

**2022-
2023**



LA JARA ELEMENTARY SCHOOL K - 5

North Conejos School District RE-1-J

STUDENT HANDBOOK

LA JARA ELEMENTARY

“Everyone Learning Together”

La Jara Elementary School K – 5
North Conejos School District RE-1-J
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Web Site: northconejos.com

REV 10 (8/04/22)

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Welcome To La Jara Elementary

Quality education takes everyone's dedication – teachers, staff and community.

Welcome to the 2022-2023 school year! On behalf of La Jara Elementary School, we are very excited to have you as a part of our educational experience.

As we begin this school year, please review the district/building policies contained within this handbook. While this handbook may or may not address all issues, it is quite encompassing of daily and weekly endeavors at L.J.E. Any areas not covered within this handbook will be addressed in accordance with North Conejos School District policies. It is important that you read this handbook and discuss the rules, regulations, and procedures with your child.

In order to preserve student safety, the integrity of the teachers' individual programs, student achievement, and uninterrupted instructional time, there are procedures outlined in this handbook that need to be reviewed (drop-off zone, gifts, before school arrival, visitors, etc.). These procedures will be adhered to during the course of this school year.

After reviewing the enclosed material, I invite you to contact me should you have any questions. I encourage you to take an active role in your child's education. Please feel free to visit the school and your child's classroom whenever possible.

For the safety of your child, please remind them to use the crosswalks at the street corners and to never cross in between the busses. Also parents, please make sure that your child's name is on all their belongings, coats, backpacks, etc.

Thank you for your time, attention and cooperation in facilitating the following policies and procedures, and may we have a great year.

Sincerely,

Ricky Salazar

Parent and Child Statement of Understanding

After reading and discussing this handbook with your child, remove this page from the handbook. Please sign and date this page, and return it with your child’s packet of signed forms. Keep the handbook at home to refer to when you have questions.

Thank you.

LA JARA ELEMENTARY SCHOOL



I have read and discussed the guidelines and policies within the La Jara Elementary Student Handbook with my child. He/She understands the rules of La Jara Elementary and agrees to abide by them.

Parent/Guardian Signature

Date

Student Signature

Date

Mission Statement

The mission of the North Conejos School District is to provide a safe, nurturing environment where diversity is celebrated, mutual respect among adults and children is practiced, and where school and communities are valued partners in creating the foundation for lifelong learning.



We have high expectations for all children. All children can learn and all children can succeed.



There is absolutely no research correlation between success and family background, race, national origin, financial status, or even educational accomplishments. There is but one correlation with success, and that is ATTITUDE.



All our dreams can come true-if we have the courage to pursue them.

-Walt Disney-



I do the very best I know how; the very best I can; and I mean to keep on doing so until the end.

-Abraham Lincoln-



No legacy is so rich as honesty.

-William Shakespeare-

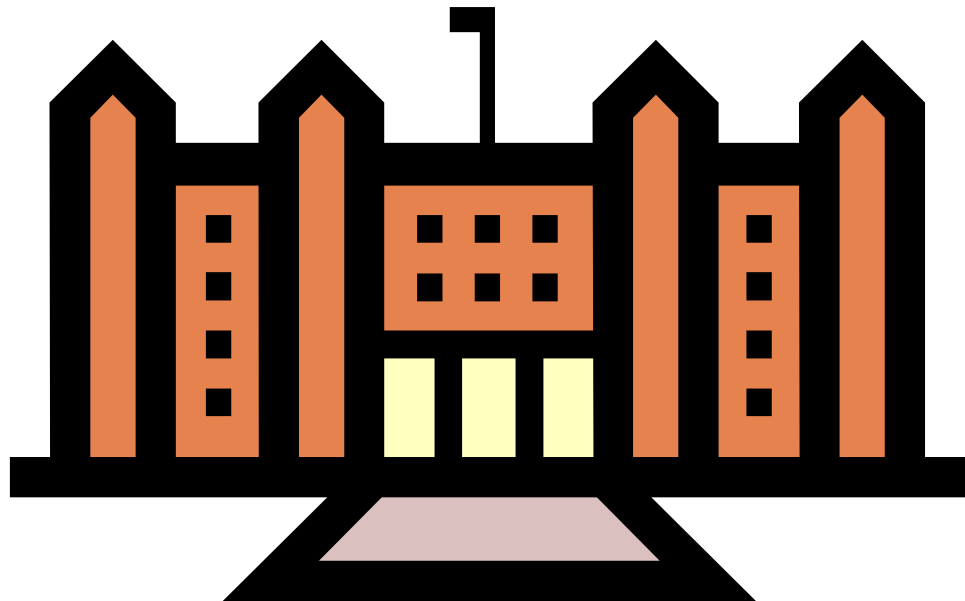
La Jara Elementary Staff Directory 2022-2023

