

# Tozer Primary School And Mountain View Elementary School Student & Parent Handbook

The purpose of this handbook is to provide information regarding Tozer Primary School and Mountain View Elementary School, two schools, one learning community, including safety, policies, and procedures for our school community. The Weld Re-4 School District policies and regulations (including but not limited to those in the District's Student Rights and Code of Conduct booklet) also apply at Tozer and Mountain View. This handbook may reference District policies and regulations, the actual language of the referenced policies and regulations is controlling over the language in this handbook.

## **Tozer Primary**

Main Phone 970-686-8400

## **Mountain View Elementary**

Main Phone 970-686-8300

Website: [www.weldre4.org](http://www.weldre4.org)  
tzmv.weldre4.org

Office Hours: Monday – Friday  
7:30 a.m. – 4:00 p.m.

## School Hours

### Preschool

Tuesday – Friday

Morning Students 8:05 a.m. – 11:05 a.m.

Afternoon Students 11:50 a.m. – 2:50 p.m.

### Half Day Kindergarten

Monday – Friday

Morning Students 8:05 a.m. – 11:05 a.m.

Afternoon Students 11:50 a.m. – 2:50 p.m.

Full Day Kindergarten through Fifth Grade

Monday-Friday 8:05 a.m. – 2:55 p.m.

### Important Numbers:

Tozer Attendance Line 686-8405

Mountain View Attendance Line 686-8305

Weld Re-4 District Office 686-8000

Transportation 686-8060

## **Mission Statement**

Two Schools, One Learning Community

Together, Tozer Primary School (K-2) and Mountain View Elementary School (3-5) develop curious, independent problem-solvers through project-based learning instruction.

# General Information

Located on a shared campus since 1979, our schools are fixtures in our community and have been serving students in a safe, caring, and respectful environment for generations.

## Attendance

### Absences

If your child will be absent from school please call the school attendance line before school starts. Please include the following information in your message: child's name, teacher, date of absence(s), and reason for absence. As a safety precaution we will call home, a parent's place of employment, or emergency contacts if we do not have confirmation of an absence. Student absences are divided into two categories: excused or unexcused. The determination of an absence as excused or unexcused ultimately rests with the building principal or designee. The following guidelines apply:

- Excused:
  - Illness, injuries, death in the family, doctors, dentists, etc. appointments (please schedule these at times other than school hours if at all possible).
  - Parent request: the office is presented with a request from the parent before the absence. We ask that these be kept to a minimum. If the absence is a vacation, the school needs to know in advance.
  - Emergency: unavailable and critical.
  
- Unexcused:
  - Any absence that is unverified, repeated illness without a doctor's note, or any absence other than excused.

\*See Board Policy for more information.

### Appointments

Please try to make appointments on days when school is not in session, or after school. However, if appointments are required during the school day, be sure to notify the school office of the time the parent/guardian will be picking up the student. All students must be accompanied by a parent/guardian and signed out when leaving the building during school hours; upon student's return, they must be signed back in. If children are to leave with adults other than parents, the office must be notified first and the adult must present identification in the office.

### Tardiness

A child is considered tardy if he/she arrives after 8:10am. If a child arrives after 9:30 a.m., he/she is considered absent for one-half day. If a child leaves prior to 1:00 p.m., he/she is considered absent for one-half day. If a child is tardy they must check in at the front office before going to class.

## Behavior

### Multi-Tiered System of Support

A Multi-Tiered System of Supports (MTSS) is a systemic, continuous-improvement framework in which data-based problem-solving and decision making is practiced across all levels of the educational system for supporting students academically, socially, and behaviorally.

The key features of MTSS that assist us at Tozer Primary School and Mountain View Elementary School in creating a positive learning environment are:

- Development of consistent school wide expectations that are taught to all students
- Creation of common language among staff and parents
- Focus on prevention of problem behaviors
- Creation of a support system for students
- Use of data collection to identify needs and progress toward behavioral goals

Students and/or classes are recognized for outstanding behavior by receiving wooden tokens with our school logo on it. Tokens are collected in the main hallway and count toward achieving a school wide goal. Once the tube is full, students earn a special reward.

At the beginning of each year, our teachers establish fair and consistent expectations with students and review school expectations. Each child knows and understands the rules and is aware of consequences for unacceptable behavior.

