



# Telluride Intermediate School

## Parent / Student Handbook 2018-2019

**“This institution is an equal opportunity provider.”**

[www.tellurideschool.org](http://www.tellurideschool.org)

## **General Information**

Welcome to Telluride Intermediate School. Please take some time to review the information found in this handbook. The "TIS Student/Parent Handbook" is presented in accordance with federal and state law, as well as district and school policy. Some topics, which are mentioned in this handbook, are discussed in further detail in other documents or on our website. If you have any questions regarding our policies and procedures, please call the office at 369-4719. **Parents and students both need to read and understand the information contained in this handbook.**

### **Normal School Schedule**

The first bell rings at 8:10 A.M. and school begins promptly at 8:15 A.M. for all students. Students are dismissed at 3:15 P.M. Please refer to the district calendar to determine conference and vacation days. Every Tuesday is an early release day with dismissal at 1:55p.m. For the 5 weeks of Ski PE, there will be NO early release.

### **Calendars and Events**

Please visit our school website for all calendar dates as well as special announcements! [www.tellurideschool.org](http://www.tellurideschool.org)

### **Communication with Parents**

We utilize email and our website to communicate with families. Please be sure to keep the office aware of any changes to your email, phone and mailing information.

### **Ski PE Schedule**

Wednesday – 3rd-6th grade students - Full day for five weeks after Winter Break.

### **Emailing Teachers**

All staff/faculty emails are as follows:  
1<sup>st</sup> initial last name@telluride.k12.co.us

### **The TIS Administrative Team**

The TIS administrative team is here to serve the interests and concerns of our students, staff, parents, and community members. Please feel free to contact any of the administrative team should you need assistance:

**TIS Principal – Chad Terry**

369-4719 ext. 1207

**TIS Administrative Assistant – Shelley Schuler**

369-4719 ext. 1209

**TSD Mission Statement:**  
**“THROUGH QUALITY EDUCATION, OUR STUDENTS  
WILL ACHIEVE PERSONAL SUCCESS”**

**Student Expectations**

As a Telluride Intermediate School staff, we expect and encourage our students to participate, learn, and behave in a way that reflects our high standards of academic and behavioral responsibility. We expect our students to become critical thinkers who will be productive, global citizens in a complex and changing world. Accordingly, our academic and behavioral expectations are as follows:

**Academics**

- **Be prepared for class.** Be on time, have a great attitude, and have the proper materials that support your learning.
- **Complete your assignments on time and in a quality manner.**
- **Set goals and try to achieve your personal best.**

**Behavior**

- **Be Respectful:** A respectful school environment helps all students feel safe, supported, valued, and achieve their best. At all times, we expect students to:
  - **Be Honest**
  - **Be Kind and Empathetic**
  - **Be Productive**
  - **Be Cooperative**
- **Be Safe:** follow all safety rules and expectations at all times.

**Parents - Partners in Learning  
Expectations of Parents**

Productive parent involvement is critical to a student’s academic and behavioral success. Therefore, we expect parents to:

- **Place a high value on your child's education:**
  - Make every effort to ensure student attendance
  - Involve yourself in your child’s education on a daily basis
  - Support your child’s homework requirements
  - Read communication that is sent home and check the website frequently
  - Attend scheduled conferences
- **Be supportive of teachers and their efforts**

## **Responsibilities/Expectations of TIS Staff**

The Telluride Intermediate School is dedicated to hiring and maintaining a quality teaching and support staff. It is a privilege to work with your students every day and we take our responsibilities very seriously. Therefore, students and families should expect TIS staff members to:

- Hold students accountable to academic and behavioral norms
- Deliver a rigorous, standards based curriculum
- Keep your students physically and emotionally safe
- Treat students with respect as valued individuals
- Create and sustain a positive and welcoming school culture
- Strive to meet students' individual needs while recognizing their unique strengths
- Communicate proactively with students and families
- Teach students to be local and global contributors
- Celebrate our students' and colleagues' accomplishments

## **Section 504 of The Rehabilitation Act And Americans with Disabilities Act**

### **Notice of Non-Discrimination**

Applicants for admission and employment, children, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Telluride School District are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact:

Superintendent Mike Gass has been designated by the school to coordinate efforts to comply with the regulations regarding non-discrimination.

## **Attendance Policy and Expectations**

**Attendance Philosophy:** Consistent and timely attendance is essential to academic success. A significant part of the student's experience is derived from classroom relationships, activities, discussion and participation. Students cannot learn as well when they are not present. Unauthorized (“unexcused”) and frequent personal absences are disruptive to the educational program.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education, training and, if of compulsory attendance age, attends school.

**Attendance Procedures:** In the event of any absence, the parent/guardian is required to contact the TIS front office with an explanation for the absence. This may be done via email, written note or phone call to 970-369-4719. After any absence from school, all students must conference with their teacher(s) to receive any required make up work. **It is the student’s responsibility to meet with teachers and complete all missed work due to absence from school.** All arrangements for make-up work due to an absence will be made on the first day of the student's return to school. *Make-up time for an excused absence(s) will be allowed at a rate of one day for every day missed.*

**Tardies:** School begins at 8:15 each morning. All students are expected to be present and seated in their classroom by the 8:15 bell. Any student who is not in the classroom by 8:15 will be considered tardy and will need to receive a “tardy slip” from the office in order to enter class. **Students may face disciplinary action for excessive tardies.**

### **Excused Absences:**

The following will be considered excused absences:

- Personal illness or injuries. Written statements from medical sources may be required after five consecutive absences
- Personal medical or dental appointments
- Personal legal matters or court appearances
- Religious holidays
- Death in the family
- School sponsored and school sanctioned events and activities
- Other events or activities pre-approved by administration

**Unexcused Absences:** An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. The parent / guardian may or may not be aware of the absence.