Staff Member	Position
Mr. Ricky Salazar	Principal
Mrs. Cindy Wilson	Secretary
Mrs. Stephanie Shawcroft	Counselor
Ms. Danisha Martinez	Kindergarten Teacher
Mrs. Deborah Cruz	Kindergarten Teacher
Mrs. Rene Dupont-Valerio	First Grade Teacher
Mrs. Sandra Valdez	First Grade Teacher
Mrs. April McCarroll	Second Grade Teacher
Mrs. Regina Denton	Second Grade Teacher
Mrs. Lisa Pena	Third Grade Teacher
Mrs. Marsha DeHerrera	Third Grade Teacher
Mrs. Michelle Woodward	Fourth Grade Teacher
Mrs. Nikki Pepper	Fourth Grade Teacher
Mrs. Jessica Ulmala	Fifth Grade Teacher
Mrs. Adrianna Alcala	Fifth Grade Teacher
Mrs. Mindy Russell	Computer/Library
Mrs. Kelly Wubben	Physical Education
Mrs. Krista Middlemist	Special Education Teacher
Mrs. Erica Martinez	English Language Interventionist
Mrs. Anna Gearhart	Music/Art
Mrs. Brenda Dunn	Paraprofessional
Mrs. Kim Christensen	Cook
Mrs. Brenda Quintana	Cook
Mr. Jeremiah Johnson	Custodian

Appointments can be made through the office to meet with your child's teacher.

District Administration

Name	Phone Number	Position
Darren Edger	274-5174	Superintendent
Katie Montague	274-5178	CHS Principal
Jamie Thomas	274-5178	CHS Counselor
Brad Huffaker	274-5174	Vocational Dir. / Tech.
Brian Riccatone	274-4301	CMS Principal
Christine Smith	274-3912	CMS Counselor
Ricky Salazar	274-5791	La Jara Elem. Principal
Denny Fringer	843-5277	Manassa Elem. Principal
Stephanie Shawcroft	274-5791	LJE & Manassa Counselor
Alex Mondragon	274-5911	Transportation Director
Susan Hamilton	274-4220	Alternative School Director



La Jara Elementary School Calendar of Activities 2022-2023

August	3	School Office Opens
	11, 15, 16	Teacher Workday/In-Service Day – No Students
	17	First Day of School
September	5	No School – Labor Day
	19 - 21	Parent/Teacher Conferences (Elem – Tues & Wed)
October	27	End of First Quarter
November	4	Teacher Workday/In-Service Day – No Students
	21 - 24	No School – Thanksgiving Break
December	22	End of Second Quarter/Semester 1
	16	Teacher Workday – No Students
	26 – Jan 5	No School – Christmas Break
January	9	Students and Staff Back
	27	Teacher Workday/In-Service – No Students
February	6 - 8	Parent/Teacher Conferences (Elem – Tues & Wed)
	24	Teacher Workday/In-Service Day – No Students
March	16	End of Third Quarter
	20 – 23	No School – Spring Break
May	25	Last Day of School – End of 4 th Quarter/2 nd Semester
	26	Teacher Workday – No Students
	27	Graduation at NEW CHS 10 am

4 - Day Week -

La Jara Elementary is on a 4 day week calendar for the 2022-2023 school year.

Guidelines and Procedures

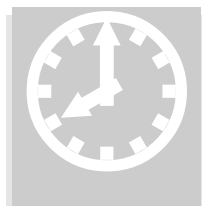
‘Life is a succession of moments. To live each one is to succeed.’ – Corita Kent-

La Jara Elementary Registration



Birth certificates and immunization records are required of new students. Kindergarten students must be five years of age before July 1, 2022.

