

**Holyoke Elementary School  
STUDENT HANDBOOK  
2024-25**



**SOAR to EXCELLENCE  
LEARNERS  
326 E. Kellogg St.  
Holyoke, CO 80734  
Telephone: 854-3411  
Please visit our website**

[hcosd.org](http://hcosd.org)

## DISTRICT MISSION STATEMENT

Graduate **every** student  
prepared with the necessary  
knowledge, skill, and character  
to find success in life



August 2024

Dear Students and Parents:

The Student Handbook is prepared to bring together many of the priority policies, expectations and practices of our school. It does not cover all of the District's Policies. A complete list of the District Policies is available on the School District Website for your information. **Please take the time to carefully read the Student Handbook.** The Student Handbook is available to you electronically via the District Website and has not been printed in paper format. However, if you need a paper copy of the Handbook, please reach out to the elementary office.

The Student Handbook is a wonderful resource, but should you have questions, please do not hesitate to contact me. I am excited about this year and have high expectations on what we will accomplish together. I look forward to partnering with you as we strive to prepare your student(s) for success in life.

Sincerely,

Andrea Kammer  
Holyoke Elementary School Principal  
970-854-3411 Ext. 5040  
[kammeran@hcosd.org](mailto:kammeran@hcosd.org)

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\*There is a short version with part of this information in your child's planner.

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## **NONDISCRIMINATION/EQUAL OPPORTUNITY**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law:

The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation (which includes transgender), disability or need for special education services.

Complaint procedures have been established for students, parents, employees and members of the public. The following person has been identified as the compliance officer for the district:

Kyle Stumpf, Superintendent of Schools  
435 S. Morlan Ave.  
Holyoke, CO 80734  
970-854-3634

### **DUE PROCESS:**

**Holyoke Elementary School conforms to federal requirements of due process for students and also for nondiscrimination.** Due process refers to the rights of students in regard to student suspension, expulsion, or denial to admit.

### **BUILDING HOURS:**

The building will be open to students at 7:45 am and students are expected to exit the building by 3:50 pm unless supervised by a school staff member.

Parents and visitors are allowed to be in the building between the hours of 8:00am and 4:00pm with a visitor's pass. **The Elementary School does not allow students/relatives from other schools to attend school with our students.**

### **ENTERING THE BUILDING:**

All students and visitors entering the building when school is in session should enter through the main doors of the elementary school. All other doors remain locked during class times. **Students are not to let any other students or visitors into the building through any locked door.**

### **PARKING:**

All private vehicles are to be parked in the designated parking lot. Drivers and vehicles are subject to school regulations and the authority of the school personnel having jurisdiction over the location.

Person(s) violating district or building rules or operating a vehicle in a dangerous manner may be reported to legal authorities and be denied the privilege of having a vehicle on school property. **DO NOT PARK IN THE YELLOW AREAS IN FRONT OF THE SCHOOL. LAW ENFORCEMENT MAY BE CALLED TO TICKET VIOLATORS.**

### **MANDATORY REPORTING:**

Every school district employee is considered a mandatory reporter under the law. Therefore, a staff member with **“reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately report upon receiving such information.”** Our employees have been trained to make the report prior to doing an investigation. The school may conduct its own investigation, however, the reporting requirement is absolute and a report must be made upon receiving the information which may mean before an investigation is completed. The school does not assume guilt when making a report. It is the duty of the police or human services to determine if abuse or neglect has occurred. It is not the responsibility of the school district to make this determination.

### **PUBLIC CONCERNS: CHAIN OF COMMUNICATION**

The Board of Education believes that positive and appropriate two-way communication between the School District, schools, parents, and the citizens of the Holyoke community is a vital component of the educational program.

The Board believes that concerns are best handled and resolved as close to their origin as possible. Proper channels for resolving concerns that involve student, personnel, instruction, operations, and services, facilities, and/or policies of the District will be as follows:

#### **1. Staff 2. Principal 3. Superintendent 4. Board of Education**

The Board of Education directs the Superintendent to develop procedures which allow the public to express concerns in writing. Such procedures should expedite responses to the public and, if possible, resolution of the concern.