- Truancy: The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 full days during any calendar year or school year. **Students may face disciplinary action for unexcused absences totaling more than 10 school days.**

- Absences due to recreation or extended travel are unexcused absences. Absences due to travel and recreation have a significant and negative impact on classroom learning for all students and teachers. **We ask that parents limit the number of recreation based absences, whether for sports or travel, so that teachers can maximize educational opportunities in the classroom for all students.**

**Pre-Arranged Absences:** If a student knows in advance that he or she is going to be absent from classes, parents are requested to fill out a Pre-Arranged Absence Form, which can be obtained from the TIS office, at least three days prior to an absence. In the event of a pre-arranged absence, all in school make-up work and homework should be arranged prior to the student's absence from school. However, teachers are not required to prepare make up work for students who are absent due to recreational purposes or extended travel. **Pre-arranged absences are counted as days missed.**

## HOMWORK POLICY

### **Telluride Intermediate School Homework Beliefs:**

Telluride Intermediate School values homework as an essential, non-negotiable component of our students' well-balanced education. Assignments will vary in accordance to the needs of the students and will directly relate to classroom instruction. Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction. Completion of routine homework can motivate students to develop good study habits, while increasing the opportunity for individual responsibility.

### **Homework Quantity:**

The following information on homework was adapted from *Classroom Instruction that Works* by Marzano, Pickering and Pollock. 2001, Page 65. While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. If your child is having difficulty on a consistent basis completing assignments within the time frames established, please contact your child's teacher.

**3<sup>rd</sup> grade:** 30 minutes excluding 20 minutes of reading

**4<sup>th</sup> grade:** 40 minutes excluding 20 minutes of reading

**5<sup>th</sup> grade:** 50 minutes excluding 20 minutes of reading

**6<sup>th</sup> grade:** 60 minutes excluding 20 minutes of reading

### **Homework Policy Guidelines for Students**

- Always do your best work
- Understand and write down assignments in the Homework Planner everyday
- Bring home the proper materials to complete assignments

- Hand in completed assignments on time
- Budget time properly for long-term assignments
- Complete any work missed due to an absence from class
- Understand how homework will affect your class grade
- Talk to your parents and teacher if you are having difficulty with homework
- **If a student neglects to turn in homework completed and on time, he or she may receive consequences as outlined by the student's classroom teacher and may include: missed recess, time after school to complete the work, or missed field trips, etc.**
  - **Time Management Club: Students who miss 3 or more homework assignments in a quarter will be required to stay after school in Time Management Club. During this time, the student will complete all missed homework.**

### **Homework Policy Guidelines for Parents**

- Check your child's Homework Planner nightly
- Work with your child to establish a consistent schedule and routine for completing nightly homework
- Create a quiet, organized place for homework to be completed
- Actively supervise homework completion but do not do the work
- Oversee completion of long-term assignments to assist in teaching time management
- Contact the teacher with questions or concerns; especially if your child exceeds the allotted time frame
- When bedtime comes, please stop your child, even if he or she is not done

## **School Meal Payments**

The district is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable federal guidance from the United States Department of Agriculture (USDA), this policy is intended to serve the purposes of meeting student needs, minimizing the identification of students with insufficient funds to pay for school meals and maintaining the fiscal integrity of the district's school food service account.

### **Student meal accounts and meal charges**

Student meal accounts shall be established by the district. Parents will be encouraged to pre-pay for students paying full or reduced price for meals. The district shall ensure that parents have access to at least one no-cost method of paying for meal services, such as the ability to pay in person.

Students will be permitted to pay for meals and/or add funds to student accounts on the day of service.

If a student has money to purchase a full or reduced price meal at the time of the meal service, the student must be provided a meal. The student's money may not be used to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

A meal account balance remains with the student until the student is no longer enrolled in the district. Students with unused credit in their accounts at the point of disenrollment or graduation will receive a refund in the amount of the credit.

Students paying full or reduced price for meals and who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal. However, these students will be denied permission to charge à la carte or "extra" items, such as a second milk or additional entrée.

Students and staff may charge up to \$50 per school year before the student or staff member will no longer be permitted to charge meals. Students at the meal charge maximum will be provided a complimentary replacement meal. Students will be limited to 10 complimentary replacement meals per school year.

### **Notification of low or negative balances**

Notification of a low balance on a student account will be provided privately by email or phone call from the school office that includes the amount that constitutes a "low" balance and payment reminders,

When notified of a low balance on a student account, parents will be reminded of this policy and the process for submitting applications for free or reduced price meal benefits. Parents will also be notified that any school meal debt accrued prior to the district's determination that the student is eligible for free or reduced lunch remains the parent's responsibility.



Notification of a negative balance on a student account will be provided by email or phone call from the school office. Payment will be requested when the balance in a student's account is less than \$ .0. Payment will be expected within one (1) week.

### **Collection of meal charge debt**

In collecting debt, the district shall ensure that collection efforts do not have a negative impact on the students involved and instead focus on the adult(s) in the household responsible for providing funds for student meal purchases. The district will work with parents to establish repayment plans with payment levels and due dates appropriate to the household's particular circumstances.

For students with delinquent meal charges, the following process will be used to collect debt:

#### Returned Checks and Past Due Collections

The District understands that unexpected financial hardships can occur and is willing to work with people to satisfy payments. We encourage parents who may find themselves in unanticipated financial circumstances to contact the principal before the situation becomes unmanageable and the District seeks assistance from outside collection agencies.

There will be a charge of \$20 for each check written to the district and returned due to non-sufficient funds or closed accounts. Reimbursement for returned checks and fees must be made in cash, money order or cashier's check. After the District has returned two checks from any party, no further checks will be accepted for any District fees or activities.

