

# Morris Elementary School



## STUDENT HANDBOOK & CODE OF CONDUCT

2023-2024

416 S. ELM STREET  
YUMA, COLORADO 80759  
(970) 848-5738

*website: [www.yumaschools.org](http://www.yumaschools.org)*



*Revised May 2023*

Dear Parents/Guardians,

On behalf of the faculty and staff of Morris Elementary School, we would like to welcome you to a new school year! We are pleased that your family will be a part of an exciting new year.

This handbook contains information concerning rules, regulations, procedures, and an explanation of services offered in our school. The purpose of the handbook is to ensure, to the extent possible, the safety and well-being of our students. As you review these documents, please note the following:

\*We must receive a signed acknowledgement that you have received and reviewed this packet.

\*These policies are current as of the start date of the 2023-2024 year. Any updates can be found online at [www.yumaschools.org](http://www.yumaschools.org).

\*These policies are consistent with school board policy. For a complete list of YSD-1 school board policies, please go to our district website: [www.yumaschools.org](http://www.yumaschools.org).

\*These policies are guidelines and are subject to change.

Additionally, YSD-1 will maintain discretion in their interpretation and modification.

We encourage you to take an active role in the education of your child. Our partnership with you will help make their educational experience at MES great!

Mrs. Keri Chapman – Principal

[chapmank@yumaschools.net](mailto:chapmank@yumaschools.net)

Office – 970.848.5738

## MES Staff

Mrs. Keri Chapman, Principal	chapmank@yumaschools.net
Mrs. Shannon Sheffield, Counselor	sheffields@yumaschools.net
Mrs. Patty Baucke, Registrar	bauckep@yumaschools.net
Mrs. Norah Sanchez, Administrative Assistant	sanchezn@yumaschools.net
Ms. Alex Ebersole, Administrative Assistant/Interpreter	ebersolea@yumaschools.net
Mrs. Cathy Hall, Nurse's Assistant	hallc@yumaschools.net
Mrs. Grace Haruf, Kindergarten	harufg@yumaschools.net
Mrs. Jessica Friedly, Kindergarten	friedlyj@yumaschools.net
Mrs. Sheri Morton, Kindergarten	mortons@yumaschools.net
Ms. Dena Perlenfein, Kindergarten	perlenfeind@yumaschools.net
Miss Kiera Mekelburg, First Grade	mekelburgk@yumaschools.net
Mrs. Tonya Smith, First Grade	smitht@yumaschools.net
Mrs. Julie Tate, First Grade	tatej@yumaschools.net
Ms. Diane Geist, Second Grade	geistd@yumaschools.net
Mrs. Kayla Jay, Second Grade	jayk@yumaschools.net
Mrs. Kelci Rahm, Second Grade	rahmk@yumaschools.net
Mrs. Mackenzie Baucke	bauckem@yumaschools.net
Mrs. Julie Frihauf, Third Grade	frihaufj@yumaschools.net
Mrs. Crystal Schwartz, Third Grade	schwartzc@yumaschools.net
Mrs. Heather Bledsoe, Fourth Grade	bledsoeh@yumaschools.net
Mrs. Beth Leifheit, Fourth Grade	leifheitb@yumaschools.net
Ms. Sarah McCutcheon, Fourth Grade	mccutcheons@yumaschools.net
Ms. Calie Northrup, Special Education	northrupc@yumaschools.net
Mrs. Barbara Sharon, Special Education	sharonb@yumaschools.net
Miss Alexis Wells, Special Education	wellsa@yumaschools.net
Miss TJ Chadwick, Music	chadwickt@yumaschools.net
Mrs. Wendy Lynch, Physical Education	lynchw@yumaschools.net
Mrs. Joy Murphy, Library	murphyj@yumaschools.net
Mrs. Kelsie Unger	ungerk@yumaschools.net
Mrs. Amy Allen, Interventions	allena@yumaschools.net
Ms. Jill Patten, ELL	pattenj@yumaschools.net
Mrs. Cristi Powell, Interventions	powellc@yumaschools.net

## Yuma School District – 1 2023-2024 School Calendar

August 7-14.....	Teacher In-Service
August 14.....	Meet the Teacher / Open House
August 15.....	First Day for Students
October 23.....	Parent/Teacher Conferences, 12:00-7:00pm
November 20.....	Monday School
November 22-24.....	Thanksgiving Break, No School
December 25-January 5.....	Winter Break, No School
January 22.....	Snow Day Make-Up, if needed
February 5.....	Snow Day Make-Up, if needed
March 4.....	Parent/Teacher Conferences, 12:00-7:00pm
March 11-15.....	Spring Break, No School
April 8.....	Snow Day Make-Up, if needed
May 24.....	Last Day of School, Early Dismissal 11:30

No school for students on Mondays  
(except November 21 and any necessary snow day make-ups)

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## **MES MISSION STATEMENT**

**At Morris Elementary we foster and support a love of learning in a warm, caring community dedicated to the development of the whole child. Through our relationships with students, families, and staff, we build the foundation for all students to become successful life-long learners and leaders.**

## **APPOINTMENTS**

Students leaving during the day for any reason (doctor, orthodontist, etc.) must be signed out in the office by a parent or guardian when leaving and signed in when returning any time during the school day. It is helpful for the student's teacher to have a note about the appointment in advance.