School Hours



District-wide School Hours are 7:50 am – 4:00 pm, Monday thru Thursday.

Student Drop-off Arrival Area

Students being dropped-off or arriving for school by bus need to enter school grounds through the **Southeast playground/bus loading/unloading zone**. Students arriving or leaving by walking or dropped off by parents/guardians need to enter school grounds **at the northwest one-way drop-off/pick-up zone**. Students must promptly walk to the playground through the north side of the building when using this drop-off zone. Parents should not drop off students at bus drop off zone. The bus drop off zone is on the south end of the playground. This drop off is for school buses only. La Jara Police may be monitoring the bus drop off to ensure the safety of students. The Northwest doors (by the office) will be kept locked. A duty teacher will be available on the playground at **7:20 am** to allow students to enter the playground, proceed to the south playground doors, and go directly across the stage to the cafeteria for breakfast. Breakfast will be served from 7:20 am – 7:45 am. When finished, they may return to the playground and wait for the

7:50 bell. Students will need to be in their classrooms by 7:55 am or they will be marked tardy.

Parents/students requested to be present earlier than 7:35 am will be accommodated by the requesting staff member.

Your cooperation is greatly appreciated as the above procedure allows for optimum student supervision and safety while on school grounds.

Student Arrival and Departure Times

Duty teachers are not available until 7:20 am. Any student who arrives/is dropped off early will be required to stay outside the building until 7:20 am. Students will not be allowed in the building until 7:20 am, regardless of weather conditions. Any student who enters the building without a pass or staff permission will be assigned to detention (students placed in detention will be required to fulfill detention teacher's rules/procedures).

At the end of the school day-4:00 pm:

*Students that walk home must start walking home as soon as possible. Teachers are available until 4:15 pm, or until the last bus leaves La Jara Elementary.

*Students that get picked up by parents must be picked up before 4:15 pm, or by the time the last bus leaves La Jara Elementary. Teachers are only available until 4:15 or until the last bus leaves.

Student Absences

Attendance



LJE Students will be held accountable for their attendance. As outlined within the Colorado School Law 22-33-107: *Enforcement of Compulsory School Attendance*, it states that a child who is “habitually truant,” means a child who has attained the age of seven years and is under the age of sixteen years having four (4) unexcused absences from public school in any one (1) month or ten (10) unexcused absences from public school during any school year. Habitually truant students and their parents will be forwarded to appropriate county/state agencies.

Excused Absences

The following shall be considered Excused Absences:

1. A student who is temporarily ill or injured, or has been pre-approved by the principal for absences. Prearranged absences shall be approved for appointments or extenuating circumstances that cannot be addressed outside regular school hours.
2. A student who is absent for an extended period of time due to physical, mental, or emotional disability.

3. A student who is pursuing a work-study program under the supervision of the school
4. A student who is attending any school sponsored activity or activities of an educational nature with advance approval of the principal. The school may require proof regarding the excused absences, including written doctor's excuses.

Unexcused Absences

Any absence not covered by the previous guidelines will be counted as an unexcused absence toward an individual's attendance record unless the principal has granted a pre-approved absence.

Make-up Work

Students are allotted one day for make-up work for each day of an excused absence. It is the responsibility of the student to obtain any and all make-up work from their teacher(s). Upon parental request, make-up work will be made available in the office from 4:00-4:15 pm daily. Teachers will not compile make-up work during instructional time. Make-up for upcoming school days will be at the teacher's discretion and may require the work to be obtained at the end of the student's extended absence.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Due to the disruption caused by tardiness, penalties shall be imposed upon the student as a result of being tardy. Penalties may include, but are not limited to the following: loss of recess time, lunchtime detention, before/after-school detention, and in/out school suspension. Any student who arrives after 7:55 am will be required to check-in with the office. Excessive tardiness may lead to the loss of perfect attendance or perfect attendance awards.

Gifted and Talented

The North Conejos School District is committed to recognizing the unique talents, gifts, and abilities of the student population. We are committed to providing an environment which maximizes intellectual development of each student. Our goal is to recognize student potential, identify student needs, and align instructional programming. We will do this by:

- Assisting students in becoming self-directed learners.
- Providing students with a curriculum that has advanced content.
- Providing opportunities for students to work in interest areas.
- Encouraging students to develop their talents and abilities.

