

2019-2020
Student and Parent
Handbook



La Junta Primary School

*“Building for the Future... One
Student at a Time”*

Julie Miller, Principal
Megan Bender, Assistant Principal

1401 East 6th Street
La Junta, Colorado
384-2991

Absence Call-In Line – 384-2991
Hours: 7:45 a.m. to 3:40 p.m.

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Meet the Board

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Director: Kidron Backes

Rick Lovato
Superintendent

Julie Miller
LJPS Principal

Megan Bender
Asst. Principal

La Junta Primary Staff

Julie Miller , Principal

jumiller@lajunta.k12.co.us

Megan Bender, Assist. Principal

mbender@lajunta.k12.co.us

Carol Morgan, Inst. Coach

cmorganr@lajunta.k12.co.us

Jeanie Nesselhuf, Counselor

jnesselhuf@lajunta.k12.co.us

Dawn Ortiz, Student Advocate

dortiz@lajunta.k12.co.us

Billie Waring, Sec./Bookkeeper

bwaring@lajunta.k12.co.us

Heather Huckaby, Sec./Registrar

hhuckaby@lajunta.k12.co.us

Chelsea Batterton, K-Teacher

cbatterton@lajunta.k12.co.us

Paula Kerr, K-Teacher

pkerr@lajunta.k12.co.us

Marta Oquist, K-Teacher

moquist@lajunta.k12.co.us

Iliana McMillan, K-Teacher

imcmillan@lajunta.k12.co.us

Crystal Ortiz, K-Teacher

cortiz@lajunta.k12.co.us

Meagan Shoemaker, K-Teacher

mshoemaker@lajunta.k12.co.us

Gundalina Allumbaugh, 1st Grade

gallumbaugh@lajunta.k12.co.us

Lindsey Golding, 1st Grade

lgolding@lajunta.k12.co.us

Stephanie Goldsberry, 1st Grade

sgoldsberry@lajunta.k12.co.us

Kelsey Schweizer, 1st Grade

kschweizer@lajunta.k12.co.us

Vanessa Tafoya, 1st Grade

vtafoya@lajunta.k12.co.us

Erica Zgorzynski, 1st grade

ezgorzynski@lajunta.k12.co.us

Georgette Book, 2nd Grade

gbook@lajunta.k12.co.us

Rebecca Fraker, 2nd Grade

rfraker@lajunta.k12.co.us

Rebecca Ramirez, 2nd Grade

rramirez@lajunta.k12.co.us

Andrea Romero, 2nd Grade

aromero@lajunta.k12.co.us

Brooke Waring, 2nd Grade

brwaring@lajunta.k12.co.us

Kaley Burkhalter, Intervention

kburkhalter@lajunta.k12.co.us

Cassandra Siefkas, Intervention

csiefkas@lajunta.k12.co.us

Diana Remick, Intervention

dremick@lajunta.k12.co.us

Wendy Peabody, Library

wpeabody@lajunta.k12.co.us

Michele Kemper, Technology

mkemper@lajunta.k12.co.us

Mary Belew, Music Instructor

mbelew@lajunta.k12.co.us

Desiree Goheen, Art
Ivan Pacheco, Physical Education
Amy Headlee, Health Aide

dgoheen@lajunta.k12.co.us
ipacheco@lajunta.k12.co.us
aheadlee@lajunta.k12.co.us

Chelie Hudson, Special Ed.
Amanda Hawks, Special Ed.
Tori Harris, Para
Nikki Huckaby, Para
Valeria Reyna, ELL Para
Paula Sanchez, Para
Deedra Whatley, Para
Janet Zamora, Para

chudson@lajunta.k12.co.us
ahawks@lajunta.k12.co.us
tharris@lajunta.k12.co.us
nhuckaby@lajunta.k12.co.us
vreyna@lajunta.k12.co.us
psanchez@lajunta.k12.co.us
dwhatley@lajunta.k12.co.us
jzamora@lajunta.k12.co.us

Kendra Taylor, Para
Madisen Quinn, Para

ktaylor@lajunta.k12.co.us
mquinn@lajunta.k12.co.us

Kenny Arguello, Custodian
Louise Rodriguez, Custodian
Anthony Gallegos, Custodian

La Junta Public Schools Mission and Vision Statement

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.



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.**

East Otero School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admission, access to, treatment, or employment in educational programs or activities which it operates.