**THE BOARD OF EDUCATION, HOWEVER, MAINTAINS FINAL AUTHORITY ON ALL SCHOOL MATTERS.**

### **SCHOOL CLOSURE AND INCLEMENT WEATHER:**

In the event of a snowstorm or other emergency, the Holyoke School District may cancel school or dismiss students early, **calls and/or emails will be made through the telephone notification system.** The following Radio/TV stations will be notified of a school closing or early dismissal: STAR (92.3), KOA (850) and Network Television News Stations. **The District may also call for buses to run Storm Routes if regular bus routes are in poor condition. If school is canceled or dismissed early because of inclement weather or other emergency, the school will communicate plans for elearning, activities and school programs.**

### **ACADEMIC OPPORTUNITY CENTER**

#### **5th & 6th Grade Academic Opportunity Center (AOC)**

A strong school-home partnership is essential for getting students to meet the high goals we have for them here at Holyoke Elementary School. Both teachers and parents want the same things; for kids

to learn what they need to graduate and to develop strong work habits that will stick with them as they become adults.

In order to achieve these goals, an Academic Opportunity Center (AOC) will be provided in each school. Students will be given the opportunity to meet their learning goals through the completion of missing assignments or assignments completed with a grade lower than 70%.

The AOC in the elementary school will be held in Mrs. Tharp's classroom each night from 3:45 PM to 5 PM Monday through Thursday. Any 5th and 6th grade student that comes to class without their assignment completed that day and/or any 5th and 6th grade student that earned a grade lower than 70% on an assignment/test will be required to attend the AOC. Students will have the opportunity to complete missing work or to work on corrections during this time. This is a positive environment focused on achievement, not a punitive detention center. Students can count on a positive and productive work environment where the focus is on being successful. A designated teacher will spend time working with students on completing their missing assignments. Teachers will also provide re-teaching for students that may need a concept or skill explained again, in order to correct an assignment on which they earned a grade lower than a 70%. Our Infinite Campus Student Management System will make phone calls to parents of each student that will be taking advantage of the AOC by 2 p.m. Monday through Thursday.

Additionally, students who would like extra help or who would like a structured place to complete homework with qualified staff there to assist them, may volunteer to stay for the AOC. Students who volunteer will be asked to call their parents directly to obtain permission. Their parents will not receive a phone call through Infinite Campus.

It will be the responsibility of each parent or guardian to make other arrangements for transportation for their child if they are required to attend the AOC. Students may leave the AOC when they complete their missing assignment(s), when they correct work to a 100%, and when they have notified parents that they are finished and have made arrangements for transportation home. **Students must call home and receive permission to walk home or find out who will be picking them up. We can not release students from the AOC without parent notification and approval. All phone calls home must be made from a school phone, thus it is imperative that students have current phone numbers of parents and other emergency contacts written in their planners and the office for our records.**

All students taking advantage of the AOC will leave the building through the south doors outside of the 5th/6th grade classrooms when they are finished with their work. **If you have not received a phone call from your child to be picked up prior to 5 p.m. please make sure you are waiting for them at the south doors at 5 p.m. each night when the AOC closes.**

The goal of the Grading Policy and Academic Opportunity Center is to increase the knowledge and skills of our students by not letting them fall behind due to late, missing or incorrect work. We look forward to the opportunity to work together with parents, students and staff to fulfill our district mission of graduating every student prepared with the necessary knowledge, skills, and character to find

success in life. If you have any questions please feel free to contact your student's homeroom teacher or Mrs. Kammer, the Holyoke Elementary Principal.

Mrs. Kammer- Principal

Mrs. Schneider - Reading Specialist /  
Academic Opportunity Center Coordinator

### **INCOMPLETES:**

Teachers will report an incomplete following a student conference when the student has not or will not be able to complete the required work in the established time allotted because of extenuating circumstances. The teacher may extend the time for up to two weeks to allow the student to complete the course requirement. If the completed work is not turned in within two weeks, a zero will be recorded and course grade will be averaged accordingly.