To learn more about specific programs and opportunities, please contact your child's school.

Student Conduct

Grounds for Suspension or Expulsion

1. Causing or attempting to cause damage to school property, or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property, or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person, except in self-defense.
4. Commission of any acts, which if committed by an adult, would be robbery or assault as defined by state law. Suspension or expulsion shall be mandatory in accordance with state law.
5. Violation of a criminal law.
6. Violation of district or building regulations.
7. Violation of the district's policy on dangerous weapons in the schools.
8. Violation of the district's alcohol use/drug use policy. Expulsion shall be mandatory of the sale of drugs or controlled substances, in accordance with state law.
9. Violation of the district's smoking and use of tobacco policy.
10. Throwing objects outside of supervised school activities that can cause bodily injury or damage property.
11. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
12. Engaging in verbal abuse i.e., name-calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that may precipitate disruption of the school program or incited violence.
13. Bullying.

14. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Willfully violating the district's dress code policy.
17. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
18. Continued willful disobedience or open and persistent defiance of proper authority.
19. Behavior on or off school property, which is detrimental to the welfare, safety or morals of other students or school personnel.
20. Repeated interference with the school's ability to provide educational opportunities to other students.
21. Exposing or causing the exposure or accentuation of undergarments, genitalia, or other body parts of oneself to another normally or intended to be covered either by the individual or in accordance with North Conejos School District Policy, including but not limited to mooning, streaking, flashing, pulling down pants or skirt-flipping.
 - Under normal circumstances, the following penalties will apply:
 - First offense** – one to two days and a parent phone call.
 - Second offense** – three to four days with parent conference
 - Third offense** – five days with parent and superintendent conference.
 - Fourth offense** – five days with recommendation for expulsion for the remainder of the school year.

Besides suspension or expulsion, other possible consequences students may face for violating any of the above guidelines includes but is not limited to:

- Modified recesses
- Loss of field trip privileges
- In-school detention
- In/out-school suspension
- Loss of parties
- Before/after school detention
- Cleaning of school grounds

Dangerous Weapons

La Jara Elementary practices a “zero tolerance” policy in regards to dangerous weapons. State law requires that expulsion shall be mandatory for any student in possession of a dangerous weapon on school grounds, school vehicles, or at any school sponsored activity. Law defines “dangerous weapons” as any of the following:

1. A firearm, whether loaded or unloaded, or a firearm facsimile that could be reasonably mistaken for an actual firearm.
2. Any pellet or “bee-bee” gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. Any knife with a fixed blade longer than 3 inches, or a folding blade longer than 3 ½ inches.
4. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

Smoking by Students

Smoking and the possession of tobacco products by students while in or on school properties, or under the school’s jurisdiction during school hours, or while participating in a school sponsored event is prohibited.

Bullying

North Conejos School District is committed to providing a safe and positive learning environment, free from bullying.

Bullying means any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events.

Any student who engages in bullying behavior is subject to appropriate discipline, up to and including, but not limited to suspension, expulsion or referral to law enforcement.

Sexual Harassment

Sexual harassment is recognized as a form of sex discrimination and is thus a violation of the laws that prohibit sex discrimination. Sexual harassment will not be tolerated. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature. Students may file a formal grievance of sexual harassment with the principal. If the alleged harasser is the principal, the student may file the grievance with the assistant superintendent of schools. All matters involving sexual harassment complaints shall remain confidential to the fullest extent possible.

Dress Code

The community of the North Conejos School District RE 1-J expects students to refrain from the presence of any apparel, jewelry, accessories, notebooks, or manner of grooming which by virtue of its color, arrangement (sagging), trademark or any other attribute denotes membership in gangs which advocate drug use, violence, vandalism or disruptive behavior.

The North Conejos School District does not allow any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

- Refer to drugs, tobacco, alcohol, or weapons
- Are sexual in nature
- Are obscene, profane, vulgar, lewd, or legally libelous
- Threaten the safety of welfare of any person
- Promote an activity prohibited by the student code of conduct
- Disrupts the learning process
- By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior.

