



Telluride Elementary School

**447 West Columbia Avenue
Telluride, Colorado 81435
970-728-6615**

Parent/ Student Handbook
www.tellurideschool.org

***“Through quality education, our students
will achieve personal success.”***

Welcome to Telluride Elementary School!

The entire Telluride Elementary School (TES) team extends a warm welcome to our returning students and those students who are new to our school.

Our TES staff is committed to providing a challenging and comprehensive academic program for our students. This program recognizes the importance of core academic skills and knowledge, second language learning, visual and performing arts, physical fitness, and character education. As a result of this program and the concerted efforts of our teachers, parents, and students, TES has become a strong school community that promotes the academic, creative, physical, and social emotional development of each child.

At TES, we value the important role that parents play in a student's attitude about school and in his/her academic achievement. We invite all of our students' parents to become active members in our school. You can volunteer in your child's classroom, serve on a school or district committee, or just keep in contact with your child's teacher, the impact of your parental involvement cannot be understated.

If there is anything I can do to help your child on his/her academic journey here at TES, please do not hesitate to contact me.

Together, we can do incredible things for kids!

Sincerely,

Susan Altman, TES Principal

(970) 728-6615

saltman@telluride.k12.co.us

www.tellurideschool.org

General Student Information

Welcome or welcome back to Telluride Elementary. Please take a moment to review the information found in this handbook. The "Telluride Elementary School 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. If you have any questions regarding our policies and procedures, please call the office at 728-6615.

School Website – www.tellurideschool.org

Please check out our website for the TES Calendar of Events. Keep informed about important dates and information regarding: school schedules, upcoming events, lunch menu, and registration forms. This information is also sent home in our Friday email. Email is the best way to communicate with any school personnel.*

***All email addresses are: first initial, last name, @telluride.k12.co.us**

Normal School Schedule

School begins promptly at 8:10 AM for all students. At 8:05 students are free to enter their classrooms. ***Students need to be in their classrooms, ready to learn at 8:10 a.m. or they will be considered tardy.*** Students are dismissed at 3:10 PM, except during Wednesday Early Release when students are dismissed at 1:50 PM. Please refer to the district calendar to determine conference and vacation days.

Due to Covid-19 protocols, students enter building at 8:00 and are on a staggered dismissal starting at 2:40 (1:40 during Wednesday early release)

Kids Arriving Early

All students arriving before 8:05 a.m. in the morning must enter the building through the basement. No students are allowed upstairs until the morning bell rings. The time prior to 8:05 is for our dedicated staff to get ready for the day. Parents are welcome to wait with their student in the basement book nook area beginning at 7:50 a.m. Read a book or check out the lost and found. Thank you
Due to Covid-19 protocols, students remain outside in designated areas until 8:00

Ski PE Schedule

Tuesday: Kg-2nd grade. All students start their day and end their day at school. There is no Tuesday Early Release during Ski/SkArt/Climb PE. Students must be at school on time. Your child might not be able to participate if they are tardy and miss attendance. More information will be sent home closer to the time.

Due to Covid-19, No ski pe for 2020-2021 school year.

Administration and Support Staff:

The TES 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:

Principal – ***Susan Altman*** – 728-6615, Ext. 1219

Administrative Assistant – ***Judy Regrut*** – 728-6615, option 2

Health Aide – ***Lorraine Coronado*** 728-6615, Ext 6930

Our Faculty

Telluride Elementary teachers and support staff are professional educators who are highly qualified to assist students and parents with matters of curriculum, instruction, and learning. Because of the large amount of time that teachers dedicate to instruction, please call or e-mail to schedule a time if you'd like to meet and discuss an issue with any of your child's teachers.

All TES teachers hold post-secondary degrees and are licensed by the state of Colorado to teach in public schools. Under the provisions of the Federal act, "Every Student Succeeds Act (ESSA)", parents may request information regarding their child's teacher's qualifications. If you would like information regarding your child's teacher's licensing credential, please contact Susan Altman.