### **ABSENCE NOTIFICATION:**

1. Parents should call the school (970-854-3411) before 8:45 a.m. if their child is absent and no prior arrangement has been made. There is a 24-hour answering machine available that messages may be left on involving your student's attendance. **YOUR CHILD'S SAFETY IS VERY IMPORTANT TO US. PLEASE HELP US BY CALLING THE OFFICE IF YOUR CHILD IS GOING TO BE ABSENT** so that we can focus efforts on students who may need our attention. If we do not receive a phone call, we will do our best to contact the parent.
2. Upon returning to school, if not a pre-approved absence, the student should first report to the office and present a doctor's note or written excuse. The excuse will be kept on file in the office. (Absences will not be excused without parental contact).
3. **Students who know ahead of time that they will be absent should obtain permission in the form of a pre-arranged absence. Students will be expected to make arrangements with their teacher, prior to the absence, for homework. Homework will either be turned in prior to the absence or on the day the student returns.**

### **ATTENDANCE:**

1. **Please refer to our district policies to find out more information about our attendance policy JH-R-2, JH-E-2, and JH-E-1. ([hcosd.org](http://hcosd.org), Home, Board of Education, Board Policies, Section J - Students)**
2. Excessive Unexcused Absence Notification Students and parents/guardians will be notified by letter when a student reaches their fifth (5th) day with an unexcused absence in a school calendar year, excluding school related absences. The letter will include: a copy of the policy as stated in the elementary handbook, and the number of excused and unexcused absences, consequences for continued unexcused absences, and the steps which will be followed with additional unexcused absences. After seven (7) unexcused absences, the principal will contact the parents and set up a meeting to enter into an attendance contract which will include: not to miss any more class, turning in

missing work related to prior absences, agreement to turn in future homework, and an agreement to avoid minor or major write-ups for behavioral issues. If the student has an eighth (8th) or ninth (9th) unexcused absence, the principal and classroom teacher will meet with the parent/guardian to review the attendance contract. A home visit will be made if necessary. After ten (10) unexcused absences, again excluding school related absences, the principal will determine the most appropriate action to be taken:

1. Continuation of the attendance contract;
2. Refer to the superintendent
3. If all options have been exhausted, the principal may recommend to the superintendent that the student be retained in that grade for another year. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

## Make-up Work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. With our ability to utilize our one to one devices and e learning opportunities, there shall be 2 days allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator. **(It is the responsibility of the student to pick up their make-up work the day they return.)**

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program. (Example: Student is gone Tuesday, Aug. 20th and Wednesday, Aug. 21st, then the student will get the work Thursday and have Thursday and Monday to complete the work. The work would be due back Tuesday, August 27th.) If the child is absent more than two days, there may be other arrangements set with the homeroom teacher and child to make up for the missing work.

## Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. The tardy bell at the elementary school is 8:15 am. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness. **(Parents may not excuse tardies.)**

## **LEAVING THE SCHOOL BUILDING - Avoiding Truancy:**

**Any student leaving school for any reason before school is dismissed must check out through the office. The office requires the parents/guardians to sign the student out before a student may be dismissed during the school day. Students are not permitted to leave the school building unless absolutely necessary. ANY STUDENT, WHO LEAVES THE SCHOOL BUILDING BEFORE THE TIME OF SCHOOL DISMISSAL WITHOUT PROPERLY SIGNING OUT, MAY BE SUBJECT TO DISCIPLINARY ACTION.**

## **STUDENT SUPERVISION:**

Students wishing to use any school facilities outside of regular school hours **must be directly supervised** by approved school personnel.

## **WITHDRAWAL FROM SCHOOL:**

Parents are requested to notify the principal when a student will be withdrawn from school. Arrangements will then be made to complete records and transfer any necessary records for the student.

## **LUNCH TIMES:**

### **Lunch Times**

Kindergarten	11:25 am - 11:50 am
1st & 2nd Grade	10:55 am - 11:20 am
3rd & 4th Grade	12:25 pm - 12:50 pm
5th & 6th Grade	11:55 am - 12:20 pm

## **COUNSELOR/GUIDANCE DEPARTMENT:**

The counselor will confer with all students in an effort to make any adjustments or give assistance which will help students, parents, and teachers. Personal confidential counseling is available to students throughout the year to help each student in utilizing his/her abilities to the fullest and in developing self-understanding. The guidance counselor is to provide information which will enable the student to understand herself/himself and make the most of his/her educational and career opportunities. The counselor may meet with a student as needed.