## **ATTENDANCE POLICY JH**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

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

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Parents are asked to contact the school office if a student is going to be absent. If the parent does not inform the school of the absence, school staff will attempt to contact the parent/guardian to verify the student's safety. If your student is absent and you would like to pick up his/her homework, please notify the school office by 8:30 a.m. Given ample notice, the teachers will provide the necessary work.

Total absences are counted per day and per semester. Parents should call in all absences to the school office at (970) 848-5738 the day of the absence.

## **EXCUSED ABSENCES**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.

3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
4. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. [22-32-138](#) (1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

## **UNEXCUSED ABSENCES**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence.

The administration shall develop procedures to implement appropriate penalties. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these procedures and shall implement research-based strategies to re-engage students with a high number of unexcused absences.

Students and parents/guardians may petition the Board of Education for exceptions to this policy provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four days during any month or 10 days during any calendar year or school year.

## **CHRONIC ABSENTEEISM**

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 16 total absences in a school year (eight per semester), whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism. When practicable, the student's

parent/guardian shall participate in the development of the plan.

Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

## **Morris Elementary School's response to absences**

### **Seventh Absence**

Administration may set up a conference to include parents, students, administrator, and possibly a classroom teacher. The purpose of the meeting will be to:

- Address concerns/discuss strategies for improving regarding attendance issues
- Review local and state attendance policy (CR-S-22-33-104. Compulsory School Attendance\*)
- Discuss future consequences which could include recovering lost instructional time.

### **10<sup>th</sup> & Subsequent Absence**

In addition to all the 'Seventh Absence' rules, the school may seek to pursue the matter through legal proceedings.

## **BELL SCHEDULE**

7:30 Teachers on duty  
7:30 Breakfast served  
7:45 School starts  
3:45 School Ends

## **CAMERA SURVEILLANCE**

YSD-1 uses video surveillance on district grounds to maintain the health, welfare, and safety of students, staff and visitors while on school district property as well as the protection of school district property. School buildings and grounds may be equipped with video cameras. Videotapes may be reviewed and monitored by school district personnel on a random basis and/or when problems arise as allowable by board policy.

## **DRESS CODE (YSD-1 Board Policy JICA)**

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Clothes worn to school should be clean, in good taste and appropriate for classroom. The determining factor on appropriate dress and appearance will be at the discretion of teachers and administrators.



Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, an administrator shall notify the student's parents/guardians. On the second offense, the student shall be placed on in-school suspension. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

### **Unacceptable Items**

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 hats/head coverings worn inside the building during school day.
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:
  - Refer to drugs, tobacco, alcohol
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process
7. No hats, chains, spiked bands, pants that sag below the belt line or expose undergarments, or bandanas shall be worn.

## **GIFTS SENT TO SCHOOL**

Students will be notified of any balloons, flower arrangements, etc., that have been delivered to the school office. They will be asked to pick these up in the office at the end of the day. *Please note – balloons and flowers will not be allowed on school buses per transportation policy.*

## **GRADING AND REPORT CARDS**

Morris Elementary School uses a trimester grading period. Teachers will keep students well informed of their grades throughout the year. Teachers will advise students at the beginning of (and throughout) each year how their trimester grades will be calculated, if any long-term or major assignments will be weighted, and what the percentage will be. In the event parents have questions regarding their son's or daughter's grades, they may contact the teacher via phone or email and set up a meeting to discuss the matter. Additionally, parents and students can access grades, attendance reports, etc. through a user account in Alma. Please contact the office for Parent Portal login information.

### **GRADING SCALE (GRADES K-2)**

Grades will be recorded each Term using 1, 2, 3, 4, and Cr (Credit earned). The criterion is as follows:

- 4 95-100 (Advanced)
- 3 80-94 (Proficient)
- 2 60-79 (Partially Proficient)
- 1 Below 60 (Unsatisfactory)

### **GRADING SCALE (GRADES 3-4)**

Grades will be recorded each Term using the symbols A, B, C, D, F, and Cr (Credit earned). The criterion is as follows:

<b>A+</b> 98-100	<b>A</b> 94-97	<b>A-</b> 90-93
<b>B+</b> 87-89	<b>B</b> 83-86	<b>B-</b> 80-82
<b>C+</b> 77-79	<b>C</b> 73-76	<b>C-</b> 70-72
<b>D+</b> 69	<b>D</b> 67-68	<b>D-</b> 65-66
<b>F</b> Below 65		

**Cr** At Ability Below 65 (student has failing grade average, but working at ability level)

## **IMAGE OPT-OUT**

Students' photographs may be taken during school and/or during school-sponsored functions and events. These photos may be published on the district website, the school's website or Facebook page, or within slide shows presented during school events. Parents must complete an opt-out form (available upon registration or at the MES office) should they choose to not allow their student to be photographed.