La Junta Primary School Mission Statement



At La Junta Primary, it is our mission and commitment to empower individuals to be successful through high expectations in a place of pride. Achievement is inspired by caring, effective instruction, and respect. We strive to have our families, staff, and community members actively engaged and involved in our students' learning.

School Motto

I can....be successful today!

I will....overcome the challenges I face today!

I do....accept responsibility for myself today!



La Junta Primary School Expectations

- *Be Safe*
- *Be Responsible*
- *Be Respectful*

Dear Parents,

Welcome to La Junta Primary School. We look forward to collaborating together to provide an exciting year of learning for your child.

We are committed as a school in maintaining a high level of communication with you concerning your child's educational program and their individual academic progress. We believe that parental involvement in our school is an essential part of your child's success. You are encouraged to maintain close contact with us as we work together to ensure your child reaches their highest potential.

To provide the best curriculum and instruction, the teachers at La Junta Primary School are provided ongoing opportunities for professional development. This greatly enhances a positive learning environment for our students. We appreciate your cooperation and support and **“Together”**, we can make this a successful year for all.

Sincerely,

Julie Miller
LJPS Principal

Safety and Transportation

The safety of all La Junta Primary 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 Primary prior to 7:30 a.m. due to *no supervision on the playground 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. School starts at 7:45 a.m. Students are dismissed for the day at 3:40 p.m. (Monday-Thursday), **no school on Fridays**; and are to report home immediately unless other arrangements have been made in advance by the parents. Bus students who ride buses are to report to the west side of the building to board the buses, upon arrival. If a child misses their usual ride, they are to be escorted 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. **Please contact the school before 2:00 p.m. (M-TH), if your student's pick up arrangement have changed.**

When a child has not been picked up by 4:00 p.m. (M-TH) our office staff will do everything possible to contact a family member to make arrangements to get the child home. This is one reason we encourage all parents/guardians to keep your information current by contacting the front office with address and phone updates. If this becomes a continual pattern of three incidents, the **Department of Social Services/Police** 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 checking in with the front office, who will provide a name tag that will serve as an identifying marker for staff. **Please write your first and last name on the name tag.** If you need to excuse your child from school, please sign him/her out at the front office.

Drop Off and Pick Up of Students

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

- Students are to be dropped off in the driveway area, **on the south side of the Primary School only. Staff will escort your child out of the automobile. Do not allow your child to leave the automobile without an adult's assistance.**
- Students are to be picked up
- Do not “double-park” to let children in or out of the car.
- As a courtesy to other parents, please pull forward as far as possible before dropping off your student.
- Drive slowly through the visitor parking lot area and follow all traffic signs.
- 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 gym.
- As a parent, you have a responsibility to set a good example for your children. Please use seat belts, car seats and obey traffic laws.
- **The East side of the building will be used for buses to drop off and pick up students.**
- **Temporary parent parking** is available between the hours of 8:00 A.M. and 3:00 P.M. on the south and west side of the building. These parking spots are available for parents’ short term use when needing to talk with the office staff. Please avoid parking in the spaces marked “staff parking”.
- 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.

Student Bus Transportation

Student transportation is a service and privilege provided by the school district to responsible students. Students failing to follow bus regulations are subject to having their bus privileges revoked.

Students are eligible to ride the bus if they live in designated “bus areas”. If you are uncertain about whether you live in a bused area, please call the bus barn at 384-4741. If a change occurs during the school year, bus passes are available at the transportation office, located at 3rd & Hayes.

School insurance provides coverage only for officially assigned bus students. Non-bused students wishing to ride the bus with a bused student must contact the Transportation Dept. at 384-4741 for approval. If this is approved by the Transportation Dept. the 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 Primary behavior expectations apply to students waiting at the bus stop. Student conduct must be such that drivers are able to focus their full attention on the driving the bus. The following regulations will govern student conduct on school buses and will be posted in a common place in all buses.

Student Conduct on School Busses

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or rowdy activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring animals, firearms, weapons or other potentially hazardous material on the bus.
6. Students will remain seated while the bus is in motion.
7. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
8. Students may be assigned seats by the bus driver.

