

DESERT SAGE



ELEMENTARY SCHOOL PUEBLO WEST

2024 - 2025

935 S. Palomar Drive
Pueblo West, CO 81007
719-647-8878

Welcome to DSE

Desert Sage Elementary Mission Statement:

We value people as individuals.

We value effort leading to success.

We value education and take responsibility for it.

SOAR

SOAR is an acronym for the four basic aspects of positive behavior at DSE. **Safety, Ownership, Active Learning, and Respect.** **Safety** – students are expected at all times and in all areas to conduct themselves so that no harm comes to them or others. This would include walking where appropriate, sitting correctly and keeping hands and feet to themselves. **Ownership** – students are expected to take responsibility for their learning including taking care of school property, turning in homework and behaving appropriately in different surroundings. **Active Learning** – students are expected to participate in class in the correct manner at the correct time and complete their work in order to become successful learners. **Respect** – students are expected to listen to and treat all others the way they would want to be treated. The SOAR guidelines are not only good for school life at DSE, but home and community life as well.

SOAR SKILLS

SOAR Skills are guidelines for character development in our students. Teachers will teach these attributes exclusively and all staff use them as part of their daily language. These skills include flexibility, perseverance, communicator, caring, inquirer, common sense, risk taker, integrity, initiative, problem solving and reflectiveness.

Desert Sage Elementary Staff

Principal	Pat Hyatt
Secretary	Cathy Quintana
Dean	Jennifer Montgomery
Dean	Brenda Lujan Tackett
School Counselor	Jessica Trujillo
PreK Director	Jennie Watts
Kindergarten	Jenna Janik Erin Mares Amada Sherwood
First Grade	Michelle Gallina Leah Kincaid Amber Moore
Second Grade	Stephanie Chavez Adriana Maestas
Third Grade	Cassandra Bratcher Jayde Zindrick TBD
Fourth Grade	Natalie Goodwin Zachary McBride
Fifth Grade	Stephany Esparza-Jancik Vanessa Laumbach Terry Marich
Physical Education	Lynne Luna
Music	Allyson Parks
ESS	Karen Comer TBD Candice Trujillo
Title I	Kim Andreaccio Donna Thomas
MultiLingual Learners	Sandra Owen
Media Center	Kristy Applegate
Instructional Aides	Vanessa Martinez
PreK Lead Teacher	Kelly Sneed
Educational Support Paraprofessionals	Becky Chavez Kathy Collins Teresa Cruz Jeannine Caldwell Kandace Gecewicz Alicia Ontiveros Julie Roybal TBD
Speech Pathology Specialist	Taylor Garcia Skylar McNalley
School Psychologist	Kristen Fournier
School Nurse	Richelle Cordova
Nurse Assistant	Candace Trujillo
Custodian	Jonathan Sanchez Brian Algien
Kitchen	TBD Celia Duenez TBD

School Hours

Students may not arrive at school before 7:35 AM

7:35 AM.....	Bell rings, students enter classrooms
7:40 AM.....	AM Preschool/K – 5 Classes Begin
10:50 AM.....	AM PreSchool Dismissal
11:55 AM.....	PM PreSchool Begins
3:05 PM.....	PM Preschool/K – 5 Dismissal
7:30 AM – 4:00 PM.....	School Office Hours

PLEASE OBSERVE CONSIDERATION FOR THE STAFF BY:

- **DROPPING YOUR CHILD OFF AT SCHOOL NO EARLIER 7:35 AM.**
- **SUPERVISING YOUR OWN CHILD BEFORE 7:35 AM.**
- **PICKING UP YOUR CHILD NO EARLIER THAN 3:05 P.M. AND NO LATER 3:15 P.M.**
- **DROPPING OFF STUDENTS NO LATER THAN 7:45 A.M.**

****** Any building re-entry after a student has been dismissed from the classroom must be coordinated with the front office.***

School Safety

The safety of all students is a top priority at DSE. All visitors must enter through the front door. Visitors must sign in and wear a visitor tag. The best way to reach teachers/staff is through email or other teacher directed communication system. Parents are asked to say their goodbyes to their child/ren before dropping off students.

Breakfast/Lunch

There is no cost for student breakfast or lunch this year. Students may have money on their account to purchase extra main entrees. If sending a student with a cold lunch, please pack a nutritious lunch that limits sweets and does not have a carbonated drink.

Visitors/Volunteers

Visitors are welcome at Desert Sage Elementary. If you wish to visit a class, we ask that you call the school ahead of time and make arrangements with the teacher. Communication with students during the school day must be coordinated through the front office. All visitors will be asked to show their ID prior to entering the building. All visitors must wear a visitor tag while in the building. Children from other schools are not allowed to visit unless they are accompanied by a parent or guardian. Regular volunteers who have been approved by the school and completed a school orientation must pass a district background check before the start of their volunteer service.

Personal Property

Please mark all personal property with your child's first and last name (supplies, coat, lunch box, backpack, notebooks, etc.). We will maintain a lost and found area. Please have your child check this area for lost items. Items left in the lost and found during winter break or after school dismisses for the summer will be donated.