## **IMMUNIZATION (C.R.S. 25-4-902)**

All students must provide proof of immunizations to register or continue in school. Students not up to date on immunizations will have 14 days to obtain the required immunizations, submit a statement of exemption, or present a written plan for completion; if not completed, students may face suspension.

## **LIBRARY POLICIES**

\*K-4 students will receive a 2-week check out with no overdue fines charged.

\*Books damaged beyond repair and lost books will be charged the cost of the book to replace them.

\*Damaged books in need of repair will be charged a 20% damage fee.

## **LOST AND FOUND**

Clothing that has no identification will be placed in the "lost and found." Please inquire at the office if you are missing an item.

## **MAKE-UP WORK**

Students will have one day to make up work for each day of an approved absence. It is the student's responsibility to obtain his or her work in advance for pre-arranged absences OR on their first day back (i.e. after an illness). Requests for work should be made by 8:30 AM in order to give teachers enough time to prepare assignments.

Suspended students shall be provided an opportunity to make up schoolwork during the period of suspension. This is an important factor for students to remain current on their academic work. Students receiving suspension will have the ability to receive 100% of the credit earned, and students will be expected to complete all coursework.

## **MEALS**

YSD will participate in the Free Meals for All Program. More information will be posted on the district website ([www.yumaschools.org](http://www.yumaschools.org)) when available.

## **MEDICATION**

The administering of all medicines by school employees to students shall follow school district policy, which requires that specific written request of the parent/guardian be given to the school, along with written instructions from the student's physician. Forms are available at the front office. If the student needs to take an occasional over-the-counter pain reliever or other medication, parents/guardians must administer them at school (unless there is a prescription on file).

## **NOTES SENT TO SCHOOL**

In the event your son's or daughter's daily routine will change (i.e. going home on a different bus, being picked up early, etc.), please make sure this message is delivered to one of the secretaries in the front

office. The office must receive this notification, complete with the address the student is to go to by 3:00 pm. They will assure that the message is delivered to the student's teacher. \*\*\*Please do not directly call or text your child's teacher.\*\*\* With a note, we have concrete direction for assisting your child. **If neither a note nor a phone call to the office is received, we will direct the student to follow his/her normal routine.**

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences will be scheduled twice per year, in November and March. Parents are strongly encouraged to attend both conferences. Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Because teachers are responsible for instruction and supervision of students during school hours, they are typically not available to meet with parents/guardians outside of scheduled plan times. Parents who wish to schedule a conference with their child's teacher are welcome to initiate the conference through email or leave a message with the office staff.

### **PARENT ORGANIZATION**

Morris Elementary has an active parent organization, MPAC (Morris Parent Action Committee). All MES parents are welcome and encouraged to participate. Meetings are held 3-4 times throughout the school year. The organization serves the school by planning and organizing events, supporting school-sponsored events, fundraising, and providing classroom materials and resources.

### **PARENT/VISITOR SIGN-IN**

All parents and visitors to Morris Elementary are required to buzz in at the front door. The office staff will ask the purpose for the visit and then unlock the door remotely. All visitors must then sign in at the school office. Visitor badges will be made available. Please enter the building through the main entrance. All doors will remain locked during the school day.

### **PHONE USE**

Students are not allowed to use the telephone during class time for personal calls except in the case of emergency. Phones are provided in each classroom; however, parents calling the school during class periods will not be allowed to interrupt classes and will be forwarded to the teacher's voice mail.

### **SAFETY**

Periodic drills are conducted at school to teach children what to do in the event of a fire, tornado, or crisis situation. Teachers and students practice proper procedures regularly to ensure preparation in the case of an emergency. In the event of a total building evacuation, parents will be notified through School Messenger.

## **SCHOOL CLOSINGS**

If it becomes necessary to close school because of bad weather, the superintendent will notify families through a School Messenger phone call. The information will also be posted on the district website and on school district social media. Please listen to the media reports before attempting to contact the school. For closings in the middle of the day, a School Messenger will be sent. For this reason, it is extremely important to keep your phone number updated with the school. The school will hold your child until there is contact made with a parent or guardian. If we go beyond the allotted number of closure days, the snow day make-ups scheduled on the 2023-2024 district calendar will be used.