Parents - Partners in Learning

Telluride Elementary School values its partnerships amongst faculty, staff, parents, and students. We greatly appreciate your efforts in:

- Placing a high value on your child's education and involving yourself in his or her educational progress on a daily basis. Contacting teachers via phone, email or informal visit when problems or questions arise.
- Attending conferences three times a year. Parent/teacher conferences are an important component to a child's educational program. Parental insight and input improves student involvement and learning. Please attend your student's conference and try not to reschedule your child's conference time and/or date.
- Exercising your right to access information about your child, so that teachers, staff, and parents can effectively communicate regarding the student.
- Participating in or attending school events, whenever possible.
- Making sure your child gets a good night's sleep. Nine hours is usually the minimum amount a KG – 2nd grade student needs with 10 being more common.
- Making sure your child eats a healthy breakfast each day.

You are always welcome!

Parental Involvement:

Telluride parents contribute extensively to the school in many ways. Below are a few ways to get involved:

- ***Telluride Education Foundation*** – This organization is a nonprofit, all volunteer organization that raises money to invest in the enrichment of k-12 education in the Telluride School District. Their goal is to support the students and staff within the Telluride School District.
- ***TES Accountability Committee*** - The Telluride Elementary Accountability Advisory Committee promotes student achievement and represents our students' interests. Working together, teachers, parents, community members, and administration analyze and discuss current programs and look toward ensuring a high-quality educational program for our students.
- ***Volunteering*** - As the school regularly coordinates curricular events, competitions, and field trips, Telluride Elementary teachers need parent volunteers to assist them. We also encourage you to work in the classroom if that is your preference. Please call your child's teacher to see how you may help.
- To support your child's teacher in positive and ongoing communication, please schedule appointments ahead of time whenever possible. Unless there are extenuating circumstances, one can expect returns on phone and e-mail within twenty-four hours.

Due to Covid-19 protocols, visitors and volunteers are not permitted in the building at this time.

TES Policies and Procedures

Attendance:

Consistent attendance is essential to the total development of a sound educational environment. A significant part of a student's experience is derived from classroom relationships, activities, discussion and participation. Students cannot learn when they are not present.

Unauthorized and frequent absences are disruptive to the educational program and make-up work cannot duplicate the learning process in the classroom. ***According to Colorado 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 compulsory attendance age, attends school.***

Please refer to the current school calendar for any questions regarding mandatory school days. You may also check the school website www.tellurideschool.org for calendar and school events.

Attendance Procedures:

In the event of any absence, the student's parent/guardian is required to contact the TES office/teacher with an explanation for the absence. This may be done in the form of an email, tesattendance@telluride.k12.co.us or a phone call, 728-6615, option 1. Upon receipt of verification, the administrative assistant and/or principal will determine whether or not the absence may be excused.

Absences may be excused for the following reasons: personal illness or injury, death in the family, physician's appointments, court appearances, religious holidays, and school-sanctioned activities. ***Early or extended vacations are not considered an excused absence.*** Teachers are not obligated to allow make-up work for unexcused absences and a student's grades may suffer due to incomplete assignments etc.

In chronic situations parents may have to meet with the TES Attendance Committee prior to their child being readmitted into class in order to discuss the obstacles preventing timely attendance, and establish a plan to address the situation.

Pre-arranged Absences:

If a parent/guardian knows in advance that their student is going to be absent from classes, you should contact the student's teacher & school office as soon as possible. Please complete the "Request for prearranged absences form". At their discretion, teachers will appropriately assign a student's make-up work. Prearranged absences are counted as days missed.

Sometimes emergency situations and events occur that prevent a student from knowing that he/she will miss school. All arrangements for makeup work due to an emergency absence will be made on the first day of the student's return to school. **It is the student's responsibility to initiate contact with the teacher for make-up, and to meet the teacher-established due date.** Make-up time for an excused absence(s) will be allowed at a rate of one day for every day missed.