## **PARENT VISITS AND CONFERENCES:**

Parents are welcomed and encouraged to visit the school. **We do ask that parents stop in the office to let us know that they are in the school and what their purpose is in the building, any visitors to the building should request a visitor pass.** There will be three Parent/Teacher Conferences during the school year; others will be scheduled individually as needed. Additional conferences with teachers and parents/guardians may be arranged when requested by parents or teachers. **Please plan visits and conferences ahead of time with administration and teachers to help ensure all parties are available.** If you would like to join your child for lunch, please make sure to call the office by 9AM and let us know that you will be joining so we can make sure we have enough. To help with your child(ren)'s transition, we are asking for no visitors for the first month of school. Starting in September, we welcome you to join as long as you call before 9AM to let us know you will be joining your child(ren) for lunch.

## **TEXTBOOKS: 1:1 Chromebook Agreement**

Textbooks and Chromebooks will be issued to the students by classroom teachers. Each book and Chromebook is numbered and assigned to the student who receives it. Textbooks and Chromebooks are the responsibility of the student. Loss or damage to any school property, including textbooks and Chromebooks, will result in fines appropriate to the amount of loss or damage.

## **TRANSPORTATION:**

Students will obey all rules as directed by bus and school vehicle drivers. Students are not allowed to bring any drinks onto buses unless they are in an unbreakable, completely re-sealable container. **Students must throw unacceptable drinks/containers away before boarding the bus.**

### **Student Conduct in School Vehicles: Policy JICC**

The privilege of riding in a school vehicle is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at designated school vehicle stops and on-board school vehicles.

The operator of a school vehicle shall be responsible for the safety of the students in the vehicle, both during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all regulations concerning discipline, safety and behavior while riding in the school vehicle. It is the vehicle operator's duty to notify the supervisor of transportation and the principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to the student's parents/guardians, the principal may withhold from the student the privilege of riding in the school vehicle. Violation of district policies and regulations while in a school vehicle may also result in the student's suspension or expulsion from school, in accordance with district policy.

Students participating in activities which require transportation shall accompany the team or group in buses or cars provided or approved by the School District, including the return trip, **unless the parents submit a written request to the Principal and the coach/sponsor.**

## **DETENTION:**

Teachers may detain students during non-school hours for purposes of making up work or meeting other school obligations and shall provide for the proper supervision of students so detained. Students may also be detained for disciplinary purposes. When a student is detained, the teacher and the student shall provide notification to the parents/guardians to let them know the student is being detained and the hour at which the student can be expected home. The teacher may hold the student up to 30 minutes and the assigned detention must be completed by 4:30 pm on the following school day.

## **L.E.A.R.N.E.R.S.**

LEARNERS is a word we will be focusing on at Holyoke Elementary. LEARNERS stands for...

Learn from mistakes

Evaluate work

Ask questions and accept challenges  
 Receive and respond to feedback  
 Never give up!  
 Effort matters  
 Reach goals  
 State what we're learning

## Holyoke Elementary Discipline Matrix

\*All student infractions are **required** to be written up in Infinite Campus. Each time a student is written up in Infinite Campus, the teacher who wrote the student up is **required** to contact the parents/guardians via phone or a face to face meeting **and** reteach behavior expectations within 48 hours or 2 school days.

\*Depending on the severity of the offense, steps may be altered.