## **SKATEBOARDS, SCOOTERS, AND BICYCLES**

Students are not allowed to ride bicycles on the walkways around the building. Students should park and lock bicycles at the bicycle racks immediately upon arrival at school. They are not to be ridden again until leaving school grounds. All students are to stay away from the bicycle racks during the day. Skateboards and scooters must be kept out of all hallways. Students will not be allowed to use skateboards or scooters on school grounds.

## **STAFF PROTECTION**

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student to personal property of a teacher or school employee. These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.
2. The principal, after receipt of both the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred OR if imminent danger to the staff member is perceived.
4. The superintendent or his designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

## **STATE ASSESSMENTS**

Students in grades 3 and 4 take the CMAS (Colorado Measures of Academic Success) Assessment in English Language Arts and Mathematics each spring. This assessment measures students' progress toward meeting grade level standards, and, if taken each year, provides a measure of students' growth from one year to the next. The teaching staff at MES uses this information, along with other sources of data, to plan instruction, provide intervention and enrichment, and meet students' academic needs. Yuma School District's assessment policy and the accompanying regulation can be found in the

appendix.

## **STUDENTS WITH DISABILITIES**

The staff at MES is committed to providing students with disabilities equal opportunity to an appropriate education. We are dedicated to operating within the guidelines of IDEA (*Individuals with Disabilities Education Act*) and Section 504. IDEA ensures protection to children who fall within one or more of the 13 specific categories of disability and who, because of such disability, qualify for special education services.

Section 504 protects any student who has a physical impairment, which substantially limits one or more major life activities. Major life activities include: caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

\*\*Students with severe needs may be placed on a behavior plan. For more information, see board policy JK\*-2.

*If you have questions regarding either IDEA or Section 504, you can contact the MES administration.*

## **SUPERVISION**

The school's responsibility for supervising the students starts at 7:30 a.m. Please do not send your child to school prior to this time. If we are experiencing bad weather, the students are permitted to go into the main hallway at 7:30.

## **TARDIES**

Arriving to class on time is crucial. If a student is late to class, he or she will need to report to the office for a tardy slip. Consequences for excessive tardies will be handled at the discretion of the principal.

## **TEXTBOOKS**

All basic texts are LOANED to students for their use during the year. Books should be kept clean and free of abuse. Fines for excessive abuse or loss will be calculated on the replacement cost of the book. The average replacement cost on a textbook is seventy-five dollars.

## **VOLUNTEERS**

Morris Elementary School's volunteers make valuable contributions to our school. In order to keep students safe, all volunteers working directly with students must complete an online background check through the Colorado Bureau of Investigation. Additional information may be requested, and approval of volunteers to work with students will be at the discretion of the building administration. There is a charge of approximately \$7.00 at the volunteer's expense. For more information, please contact the office.

### **WATCH D.O.G.S.**

Morris Elementary School participates in a nationally recognized program called Watch D.O.G.S. (Dads of Great Students). This program invites fathers and father-figures to spend a day at school volunteering in their student's classroom and other areas throughout the school. All volunteers working directly with students must complete an online background check through the Colorado Bureau of Investigation. Additional information may be requested, and approval of volunteers to work with students will be at the discretion of the building administration. The MES Watch D.O.G.S. program runs from October to March. For more information, contact the school counselor.

### **WITHDRAWING FROM SCHOOL**

1. Please inform the school secretary or registrar as soon as possible if you are moving.
2. Ensure that all of the student's schoolbooks and school property are returned to school.
3. Check to see if student owes money for lunches or milk or has any other unpaid school expenses accrued.
4. If the student has credit for lunches or milk, you are entitled to a refund.
5. Check the "Lost and Found" for lost clothing, etc.

## **Grading/Assessment Systems**

The Board believes that students will respond more positively to the opportunity for success than to the threat of failure. The district shall seek, therefore, in its instructional program to make achievement both recognizable and possible for students. It shall emphasize achievement in its processes of evaluating student performance.

### **State assessment system**

State and federal law require district students to take standardized assessments in the instructional areas of English language arts, math and science. State law also requires students to take standardized assessments in the instructional area of social studies. Accordingly, the district shall administer standardized assessments pursuant to these state and federal legal requirements.

State law also requires the district to adopt policies and/or procedures concerning the use of pencil and paper on the computerized portion of state assessments; parent requests to excuse their children from taking state assessments; and the district's assessment calendar. This policy and its accompanying regulation represent the district's processes to address these requirements.