9. Students will not extend their hands, arms or heads through bus windows.
10. Students will have written permission to leave the bus other than at home or school.
11. Students will talk in normal tones; loud or vulgar language is prohibited.
12. Students will not open or close windows without permission from the driver.
13. Students will keep the bus clean and refrain from damaging it.
14. Students will be courteous to the driver, to fellow students and others.
15. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus.

A student who disobeys rules and regulations set by the Department of Education and Transportation shall be taken to his/her designated stop, let off the bus and advised that the student will not be permitted back on the district school bus until the citation is returned to the bus driver signed by a parent or guardian and the school principal after due process meeting with the student.

1. The first citation may result in a reprimand from the school.
2. The second citation may result in a reprimand and loss of bus riding privileges for an undetermined amount of time.
3. The third citation may result in loss of bus riding privileges for the remainder of the school year. In all cases, students will be provided the basic due process rights as detailed by the state law, the school board suspension and expulsion policies and administrative procedures.

The previous procedures are not deemed to be exclusive, however, and in the event the student behavior is deemed serious, the student may be subject to suspension and/or expulsion in accord with the district policies.

Inclement Weather/School Closing

In 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. When the district makes its decision to close schools, it will be as early as possible. 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 and you will receive a call/text from Messenger.

The District may occasionally dismiss elementary students early because of heavy snow or blizzard conditions. At these times, the primary 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. Families should discuss snow day procedures now and set up individual plans for the year, including the arrangement of emergency day care.

When there is severe weather (lightning, thunder, heavy rain) at dismissal time, students will be held until the weather subsides. Bus students are required to remain indoors and will report to the gym. Only bus students and students who know there is a ride waiting will be dismissed. Please make arrangements with your child as what to do in such circumstances. The telephones are very busy during storms so please do not ask your child to call home for you to come. A pre-arranged plan works smoothly.

Tornado/Fire/Lock Down Warnings Procedures

The school district has established the following guidelines to ensure student safety during severe weather.

- Once the tornado sirens are activated, we must move students/staff to a designated safe location within our school.
- All doors are then secured. Parents or other people will not have access to the building while the sirens are sounding.
- Once the sirens have been suspended, students/staff will return to their classrooms. At that time, parents or other people will have access to the building.
- Even though the sirens may have stopped, bus routes cannot run until the warning has been completely lifted.
- If we are under a tornado warning, we will not hold afternoon school activities.

The school district has established the following guidelines to ensure student safety during a fire.

- Instruct students to leave the building in an orderly fashion. If a student is in another part of the building, he/she should use the nearest exit and go directly to his/her designated class area outside.
- Teachers will pick up class emergency folders, playground vest, and playground bag on the way out of the building. Close classroom doors and turn off lights.
- Classes need to proceed to assigned position where attendance will be taken. Teacher/staff member will then hold up their red/green card to indicate that everyone is there. Green means all students scheduled to be in the classroom at that time are present and red means someone is missing. Students should be at least 25 feet from building.
- If exit is congested, go to the next nearest free exit.
- Re-entry – Wait to enter building until building check is complete and bell rings to indicate safety.
- Students in music, PE, intervention, etc. exit with specials teacher.

The school district has established the following guidelines to ensure student safety during a lock down.

- Lockdown! Locks, lights, and out of sight.
- Lockout! Secure the perimeter. Business as usual.

- Evacuate! To announced location.
- Shelter! Hazard and safety strategy.



La Junta Primary School
Julie Miller , Principal



La Junta Intermediate School
Claudia Apodaca, Principal



La Junta Jr./Sr. High School
Dan Nuschy, Principal

Attendance Procedures for La Junta Public Schools

It is important for students to attend classes each day in order to have the full advantage of all educational programs.

All children are expected to attend school on a regular basis. Compulsory school attendance laws exist recognizing this importance. In cases of excessive absences, it is our responsibility to ensure that these laws are followed. Therefore, notification of attendance concern will be sent to parents. The importance of regular, daily attendance as a basic 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 students 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 state statute that governs this process:

22-33-107 (3), Colorado Revised Statutes:

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 student will be absent or late because of appointments, etc., parents are requested to call the La Junta Primary School at 384-2991. Follow 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, 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 tardiness and absences.***

Any student arriving after 8:00 a.m. is considered tardy. When students are tardy, they must check in at the office before going to class.

It is important for students to be at school the entire day. A student leaving early also causes a disruption to the class and for the student that is leaving.