The following is a partial list of symbols and signs that will not be allowed at North Conejos Schools due to their possible affiliation to gangs. **Building principals maintain the authority to ban other gang symbols and attire that is causing a disruption to the education process. –**

- Brown Pride
- Players 69
- West Side
- High Rolling
- 8 Ball
- Rolling Hard
- The number “13”
- KDM
- South Side-
- Players 05
- “Harlequin” mask
- Tombstones with RIP
- “Hoodlum” cartoon with baggy pants

- Old English style of writing
- 3 dots by the corner of the eye
- 3 shaved slits taken from an eyebrow

The district also expects students to refrain from apparel that promotes alcohol, tobacco or any activity contrary to current law or that displays obscenity or profanity in any form. As a matter of common courtesy and respect, students are not to wear hats/caps, sweat bands, bandanas, sunglasses, headbands, jackets or other similar apparel inside the school building during school hours (7:50 am to 4:00 pm) and certain school activities.

For health and safety reasons, all students will be required to wear shoes. Clothing worn by students shall be neat, clean and in good repair for the health and safety of the student. Immodest clothing that detracts from the learning process shall not be worn.

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that distract from learning.

Disciplinary action for violation of the dress code includes individual counseling with the principal, counselor or the school nurse. The student may be asked to go home to change or may be accompanied home to change. Students that continuously disregard the dress code will face disciplinary action to be determined at each building and to include parent notification with a conference. Students and their parents/guardians have the responsibility to be aware of the school's specific dress codes and to conform to those requirements. The responsibility to interpret and enforce the policy rests with the Principal and Assistant Principal and has the full support of the District Administration and School Board. (Rev 2000/01).

Bus Conduct

1. All passengers shall remain seated when the bus is in motion.
2. Passengers shall not extend arms, legs or head out of the bus windows.

3. Passengers shall not talk to the driver while the bus is in motion except in an emergency.
4. Passengers shall not mar or deface the bus and its equipment. Damage to the bus, other than regular usage, will be paid for by the rider.
5. Passengers will not tamper with emergency doors or windows or any part of the bus equipment.
6. Upon entering or departing the bus, students shall walk in front of the bus.
7. Passengers shall exit the bus in an orderly fashion.
8. Bus drivers may assign students seats on the bus.
9. Non-bus students that choose to ride with a friend must present a note to the principal (or call the office) who will pass it on to the bus driver. Non-bus students must be registered with North Conejos school district.

Bus transportation is a privilege, not a right. Failure to comply with these bus rules could lead to a student being suspended from riding the bus.

Lunchroom Conduct

Students are expected to practice proper manners while in the lunchroom at all times. Any inappropriate behavior will result in the student not being allowed to eat in the lunchroom and/or disciplinary procedures through the principal's office.

Playground Rules

1. Only one child per swing.
2. No standing, jumping from, or twisting in the swing.
3. No tackle football.
4. No wrestling.
5. Rocks, sticks, snowballs, or any dangerous objects will not be thrown.
6. No skateboards, roller blades or "Heelys" Skate Shoes on the school grounds during school hours.
7. No fighting.
8. Students are to come down the slide sitting and face forward.
9. If students are observed to be doing something dangerous or breaking playground rules, they may be asked to sit out. Consequences for behavior will be as the administration deems fit.
10. Cell phones are not allowed on the playground.

Valuables, Electronic Devices and Cell Phones

Students are not allowed to bring electronic devices to school (cell phones, pagers, personal stereos, games, walkie talkies, etc.) These items will be confiscated by school personnel and placed in the office if seen. The school will not be responsible for any loss or damage of student personal property. If your child brings a cell phone, tablet, gaming device, or any other electronic item they must bring it to the office to be stored for the school day. The student may retrieve the device at the close of school. Students

are not allowed to use cell phones on school grounds after the first bus arrives or 7:20 am and before the last bus leaves at the end of the day or 4:15 pm.

Cyber Bullying

The willful and repeated use of cell phones, computers and other electronic communication devices to harass and threaten others. Changes in Colorado law now expose “cyber bullies” to a misdemeanor charge that carries a possible fine of up to \$750 and up to six months in jail. Cyber bullying is a criminal intent to alarm, annoy or harass; and it can be either direct or indirect. An online posting need not be sent directly to an individual victim to fall under the statute. All possible threats will be turned over to the Conejos County Sheriff’s Office for investigation. People shouldn’t do or say anything in the cyber world that they wouldn’t say or do in person.