Past due items will incur an interest rate of 18% per annum. When a past due item is turned over to a collection agency, the individual will be responsible for the past due balance, returned check fees, interest to the District, and be liable for all costs associated with the collection of these amounts. These costs include but are not limited to collection and legal fees.

Collection efforts from one school year may continue into the following school year, including when students transfer to a school outside of the district.

### **Annual notice**

The District shall notify students and their parents about this policy at the beginning of each school year. Notification shall also be provided to those students who transfer into the district during the school year. Information about this policy may also be included in student handbooks, student enrollment or registration packets and/or back-to-school packets and posted on district and school websites.

This policy will also be communicated to school and district-level staff responsible for this policy's enforcement, such as school food service staff responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of this policy.

Issue date: June 1, 2018

LEGAL REF.: USDA Guidance SP 46-2016 (*requires written policy regarding unpaid meal charges*)

## Technology Guidelines TIS Acceptable Use Policy

Telluride Intermediate School is deeply committed to technology as a vital tool for its students, teachers, and parents. As a user of technology, I understand that it is my responsibility to honor the Acceptable Use Policy and uphold the Telluride Intermediate School Technology Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior.

### Telluride Intermediate School Technology Values

We value communication; therefore, I will	<ul style="list-style-type: none"> <li>• Use language that is pertinent and appropriate when submitting academic work, participate in online forums and work collaboratively.</li> <li>• use thoughtful and appropriate language in all my communications</li> <li>• be mindful of how my words are interpreted by others.</li> </ul>
We value privacy; therefore, I will	<ul style="list-style-type: none"> <li>• be aware of the privacy settings on any website to which I subscribe.</li> <li>• understand that anything I do online or electronically is not private and can be monitored.</li> <li>• not share personal information about myself, family, friends or faculty.</li> </ul>
We value honesty and safety; therefore, I Will	<ul style="list-style-type: none"> <li>• not engage in behavior that puts myself or others at risk.</li> <li>• represent myself honestly.</li> <li>• seek help if I feel unsafe, bullied or witness unkind behavior.</li> <li>• communicate only with people I know.</li> <li>• follow safety guidelines posted by sites to which I subscribe.</li> <li>• give credit to others work.</li> </ul>

## **Telluride Intermediate School Acceptable Use Agreement 2018-2019**

We are very pleased to bring a wide range of technologies to students, staff and faculty at Telluride Intermediate School. The Internet and technology on our network are used to support the educational objectives of Telluride Intermediate School. Use of these technologies is a privilege and is subject to a variety of terms and conditions. Telluride Intermediate School retains the right to change such terms and conditions at any time.

### **1. Communication**

I will use language that is pertinent and appropriate when submitting academic work, participating in online forums and working collaboratively. I will be thoughtful and mindful about the language I use when posting online or sending messages to someone else. I will be mindful of how my words are interpreted by others. I will not use profanity or any language that is offensive to anyone.

### **2. Privacy**

I will be aware of privacy settings on websites to which I subscribe. I understand that anything I do online or electronically is not private and can be monitored. I will not share any personal information about myself, family or faculty. This includes passwords, home addresses, phone numbers, ages, and birth date.

### **3. Honesty and Safety**

I will not engage in behavior that puts myself or others at risk. I will represent myself honestly and give credit to other's work. This includes accessing the network using an account other than my own. I will seek help if I feel unsafe, bullied or witness unkind behavior. I will only communicate with people I know. I will follow safety guidelines posted by sites to which I subscribe.

### **4. Learning**

I will have a positive attitude and be willing to explore different technologies. I will evaluate the validity of information presented online and understand that not everything online is true. I agree to document and properly cite all information acquired through online sources including but not limited to images, videos and music.

### **5. Respect for self and others**

I will not upload or publish personal information, private communications or photos of other people without permission. I will respond thoughtfully to the opinions, ideas and values of others. I will not send or share mean or inappropriate emails or texts.

### **6. Respect for school and personal property**

I will take care of all equipment at school. I will report misuse and/or inappropriate content to my teachers and adults. I will use the computers at school for school related purposes only.

I understand that it is my responsibility to honor the Acceptable Use Policy and uphold the Telluride Intermediate School Technology Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior. I understand that if I fail to follow these expectations I may lose technology privileges and/or be held financially responsible. I will not engage in activities that are in violation of the Technology Acceptable Use Policy.

### **7. Use of Personal Technology Devices at School:**

Use of personal technology devices for students at Telluride Intermediate School is prohibited. It is a school-wide expectation that all students put their personal devices away upon entering the school in the morning and leave their devices in their backpacks or cubbies/lockers for the duration of the school day.

## **Telluride Intermediate School Acceptable Use Agreement 2018-2019**

### **Parent Section:**

I hereby release Telluride Intermediate School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Telluride Intermediate School network. I will instruct my child regarding the rules of use contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled at Telluride Intermediate School. I understand that it is impossible for Telluride Intermediate School to restrict access to all controversial materials and I will not hold the school responsible for materials accessed on the network. Students will be using third party services such as Google Drive, Edmodo, Khan Academy, etc. in conjunction with their technology use. Some personal information will need to be shared such as first and last name.

I accept full responsibility if and when my child's use of technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school. I understand that Telluride Intermediate School encourages parents and guardians to supervise and monitor any online activity. I am aware that I may ask for my child's username and password at any time.

I understand that it is my child's responsibility to treat the school's technology equipment gently. The insurance policy costs \$25 per device and carries an additional \$50 deductible for each claim. The annual cost of the insurance policy and the deductible are the financial responsibility of the student's family. If my child misuses or damages the iPad, their privileges of use will be restricted.

I have read Policy JS, Student Use of the Internet and Electronic Communications, as posted on the Telluride School District website.