Entrance to School

All visitors and late students are to enter the school through the main entrance. All students are to remain outside the building in designated supervised areas until the first bell rings. All students are to enter and leave their classrooms through either the inside or outside door. During bad weather students are to report to the gym. Gym doors will be opened as soon as bussed students arrive or by 7:30 a.m.

Parents need to say goodbye to their students before they enter the building.

All students should be lined up with their class before the first bell rings.

Transfer and Withdrawal of Students

When students are permanently withdrawn from La Junta Primary, 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 back up has a phone and transportation available to pick-up your child in an emergency if you are not available.

Telephone

Children are not called from class for telephone calls except in emergencies. Please remember the school telephone is a business phone. Also, our students are NOT allowed to bring cell phones to school. If a student has a cell phone at school, it will be given to the principal and parents will be called to pick it up. If there is a real need for a child to use a phone, permission will be granted.

Plans for after school as well as arrangements concerning picking up your child after school, should be made before coming to school for the day.

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 must be filled out on your child for a field trip. Your child's teacher will send a field trip form home to be signed before a field trip. Teachers will then decide if additional help is needed on the trip, at which time parents will be chosen using a lottery system of parents that have signed up to help. Parents attending field trips will also be responsible for their own expenses associated with the trip (lunch, travel, admission fees, etc.). If your child loses bus privileges he/she will not be able to attend a field trip that involves riding the bus. Please keep in mind, to go on a field trip is a privilege not a right. In lieu of your student being suspended, it is expected that he/she remain at home if they are not able to go on their field trip due to behavior.

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

Immunization requirements will be strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes 25-4-902. Students must submit an up to date "Certificate of Immunization" by the first day of school or the student will not be allowed to attend school.

Medication

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

- Request for students to give 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.

- Medication will be stored in the school office and dispensed by the school nurse, health aide or office staff. The student will go 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 for the students at La Junta Primary and are provided free of charge to all students. Breakfast will be served in the gym from 7:45 a.m. to 8:15 a.m. and we encourage your child to be on time so they have plenty of time to eat. Lunch times are Kindergarten: 11:25 a.m. to 12:00 p.m., First Grade: 11:45 a.m. to 12:20 p.m. and Second Grade: 12:05 p.m. to 12:40 p.m. Parents may wish to eat with their children from time to time and are welcome to do so. **We just ask that you bring a Photo I.D. and are listed as a contact in Infinite Campus.** After your lunch visit, please sign out in the front office. Please pay for your meal in the office before you eat lunch with your child. Adult and non-school age children Breakfast are 2.50 and lunches are \$3.00. Child's extra entrée \$2.00 each, and extra milk is .50 and water 1.00. For more information about the school lunch program, please contact Chartwells; General Manager, Cori Hanson at 719-384-8479, ext. 254.

Lost and Found

Please label your child's clothes and personal belongings. Please use a permanent marker to mark all belongings with your child's first and last name. Lost items are kept on the coat hooks by the kitchen. Please feel free to check the area frequently. **Items accumulated will be donated to charity on a monthly basis.** While every effort will be made to help you find and recover a lost item, our school cannot be responsible for items lost or broken.

Classroom Guidelines

Balloons and Flowers

It is very disruptive to the educational process for balloons and flower bouquets to be delivered to the classroom. If bouquets arrive at school, we will ask the florist to deliver them at home or we will keep them in the office until after school.

Guidelines for Parental Visits to Classrooms and School Events

Visitors are welcome at La Junta Primary and our staff is dedicated to maintaining a learning environment for students which will promote maximum growth in their educational development. Keeping this in mind, parents visiting our school must follow the guidelines listed below.

- **Sign in at the office and obtain a visitor's badge before going to your child's classroom, the playground, lunch recess, and before or after school.**
- 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 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 parents may be asked to limit his/her visits.
- This procedure does not apply to parent volunteers who have made arrangements with their child's teacher to help in the classroom.
- Family members or friends visiting students need to provide a photo I.D. to the office staff.

Communication - Parent and School

The East Otero School District web site is your most up to date source of information about district and school activities. You may access the web at www.lajuntaschools.org.

At La Junta Primary, we use a variety of ways to communicate with parents such as: parent-student-teacher conferences, newsletters, progress reports, special bulletins, Facebook and Messenger. Your child's teacher will be in close contact with your child and family all year long. Please encourage your child to

share ALL notes with you when they get home. Be sure to review these forms of communications regularly to remain informed of school events and news. If you need to call your child's teacher, please call and leave a message with the secretary. The teacher will return your call as soon as he/she can.