#### **1. Pencil and paper testing option**

The district may determine that a specific classroom or school within the district will use pencil and paper to complete the computerized portions of a state assessment. Factors that will be considered in making this determination include:

- the technological capacity and resources of the particular school/classroom;
- students' previous experience with computerized and written assessments;
- whether the instructional methodology of the particular school/classroom is consistent with the use of computerized assessments or written assessments; and
- the logistics of administering the state assessment in different formats at a particular school or schools.

Prior to making this determination, the superintendent or designee shall consult with the school principal(s) affected by this determination as well as parents/guardians of students enrolled in the district.

For students with disabilities, the use of pencil and paper instead of a computer to complete a state assessment shall be determined by the student's Individualized Education Program (IEP) team or Section 504 team, in accordance with applicable law.

#### **2. Parent/guardian request for exemption**

A parent/guardian who wishes to exempt his or her child from a particular state assessment or assessments shall make this request in accordance with this policy's accompanying regulation.

In accordance with state law, the district shall not impose a negative consequence upon a student whose parent/guardian has requested an exemption from a state assessment or assessments. Students excused by their parents/guardians from participating in a state assessment or assessments shall not be prohibited from participating in an activity or from receiving any other



form of reward that the district provides to students for participating in the state assessment.

This policy's exemption process shall apply only to state assessments administered pursuant to C.R.S. [22-7-1006.3](#) and shall not apply to district or classroom assessments.

### **3. Sharing of student state assessment results with parents/guardians**

The Colorado Department of Education is required to provide diagnostic academic growth information for each student enrolled in the district and for each public school in the district based on the state assessment results for the preceding school years. Appropriate school personnel, including those who work directly with the student, shall have access to the student's state assessment results and longitudinal academic growth information and shall share with and explain that information to the student's parent/guardian.

#### **District assessment system**

In addition to the state assessment system, the district has developed a comprehensive assessment system that:

- challenges students to think critically, apply what they have learned and gives them the opportunity to demonstrate their skills and knowledge;
- includes "early warning" features that allow problems to be diagnosed promptly to let students, teachers and parents/guardians know that extra effort is necessary;
- provides reliable and valid information on student and school performance to educators, parents/guardians and employers; and
- provides timely and useful data for instructional improvement and improved student learning, including feedback useful in determining whether the curriculum is aligned with the district's academic standards.

In accordance with applicable law, the district's assessment system shall accommodate students with disabilities and English language learners.

The district's assessment results, in combination with state assessment results, will be used as the measurement of student achievement. It is believed these results will provide reliable and valid information about student progress on the district's academic standards.

#### **Additional assessment information for parents/guardians**

In accordance with state law and this policy's accompanying regulation, the district shall distribute an assessment calendar and related information to parents/guardians on an annual basis to inform them about the state and district assessments that the district plans to administer during the school year.

#### **Classroom assessment system**

Classroom assessment practices shall be aligned with the district's academic standards and assessment program. Assessment is an integral part of the teaching and learning process that should occur continuously in the classroom. The primary purpose of classroom assessment shall be to enable teachers to make instructional decisions for students on a continual basis.

Students are encouraged to engage in informal self-assessments as they study and attempt to solve problems, monitor their own progress and improve their learning.

## Grading system

The administration and professional staff shall devise a grading system for evaluating and recording student progress and to measure student performance in conjunction with the district's academic standards. The records and reports of individual students shall be kept in a form which will be meaningful to parents/guardians as well as teachers. The grading system shall be uniform district-wide at comparable grade levels. Peer grading of student assignments and classroom assessments is permissible. The intent of this practice is to teach material again in a new context and to show students how to assist and respect fellow students.

The Board shall approve the grading, reporting and assessment systems as developed by the professional staff, upon recommendation of the superintendent.

The Board recognizes that any grading and/or assessment system, however effective, is subjective in nature but urges all professional staff members to conduct student evaluations as objectively as possible.

Adopted: December 10, 1991

Revised: August 25, 1992

Revised: February 8, 2016

Revised: October 30, 2017

Revised: July 22, 2019

- LEGAL REFS.: 20 U.S.C. 6311 (b)(2)(A) (Every Student Succeeds Act (ESSA) requires states to implement mathematics, reading or language arts, and science assessments)
- 20 U.S.C. 6312 (e)(2)(A) (under ESSA, district must provide information to a parent regarding district's opt-out policy for state assessments, at parent's request for such information)
- 20 U.S.C. 6312 (e)(1)(B)(i) (under ESSA, district must provide information to parents regarding child's level of achievement and academic growth on state assessments)
- C.R.S. [22-7-1006.3](#) (1) (state assessment implementation schedule)
- C.R.S. [22-7-1006.3](#) (1)(d) (district must report to CDE the number of students who will take the state assessment in a pencil and paper format)
- C.R.S. [22-7-1006.3](#) (7)(d) (state assessment results included on student report card if feasible)
- C.R.S. [22-7-1006.3](#) (8)(a) (policy required to ensure explanation of student state assessment results)
- C.R.S. [22-7-1013](#) (1) (district academic standards)
- C.R.S. [22-7-1013](#) (6) (policy required regarding the use of pencil and paper on state assessments)
- C.R.S. [22-7-1013](#) (7) (procedure required concerning distribution of assessment calendar to parents/guardians)
- C.R.S. [22-7-1013](#) (8) (policy and procedure required to allow parents to excuse their children from participation in state assessments)
- C.R.S. [22-7-1016](#) (2)(b) (results of state "readiness assessments" administered in high school must be included on high school student's final transcript)
- C.R.S. [22-11-101](#) et seq. (Education Accountability Act of 2009)