## **Telluride School District School-Level Title 1 Parent Involvement Policy (School-Parent Compact) updated December 2007**

For information on the TSD School Level Title 1 Parent Involvement Policy, please follow the link to Amanda Thompson's classroom page. This document contains information that is pertinent to families whose student receives Title 1 Reading services as specified by Individual Literacy Plans (ILPs).

[http://tis.tellurideschool.org/staff\\_directory/student\\_services/Mrs\\_T\\_hompson/school-level\\_title\\_1\\_parent\\_involvement\\_policy/](http://tis.tellurideschool.org/staff_directory/student_services/Mrs_T_hompson/school-level_title_1_parent_involvement_policy/)

## Student Safety

**Classroom Visitors:** All visitors must report to the office immediately upon arrival to sign in. For the safety of the school, and the maintenance of a productive educational environment, TIS requires that any person visiting during class time have the principal's approval twenty-four hours prior to the visit.

**Public Conduct on School Property:** All visitors must conduct themselves in a manner that does not disrupt the academic environment for our students and faculty. As such, all visitors are expected to comply with the Telluride School District board of Education policy on Public Conduct on School Property.

**Accidents at School:** Anyone involved or witnessing an accident in which injury or potential injury has occurred should seek the nurse's assistance immediately. If there is any question regarding the condition of an accident victim, those present should leave the person stationary, stay with him or her and send someone to get the nurse.

**Accident Insurance:** Student accident insurance information forms are available in the front office and should be mailed directly to the insurance company.

Any student, who misses the initial application period, may apply at any time during the school year. These forms are available in the front office. *All students involved with TIS sponsored athletics must have appropriate insurance coverage.*

**Emergency Contact:** For the safety of its students, TIS requires all parents or guardians to complete a "Student Medical Emergency" form at the beginning of the year or when the student first enrolls. TIS will attempt to contact the parents or guardians in emergency situations and will call EMS, as necessary. Student's families are responsible for any costs incurred for outside emergency services requested by TIS for their student. *Telluride faculty and staff cannot transport students to the medical clinic.*

**Illness:** TIS realizes that everyone becomes ill at times. If a student is ill and contagious, he or she should remain at home and seek medical help if necessary.

If a student becomes ill while at school, the student is allowed to come to the nurse's office. The nurse or designee will determine the condition of the student and may contact the parent to dismiss the student from school, have the student recover in the nurse's office, or send the student back to class.

**Immunization Requirements:** Unless approved as exempt for religious/personal reasons, students must maintain current state required immunizations to be able to attend Telluride I/MS. *Please check with the nurse for more specific information regarding vaccinations.*

**Medication:** When possible, please administer medication at home. When medication needs to be administered at school, our school nurse, or front office staff will administer

medication. To maintain the health and safety of students taking medication on campus, the school nurse requires all students to register medications (prescription and non-prescription) with the front office by completing a "Medication Permission Form". This form requires both a parent/guardian and physician's signature. **Teachers may not administer medication to students, and students may not self-administer medication or administer medication to another student.**

**Confidentiality:** According to the Family Educational Rights and Privacy Act (FERPA), the confidentiality of student records are protected from unauthorized inspection. The parent or student retains access to these records. Information pertaining to the student's educational history, such as grades, test results, discipline, and records regarding student disabilities, are confidential, and may only be accessed by:

- \* Parents who retain parental rights.
- \* District or school faculty or staff with a "legitimate educational interest" in the student.
- \* Other educational institutions with a "legitimate educational interest", such as requests for transcripts

**Emergency Procedures:** The safety of Telluride students, faculty and staff largely depends upon its students' knowledge of its emergency procedures and their calm execution of those procedures. Students should be ready to take part in appropriate drills to insure the safety of all students and staff should an emergency situation ever arise. If a student has any questions, he or she may ask any teacher or administrator.

- **Fire Drill/Building Evacuation:** TIS, in accordance with state law, holds regular fire drills. Exit maps are posted throughout the school. Upon hearing the fire alarm, all students, faculty and staff will exit the building in an orderly manner according to the mapped exit routes. Administration will announce when students, faculty and staff may return to the building.
- **Closings, Delayed Starts, or Dismissals:** Please stay tuned to KOTO and the district website for information regarding delayed starts, or school dismissals, due to weather. When possible, a telephone tree and or email may also be used to notify students.
- **Lockdown Drills:** In the event of a threat of a potentially dangerous intruder entering the building, TIS will secure the students and the building. We will practice this procedure at least twice each year.

**Physical Restraint:** Any person employed by the district may, within the scope of their employment, use reasonable and appropriate physical intervention when reasonably necessary:

- To restrain a student from an act of wrongdoing.
- To quell a disturbance threatening physical injury to others.
- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.

- For the purpose for self-defense.
- For the protection of persons or property.
- For the preservation of order.

Physical restraint will only be utilized to an extent necessary for the purposes established above.

Any incident of physical restraint shall be reported, in writing, to the principal or his designee within twenty-four hours, or as soon as is practical. Report will include a concise description of the incident, including the reason for the restraint and how the incident has been, or will be, followed-up.

**Student Grievances:** Students have the right to a standard procedure for the resolution of a grievance through a process that includes appropriate lines of communication, adherence to a time line, and a method of appeal. If a student has a grievance, he or she should present it in the following manner and to the following person:

**Level I:** The classroom teacher involved, assuming the grievance concerns an individual classroom issue. If the grievance is not promptly resolved at this level, the student may go to Level II by presenting the grievance in writing to the school principal.

**Level II:** The principal will schedule an informal discussion of the grievance with the student and appropriate others as soon as possible, but in no case later than within five school days of the time of filing. It is expected that many grievances may be resolved at this level.