Tardy Policy:

Telluride Elementary values instructional time. When students are late to class, a teacher's attention usually must be directed towards that student. The rest of the class is taken off-task and all students lose valuable instructional time. Students and teachers are to make full use of each class period. In order for that to occur, students are to be on time and ready for each class. Excessively tardy students may be subject to disciplinary action. In chronic situations parents and/or students may have to meet with the TES Attendance Committee prior to being readmitted into class in order to discuss the obstacles preventing timely arrival, and establishing a plan to address the situation.

School begins at 8:05 am for all students. Students that are not in their classrooms, ready to learn at that time are considered tardy.

If you know your child will be tardy and needs a hot lunch, please call the school office at 728-6615 by 8:30 a.m.

Health Services and Procedures Illness:

If a student is ill and contagious, he or she should remain at home and seek medical attention as needed. 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, allow the student to recover in the Nurse's Office, or send the student back to class. When it is determined that your child has a fever, please do not send them back to school for at least 24 hours *without* medicine.

Accidents at School:

Anyone involved or witnessing an accident in which injury or potential injury has occurred should seek the nurse's, or her designee'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 school office at the beginning of each school year. Any student who misses the initial application period may apply at any time during the school year. Claim forms are also available in the Front Office and should be mailed directly to the insurance company.

Emergency Contact:

For the safety of its students, Telluride Elementary requires all parents or guardians to complete a "Student Medical Emergency" form at the beginning of the year, or when the student first enrolls. Telluride Elementary will attempt to contact the parents or guardians in emergency situations and will call EMS when the welfare of a student is in question. Student's families are responsible for any outside emergency services requested by Telluride Elementary for their student.

****Telluride staff may not transport students to the medical clinic.***

****Please update changes in your email address or phone numbers with the office.***

Medication:

When possible, please administer medication at home. When medication must be administered at school, our trained office staff and/or the school nurse 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 nonprescription) with the Front Office by completing a "Medication Permission Form". This form requires both a parent/guardian's and a physician's signature.

Teachers may not administer medication to students and students may not self-administer medication or give medication to another student.

Immunization Requirements:

Unless approved as exempt for medical/religious/personal reasons, students must maintain current state-required immunizations to be able to attend Telluride Elementary School. According to Colorado Law, students must maintain the following current vaccinations:

Diphtheria, Tetanus, Pertussis (DtaP/Td)

Polio

Haemophilus influenza type B (HIB)

Hepatitis B

Measles, Mumps, and Rubella (MMR)

Chickenpox (Varicella) - required for Preschool, Kindergarten, 1st, & 2nd.

Please check with the nurse at 728-6615 #6930 for more information.

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.

Parking Policy:

Both the front parking lot on Columbia St. and the rear parking lot on Galena St. are staff specific assigned parking for the Telluride Elementary School Staff. Visiting parents will need to secure *appropriate* parking. Please do not park in staff parking.

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 everyone's safety, students are not allowed to ride bikes on school property.

Skateboards and Scooters:

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

School Lunches:

Students are welcome to bring their own lunch from home. **Milk is available for \$.50** for students who wish to purchase. The Telluride Elementary cafeteria provides well-balanced, nutritional food at affordable prices. The lunch menu is emailed to parents at the end of each calendar month. Parents are encouraged to pay in advanced for their child's lunch. This can be done on-line or directly with the office. ***Prices are subject to change without notice.***

Applications for free and reduced lunches must be renewed every year and are distributed in the "Back-to-School Packet." Applications are also available at the front desk should a family's financial status change during the school year. The price of school lunch for students is currently \$3.30.

Parents and/or visiting family members are always welcome to join their child for lunch. The cost for visitors is \$4.00. Please contact the office by 8:30 a.m. if you are going to eat with your child and you require a hot lunch.