<p><b>Abusive/Inappropriate Language/Profanity Directed Towards an Individual (101)</b>  <u>First-</u> Warning  <u>Second-</u> Loss of Recess  <u>Third-</u> Detention  <u>Fourth-</u> ISS (½ - 3 days )</p>	<p><b>Lack of Material (108)</b>  <u>First-</u> Warning  <u>Second-</u> Loss of Recess  <u>Third-</u> Detention</p>
<p><b>Academic Dishonesty/Cheating (102)</b>  <u>First-</u> Detention, Receive a “69%” grade for completed assignment  <u>Second-</u> Detention, Receive a “50%” grade for completed assignment  <u>Third-</u> ISS (1-3 Days), Receive a “0” grade for completed assignment</p>	<p><b>Mischief/Taunt/Tease (intention is innocent; humor or attention) (109)</b>  <u>First-</u> Warning  <u>Second-</u> Loss of Recess  <u>Third-</u> Detention  <u>Fourth-</u> ISS (½ - 3 days )</p>
<p><b>Behaviors in the Academic Opportunity Center: including but not limited to; refusal to serve, defiant/disrespect, inappropriate language, misuse of computer, disruption (103)</b>  <u>First-</u> Warning  <u>Second-</u> Loss of Recess  <u>Third-</u> Detention  <u>Fourth-</u> ISS (½ - 3 days )</p>	<p><b>Misuse of the Computer (Internet) (110)</b>  <u>First-</u> Warning  <u>Second-</u> Detention  <u>Third-</u> Loss of privilege/reteach digital citizenship then reinstate privilege  <u>Fourth-</u> Loss of privilege/suspend account (1 week)  <u>Fifth-</u> Loss of privilege/suspend account (2 weeks)</p>

<p><b>Bullying/Harassment (Repeated, Imbalance of Power and Purposeful)</b> (104)  <u>First</u> - Detention, Counseling  <u>Second</u> - ISS (1 - 3 days ), Counseling  <u>Third</u> - OSS (1 to 5 days), Counseling</p>	<p><b>Physical Aggression/Scuffle (closed fist punch)</b> (111)  <u>First</u>- Loss of daily recess(es), Counseling  <u>Second</u>- Detention, Counseling  <u>Third</u>- ISS (½ to 3 days), Counseling  <u>Fourth</u>- OSS ( ½ to 5 days), Counseling</p>
<p><b>Cell Phone/Electronic Devices</b> (105)  <u>First</u>- Taken - Parent call and parent will pick up device in Office &amp; sign out;  <u>Second</u>- Taken - Detention, Parent Call, Administrative Conference  <u>Third</u>- Taken - ISS (½ - 3 Day)</p>	<p><b>Refusal to Serve/Detention (Parent Conference)</b> (112)  <u>First</u>- Parent Conference; Additional day with teacher  <u>Second</u>- ISS (½ to 1 Day)  <u>Third</u>- ISS (2 to 3 Days)  <u>Fourth</u>- OSS (1 to 3 Days) / Warranted to Habitually Disruptive</p>
<p><b>Classroom Disruption</b> (106)  <u>First</u>- Warning  <u>Second</u>- Loss of Recess  <u>Third</u>- Detention  <u>Fourth</u>- ISS (½ - 3 days )  <u>Fifth</u>- OSS (½ - 5 days)</p>	<p><b>Repeated Offenses</b> (11)  <u>First</u>- Detention (1 to 3 days), Counseling and reteach behaviors  <u>Second</u>- ISS/OSS (½ to 3 Days)  <u>Third</u>- OSS (1 to 5 Days)  <u>Fourth</u>- OSS (5 Days), Recommendation for Expulsion</p>
<p><b>Destruction/Vandalism/Littering Includes restitution</b> (10, 107)  <u>First</u> - Loss of Recess  <u>Second</u> - Detention  <u>Third</u> - ISS (½ - 3 days )  <u>Fourth</u>- OSS (½ - 5 days)</p>	<p><b>Robbery (taking by use of force, threat, or intimidation)</b> (06)  <u>First</u>- Detention (1 to 3 days)  <u>Second</u>- ISS/OSS (½ to 3 Days)  <u>Third</u>- OSS (1 to 5 Days)  <u>Fourth</u>- OSS (5 Days), Recommendation for Expulsion</p>
<p><b>Detrimental Behavior(s) (Intentionally inflicting harm or threat to safety)</b> (09, 114)  <u>First</u>- Loss of daily recess(es), Counseling  <u>Second</u>- Detention, Counseling  <u>Third</u>- ISS (½ to 3 days), Counseling  <u>Fourth</u>- OSS ( ½ to 5 days), Counseling</p>	<p><b>Sexual Harassment (Social Service Report must be made)</b> (118)  <u>First</u>- Detention (1 to 3 days), Counseling  <u>Second</u>- ISS/OSS (½ to 3 Days), Counseling  <u>Third</u>- OSS (1 to 5 Days), Counseling  <u>Fourth</u>- OSS (5 Days), Recommendation for Expulsion</p>
<p><b>Discourteous &amp; Rude/Defiance &amp; Disrespect</b> (08, 115)  <u>First</u>- Loss of Recess</p>	<p><b>Stealing/Theft (without force, threat or intimidation)</b> (119)</p>