**Level III:** If the student is not satisfied with the resolution made at Level II, he or she may submit a written appeal, including all statements and evidence, to the principal for an informal conference and discussion of the grievance. Within five school days after receiving the grievance, the principal will give his written decision, with all supporting reasons and evidences, to the superintendent.

**Level IV:** The superintendent will review the principal's recommendation and will make a final, binding decision within five days of receiving the principal's decision.

**NOTE:** In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive students. Rather, it is a means of inviting student communication on matters of concern to the school and its students.

**Substance/Alcohol Use:** Possession or use of controlled substances, alcohol, or tobacco products at any school function is prohibited. A student who is suspected of substance violation will be detained and subject to the disciplinary action.

**Withdrawals:** Students who withdraw from school prior to the end of the school year, regardless of the reason, must present to the office a statement, signed by either parent or guardian, stating the reason for withdrawal. After the office receives this statement, the student will be issued a checkout form, which is to be signed by each teacher the student

has for a class or activity, including the librarian. The form is to be returned to the front office. Monies owed to the school must be taken care of at this time.

Official grades will be mailed to the new school upon written request from that school, providing all books have been returned and all bills paid. Transcripts cannot be forwarded without an official withdrawal.

### **Transportation:**

TIS asks for assistance in maintaining a safe school. Parents can help in this effort by:

- Not leaving cars unattended in the drop off lane / fire lane
- Observing and adhering to all traffic signs
- Keeping a keen eye out for, and yielding to pedestrian traffic
- Using common sense and safe driving habits when driving through the parking area.

We welcome support in this effort and suggestions for improvement.

**Bicycles:** Students, faculty and staff are encouraged to use bicycles as transportation. Bicycle racks are located outside the building, and students are welcome to use them. For safety, students riding bicycles should ride them only on the streets and driveways at Telluride Intermediate.

**Skateboards:** Students are welcome to use skateboards as transportation. However, once on school grounds, students must carry their boards and not attempt tricks or jumps. They cannot ride them inside the building. Students may keep their skateboards in their lockers or other teacher approved areas.

**Videotaping:** The Telluride School District employees video security recording for student, staff, and property protection. Students are videotaped on school buses, in the cafeteria, in the weight room and in hallways. These monitoring devices are for student safety and security. Tapes are reviewed on a routine basis by the administration and evidence of misconduct is documented. Students found in violation of school rules will be notified and discipline procedures will be followed.

## **Conduct and Discipline Code**

It is the belief of the Telluride R-1 Board of Education that a carefully planned school program, superior instruction, and individual guidance of students can eliminate serious discipline problems and that student discipline is an ongoing process.

It is the responsibility of the district and its employees to encourage growth in student self-discipline in positive ways through:

- Modeling appropriate behavior and standards for students.
- Setting appropriate expectations for students, and establishing appropriate consequences if a student should choose to violate those expectations.



- Providing consequences for infractions that will be appropriate to the level and severity of the infraction. These consequences may include, but may not be limited to the following: loss of privileges such as recess, transportation privileges, detention (before school, after school, or during lunch), suspension, and possible expulsion from school.
- Working closely with families and the primary teachers of students to ensure a positive, mutually supportive, and coordinated effort on behalf of the students in the district.

### **Conduct and Discipline Code Consequences and Definitions**

**Consequences:** While teachers work with students to resolve conflicts with a minimum of disruption to class instruction, there are times when a student's behavior in or out of the classroom warrants immediate removal. The infractions listed below will result in a student being "referred" to the principal's office. Once referred to the principal's office, students will receive a fair and equitable consequence.

**Academic Dishonesty:** Commonly called cheating, academic dishonesty includes, but is not exclusive to:

- Using notes or study aids without permission during a quiz or test.
- Falsifying someone else's work as one's own, including plagiarism.
- Forgery of a signature on an assignment or school document.
- Looking at another person's quiz, or test, without the teacher's explicit permission.
- Providing work to another student with the knowledge that it will be plagiarized.

*Consequences for academic dishonesty include a zero for the assignment without an opportunity for making-up the assignment. TIS may assign additional consequences as appropriate for highly serious or persistent incidents.*

**Unacceptable Use of Technology:** The Telluride School District values the educational opportunities that appropriate use of technology provides. As such, students are often expected to access the internet and other technological tools that are integrated into the academic program. Students are expected to use sound judgment when using these tools and avoid websites and programs that contain violence, racism, sexual content, profanity or obscenity, or promote substance, or tobacco use. Outside of a sanctioned classroom use, cell phones, MP3 Players and other electronic devices are prohibited during the school day, and should be turned off and stored within a student's locker. Students who violate the Acceptable Use Policy will be subject to disciplinary action.

**Alcohol/ Drugs/ Tobacco use:** TIS prohibits the consumption, possession, sale or being under the influence of alcohol, tobacco product, or any prohibited drug. Any student involved in such activity will be subject to disciplinary and/or legal action.

*According to House Bill 96-1203, any student involved in the sale, gift or offer of drugs or controlled substance as defined by Colorado Law within the school domain will be expelled.*

*Drug Paraphernalia: TIS will suspend any student in possession of drug paraphernalia.*

**Bomb Threat/Terrorist Threat:** TIS will suspend or expel any student involved in a bomb or terrorist threat to the school, even if there is no actual threat to the safety of the school.

**Bullying:** Bullying and/or harassing behavior is not tolerated at TIS. Bullying is defined as any behavior that involves one person coercing, intimidating, or causing a hostile environment for another person. Bullying will be dealt with by referral to the principal.