C.R.S. [22-11-203](#) (2)(a) (principal required to provide educators access to their students' academic growth information "upon receipt" of that information)  
C.R.S. [22-11-504](#) (3) (policy required to ensure explanation of student state assessment results and longitudinal growth information)  
1 CCR [301-46](#) (Rules for the Administration of the College Entrance Exam)

CROSS REFS.: [AEA](#), Standards Based Education  
[AED\\*](#), Accreditation  
[IK](#), Academic Achievement  
[JRA/JRC](#), Student Records/Release of Information on Students

### **Grading/Assessment Systems (Exemption Procedure and Information to Parents/Guardians)**

#### **Parent/guardian request for exemption**

In accordance with the accompanying policy, the parent/guardian of a student enrolled in the district may request that his or her child be exempt from participating in one or more state assessments.

1. The request for exemption must be submitted in writing to the school principal.
2. The parent/guardian will not be required to state the reason for asking for the exemption.
3. The request for exemption may apply to all or specific state assessments administered to the student during the school year.
4. A request for exemption will be valid for one school year. Requests for exemption from state assessments in subsequent school years require a new written request.
5. Parents/guardians are encouraged to submit their request for exemption at the earliest possible date each school year so that the district may plan accordingly.

#### **Information to parents/guardians**

Each school year at the earliest possible time, the district shall distribute information to students' parents/guardians regarding the state and district assessments that the district will administer that year. This information shall also be posted on the district's website.

The district shall also distribute a district assessment calendar to students' parents/guardians at the earliest possible time each school year, and shall post the calendar on the district's website.

At a minimum, the district assessment calendar shall include:

- an estimate of the testing hours required on each testing day; and
- whether the assessment is required by federal and/or state law or was selected by the district.

## YSD-1 SCHOOL TRANSPORTATION POLICY

Please read the following Standards of Conduct for Students Riding School Buses with your child. It is important that you and your child understand the standard covering conduct while riding a Yuma School District -1 school bus.

***Just a reminder: Please stop for school buses loading and unloading students when the red lights are flashing.***

Sincerely,  
Jeanne Yenter, Transportation Director (970) 848-5749

### **GENERAL**

Yuma School District-1 Policy provides bus service for students living outside the established walk areas. Copies of the walk areas are available at each school.

### **STANDARDS**

Acceptable classroom standards of conduct shall be expected of bus passengers while riding and while waiting at established bus stops. School Bus drivers shall ensure that students observe regulations at all times. Students shall not be allowed to smoke, chew tobacco, yell, scream, swear, push, fight, or take advantage of smaller children; extend hands, arms or head from bus windows; carry on the bus any drugs, weapons, water pistols, skateboards, roller blades, balloons, flower arrangements, live animals, insects, or oversized items that would block an aisle, cause loss of passenger seat space, obstruct the driver's view or create a safety hazard. **The improper use of cell phones may result in the loss of bus privileges and the cell phone will be confiscated and parents and/or guardians notified.**

### **DISCIPLINE**

Suspension of bus transportation may be recommended for a student who will not heed the bus driver's warnings. The principal will take final action in such cases. During the period of suspension, Yuma School District-1 will not be responsible for transporting the student to and from school. A driver may remove a student from the bus *only* when the safety of the students or the driver is jeopardized. An administrator shall be notified of such extreme action immediately. Drivers shall report all incidents to the Transportation Director, who will file an Incident Report with the Principal.

### **MEETING THE BUS**

#### **Students must:**

- \* Be at their bus stop **at least 5** minutes before the scheduled time, but no earlier than 10 minutes prior to the scheduled time. Be picked up and released at their assigned bus stop.
- \* Not stand on the traveled portion of the roadway or parking lot while waiting for the bus.
- \* Not participate in activities that will endanger themselves or others while waiting for the bus.
- \* Not walk/run alongside a moving bus.
- \* Wait to cross a traveled portion of the road or driveway until the bus is completely stopped and the stop sign has extended. ***Wait for the driver's signal!***
- \* Report any illness or injury sustained on or around the bus to the driver immediately.