<u>Second-</u> Detention <u>Third-</u> ISS (½ - 3 days ) <u>Fourth-</u> OSS (½ - 5 days)	<u>First-</u> Detention or ISS (1-2 Days), Restitution <u>Second-</u> ISS (5 Days), Restitution <u>Third-</u> OSS (5 Days), Recommended for Expulsion
<b>Displays of Public Affection (116)</b> <u>First-</u> Warning <u>Second-</u> Loss of Recess <u>Third-</u> Detention <u>Fourth-</u> ISS (½ - 3 days )	<b>Threat (to self or others) (17)</b> <u>First-</u> Loss of daily recess(es), Counseling <u>Second-</u> Detention (1 to 3 days) <u>Third-</u> ISS/OSS (½ to 3 Days) <u>Fourth-</u> OSS (1 to 5 Days)
<b>Dress Code (117)</b> <u>First-</u> Warning; Call home; Change shirt/pants <u>Second-</u> Recess <u>Third-</u> Detention <u>Fourth-</u> ISS (½ to 5 days)	<b>Tobacco Brought or Used on School Grounds</b> <u>First-</u> ISS (1-2 days) <u>Second-</u> ISS (3-5 days) <u>Third-</u> OSS (1 to 5 days)
<b>Other Violations of Code of Conduct</b> Depending on the degree of the violation the principal will make the determination.	<b>Weapons</b> <u>First-</u> Detention <u>Second-</u> ISS (1-3 days) <u>Third-</u> ISS (3 to 5 days)

\*Anytime there is a threat, there is a chance that a threat assessment will be completed.

### SOAR TICKETS - POSITIVE BEHAVIOR INCENTIVE PROGRAM:

Holyoke Elementary Staff members who observe students exhibiting the SOAR Behavior Expectations have the opportunity to positively reinforce these desired behaviors with a SOAR Ticket. The students will write their name on the ticket and turn them into the office for a small prize. Students will have the opportunity to win various prizes throughout the year.