Fire Drill/Building Evacuation:

Telluride Elementary School, in accordance with state law, holds regular fire drills. Exit maps are posted in each classroom and on the bulletin boards. 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 check the school website www.tellurideschool.org regarding delayed starts, school dismissals, or canceled school events due to weather. Also, stay tuned to KOTO for this information.

Maintaining a safe environment:

In the event of a threat of a potentially dangerous intruder entering the building, Telluride Elementary School will secure the students and the building following the procedures stated in the District Safety and Crisis Plan.

Field Trips:

At various times throughout the school year, students will leave the school grounds, with adult supervision, to participate in school sponsored field trips. This includes trips on foot, by school bus or private car. Teachers will notify parents in advance of field trips in which students will be traveling on the school bus.

Parents/Visitors/ Volunteers: All visitors must report to the office immediately upon arrival to sign in and wear a “Visitor Pass”.

Lost & Found:

Telluride Elementary provides a lost & found for students. For small items such as jewelry, students should check with the school’s office. For missing clothes, students should check in the Lost & Found located on the first floor. Items left after one month may be taken to the Telluride Free Box.

Telephones/Messages:

The staff of TES encourages parents to communicate closely with their child prior to coming to school and ensure that the student is aware of what his or her after-school plans may be. We do understand that circumstances sometimes change and the office staff is happy to record and deliver important messages to our students. Call 970-728-6615, option 1 or email tesattendance@telluride.k12.co.us.

When students try to arrange for after school play dates etc. during the school day, the focus of learning often times takes a “backseat”. Therefore, students will not be allowed to use the phone to arrange their after-school social activities.

Textbooks and Library Materials:

Telluride Elementary loans books and library materials to students. During that time, students are responsible for these books. Students must reimburse Telluride Elementary for any damaged or missing books or library materials. Report cards will be held at the end of the year, if library fines are unpaid.

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 received two returned checks from any party, no further checks shall 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 will be liable for all costs associated with the collection of these amounts. These costs include but are not limited to collection and legal fees.

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:

- Setting appropriate limits for students and providing 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.

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.

The Right to Learn:

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

- The right to a positive learning environment - All students have the right to learn, and no one has the right to interfere with that learning.
- The right to be respected - All students have the right to be respected for who they are.
- The right to learn in a safe environment - All students have the right to feel emotionally and physically safe in their school.

Drug and Tobacco Free Schools:

In accordance with Colorado State law, all students have the right to learn in a drug, alcohol, and tobacco free school.

Expectations for Our Students:

Telluride Elementary teachers and staff, as well as community members, will support our students, as they grow, learn, and achieve. Together we relay to our students an expectation that encourages them to participate, learn, and behave in a way that reflects our high standards of academic and behavioral responsibility.

Academics:

- Be prepared for class - Be on time, have a great attitude and the proper materials.
- Complete your assignments on time and in a quality manner.
- Challenge yourself to do quality work.
- Set personal goals that help you learn.
- Cooperate with teachers and other students to achieve one's own goals.

Behavior:

TES staff and students follow the Positive Behavior Interventions and Support (PBIS System) to promote a positive school climate in all settings. Students and staff follow a behavior matrix, which outlines expectations in each area of the school. Staff will teach and practice these expected behaviors during the first week of school and as needed during the school year.

TES follows four “Bee Rules:”

1. Be Respectful
2. Be Honest
3. Be Safe
4. Believe in Yourself

Referral Procedure:

If a student chooses to ignore behavior expectations, he/she may be subject to following procedures and consequences:

Teachers may assign discipline consequences to students. Examples may include:

- Verbal warnings.
- Dismissing a student to the office and having him or her wait until the teacher has an opportunity to address the incident.
- Discussing the matter with the parent(s) or guardian(s).
- Hosting a student, parent, and teacher conference.
- Assigning detention.
- Referring the incident to a principal.
- Other appropriate discipline measures.