### **CONDUCT ON THE BUS**

#### **Students must:**

- \* Recognize that the bus driver is the authority on the bus and obey the driver's directions.
- \* Go directly to an assigned seat and remain seated unless otherwise directed by the driver.
- \* Not tamper with the "Emergency Door" or any other emergency opening.

- \* Not throw any objects on or out of the bus. Or throw objects at the bus from the outside.
- \* Not share, sell, or consume food or beverages without consent of the driver.

## **LEAVING THE BUS**

### **Students must:**

- \* Remain seated until the bus comes to a complete stop.
- \* Exit the bus in an orderly manner.
- \* Cross a minimum of 10 feet in front of the bus if you must cross upon departure. ***Wait for the driver's signal!***
- \* Leave the bus stop area when safety permits.
- \* Not participate in activities that will endanger themselves or others while departing from the bus, or walking home.
- \* Not walk/run alongside a moving bus.  
Parents are encouraged to walk with the younger children to and from the bus stops or the school. ***Preschool children must have a parent or designated adult meet the bus at the bus stop.***

## **ACTIVITY TRIPS:**

### **Students must:**

- \* Display acceptable classroom standards of conduct.
- \* Remain seated anytime the bus is in motion.
- \* Exit and board the bus in an orderly manner prior, during, and upon completion of the trip.
- \* Food or drink is permitted at the driver and sponsor's discretion.
- \* Maintain acceptable classroom standards while attending the trip function and stopping to eat.

## Student Code of Conduct

An effective behavior management system is essential in the teaching and learning process. The staff at Morris Elementary School has established an educational environment in which children can comfortably learn. Each student has the right to learn and play at MES without disruption or antagonism from other students.

The staff is committed to teaching and reinforcing appropriate student behavior. Courtesy, respect, and problem-solving strategies are practiced by all staff members and students. Students are encouraged to consistently follow school rules of conduct, set a positive example for others, and always be conscious of how their behavior affects others.

Together, our goal at Morris Elementary is to assure that each child achieves success. We believe that you, as parents, play an important role in helping your child achieve our MES expectations, both academic and behavioral. The major role of parents in school discipline is to continually show interest in and support for their children at school.

Generally, classroom teachers and playground supervisors administer discipline, but when the situation warrants, the principal becomes involved. Parents are not necessarily called on the first problem, as students are encouraged to take responsibility for their actions and to learn to meet the rules and expectations of the school. We believe each student has the final responsibility for the consequences of his/her behavior. If your child exhibits unacceptable behavior at school, you may be asked to help us teach your child an alternate, appropriate set of behaviors.

With your cooperation and help, we can provide a positive, productive, and safe learning environment for all students.

Sincerely,

The Morris Elementary Staff

## **Student Responsibilities**

Students are responsible for:

- attending school on a regular basis and to be on time.
- completing all academic work as assigned.
- bringing appropriate materials to class.
- obeying school/classroom rules.
- respecting the rights of others.
- their own actions.
- using appropriate language.
- respecting school property.
- complying with requests of school employees.
- dressing appropriately for school.
- behaving in a safe manner at all times.

## **Student Rights**

Students have the right to:

- an education.
- attend a safe school.
- physical safety and protection of personal property.
- not be discriminated against.
- privacy.
- fair and just treatment by school employees.

## **Student Privileges**

- recess activities
- classroom celebrations
- field trips

## **Behavior Expectations**

### **Recess Behavior**

On the playground, students will:

- avoid rough play (play fighting, wrestling, pushing, kicking, etc.) or play that mimics violence (sword fighting, gun fights, etc.)
- leave personal belongings such as toys, electronics, hard balls, etc., at home. Morris Elementary School is not responsible for lost or stolen items.
- speak kindly to others.
- stay on the playground within sight of supervising staff.
- share equipment with others; take turns.
- line up quickly and quietly to return to class at the end of recess.
- respond immediately, with respect and courtesy, to instructions from adults in charge.

### **Bathroom Behavior**

In the bathroom, students will:

- use appropriate voice level.
- respect the privacy of others.
- use healthy hygiene habits.
- keep the bathroom clean and safe.

### **Hallway Behavior**

In the hallways, students will:

- walk in a single file line facing forward.
- stay in their space.
- stay to the right.
- refrain from talking.

### **Lunchroom Behavior**

In the lunchroom, students will:

- use appropriate voices so that only close neighbors can hear.
- remain seated until lunch is finished.
- clean their area and take care of garbage when they have finished eating.
- respond immediately, with respect and courtesy, to instructions from adults in charge.



## Code of Conduct

### Students in third grade and higher grade levels

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in third grade and higher grade levels who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off district property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. 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 of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.