Safe 2 Tell

1. The **Safe2Tell** Program empowers students, teachers and others to anonymously report important information about violent or troubling events before or after they have happened. The **Safe2Tell** Hotline gives students in all Colorado schools an increased ability to both prevent violence and report violence by making safe anonymous calls.

Students and other community members can call **1-877-542-7233 (SAFE)** to report threats, fights, instances of bullying, substance abuse, or other activities that create unsafe situations. Calls are answered 24 hours per day, 365 days per year at a Colorado State Patrol communication center and forwarded to local school officials and law enforcement agencies as needed. State law and procedures established by **Safe2Tell** for receiving and forwarding tips guarantee the anonymity of every caller.

Safe2Tell has developed a website (www.safe2tell.org). Feel free to visit this website for additional information.

Our school counselor teaches all children the difference between “big” and “small” problems and the choices they can make.

Outside Food

1. Outside food that is not in a sealed package will not be allowed. This includes cupcakes for birthdays. Parents may bring treats that are in the original, sealed package for their child’s birthday.
2. There is no selling of food items at La Jara Elementary.

Visitors and Student Safety

Visiting School

All adult visitors are required to check-in with the office upon arrival and departure from the school. Classroom teachers are not to be interrupted during class time for any reason. All emergency contacts, with staff/students, will be coordinated through the school office.

Parent Volunteers

Parent Volunteers are required to check-in with the office upon arrival and departure from the school. Volunteer days and times will be coordinated at the office, with the classroom teacher and with the principal. Volunteer and Visitor badges must be worn while in the school.

Children Visitors/Guests

Student visitors/guests are not allowed at LJE at any time during the school year. The only exception is for a presenter, approved by the principal, and solicited by the classroom teacher for an educational presentation.

Checking Students Out of School

Students will only be released to their parents/guardians that are listed in the school campus system. Students may also be released to siblings and others as long as they are listed in the campus network. Please carefully review who you have listed on your infinite campus account at the beginning of each school year to verify those you have listed to checkout your student. If changes are needed during the year, please contact the school with those changes. In the event that someone other than the parents/guardians are to pick-up the child from school, it will be necessary for the parents of that child to either call or send a signed note notifying the office of permission to excuse the student to the listed person (s).

Presents for Students

Gifts delivered from outside the school (balloons, flowers, candy, etc.) will be kept in the office and given to the receiving student immediately before the 4:00 pm dismissal bell.

Classroom Rules and Expectations

Disciplinary Procedures

Homeroom teachers will send home a copy of their individual classroom rules/expectations. Parents are required to sign and return acknowledgment of the teacher's rules/expectations in an effort to enhance school-to-home communication. Disciplinary procedures shall include, but are not limited to the following:

- 1st offense:** Teacher will confer with student.
- 2nd offense:** Teacher will notify student's parents via discipline referral and/or phone call, and may request a conference.
- Beyond 2nd Offense:** Student will be assigned consequences or sent to the office for discipline in accordance with district policies.

The above procedures do not apply to incidents that are deemed to pose a danger to a student, staff, or others, or for an item covered previously in "student conduct" (page 13). Immediate administrative intervention will take place.

More Helpful Information

School Cancellations

In the event that school is cancelled due to inclement weather or other emergencies, School Messenger (phones) will be our first wave of notification. KSLV and KGIW radio stations will broadcast the closure, also. The Superintendent may put the schools on a delayed start. The superintendent will notify the community about bus times and school start time. Breakfast will **not** be served on delayed start school days.

Inclement Weather

With the exception of extreme weather conditions (rain, snow, sleet, extreme cold temperatures, etc.) students will remain outside before/after school, as well as during any recesses. Students need to be dressed appropriately for existing conditions as well as any storm-like conditions that can arise at any time. A hooded-jacket should always be worn/kept at school.

Telephone Use and Delivered Messages

Students **will** be allowed to use the telephone for emergency purposes and **will not** be allowed to use the telephone during class time unless it is an emergency or if they have a telephone pass from their teacher. Students will not be called from class to accept any telephone calls. In the event that a parent needs to talk with their child, a message will be delivered and the call will be returned as soon as possible.