**Bus Conduct:** Students are expected to behave in a way that allows for safe transportation on school buses. This includes students:

- Responding respectfully to bus driver requests.
- Not tampering with the bus or damaging the bus in any way.
- Continuing classroom conduct and not causing distractions.
- Maintaining a clean bus by not littering.
- Keeping food, drinks, gum or tobacco off the bus.
- Keeping hands and all objects inside the bus.
- Following other standard school rules.

*TIS will contact a parent or guardian before the student is suspended from the bus.*

**Closed campus:** The Telluride Intermediate School is considered to be a closed campus and students may not leave the school grounds at any time during the day without parental and teacher permission. When a student leaves the campus for a valid purpose, he/she must have parental permission to do so, and must sign out at the front desk. Generally, all grade levels will have a minimum of two supervised recesses, or breaks, from the classroom each day. Students **may not leave campus**. Students are to remain in the area that their teacher has assigned and follow all school conduct rules. It is the student's responsibility to return to class on time.

**Defiant Behavior:** Students are to follow teacher directives. Students who do not comply with teacher or administrative requests or directives are subject to disciplinary consequences.

**Dress Code:** TIS students are to present themselves in an appropriate manner, which is conducive to a productive educational environment. Students must wear appropriate shoes and combinations of shirts, tops, pants, shorts, dresses or skirts which are appropriate and do not disrupt the educational process.

In accordance with campus and district policies, as well as state laws, students may not wear:

- Clothing or any item that explicitly or implicitly indicates violence, racism, sexual overtones, profanity or obscenity, drug, alcohol, or tobacco use.
- "Spaghetti strap" tops, halter-tops, tube tops, crop tops, belly shirts, translucent garments or clothing that exposes undergarments or the midriff.

- Pants or jeans that are worn in a way that expose undergarments or that are worn excessively low.
- Short-shorts or short mini-skirts.
- Spiked jewelry or accessories.
- Hats.

**Fighting/Assault:** TIS will not tolerate fighting or any type of violence within its domain. TIS will carefully investigate any such incidents, assign an appropriate consequence (including suspension or expulsion), and communicate with parents, and local law enforcement when appropriate.

*According to House Bill 96-1203, any student committing an act that would be considered assault or battery, if committed by an adult, will be expelled.*

**Harassment:** TIS will enforce disciplinary consequences and may contact law enforcement when a student creates a hostile environment or threatens the well-being of another student through persistent, unwelcome teasing or harassment. This does include, but is not exclusive to, sexual harassment.

**Hazing:** According to Colorado Law, “hazing means any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for the purposes of initiation or admission into or affiliation with any student organization...” In support of the law and the safety of our students, **hazing is prohibited.** Any student involved in hazing another person in the school's jurisdiction will be subject to disciplinary action.

**Inappropriate Language:** TIS students are here to support each other and to make all students feel welcome and safe. As such, students are expected at all times to present themselves in a manner that reflects positively on our school. Students may not use language that the Telluride School District staff considers vulgar, obscene, profane, degrading, racial, sexually explicit or otherwise offensive. Students should also avoid any language that may be offensive to a particular person or group.

**Inappropriate Public Display of Affection:** In an effort to create and maintain a safe, productive learning environment, students, when in the school's domain, are not to engage in acts of physical affection that are contradictory to school and community standards, disrupt the educational environment, or that make other TIS students, faculty or staff uncomfortable.

**Insubordination:** Students and teachers are to treat each other with respect. At all times, students are to behave in a way that indicates care and respect for all people in the school. Students are to demonstrate appropriate respect for school faculty, staff and volunteers. A student who fails to comply with faculty direction may be considered to be insubordinate and may face disciplinary action.

**Portable Electronic Devices:** Portable electronic devices include such items as pagers, wireless phone, CD/tape/MP3 players, game players and any other electronic

communication must be turned-off and **left in students' lockers or cubbies during the school day**. Failure to do so will result in confiscation. A student who violates this policy will have his /her electronic device confiscated. **Confiscated cell phones or electronics may be picked up by a parent/guardian.**

*\*\*Use of electronic devices such as cell phones and MP3 player for educational purposes, such as podcasting, is only allowed if directed by a teacher.*

**Theft:** Students must respect others' property. A student that takes another person's property without their explicit permission will face disciplinary and/or legal action.

**Trespassing:** Any student on school property without permission, outside of the school's operating hours, or that is on school grounds against school directive (i.e. suspension or expulsion) may face disciplinary or legal action.

**Unsafe Behavior:** Telluride students demonstrate care for others. Students are to behave in a way that maintains and supports a safe school environment. Students may not throw objects, "roughhouse," or play in a way that may endanger the safety of others.

**Vandalism:** Students are to demonstrate care for school property and the school facility. Students destroying, damaging, or attempting to destroy or damage school property may face both disciplinary and legal action as well as being required to make financial restitution.

**Weapons:** No weapons of any kind are allowed at TIS or any school-sponsored events. This includes firearms, knives or other items that are considered weapons by Colorado Law or by Telluride administration. **Students that have brought items to school or school-sponsored events that are considered weapons by Colorado Law (House Bill 96-1203) will be expelled.**

## TSD Discipline Policy 2018-2019

### DISTRICT DISCIPLINE POLICY

It is the belief of the Board of Education that a carefully planned school program, superior instruction and individual guidance of students can eliminate serious discipline problems and that student discipline is an ongoing process, the goals of which are:

- to help students learn to discipline themselves.
- to help students internalize society's values -- including democracy, truth, respect for themselves and their fellow citizens -- so that they can lead active, productive, and meaningful lives.

We believe it is the responsibility of the District and its employees to encourage growth in student self-discipline in positive ways through:

- setting appropriate limits for students and establishing consequences if a student should choose to violate those limits.
- modeling appropriate behavior and standards for students.
- providing consequences for infractions that will be appropriate to the level and severity of the infraction which may include, but may not be limited to the following: loss of privileges, such as recess, transportation privileges, participation in clubs, athletics or activities; detention before or after school, at lunch; suspension, and possible expulsion from school.
- working closely with families - the primary teachers of students - to insure a positive, mutually supportive, and coordinated effort on behalf of the students in the District.