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

- 1. 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.**
- 2. Secondly, Mrs. Miller will be willing to hear your concerns after you have made contact with your child's teacher**
- 3. The third step is for Mrs. Miller to mediate between you and the teacher, if necessary.**

Parent-student-teacher conferences are an effective method of communication. During the year, La Junta Primary will have two mandatory conferences during October and February to discuss your student's progress.

Report cards will be available on Infinite Campus at the end of each quarter (October, December, March & May) for students in grades K-2. Please feel free to contact your child's teacher, if a paper copy is needed.

Response to Intervention (RtI)

La Junta Primary 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. Teachers will be in close contact with parents/guardians to monitor student grades and behavior (some teachers will use the remind app). 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. Teachers will be working closely with students and families to provide opportunities for students to be in good standing. Our student Advocate, Mrs. Ortiz, will also be working closely with students who may struggle with behavior and/or academics. The RtI process will also be used to help keep students in good standing.

Student Communication Folder

Students will have a communication folder that will come home every night. This is a way for the teacher to communicate behavior and classroom information from school to home. Please check the folder nightly.

Dressing for the Weather

Children need to come to school dressed for the weather. The school will not be held responsible or provide your child with winter attire and parents will be contacted when the child has inappropriate clothing. We go outside for recess even in the winter months. Recess is an important time to develop large 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 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.
- Please bring tennis shoes for your child to change into during PE time.
- 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 which are distracting to the student or others, and/or disruptive to the learning process (Cell phones, whistles, iPods, video games, trading cards, gum, candy, lipstick, make-up, etc.) are considered nuisance items and are not to be brought to school. Personal hand sanitizer is also considered a nuisance item and should not be brought to school by students. Nuisance items will be taken from the student and parents will be contacted to pick them up. Dangerous items will not be returned to the student. Parents will be called and a meeting set. Please check your student's backpacks daily.

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 classroom teacher. Parents are often asked to help and participate. We want to encourage good eating habits and therefore teachers will ask parents to bring specific food that is healthy to parties. Cake and cupcakes are still acceptable at birthday parties.

Sometimes children wish to share their birthday with their classmates. The time for these parties should be arranged with your child's teacher.

Please let your child's teacher know if you have religious beliefs that prevent your child from participating in holiday and birthday parties. Birthday invitations for a party outside of school cannot be passed out in the classroom unless the entire class is invited. We do not want any child's feelings to be hurt.

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 notify 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 October. 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 the Spring. You pay ahead of time if you decide you want to purchase a picture.

Fundraisers

The La Junta Primary School and the Parent Teacher Organization have teamed up to sponsor fundraisers. The decisions as to what kinds of fundraisers are discussed and decided upon at PTO meetings. Information regarding fundraisers will be sent home with students. Proceeds from fund raising help to pay for many opportunities for our students. These include supplies for special activities, field trips, sports equipment, playground equipment, book exchange, school tee-shirts etc. The Primary School also collects *General Foods Box Tops and Little Caesars Proof of Purchases*. These can be sent to school with your student.

Conduct

Tobacco-Free School

All students, staff, and visitors are reminded that La Junta Primary 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.

Any member of the general public considered by the principal or designee to be in violation of this policy will be instructed to leave school district property.

Discipline measures for students who violate this policy may include parent notification, suspension, revocation of privileges and exclusion from extracurricular activities.

Student Behavior Expectations

At East Otero School District, one of our main jobs is to make sure that each student feels safe and secure and has an opportunity to learn and to explore new activities in a setting that is helpful and cooperative. In order to accomplish this, we have established school-wide discipline plans. This plan specifies the rules we expect our students to follow, the consequences they can expect if they don't and the positive rewards and recognition that students will receive for following the rules. The staff will be spending a lot of time explaining and teaching what kids need to know to be successful. School rules are:

- 1. Be Safe**
- 2. Be Responsible**
- 3. Be Respectful**

Movement

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

Restroom

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

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 money, balls, coats, etc.

Playground

1. Follow the adult directions the first time.
2. Follow the La Junta Primary 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.