17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

#### Students in preschool through second grade

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in preschool, kindergarten, first grade, or second grade who engages in one or more of the following activities while on district property, in a school building, in a district or school vehicle, at a district or school activity or event, or off district property when the conduct has a nexus to school or any district curricular or non-curricular event:

1. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
2. Violation of the Board's policy on student conduct involving drugs and alcohol.
3. Conduct that endangers the health or safety of others.

Adopted: August 26, 1993

Revised: January 13, 1994

Revised: June 9, 1994

Revised: August 8, 1996

Revised: November 13, 2000

Revised: September 10, 2001

Revised: August 12, 2013

Revised: October 30, 2017

Revised: May 18, 2020

LEGAL REFS.: C.R.S. [18-3-202](#) *et seq.* (*offenses against person*)

C.R.S. [18-4-301](#) *et seq.* (*offenses against property*)

C.R.S. [18-9-124](#) (2)(a) (*prohibition of hazing*)

C.R.S. [22-12-105](#) (3) (*authority to suspend or expel for false accusations*)

C.R.S. [22-32-109.1](#) (2)(a)(I) (*policy required as part of safe schools plan*)

C.R.S. [22-32-109.1](#) (2)(a)(I)(A) (*duty to adopt policies on student conduct, safety and welfare*)

C.R.S. [22-32-109.1](#) (9) (*immunity provisions in safe schools law*)

C.R.S. [22-33-106](#) (1)(a-g) (*grounds for suspension, expulsion, denial of admission*)

C.R.S. [22-33-106.1](#) (*suspension and expulsion for students in preschool through second grade*)

CROSS REFS.: [AC](#), Nondiscrimination/Equal Opportunity

[ADC](#), Tobacco-Free Schools

[ADD](#), Safe Schools

[ECAC](#), Vandalism

[GBGB](#), Staff Personal Security and Safety

[JBB\\*](#), Sexual Harassment

[JIC](#), Student Conduct

[JICA](#), Student Dress Code

[JICC](#), Student Conduct in School Vehicles

[JICDD\\*](#), Violent and Aggressive Behavior

[JICDE\\*](#), Bullying Prevention and Education

[JICF](#), Secret Societies/Gang Activity

[JICH](#), Drug and Alcohol Involvement by Students

[JICI](#), Weapons in School

[JK](#), Student Discipline

[JKD/JKE](#), Suspension/Expulsion of Students (and Other Disciplinary Interventions)

### **Bullying Prevention and Education**

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. [22-32-109](#) (1)(II)(I)."

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

Adopted: August 10, 2009

Revised: October 30, 2017

Revised: May 18, 2020

LEGAL REF.: C.R.S. [22-32-109.1](#) (2)(a)(I)(K) (*policy required as part of safe schools plan*)

CROSS REFS.: [AC](#), Nondiscrimination/Equal Opportunity

[JB](#), Equal Educational Opportunities

[JBB\\*](#), Sexual Harassment

[JICDA](#), Code of Conduct

[JICDD\\*](#), Violent and Aggressive Behavior

JICDE\*-E-1, Bullying Report Form – Exhibit

JICDE\*-E-2, Bullying Investigation Form - Exhibit

[JICJ](#), Student Use of Electronic Communication Devices

[JK](#), Student Discipline

## **Use of Electronic Communication Devices by Students and Staff**

The Board of Education recognizes that electronic communication devices can play a vital communication role during emergency situations. **For purposes of this policy, “emergency” shall mean an actual or imminent threat to public health or safety, which may result in loss of life, injury or property damage.** However, ordinary use of electronic communication devices while supervising students and / or during classroom instructional time by students or staff interferes with the educational process and is not acceptable. Some employees in the district, due to the nature of their position need to have continuous communication to perform their duties, thus cell phone usage is acceptable. Other circumstances that may require the use of electronic communication devices requires specific approval from a Supervisor/Principal. The use of such device’s, should not have a negative impact on the employees workday. For purposes of this policy, “electronic communications devices” any telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Students may carry electronic communication devices but these devices must be turned off and kept out of sight during the school day and on school buses during the A.M. and P.M. routes. In these locations, electronic communication devices may be used only during emergencies. **For purposes of this policy, “emergency” shall mean an actual or imminent threat to public health or safety, which may result in loss of life, injury or property damage.** Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person.

**It is the student’s responsibility to ensure that the device is turned off and out of sight during unauthorized times.** Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures and confiscation of the electronic communication device. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. The building principal or designee may also refer the matter to law enforcement, as appropriate. The district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.



Make a Call. Make a  
Difference.

**1-877-542-  
SAFE**

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-SAFE** to report threats, fights, and instances of bullying, substances 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 the procedures established by Safe2Tell for receiving and forwarding tips guarantee the anonymity of every caller.