Any person employed by the District may, within the scope of their employment, use reasonable and appropriate physical intervention or force when reasonably necessary:

1. To restrain a student from an act of wrongdoing.
2. To quell a disturbance threatening physical injury to others.
3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
4. For the purpose of self-defense.
5. For the protection of persons or property.
6. For the preservation of order.

Physical restraint shall only be utilized to an extent necessary for the purposes set out above.

Any incident of physical restraint shall be reported in writing to the principal or his designee within 24 hours or as soon as is practical. Said report shall include a concise description of the incident, including the reason for the restraint and how the incident has been or will be followed up.

### BEHAVIOR INFRACTIONS & CONSEQUENCES

It is the goal of Telluride R-1 School District to create safe and positive environments, which allow productive learning to occur. The following rights are based on common sense, courtesy, consideration of safety, and respect for the rights of others.

1. **The right to a positive learning environment.** Everyone has the responsibility and the right to learn, and no one has the right to interfere with learning. Students have the obligation to be

prepared to learn. This includes attending school regularly and on time, and completing assignments.

2. **The right to be respected.** Teachers' and students' dignity, welfare, and material possessions shall be respected.
3. **The right to learn in a safe, positive environment.** Fighting, threatening behavior, and possession of any type of weapon will not be tolerated. Drugs, drug paraphernalia, alcohol, and tobacco products are not allowed in the schools.

If a student chooses to ignore behavior expectations, the teacher will:

1. work with the student to modify behavior;
2. notify the principal;
3. contact parent(s);
4. meet with the parent(s), student, and principal to develop a plan to improve behavior.

If misbehavior continues, the student will be **referred** to the Principal. The following three pages clearly describe the disciplinary actions that may be taken. They can include the following:

- After School Detention – Students will be expected to work quietly and on their class work. Students unable to attend Detention because of a sanctioned athletic activity may serve two lunch Detentions by helping maintain the cleanliness of the cafeteria.
- Saturday School – This will take place from 8:00am – noon.
- Suspension – Suspensions will be assigned as detailed in the Discipline Code.
- Expulsion – Expulsions will be sought for infractions detailed in the Discipline Code.

**The School District may suspend or expel a student who engages in one or more of the specific activities outlined in the matrix while in school buildings, on or off school grounds at school sponsored activities, or in school vehicles.**

**Suspension may be either in school or out of school depending upon the circumstances. Suspension related to disrespect of school property will be work Detention, where students will be assigned chores on the campus. Students are ineligible for sports or activities during periods of suspension. Guidelines are located in the Student Responsibility Contract. Ski passes will be invalidated during periods of suspension.**

<b>Problem</b>	<b>Occurrence</b>	<b>Minimum</b>	<b>Maximum</b>
Alcohol or drug use.	First*	3-day suspension and counseling.	Expulsion plus counseling
	Repeated**	5-15 day suspension	Expulsion plus counseling
Alcohol or drug possession.	First**	5-day suspension and counseling.	Expulsion plus counseling
	Repeated**	5-15 day suspension	Expulsion plus counseling
Possession of Drug Paraphernalia or Alcohol	First**	5 day suspension	10 day suspension
	Repeated**	5-15 day suspension	Expulsion plus counseling
Arson/Explosives/Fireworks	Any** (Restitution in all cases)	5 day suspension	Expulsion
Bus Rules Violations	First	Refer to Bus Conduct Policy in Student Handbook	1 week bus suspension
	Repeated*	Refer to Bus Conduct Policy in Student Handbook	Bus suspension rest of year
Cell Phone in classrooms or at activities	First	Warning	Detention or Saturday School
	Repeated*	Detention or Saturday School	Suspension
Defiance of Staff Authority or Insubordination	First*	Detention or Sat. School	Suspension
	Repeated*	1-3 day suspension	Drop from class; "W.F." (withdraw/fail)
Disruptive Behavior on Campus	First *	Detention or Sat. School	1-3 day suspension
	Repeated*	After 1st suspension, a behavior contract may be developed; Saturday School	Drop from class on 3 <sup>rd</sup> offense; "W.F.", Expulsion, Refer to state law below

Problem	Occurrence	Minimum	Maximum
Dress Code Violations	First	Warning and correction (see Student Handbook)	Parents called to replace inappropriate garment
	Repeated*	Detention followed by Saturday School for each 3 warnings and parent conference	Suspension if defiant
False Fire Alarms	First*	5 day suspension call Fire Dept.	10 day suspension call Fire Dept.
	Repeated**	10 day suspension	Expulsion
Bomb Threat	First**	5 day suspension	Expulsion
Fighting	First*	1 day suspension	1-3 day suspension
	Repeated**	1-3 day suspension	Expulsion Refer to state law
Physical Assault	First** OR Repeated**	Suspension	Expulsion for 3 <sup>rd</sup> Degree Assault
Forgery	First*	Detention or Saturday School	1-3 day suspension
	Repeated**	1 day suspension	5 day suspension
Inappropriate Public Display of Affection	First	Detention	Detention
	Repeated*	Saturday School	5 day suspension

Profanity/ Inappropriate gestures/ Pornography	First	Counsel, Detention, per computer use policy	Saturday School
	Repeated *	1-3 days in school Suspension	Refer to state law or Computer Policy
Laser Pointer, Lighters, Matches	First*	Confiscated; Detention	Suspension