Before & After School Grounds

General:

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

Before School:

1. Line up at your outside classroom door or designated area.
2. When temperatures are low or we have inclement weather, the gym is open for students to come in to warm up. While in the gym they must stand or sit. There is not room for active play.

After School:

1. Immediately walk to school bus, city bus, or be escorted into an automobile.
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 south or west side of building.
4. If you miss the bus, go back to your teacher, never go with someone else.

Assemblies:

1. Use restrooms and get drinks before assembly.
2. Enter, wait quietly and sit 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.

Comprehensive Discipline Plan

The La Junta Primary 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, 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.

First level: Classroom Management Behavior (Universal)

Each teacher designs his/her own classroom behavior expectations with rewards and consequences. The behavior expectations and consequences are clearly communicated and posted in the classroom. The consequences for inappropriate behavior are decided upon the classroom teacher.

Second Level: Office Management Behavior (Targeted)

When a student shows the inability to live up to the classroom expectations, classroom management plan is ineffective, if a student and/or teacher exhaust their series of classroom consequences, or if a student demonstrates a serious violation of rules, the staff member sends the student to the assistant principal or principal. Parents may be called and/or a meeting maybe initiated between the student, staff and parents. This process involves parents, student, teacher and other school staff to work together to find strategies to assist students in working through their difficulties.

Consequences for behavior leading to an office referral depend on the circumstances of the behavior, the seriousness of the offense, and the history of the student.

Third Level: District Behavior Standards Enforcement (Intensive)

Serious consequences are enforced for the following 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 offences committed by students, and the ability of the school to obtain accurate information. Consequences will be administered in a fair manner but may differ according to the circumstances involved.

Zero Tolerance Behaviors

Zero tolerance behaviors are those offenses that are serious enough to result in possible suspension or expulsion from school. Students committing any of these offenses receive a referral to the principal or the assistant principal.

Parents/guardians are notified by phone or in writing about the offenses and about the consequences of that offense. Consequences may include, but are not limited to, a student problem-solving conference, parent conference, loss of privileges or recess time, suspension or expulsion. Law enforcement officers may also be notified on any of these offenses, based on school board policy, state law and the severity of the incident.

The following are considered “Zero Tolerance Behaviors”:

- **Harassment** – *includes mean-spirited teasing, racial harassment, intimidation, threats, “hazing” or “initiating”, and/or sexual harassment*
- **Fighting** – *physical conflict with another person or persons*
- **Defiance** – *insubordination, willfully disobeying school rules, policies or staff directions*
- **Property Damage** – *vandalism, graffiti, arson, etc*
- **Obscene Language or Gestures** – *this includes “double meanings” or implied use of such language*
- **Danger to Others** – *acting in a manner that is dangerous or potentially harmful to others; threatening or implying harm to others*
- **Leaving Campus** – *or other school sponsored events without permission*
- **Theft**
- **Possession and/or distribution of drugs, drug paraphernalia, alcohol or tobacco products or replicas of such items** – *this includes the distribution of over-the-counter medications, herbal or other remedies or supplements, and any other prescription medications not properly checked in to the school office*
- **Possession of weapons or replicas of weapons as defined by state law and school board policies**

La Junta Primary School Playground Rules

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

Playground Rules

- 1. Follow adult directions the first time.**
- 2. Follow game rules.**
- 3. Keep hands, feet, and objects to yourself.**
- 4. No teasing, name-calling, or swearing.**
- 5. Use conflict management strategies to resolve problems.**
- 6. We do not play chase on the playground.**

General Rules:

1. Take care of yourself and other children on the playground.
2. Stay within the fenced playground area.
3. Respect neighborhood animals.
4. Take care of our trees, grass, and flowers.
5. Ask an adult to retrieve equipment from outside of the playground boundaries.
6. Games are to be played in a safe manner and be open to all students.
7. Do not bring toys or sports equipment from home to use on the playground.
8. We play touch football only.
9. Snowballs may be thrown only in designated area.
10. Snow play will be provided only to those who bring boots, mittens or gloves and caps.
11. We do not play chase on the playground.
12. Do not hang on the basketball hoops.
13. Play equipment must be returned to the classroom at the end of recess.

Behaviors:

1. Use appropriate language.
2. Please refrain from picking up any objects such as rocks, gravel, snow or 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 (please label with the child's name). 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.
9. Take care of yourself and other children on the playground.
10. Respect neighborhood animals
11. We play touch football.