Student behavior violations that constitute an office referral involve:

Defiance of school authority or willful disobedience  
 Disruptive and dangerous behavior that infringes on the safety and educational rights of others  
 Bullying \*  
 Fighting or assault  
 Harassment/Discrimination  
 Stealing or vandalism  
 Possession of a weapon or weapons facsimiles

We believe that every opportunity at Tozer Primary School and Mountain View Elementary School is a learning opportunity. Students will be given opportunities to problem solve, discuss, and make positive behavioral choices. If necessary, consequences for inappropriate behavior or violations of the student code of conduct include:

Removal from classroom  
 Loss of recess privileges  
 School community service  
 Loss of field trip or class party  
 Contraband items retained  
 Restitution  
 After-school detention  
 In-school suspension  
 Out of school suspension  
 Expulsion

*\*Definition of School Bullying: Any written or verbal expression, or physical or electronic act or gesture, or pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.*

## **Discipline and Student Conduct**

Student discipline policies are included in the Weld Re-4 Student Code of Conduct handbook. This handbook is distributed yearly to parents upon registration. Please read and familiarize yourself with these policies.

## **Conflict Resolution Strategies**

The Tozer and Mountain View staffs believe that students can handle disagreements with other students in a positive manner. To this end, students receive training in conflict resolution strategies.

# Before and After School

## Arrival

Full day & morning kindergarten students, as well as 1st-5th graders may arrive at school as early as 7:50 a.m. and go directly to the playground unless they are eating school breakfast. Afternoon kindergarten students may arrive at school starting at 11:45 a.m.

## End of the Day

Tozer students need to be picked up no later than 3:00 p.m. Students not picked up by that time will come to the office and wait for a parent or emergency contact to come into the building and check them out. For safety reasons students are not permitted to stay after school and play on the playground. Students must go home first. Mountain View students need to know their pick up plan for the day and follow through with the plan. If situations change, we ask that you call the school office and we will get a message to your student.

# Bus Conduct

## School Bus Behavior

The school day for transported students begins when he/she enters the bus and ends when they leave the bus. The school bus driver is responsible for the health, safety, and welfare of all passengers.

Students of all age groups are obligated by the expressed privilege granted by the Board of Education to ride the public school bus, and to obey and conform to the safety and behavioral rules of the school district.

Parents are obligated to instruct their children to cooperate with the school bus driver (as they would teachers) in accordance with the safety and behavioral rules of the school district:

- Follow the bus driver's directions.
- Be in your assigned seat when the door is closed and remain there until the bus has come to complete stop.
- Keep hands, feet, books, and objects to yourself. Do not extend or throw anything out of bus windows. Do not litter or damage the bus and its equipment.
- No swearing, rude gestures, cruel teasing, or putdowns. No talking at railroad crossing.
- ALL GLASS CONTAINERS or open food and beverages are prohibited on the bus. Use of tobacco in any form is not permitted.
- Any persons riding the bus shall have the approval of the Transportation Supervisor or Building Administrator before boarding.

Teamwork among students, drivers, teachers and parents will enhance the safety of everyone who chooses the privilege of riding the buses.

# Celebrations

## Parties and Holidays

Party and holiday celebrations will be scheduled around instructional priorities. Birthday parties need to be scheduled with the classroom teacher. Students will be honored on/near their birthday and families may bring treats for the class at the designated time.

## Invitations

Students are asked to pass out party invitations outside of the school setting unless they are inviting the entire class.

# Closure Due to Severe Weather Conditions

Please listen to one of the following radio stations between 6:15 and 6:45 a.m. for school closure information:

- KFKA 1310 Greeley, K-99 Windsor, TRI102 Windsor, KCOL 1410 Fort Collins, or Cable TV Channel 24
- Information will be posted on the district website: [weldre4.org](http://weldre4.org)

## District Information

### Bullying

The Board of Education recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment at school. Bullying is prohibited on all District property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by the District or one of its schools, and off school property when such conduct has a nexus to school or any District curricular or non-curricular activity or event. All administrators, teachers, classified staff and students share the responsibility to ensure that bullying does occur. See JICK in the Weld Re-4 Code of Conduct.