Counseling

Any student who might benefit from individual counseling will be referred to the school counselor by school staff. Parents are also able to request counseling for their child. Students are encouraged to visit with the counselor to share/discuss successes, dilemmas, questions, etc.

Parent-Teacher Conferences

Fall Parent-Teacher Conferences are scheduled for:

- Tuesday, September 20, 2022 from 4:15 pm – 7:00 pm and
- Wednesday, September 21, 2022 from 4:15 pm – 6:30 pm.

Spring Parent-Teacher Conferences are scheduled for:

- Tuesday, February 6, 2023 from 4:15 pm – 7:00 pm and
- Wednesday, February 7, 2023 from 4:15 pm – 6:30 pm
- All teachers are available by appointment to meet with parents throughout the course of the school year.

School Pictures

Individual student pictures will be scheduled for early in the fall of 2022. Information packets will be emailed home to parents. Group pictures will be held in the spring of 2023. A date and time will be announced when available. Please read your monthly newsletters for information.

Medication

State law is quite defined in prohibiting the school to administer or provide medication, of any type, to any student. If a student is required to receive medication, while at school, it is the responsibility of the parents to make themselves available to administer the student's medicine, or bring a school medication form signed by your doctor.

Student Insurance

The school shall make activity and school-time insurance available for students to purchase. Information regarding such coverage shall be available in the school's office. The school, however, is not an agent for the insurance company and has no liability as such.

Field Trips

While not mandated by policy, individual classes/grades may be taking educational field trips throughout the school year. It is the student's responsibility to obtain parental permission as well as fulfill any associated criteria in order to be eligible for such a trip. Children not registered at La Jara Elementary are not allowed to ride the bus. Students could lose field trip privileges because of inappropriate behavior and not following school rules.

Textbooks and Library Books

Students are responsible for any lost/excessively damaged textbooks or library books that have been issued/checked-out to them. Students will not be allowed to pick-up their report cards, be promoted to the next grade level or obtain their school records, until payment for lost/damaged books has been received by the school.

Student Records

1. Parents have the right to review their child's educational records at reasonable times.
2. Parents have the right to request amendments or corrections of their child's educational records.
3. Parents have the right to file complaints regarding the rights given to them and students under the Family Privacy Acts.

Student records may be released without the consent of parents to officials of other school districts in which the student seeks or intends to enroll upon the written request of those districts. Further information regarding student records can be obtained from the principal.

Non-Discrimination

The North Conejos School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, ADA and Section 504. For information regarding civil rights or grievances procedures, please contact:

Superintendent of Schools
North Conejos Schools
PO Box 72
La Jara, Co 81140
719-274-5174

Office of Civil Rights
US Department of Education
1961 Stout Street, Denver, Co 80294

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

All North Conejos District policies can be found on the district website:

www.northconejos.com

Annual Distribution of Policies¹ in Student Handbooks

Various state and federal laws direct school districts to provide policies to students and parents on an annual basis. The following list is an overview of the policies required by law to be distributed. The list also covers policies that are highly recommended for distribution because of legal liability issues.

While we believe the list is comprehensive, school district personnel should consult with legal counsel and others to determine whether the list meets the district's legal and practical needs.

Policies must be distributed because students and parents must have notice of what they can expect when certain circumstances arise during the school year.

When evaluating your policies for distribution to students and parents, ask the following questions:

- Does this policy state an expectation for which there is a possible consequence?
- Does this policy give students and parents notice of important rights and responsibilities?

If the answer to either question is yes, the district should provide the policy to students and parents.

Policies do not need to be provided *verbatim*. However, the policy should be summarized with enough specificity to allow students and parents to know what is expected of them and to inform them of their rights and responsibilities. Summarizing policy for use in student handbooks is not an easy task. Please ensure that the person assigned this responsibility has a good understanding of district policy and legal issues. The handbook should be reviewed by legal counsel prior to distribution.

Policies¹ Covering Information Required by Law to be Distributed to Students/Parents

(Note: if a regulation accompanies a policy, it should also be included or covered)

AC, AC-R and AC-E	Nondiscrimination/Equal Opportunity (and complaint process)
ADC	Tobacco Free Schools
IHCDA	Concurrent Enrollment
IKA	Grading/Assessment Systems
JB	Equal Educational Opportunity
JBB*	Sexual Harassment
JH	Student Absences and Excuses
JHB	Truancy
JIC	Student Conduct
JICA	Student Dress Code
JICC	Student Conduct in School Vehicles

¹ "Policies" refers to CASB sample policies. Your district may have different policies that cover the same subject matter. If so, this list will not suffice but may still be helpful in determining the content of your student handbooks.