# HOLYOKE ELEMENTARY SCHOOL BEHAVIOR EXPECTATIONS:



## Dragon Elementary Behavior Expectations



	Classrooms	Hallways	Playground	Cafeteria	Restrooms	Bus	Arrival/Dismissal	Technology
<b>V</b> oice Level	0, 1, or 2	0	3	1 or 2	0 or 1	1 or 2	0, 1, or 2	0, 1, or 2
<b>S</b> afety	<ul style="list-style-type: none"> <li>*Use materials appropriately</li> <li>*Keep desk and chair on the floor</li> <li>*Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>*Use safe feet and walk</li> <li>*Face forward</li> <li>*Stay in line</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment appropriately</li> <li>*Follow playground rules</li> </ul>	<ul style="list-style-type: none"> <li>*Eat your own food</li> <li>*Sit appropriately</li> <li>*Carry tray with both hands</li> </ul>	<ul style="list-style-type: none"> <li>*Wash your hands</li> <li>*Stay in your space</li> </ul>	<ul style="list-style-type: none"> <li>*Stay seated</li> <li>*Face forward</li> <li>*Voice level 0 at railroad crossing.</li> <li>*Cross 10 feet in front of the bus</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Walk bike/ scooter</li> <li>*Use crosswalk</li> <li>*Wait for a supervisor before exiting the building</li> <li>*Utilize the sidewalk while waiting</li> </ul>	<ul style="list-style-type: none"> <li>*Carry by handle or hug</li> <li>*Be a good digital citizen</li> </ul>
<b>O</b> wnership	<ul style="list-style-type: none"> <li>*Have materials ready</li> <li>*Keep area clean</li> <li>*Clear desk of distractions</li> <li>*Write your name on your paper</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly where you need to be</li> <li>*Timely manner</li> <li>*Sign in &amp; Out</li> </ul>	<ul style="list-style-type: none"> <li>*When the bell rings, pick up your belongings and line up</li> <li>*Dress appropriately for weather</li> </ul>	<ul style="list-style-type: none"> <li>*Look forward in line</li> <li>*Keep hands, feet &amp; objects to self</li> <li>*Take all your belongings</li> </ul>	<ul style="list-style-type: none"> <li>*Use time wisely</li> <li>*Go directly back to class when done</li> </ul>	<ul style="list-style-type: none"> <li>*Keep area clean</li> <li>*Keep hands, feet &amp; objects to self and inside the bus</li> <li>*Report any problems to the bus driver</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to line</li> <li>*Stay in line</li> <li>*Know where you are going after school</li> </ul>	<ul style="list-style-type: none"> <li>*Report/freshdesk problems to an adult</li> <li>*Be aware of the location of your device</li> <li>*Ensure device is charged</li> </ul>
<b>A</b> chievement	<ul style="list-style-type: none"> <li>*Raise your hand</li> <li>*Do your best work</li> <li>*Follow directions</li> <li>*Turn your work in on time and completed</li> </ul>	<ul style="list-style-type: none"> <li>*Listen to your teacher to know where you are going</li> </ul>	<ul style="list-style-type: none"> <li>*Be a problem solver</li> <li>*Talk to adults if needed</li> </ul>	<ul style="list-style-type: none"> <li>*Pick up trash</li> <li>*Stay in your seat</li> <li>*Raise your hand</li> <li>*Eat a well-balanced meal</li> </ul>	<ul style="list-style-type: none"> <li>*Keep water in sink</li> <li>*Place paper towels in the trash can</li> </ul>	<ul style="list-style-type: none"> <li>*Follow your bus driver's directions</li> <li>*Get permission before eating or drinking</li> </ul>	<ul style="list-style-type: none"> <li>*Follow supervisor's instruction</li> <li>*Pay attention to crossing guard</li> </ul>	<ul style="list-style-type: none"> <li>*Use correct keyboarding skills</li> <li>*Strive to apply new skills</li> </ul>
<b>R</b> espect	<ul style="list-style-type: none"> <li>*Listen to the person speaking</li> <li>*Work together</li> <li>*Think before you speak</li> <li>*Respect others desk &amp; tools</li> </ul>	<ul style="list-style-type: none"> <li>*Hands, feet, and objects to yourself and off the walls</li> </ul>	<ul style="list-style-type: none"> <li>*Use kind words</li> <li>*Share and take turns</li> <li>*Hands to yourself</li> <li>*Include others in activities</li> </ul>	<ul style="list-style-type: none"> <li>*Use manners such as please and thank you</li> <li>*Talk to the person sitting next to you or across from you</li> <li>*Listen and follow directions of supervisor</li> </ul>	<ul style="list-style-type: none"> <li>*Keep restrooms clean</li> <li>*Wait patiently</li> <li>*Privacy of others</li> <li>*Use toilet appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Be a good passenger</li> <li>*Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands and backpacks to self</li> <li>*Go directly to breakfast or playground first thing in the morning</li> </ul>	<ul style="list-style-type: none"> <li>*Demonstrate appropriate use of technology per teacher request</li> <li>*Keep area free of food and drink while using devices</li> </ul>

Voice Level 0= Silent      Voice Level 1= Whisper      Voice Level 2= Normal Voice      Voice Level 3= Outside Voice

## **Gifted and Talented (GT)**

A student may be identified as GT when a robust body of evidence has been gathered evidencing ability above the 95th percentile in one or more areas of aptitude, achievement, behavior, or performance.

The areas in which a student may be identified are as follows

- Math
- Reading/Language Arts
- Writing
- Science
- Social Studies
- World Languages
- Leadership Ability
- General Intellectual Ability
- Visual Arts
- Performing Arts
- Musical Ability
- Dance Ability
- Psychomotor Ability
- Productive or Creative Thinking

Evidence may be gathered from COGAT (Cognitive Abilities Test), NWEA, CMAS or other optional testing given as needed.