### Use of Tobacco on School Property

Use of tobacco on school property is restricted by Weld Re-4 Board of Education Policies JKD/JKE which states that students are prohibited from use and/or possession in any form on the school premises. Evidence of use and/or possession of tobacco is sufficient to notify the student's parents of the use and enforce consequences pursuant to Policies JKD/JKE.

You can find Policies JICH/JKD/JKE in the Student Code of Conduct Handbook.

### Child Abuse Law

It is the policy of the Board of Education that this school district complies with the Child Protection Act.

To that end, any school official or employee who has 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 which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the Weld County Department of Social Services. School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

### A.H.E.R.A

Weld Re-4 School district has completed the necessary inspection and management plans as required by the A.H.E.R.A. (Asbestos Hazard Emergency Responses Act) legislation. The Management Plans and Inspections Reports are available for each building at the offices of the respective school building or at the Administrative Service Center, 1020 Main Street.

### Civil Rights

Weld Re-4 School District is an equal opportunity educational 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 LX, and Section 504 of the Rehabilitation Act of 1973. For information regarding civil right or grievance procedures, contact the Superintendent, 1020 Main Street, Windsor, Colorado, 80550, (970) 686-8000 or to the Office of

Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado, 80204 (303) 844-2991.

### **F.E.R.P.A**

The Weld Re-4 School District will comply with all aspects of the Family Educational Rights and Privacy Act (FERPA). In conjunction with such legislation, a parent or guardian shall be able to inspect and review the student's educational records. However, if a student is 18 years or older, the student may inspect his own records and written permission shall be necessary in order for parents or guardians to inspect them. Requests should be submitted in writing to the building principal who will make arrangements for inspection and review within three working days after the request has been made. No records shall leave the school building. However, upon request, one copy of the record(s) shall be provided to the parent or eligible student at a cost of \$1.25 per page.

### **Notice to Parents Regarding Sex Offender Registry**

Colorado Statutes require that each public school in the state give parents a statement identifying where and the procedures by which they may obtain information about registered sex offenders. The responsibility for preparing this statement rests with the Sex Offenders Management Board. The Sex Offender Management Board has prepared a 20 page "School Resource Guide to Sex Offender Registrations." This document can be found in .pdf format on the Sex Offender Management Board's website at:

<http://sites.google.com/a/state.co.us/dcjsomb/home/resources>

or the Colorado Department of Education Website at:

[www.ced.state.co/stateinfo/sisttpfocusbiblio](http://www.ced.state.co/stateinfo/sisttpfocusbiblio)

## **Dress Code**

### **Student Dress Code**

We feel there is a direct relationship between students' dress, grooming and performance. Students should be clean and appropriately dressed for school. No apparel that advertises alcohol, smoking, drugs, harmful substances, and/or inappropriate language may be worn to school. Straps on tank tops and sundresses must be at least 2" wide. No bare midriffs or undergarments may show. Hats/caps/scarves or bandannas are not to be worn in the building by boys or girls. Students may be sent home to change if their dress is not in accordance with these guidelines. We ask parents/adults/volunteers/visitors to be good role models for students and honor our above guidelines when on school grounds.

Parents are encouraged to support their child as they develop responsible habits concerning what they wear to school. Children should be prepared for cold or wet days for their personal comfort. The ability to stay warm and dry is a learned skill and one that is important to the conditions they must meet in a real-life situation. Most days all students will go outside on recess so we ask that you help them come prepared. Please work with your child to develop personal responsibility in this area.

## **Enrollment**

### **Assignment of Students to Schools**

The Board of Education endorses the neighborhood school concept and makes any decisions based on student population within the attendance areas of residence. Students shall attend school in the attendance area determined by their residence unless a request to attend another

school is approved. Notwithstanding the provisions of this policy, a student may be assigned outside his attendance area by mutual agreement of the principals in the special interest of the student and/or school.

## Open Enrollment

Students within a designated attendance area shall have priority in registering in a particular school. Colorado resident and non-resident students may apply for open enrollment at a school of their choice within the school district subject to certain limitations:

- Open-enrollment applications must be received by the Superintendent's office on or before March 1 for in-district open enrollees for the following school year, or October 1 for out-of-district open enrollees of the school year for which open enrollment is sought.
- In-district students who move into and enroll after the March 1 deadline will have until August 1 to submit applications for the next school year.
- Open enrollment request forms are available in the school office.