JICDA	Code of Conduct
JICDD*	Violent and Aggressive Behavior
JICDE*	Bullying Prevention and Education
JICEA	School-Related Student Publications
JICEC*	Student Distribution of Noncurricular Materials
JICF	Secret Societies/Gang Activity
JICH	Drug and Alcohol Involvement by Students
JICI	Weapons in School
JICJ	Student Use of Cell Phones and Other Personal Technology Devices
JIH	Student Interviews, Interrogations, Searches and Arrests
JJA-1 or JJA-2	Student Organizations (Limited Forum or Open Forum)
JK and JK-R	Student Discipline
JK*-2	Discipline of Students with Disabilities
JKA, JKA-R	Use of Physical Intervention and Restraint
and JKA-E-2	Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion, 1 CCR 301-45, 2620-R-2.07
JKBA* and JKBA*-R	Disciplinary Removal from Classroom
JKD/JKE	Suspension/Expulsion of Students
JLCB and JLCB-R	Immunization of Students
JLCD	Administering Medications to Students
JLCDA*	Students with Food Allergies
JLDAC and JLDAC-E	Screening and Testing of Students (And Treatment of Mental Disorders) Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
JLFF*	Sex Offender Information
JQ	Student Fees, Fines and Charges
JRA/JRC, JRA/JRC-R and JRA/JRC-E-1	Student Records/Release of Information on Students Notification to Parents and Students of Rights Concerning Student Education Records
JRCA*	Sharing of Student Records/Information between School District and State Agencies

The following should be provided if applicable:

JHBB	Parking Lot Searches <i>(if the district intends to conduct parking lot searches)</i>
JHBC	Use of Metal Detectors <i>(if the district intends to use metal detectors)</i>
JLCG*	Medicaid Reimbursement <i>(if the district intends to seek reimbursement)</i>
JS*	Student Use of the Internet and Electronic Communications <i>(if the district offers Internet &/or email access to students)</i>
JS*-E	Student Use of the Internet and Electronic Communications (Annual Acceptable Use Agreement) <i>(if the district offers Internet &/or email access to students)</i>

The following procedure must be distributed when relevant courses are offered:

IHAM-R	Health and Family Life/Sex Education (Exemption Procedure)
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**CASB also Recommends Including Information from the Following Policies¹
in Student Handbooks**

(Note: if a regulation accompanies the policy, information from it should also be included)

EBCE	School Closings and Cancellations
EEAG	Student Transportation in Private Vehicles
EF-E-1	School Meal Payments
EFC	Free and Reduced-Price Food Services
IC/ICA	School Year/School Calendar/Instruction Time
IJNDAB*	Instruction through Online Courses <i>(if applicable)</i>
IKE	Ensuring All Students Meet Standards (Promotion, Retention and Acceleration of Students)
IKF	Graduation Requirements
IKF-2	Graduation Requirements (Beginning with the Class of 2021)
IMB	Teaching about Controversial Issues and Use of Controversial Materials
IMBB	Exemptions from Required Instruction
JEA	Compulsory Attendance Ages
JFBA	Intra-District Choice/Open Enrollment <i>(if applicable)</i>
JFC	Student Withdrawal from School/Dropouts
JII	Student Concerns, Complaints and Grievances <i>(and grievance procedure)</i>
JJJ	Extracurricular Activity Eligibility
JLC	Student Health Services and Records
JLCE-E	School First Aid and Emergency Medical Care Card
JLF	Reporting Child Abuse/Child Protection
JLIB	Student Dismissal Precautions
KBBA	Custodial and Noncustodial Parent Rights and Responsibilities
KEF	Public Concerns/Complaints About Teaching Methods, Activities or Presentations
KI	Visitors to Schools

COLORADO ASSOCIATION OF SCHOOL BOARDS

2253 S. Oneida Street
Denver, CO 80224
303-832-1000 or 800-530-8430

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