Bars

1. No standing on the bars and/or walking across the top.

Slides

1. When going down the slide, keep feet inside the slide, and in front of you.
2. One person goes down the slide at a time.
3. One child on the ladder at a time.
4. The slide is for going down only.
5. Keep other things off the slide.

Swings

1. Swing sitting on your bottom.
2. Swing one person at a time.
3. No standing behind, running under, or playing in front of the swings.
4. No jumping off, no pushing, or twisting.

Tetherball

The following are considered fouls and the tetherball goes to the opponent.

1. Striking the ball with any part of the body other than the hands or forearms.
2. Holding or catching the tetherball during play.
3. A player touching the tetherball pole with any part of the body during play.
4. Players not staying inside their designated play area.

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 Dress Code

Student Dress Guidelines

The apparel students wear to school can have an effect on the learning environment and behavior in and out of the classroom. To determine the dress guidelines at our schools, we need to determine if the clothing is respectful to others. It is imperative that the student's clothing support our effort to respect every child's right to learn and not cause a distraction in the classroom. We need to look at the shoes and clothing our students wear in conjunction with our three school rules of ***Be Safe, Be Respectful, Be Responsible.***

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

We will look at safety of clothing;

1. Shorts must be of substantial length (longer than fingertip). We have found abrasions caused by bare skin hitting the asphalt and/or pea gravel are far from comfortable for our students.
2. Skirts/dresses must be of substantial length (longer than fingertip) and shorts/leggings must be worn underneath.
3. Flip-flops (shoes without a heel strap) are not allowed to be worn because they can result in injuries on the playground and in P.E. class. PE shoes should be worn to PE. Parents will be called to exchange shoes.

4. Student's attire needs to cover undergarments completely.
5. Sunglasses, hats, caps, bandannas, gloves, and hoods are not to be worn in the building.
6. You cannot wear clothing with logos or words which promote the use of drugs, alcohol, or cigarettes, are sexually suggestive, gang related, have profanity or obscene gestures, or are otherwise offensive.
7. Students must wear tops with appropriate sleeves that must be at least 3 inches down the arm starting at the shoulder. Backless tops, tops that show a bare belly, mesh tops, are not permitted and have been proven to be classroom distractions. Parents will be called to bring appropriate tops or if a parent cannot be reached, the teacher may find an alternative item of clothing for the student to wear.
8. Jeans, pants, shorts & skirts must be worn at the waist.
9. No pajama pants, tops, or bedroom slippers, unless scheduled as an activity.
10. 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.
11. Hanging belts, and chains are prohibited.
12. Any other attire or any hairstyle considered by administration to be inappropriate or a distraction will be prohibited.

It is our hope that students, with the help of their family, will monitor their own attire and take responsibility for making sure it is safe and respectful. We would rather encourage students to adhere to the school rules we have established.

If a student comes to school in violation of this dress code, we will attempt to take care of the situation here by having the student put the item in his/her backpack. If the student is wearing a shirt that is in violation, he/she will be asked to turn the shirt inside out. If the student is wearing a half shirt or an undergarment as a shirt, parents may be called to bring appropriate clothing. 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 the list of first offenders.

2nd offense – the student may be suspended for a minimum of 1 day.

We would appreciate parents and visitors following the same dress code when in attendance at our school.

If you have any questions regarding school dress, please do not hesitate to call the school office.

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. Currently the biggest problem is with red and blue colors. Other than a backpack, a student should **not wear more than one piece of clothing that is red or blue.** This includes shoelaces, necklaces, pants, shorts, shirts, hoodies, etc. If a student is asked by the 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 Primary. 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.

It is a requirement of La Junta Public Schools for all volunteers to be fingerprinted and have a background check completed for the safety of the students before they can volunteer. Parents can pick up a Parent Volunteer form from the principal at any time during the year.

Parent Teacher Organization

The La Junta Primary PTO is an active organization, made up of parents, staff and community members, which invites your support and participation. The PTO plans and carries out many varied activities and services throughout the year to enhance student education, provide parent education and support La Junta Primary families. All La Junta Primary parents and teachers are invited to join PTO. If you have any questions

regarding PTO, please call the principal at 384-2991. Meetings take place on the first Tuesday of each month at 5:30 p.m. at the La Junta Primary School.

Accountability

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, time and location are published in the school newsletter, or you may call the school office