COGAT is given to all 2nd and 6th-grade students.

NWEA is given 3 times yearly to all students K-6.

CMAS is given yearly to all students 3-6.

One high score will not qualify a student for the Gifted and Talented program, however, student data will be monitored and additional testing may be requested.

A yearly meeting to discuss goals/programming will occur for each student with GT designation. These meetings shall include the student, parents/guardians, classroom teachers, administration, and school gifted and talented coordinators. Notice of meetings shall be sent in writing to the address on file.

\*All student information is to remain confidential at all times unless parent/guardian gives explicit permission that information may be released to another facility.

## **Response to Intervention/Rtl**

Response to Intervention (Rtl) is a system of supports set in place to assist any student that is struggling well below grade level in any area of academic achievement, social emotional skills or behavioral expectations.

Any student may be referred to a Rtl plan by a teacher with documentation of the student's needs and the in-class accommodations that the teacher has already implemented.

Rtl meetings are held monthly to discuss student progress and continued needs. A meeting will be held for each student at least once per year with more meetings scheduled as necessary. Notification of meetings will be sent to parent/guardian at the address on file with the office.

The Rtl team will consist of the parent/guardian, teacher, other staff (as applicable), Rtl director and administration. This team will work together to put in place accommodations, interventions or modifications for the student in order to help the student have increased success.

Students who are seeing success may continue on the Rtl process or be exited when appropriate gains have been made on an individual basis.

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## **504**

504 plans are plans put into place when a student has a medical need that may affect their education experience for either short or long term.

Meetings to put in place a 504 will occur at least once a year, preferably before school starts. Additional meetings may be scheduled if any changes need to be made.

When a 504 is put in place for a child, there needs to be medical documentation brought to the team about initial diagnosis and necessary accommodations.

Meetings will be attended by the parent/guardian, homeroom teacher, specials teachers, administration, 504 coordinator and any other necessary staff.

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### **English Language Learners (ELL) English as a Second Language (ESL)**

Students who are identified as ELL/ESL learners will be tested with WIDA once yearly in the spring. This testing will help categorize students by their english proficiency level.

These levels are as follow:

- NEP - Non English Proficiency
- LEP- Limited English Proficiency
- FEP-Fluent English Proficiency
- Monitor year 1
- Monitor year 2

When a student takes a WIDA assessment to identify their proficiency level they are tested in the English language on the following:

- Listening
- Speaking
- Reading
- Writing

Students will be given a score for each category as well as an overall proficiency score.

It is important to remember that language acquisition is a continual process and every individual will move on to the next proficiency level in their time on an individual basis. All students who are identified as NEP or LEP according to their proficiency scores will receive additional services by our ESL team until which time they no longer need the support.

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### **READ**

READ plans are a requirement of the state of Colorado for any student who is performing well below grade level in reading according to the DIBELS testing.

Students are DIBELS tested in grades Kindergarten through third grade. DIBELS benchmark tests are administered three times yearly with progress monitoring occurring between benchmarks. A student will be placed on a READ plan if they are shown to be well below grade level in two subsequent benchmark tests.

When a student is placed on a READ plan teachers will fill out paperwork with the students current scores, goals and interventions in place. When finalized the homeroom teacher will notify parents. Plans are required to be signed by the parent/guardian, teacher, student and administrator annually while the student is in kindergarten through third grade.

READ plans must be renewed each year. Students may be removed from the READ plan if they are able to show proficiency in reading at or above grade level in two subsequent DIBELS benchmark tests.

\*All student information is to remain confidential at all times unless parent/guardian gives explicit permission that information may be released to another facility.



## Confirmation Page

I (Student's name) \_\_\_\_\_, A \_\_\_\_\_ grade student at Holyoke Elementary School, hereby acknowledge having received a copy of the handbook. **I realize that I will be responsible for knowing and following the policies, procedures and regulations outlined in this handbook. I also agree to take the handbook home for my parents to read and sign.** I will return this sheet to my homeroom teacher ASAP. (On or before August 29th)

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (Please Print)

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_