For more detailed information about open enrollment please see Board of Education Policies JF, JFR, JG, JGR.

## Health

### Student Health and Illness

When should I keep my child home?

Your child's health and the health of all children are important to us. The following guidelines have been updated and are recommended when you have questions about sending your child to school. Please keep your child home if he/she has:

- A fever of 101 or greater (orally). No exclusion is necessary, unless there are symptoms in addition to the fever, such as a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc. Your child **MUST** stay home until the fever subsides without fever reducing medications (Ibuprofen, Tylenol) for at least 6 hours. **During Flu season, children must stay home from school for 24 hours after fever subsides without fever reducing medications.**
- A new rash on face, arms, legs or trunk of body. It is important for this rash to be assessed by a physician for contagiousness prior to coming to school.
- An earache or sore throat
- A draining sore
- Diarrhea or vomiting 12 hours prior to school start time
- Head lice until treatment has been done
- Strep throat. Your child **MUST** stay home for 24 hours after antibiotics have been started.
- Children do **NOT** need to be excluded for pink eye unless the child meets other exclusion criteria, such as fever or behavioral change. Consult a health professional for diagnosis and possible treatment. Individuals can remain in school once any indicated therapy is implemented unless their behavior is such that close contact with others cannot be avoided. Students with pink eye due to allergies or chemical irritation do not need to be excluded.

These guidelines were reviewed, updated, and approved by our Medical Advisor, Dr. Trina Kessinger 05/22/14. They are based on recommendations in the *Infectious Diseases in Child Care and School Settings* manual, revised October 2013, from the Communicable Disease Epidemiology Program at the Colorado Department of Public Health and Environment and recommendations from The School Health Program of Children's Hospital Colorado.

## **Medication**

### **Can my child have medication at school?**

If your child must have medication of any type, including over-the-counter medicine (e.g., Tylenol, Advil, cough medicine), please be aware of the following choices:

- You may come to school and give the medication to your child at the appropriate time.
- You may provide a medication form to include the drug, dose, time to be given, and side effects. This form must be signed by the doctor and parent. The medication must be in a pharmacy-labeled bottle with instructions. Many pharmacists are willing to "double bottle" (one for home and one for school) your prescriptions. Over-the-counter medications must come in the original packaging. Students are allowed to carry asthma inhalers and Epipens for significant allergies as long as there is a plan in place with MD orders and a signed contract.
- You may discuss with your doctor an alternative schedule so the medication can be given outside of school hours.

Medication administration is a school district policy (JLCD) and will be strictly enforced to insure the health and well being of all students. Remember, the only way we can give medication at school is with a completed school medication form, signed by parent and physician, and a pharmacy labeled container. The medication, by School Board Policy, will be kept in a locked container in each health room unless the child is carrying as above.

All medication and health forms, including medication, asthma, allergy, diabetes care and action plans, can be found on line. Go to district home page [www.weldre4.org](http://www.weldre4.org), click on Learning Services tab, proceed to Health Services section and scroll to the bottom of the page to locate these forms. Thank you for your cooperation.

As of September 2004, preventive measures such as sunscreen, insect repellent, diaper ointment, and cough drops may be used with written parental permission only.

## **Information**

### **Updating Information**

It is critical to the safety and well being of your child that the school has the most current information in our system. This includes: addresses, emergency contact information, parent/guardian work and cell phone numbers, and who your child can be released to.

## **Lost and Found**

Lost and found items will be located near the cafeteria. Every effort will be made to return lost items to our students. It is important to mark your child's items such as clothing and lunch boxes. Unidentified and/or unclaimed lost and found items will be donated to a local clothing bank at the end of each quarter.

## **Parent Information**

### **Visiting School**

We believe that there is no better way for the public to learn what schools are actually doing than by visiting. Parents and citizens shall have reasonable access to observe classes, activities, and functions at the school upon advance notice to, and authorization by, the school administrator's office. In order to assure that no unauthorized persons enter buildings with wrongful intent and that the educational process or other school operations are not disrupted, all parents and visitors to the schools shall report to the school office when entering, and must receive authorization before entering other parts of the building.

Parents are always welcome visitors at school. Such visits help give children a feeling of security knowing there is cooperation between parents and teachers.

