shorter.
4. Take turns; no saving swings for anyone.

Basketball

1. Basketball courts are to be used for organized games or shooting baskets. Do not hang from the rims, or climb the basketball hoops.

Tetherball

1. Play by the rules of tetherball as discussed with the P.E. teacher.

Jump Rope

1. Ropes used for jump rope need to be used appropriately and swung only in a manner that is used for jumping rope.
2. Avoid interfering with jumpers if you are standing by watching.

Student District Dress Code:

****Every Wednesday** will be our school spirit day---please wear your LJIS

Cub shirts. ****Every Thursday** will be Orange and Black Day---please wear Orange and Black to support our La Junta Tigers.

A safe and disciplined learning environment is essential to a quality education. These guidelines for student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. Students shall not wear apparel that is deemed disruptive or potentially disruptive to the learning environment or to the maintenance of a safe and orderly school.

1. You must wear shoes and undergarments, no flip flops.
2. Both **boys and girls** must wear a sleeved shirt. Girls, you may layer your shirts, but there must be a sleeve involved and you must be covered.
3. Jeans, pants, shorts & skirts must be worn at the waist. If we are suspicious, we will have you prove that they are at the waist.
4. Your underwear cannot be showing. This includes bra straps and boxers. Keep them covered.
5. Caps, hats, bandannas, gloves, and hoods are not to be worn in the building.
6. You cannot wear clothing with logos or words that promote the use of drugs, alcohol, or cigarettes, are sexually suggestive, gang related, have profanity or obscene gestures, or are otherwise offensive.
7. No pajama pants, tops, or bedroom slippers.
8. Shorts/skirts must be fingertip length.
9. Jeans with rips/holes/tears in them must also have those exposing features below the fingertip line (just like the rule for shorts) or have solid leggings worn beneath them.
10. Sunglasses, hanging belts, and chains are prohibited.
11. Any other attire, hairstyle, or accessory considered by administration to be inappropriate or a distraction will be prohibited.

Please do not push the limits when dealing with dress code! If you forget to take off your hat or something simple like that, we will remind you. If you “forget” it multiple times, we will not remind you anymore and you will receive the

consequences of the policy. If you come to school dressed inappropriately that is not an issue of forgetting, that is a conscious choice.

- **1st offense** – student will be asked to correct the problem. Parents will be contacted. The student will go on a list of first offenders.
- **2nd offense** – the student will be suspended for a minimum of 1 day.

Gang related dress code issues

According to policy JICF-R, the type of dress, apparel, and activities displayed by students must not cause school officials to reasonably believe that they are gang related and would disrupt or interfere with the school environment. The administrators are empowered to make this decision, and it is typically done on a case-by-case basis. If a student is asked by administration to correct this issue, they will only be asked once. The second time it occurs, the student will be formally written up on the district gang policy with parents being notified. After that, an immediate 5-day suspension will occur.

Parent Involvement

Classroom Volunteers

Classroom volunteers are a critical component of the instructional program at La Junta Intermediate School. As a volunteer you may be asked to prepare instructional materials, listen to a student read, or supervise routine daily work allowing the classroom teacher to work with a student needing remediation or challenge. It is a wonderful opportunity to observe the work that is being done in the classroom and to see your child in his/her relationship with peers. Please contact your child's classroom teacher to schedule times to come to work.

Parent Teacher Organization

The La Junta Intermediate School PTO is an active organization, which invites your support and participation. The PTO plans and carries out many activities and services throughout the year to enhance student education, provide parent education and support La Junta Intermediate families. All La Junta Intermediate

parents and teachers are invited to join PTO. If you have any questions regarding PTO, please call Jo Schumacker at 384-9151. Meetings take place on the first Tuesday of each month (subject to change).

Building Accountability Committee

Accountability committee is made up of staff, parents and community members who work cooperatively and collaboratively to achieve annual goals. The meetings are open to all members of the community. Meeting dates, times and location are published in the school newsletter, or you may call the school office.