Administrators:

By report, observation, or referral, may assign such discipline consequences as:

- Lunch Detention
- After-School Detention
- In-School Suspension - Students report with lunch in-hand and be prepared to work silently in the front office and take care of assigned tasks for the entire school day for the assigned days.
- Out-of-School Suspension - Students may be suspended for serious or persistent misbehavior. Students, who are suspended from school, are not allowed on school property or allowed to attend any school functions during their suspension. During that time a student should reflect upon the behavior that led to the suspension and be ready to discuss, with a principal, a plan to avoid repetition of the behavior in the future.
- Other discipline measures that may be appropriate.

- Expulsion - Students that endanger the school environment or that are both disruptive to the educational environment and have not responded to other discipline consequences may be expelled by the School Board.

When appropriate, Telluride Elementary may also file criminal charges.

Responses to Infractions:

Physical Restraint: Any person employed by the district may, within the scope of their employment, use reasonable and appropriate physical intervention or force 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 of 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. This 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.

Videotaping:

Students may be videotaped on school grounds and on school buses. 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.

Common Behavior / Academic Infractions and Consequences:

Students are to follow all classroom expectations, act in a way that supports a positive learning environment, and comply with all local, state, and federal law.

Poor Attendance and/ or Chronic Tardiness:

Students with excessive unexcused absences and/or tardies will be subject to disciplinary action. This action may include verbal or written reprimand, loss of recess privilege. Parents are required to report the reasons that their child is not in school or are leaving early from school. Excused absences include illness, doctor appointments, legal appointments, and bereavement.

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 copied/plagiarized.

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

Bullying:

Bullying and/or harassing behavior is not tolerated at Telluride Elementary.

Bullying is defined as any behavior (verbal, or physical) that involves one person coercing, intimidating, or causing a hostile environment for another person.

Bullying will be dealt with by referral to a principal.

Harassment:

Telluride Elementary 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.

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.
- No food, drinks, or gum allowed.
- Keeping hands and all objects inside the bus.
- Following other standard school rules.

*Once a Telluride Elementary student has boarded the bus, either at home or at the elementary school, he/she is required to remain on the bus until he/she reaches his/her destination. Students **may not** get off the bus at the Telluride Middle/ High School in the morning and walk to the elementary school, or walk to the Middle/ High School in the afternoon to catch the bus without written parent permission.*

Bus Misbehavior Consequences:

First Offense: Parent will be contacted and the student may be warned, suspended from the bus for 1-5 days, and or assigned detention.

Second Offense: The principal will host a parent conference and the student may be suspended from the school bus for 1-10 days.

Third Offense: The student may be expelled from the bus for the remainder of the school year. ***Telluride Elementary will contact a parent or guardian, before the student is suspended from the bus.***

Dress Code:

Telluride Elementary students, faculty, and staff 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 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.

Fighting/Assault:

Telluride School District does not tolerate fighting or any type of violence. Telluride Elementary will carefully investigate any such incidents, assign a consequence (including suspension or expulsion), communicate with parents, and communicate with 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.*

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:

Telluride Elementary students are expected to present themselves in a way that reflects positively on their school. Students may not use language, which the Telluride Administration 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. Students are here to support each other and to make all students feel welcome. Students who use inappropriate language are subject to disciplinary action.

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. Students who display insubordinate behavior are subject to disciplinary action.

Noncompliance:

Students are to follow teacher directives. Students who do not comply with reasonable teacher requests or directives are subject to disciplinary consequences.

Portable Electronic Devices:

Personal portable electronic devices include such items as cellular phone, iPod/MP3 players, game players, watch devices and any other electronic communication or entertainment device. These devices are not permitted during school hours. If students bring them to school, they must be turned off and stored in their backpacks. Students who fail to comply may be subject to disciplinary action.

Theft:

Students must respect others' property. A student who takes another person's property without their explicit permission will face disciplinary 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.