Younger siblings and friends are not permitted to visit the classroom for the day. They are permitted to eat lunch in our school cafeteria with parent supervision. If you would like to eat lunch with your child, please call the office (Tozer @ 686-8400 or Mountain View @ 686-8300) by 8:30 a.m. so that the cooks can prepare for you.

All visitors shall sign in at the office and receive a visitor badge to wear in the building. This procedure ensures a safe environment for our students and gives visiting parents instant recognition in the building.

When possible, please confer with the teacher before or after school. Children in classes are easily distracted by conversation between adults. Do not discuss a child's personal matters in his/her presence, as it may be embarrassing and harmful for her/him.

### **Parent Volunteers and Involvement**

One of our goals is to maximize academic success for every child in a safe and orderly environment. To accomplish this, teachers need your help when you are visiting and helping in the classroom. Please observe the following guidelines:

- All parents, visitors and volunteers must check in at the office during school hours. There are no exceptions to this. In case of a building evacuation or child security issue, we need to know who is in our building at all times.
- Cell phones need to be turned off while in the classroom.
- Younger children should not accompany you if you are staying in the classroom for any length of time during academic time.
- Teachers are happy to discuss questions and concerns you have regarding your child. However, this needs to be done during non-instructional time so that learning is not disrupted and you can have quality time to talk. By leaving a message on a teacher's voice mail or email, teachers can return your call and set-up a time to talk with you.
- While in classrooms, you may observe unique behaviors of individual children. We need you to respect the rights of each child and be sensitive and considerate by not sharing stories about individual students in the community.
- All regular volunteers in a Weld Re-4 school are required to complete an online background check. Volunteers can obtain information on this from the school office.

### **Parent Teacher Organization (PTO)**

The purpose of this group is to support staff and students in their educational efforts, assist in developing school priorities, facilitate positive communication to our community, and offer suggestions for school improvement by identifying strengths and areas for growth.

All parents are welcome and encouraged to participate in our meetings; time and place will be communicated through Campus Courier emails, Facebook, and on our website. Please join us!

### **School Advisory Council (SAC)**

Members of the School Advisory Council are asked to serve as an advisory board to the school. This group will make recommendations to the principal concerning school budget, student achievement, and overall functioning of the school. This group meets on a quarterly basis. If you would like to be involved, please contact the principal.

### **District Accountability Committee (DAC)**

Tozer and Mountain View Schools provide parent representation to the District Accountability Committee. This group meets to address specific agenda items directed from the Weld Re-4 District School Board. The committee is advisory in nature and will give participants knowledge

and understanding of the entire school district. If you are interested in becoming a member of this committee, let the principal know.

## **Recess**

Children are expected to go outside for recess except during extremely cold weather, rain, or snowstorms. Even during cold weather the children may be taken out for a shortened play period. Students should be dressed appropriately for weather conditions, realizing that the weather in Colorado is ever changing, within a short amount of time. It's much more enjoyable when your children are dressed for the weather with boots, hats, scarves, mittens, warm coats, and sweaters. Dressing in layers is the key!

## **Safety**

### **To and From School**

We are concerned about the safety of students coming to and from school. Here is what you can do to help:

- If your child walks to school, practice walking the safest route with him/her. Insist they only cross at crosswalks.
- If you drive your child to school in the morning please drop her/him off using the designated drop-off area. If you need to enter the building, please use a parking space.
- When picking-up your child after school, please use a designated parking spot while waiting. Do not double-park as this creates a safety hazard for children who may dart between cars. Additionally, it creates congestion and does not allow other cars to exit. Use the parking lot if you need to leave your car to enter the building.
- If your child rides a bike, encourage safe habits. Bike riders need to walk bikes when they are on the sidewalks and while on school property. All bikes will need to be parked and locked in the bike area.

### **Safety Protocols**

Our district adheres to the Standard Response Protocol developed by the "I Love You Guys" Foundation for safety response actions and procedures. Our students and staff are explicitly taught the procedures. Parents will be informed when drills are performed and/or actions are implemented. For more information visit [loveguys.org](http://loveguys.org).

### **Bicycles/Skateboards/Rollerblades/Scooters**

Skateboards, rollerblades, shoes with wheels, or scooters are not permitted at school for safety reasons and lack of storage space. To help ensure the safety of all students, we ask that if riding a bike to school, walk it while on school property. Bike racks are available for your use.