Scholastic Dishonesty as defined in the Student Handbook	First*	Zero on assignment; Detention or Saturday Study	Suspension/Grade Reduction
	Second* (Any class)	Zero on assignment; Suspension	Suspension with counseling
Sexual Harassment	First*	Detention or Saturday School	3-10 day suspension
	Repeated*	3 day suspension, counseling required	Expulsion



Problem	Occurrence	Minimum	Maximum
Tardiness	First (3 or more tardies)	Detention	Detention
	Repeated*	Saturday School for each 5 tardies	Attendance Contract established/loss of credit
Theft	First*	Detention or Saturday School	1 day suspension & police report
	Repeated**	3 day suspension	Expulsion
	<b>Students will be required to return or replace stolen item</b>		
Threats/Harassment/Bullying/Extortion	First*	Counsel and Detention or Saturday School	1-3 days in school suspension
	Repeated*	3-5 days suspension	Expulsion
Tobacco/Possession or Use	First*	Saturday School	1 day in school suspension
	Repeated*	1-3 day suspension	5 day suspension
Trespass/ Campus disruption/ Throwing projectiles	First	Detention or Saturday School	Reprimand & note in file, parent called
	Repeated**	Call Police / Saturday School	Suspension
Truancy; Cutting class	First*	Detention or Saturday School	Repeated Saturday School
	Repeated*	Parent conference, Saturday School, or Suspension	Attendance Contract; Drop from class with Withdraw/Fail; Court Referral Possible

**After the fourth unexcused absence in a month or the tenth unexcused absence in a year, a Teacher/Parent/Student/Counselor Administrator meeting will be required to develop an attendance contract. (Senate Bill 93-140)**

Problem	Occurrence	Minimum	Maximum
Unsafe Behavior/ Horseplay, etc.	First	Detention	Detention or Saturday School
	Repeated *	Detention or Saturday School	Suspension
Disrespect of school property including littering	First	Work Detention	Saturday School work detention
	Repeated*	Saturday School work Detention	Suspension
Vandalism and/or Destruction of Property	First **	Suspension and work detention	Suspension
	Repeated **	Suspension	Suspension, expulsion
	<b>** Restitution required in all cases</b>		

**MANDATORY EXPULSION**

Problem	Occurrence	Minimum	Maximum
Sale, gift, or offer of drugs/controlled substance as defined by State Law	**	Expulsion	Expulsion

Expulsion shall be mandatory for the sale, gift, or offer of a drug or controlled substance. (House Bill 96-1203)

Problem	Occurrence	Minimum	Maximum
Weapons (as defined by State, Federal or District statutes)	First**	Expulsion	Expulsion

Expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon. (House Bill 96-1203)

Problem	Occurrence	Minimum	Maximum
Assault (3 <sup>rd</sup> Degree)	Any**, police called	Suspension or Expulsion	Expulsion

Expulsion shall be mandatory for the commission of an act, which if committed by an adult would be assault or battery. (House Bill 96-1203)

- \* = Parent called
- \*\* = Parent and Police called

THE PRINCIPAL SHALL BE THE SOLE AND FINAL ARBITER IN ASSIGNING CONSEQUENCES UP TO EXPULSION FOR VIOLATION OF THE BEHAVIOR CODE, STUDENT HANDBOOK, EXTRA-CURRICULAR CODE OF CONDUCT, OR SCHOOL BOARD POLICY.

*APPEALS ARE HEARD BY THE SUPERINTENDENT. THE SUPERINTENDENT'S DECISION IS FINAL IN ALL APPEALS.*

THE SUPERINTENDENT RECOMMENDS EXPULSION TO THE SCHOOL BOARD AND THE BOARD OF EDUCATION DETERMINES EXPULSION FOLLOWING DUE PROCESS PROCEDURES.

According to the Colorado "Safe Schools Act", expulsion is mandatory for a "habitually disruptive" student who has been suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events, because of behavior that was initiated, willful, and overt on the part of the child. A remedial discipline plan shall be developed after the first suspension, and the student and parents shall be notified in writing of each suspension counted toward declaring the student as habitually disruptive. (House Bill 96-1203)

If a student creates a dangerous and unsafe environment for students, teachers, and other school personnel shall determine if sufficient grounds exist to expel the student. (House Bill 93-1093)

## DISTRICT BUS RULES AND POLICY

Transportation to school is furnished for eligible pupils at the expense of ALL the taxpayers in the district and it is expected that the privilege will be appreciated by those who benefit from it.

Each school district has the responsibility to formulate procedures for the conduct of the pupils as bus passengers. The procedures shall include, but not be limited to, the rules set down by the State of Colorado.

The procedures of Telluride R-1 District include the following:

1. The driver is in full charge of the bus and students. Students will comply cheerfully and promptly with his requests.
2. Students will not tamper with the door controls or safety equipment.
3. Students will practice general classroom conduct while riding the bus.
4. Students will not litter on the bus.
5. Students will not operate the windows unless directed to do so by the driver.
6. If windows are open, students will not throw objects or extend any part of their bodies outside the bus.
7. Students will not reserve seats.
8. Students will remain seated while the bus is in motion and will not stand to disembark until the bus is fully stopped.
9. Students will not exit from the emergency door unless directed to do so by the driver.
10. Students must be on time. The bus will not wait for those who are late.
11. Continued or willful violation of any rule will result in suspension of riding privileges.
12. The bus driver may assign seats.
13. Absolutely no gum chewing.

### Disciplinary Measures:

If a student is misbehaving on the bus, thus endangering other students, this student will be referred to their building principal and will be subject to the following consequences:

First Offense:	Warning, parent notified, may have up to one-week suspension from riding the bus OR Saturday School.
Second Offense:	Parent conference, one-week suspension from riding the bus.
Third Offense:	Suspension from riding the bus for the remainder of the school year.

Parents of students will be contacted by the building principal prior to suspension of bus privileges.