Truancy:

The Telluride School District defines truancy as an absence from school on the part of the student without the knowledge and **prior** consent of the parent. If a student is truant, he may not make up missed work and must complete any other assignment due dates without extension. Truant students are subject to disciplinary action.

Unsafe Behavior:

Telluride Elementary 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 another. Students who display unsafe behavior are subject to disciplinary action.

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.

Weapons:

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

Drugs, Drug Paraphernalia, Alcohol, and Tobacco:

The Telluride Schools are drug, alcohol and tobacco free schools. Any student who possesses, uses, sells, gives away, offers, or is under the influences of any of these substances is subject to disciplinary 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.***

Student Grievance Procedures:

Students have the right to a standard procedure for the resolution of grievances through a process, which 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 principal.
- *Level II:* The principal will schedule an informal discussion of the grievance with the student and others, as appropriate, as soon as possible and within no more than five school days of the filing of the grievance.
- *Level III:* If the student is not satisfied with the resolution made at *Level II*, then he or she may appeal in writing to the principal. This appeal should include all information, statements, and evidence. Upon turning in the grievance, the student will meet with the principal for an informal conference and discussion of the grievance. The principal will provide a written decision, including supporting reasons and evidence, to the student, his or her parent(s)/guardian(s), and the superintendent within five days of school days of receiving the grievance.
- *Level IV:* The superintendent will review the principal's decision and will make a final, decision within five days of receiving the principal's decision.

TELLURIDE R-1 SCHOOL DISTRICT TECHNOLOGY ACCEPTABLE USE POLICY

Introduction: We are pleased to offer students of Telluride School District the privilege to access the District computer network to enhance their learning experience. This access includes but is not limited to the District network, computers, printers, scanners, cameras, LCD projectors, software, Internet and e-mail.

Families should be aware that some material accessible via the Internet might contain items that are illegal, inappropriate, inaccurate or potentially offensive to some people. While our intent is to make the Internet available to further educational goals and objectives, students may be able to access other materials. We believe that the benefits to students from accessing the Internet far exceed any disadvantages. However, parents and guardians of minors, in open communication with their children and the District, are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The “Acceptable Use Policy” has been developed in order to make students and parents aware of what the District deems tolerable in relation to use of District technology. Students are expected to follow the rules set forth in the policy and understand that the District will revoke their right of use if these rules are violated. A signed computer use agreement will be required before network rights are distributed.

As you read over the statements on the back page, please be aware that the list of rules addresses some but are not limited to all of the technology use issues that concern the District. All students are held accountable for this policy and these regulations.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

For my safety and the safety of others, I will not reveal my own or anyone else's full name, phone number, address or other personally identifying information through the Internet.

For my safety and the safety of others, I will not obtain, display, or disseminate photographic images of any student without written permission from the parent/guardian or prior approval by a school administrator.

I will not intentionally sabotage any components of individual computers, software, the network or the Internet.

I will be fully responsible for my own account. I will not share my user ID or password(s), nor will I attempt to use anyone else's user ID or password(s). I will not interfere with the work of others.

I will not use obscene, profane, threatening, offensive or inappropriate language or attempt to access Internet sites that do.

I will not use the District network or Internet for commercial advertising or purchasing.

I will not install or download any unauthorized software (including games, video and audio).

I will respect and observe copyright laws (the inappropriate reproduction of a work that is protected by a copyright).

I will not plagiarize (take the ideas or writings of others and present them as my own).

I will use e-mail appropriately and ethically.

I understand that there is only limited privacy in the contents of my personal files and e-mail on the District network.

If my privileges are revoked, I understand it is my responsibility to complete my assignments to fulfill class requirements.



Telluride Elementary School Acceptable Use Agreement

Parent Section:

I hereby release Telluride Elementary 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 School District 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 Elementary School. I understand that it is impossible for Telluride Elementary 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 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 Elementary 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 \$50 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 the Technology Acceptable Use Policy contained in the Student-Parent Handbook.