When sending money to school for any reason, including lunch money, please send it in an envelope marked with the child's name and the purpose. We encourage

children to not bring money to school other than for lunch extras and specific purchases, i.e., book fair, book orders, snack sales, etc.

**** PHONE POLICY – The expectation is that students will not use cell phones during the school day to communicate with family members. Cell phones must be turned off and in the students backpack. ALL communication between students and families must go through the front office due to safety. If your student is found using their cell phone during school hours, it will be confiscated and will have to be picked up by a parent/guardian.**

****NO personal electronic devices, games, toys, nor sports equipment, etc. should be brought to school unless allowed by the teacher for a special purpose.**

Sexual Harassment/Bullying - BOE Policy JICDE

It is a violation of school policy and is illegal under federal law for any student to harass staff members or other students, or for any staff member to harass other staff members or students, through conduct or communication of a sexual nature. A sexual harassment policy and grievance procedure has been adopted by School District No. 70 School Board and is written in detail in the “Student Conduct and Discipline Codes” policy book that is available on the District 70 website.

Bullying is against the law in Colorado. The District identifies “Bullying” as

a behavior or action that interferes with the safe and civil educational environment. Such an action can occur on or off school grounds and negatively impacts students’, parents’, and/or staffs’ school performance and wellbeing. Bullying is defined as an unwanted action that creates an imbalance of power between two or more individuals or groups of individuals. Such an imbalance of power can be the result of differences in age, size, ability, strength, access to resources, social status, peer support/relationship, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

School District No. 70 has adopted a policy regarding bullying. It is the responsibility of teachers, students, administrators, and students to report any bullying incident to school administration. Bullying incidents will be investigated and dealt with promptly.

Attendance - BOE Policy JH

One indicator of student success in school is regular attendance. Students are expected to be in attendance every day school is in session, unless they are ill or there are other circumstances which prevent their attendance. If your child is ill, please call the school office or enter the absence on our website as soon as possible on the day of the child’s absence. Teachers will require 24 hours notice to make arrangements for parents who wish to pick up missed classwork. Doctor’s notes and medical excusals are always appreciated and recommended.

Please be aware of the following procedures and guidelines. Some of these procedures and guidelines may have been updated.

- All absences must be called into the school office within 24 hours to be considered for excusal.
- Trips, vacations, etc. are not generally excused absences. Parents must meet with an administrator prior to absences.

- Partial day absences are calculated in overall student attendance
- Students are considered tardy if they are not in their classrooms by **7:45** a.m.

Board policy states that

a student who has 12 total absences in a school year, whether the absences are excused or unexcused, may be identified as “chronically absent” by the principal or designee. Absences due to suspension or expulsion will not be counted in the total number of absences considered for purposes of identifying a student as “chronically absent.”

After **5 absences** (excused or unexcused), parents will be informed that their child has missed 5 or more days of school.

After **12 absences** (excused or unexcused), the school will arrange a meeting with parents/guardians to discuss the matter and create an attendance support plan.

Further absences after this point could result in truancy proceedings.

An excessive number of tardies could also result in further attendance proceedings.

We appreciate your support in helping your child to attend school regularly.

Grades

Parents can view their child’s grade online at
<http://powerschool.district70.org/public>.

User ID and password to access this web site must be obtained from the DSE office. If you need help resetting your password, please contact the office.

Student Technology Use

All students in grades kindergarten through fifth will have access to a Chromebook during sections of the school day at the classroom teacher’s discretion. All district policies on student acceptable use of technology are to be followed and can be found [here](#).

Emergency School Closing/Early Dismissal

Inclement Weather: The District 70 website: www.district70.org will have timely information regarding school closings. In addition, any local TV station or radio station will announce morning late starts or closings. We will also post any school closing information on our Facebook page and website. Finally, District 70 will also send automated phone messages letting parents know of any closings or delays. If school is dismissed early due to weather or other unforeseen circumstances, your child will ride home on their assigned bus. **Please keep your contact information up to date in Powerschool and with the office so that you can be reached in**

an emergency. Also, talk with your child about what to do in case school must close during the day.

Dress Code – District Policy: JICA-R

The goal of the DSE Dress Code is to preserve the learning environment for all of our elementary students. *If once at school, the student's clothing and attire are identified as disruptive to the educational process by a building staff member then the student will be referred to the building level administrator for a final review and decision.* If the building level administrator deems the students attire to be disruptive to the educational process, then the student will be asked to contact their parents to create alternative solutions to the disruptive attire.

Below are general guidelines for all students. *(Parents/Guardians visiting the school, please adhere to these guidelines as well.)*

- Clothing may not advertise drugs, marijuana, alcohol, vulgar language, or violence.
- Clothing worn must cover the student appropriately. Shoulder straps on shirts must be at least 2 inches wide (Lasagna straps, not spaghetti). No Midriff shirts or muscle shirts are allowed.
- Pants or shorts that have ripped or cut up sections cannot show any skin above the student's fingertips when holding their arms to their side. Shorts and skirts will be no shorter than their fingertips when holding their arms to their side. *It is suggested that shorts are worn under skirts and dresses.*
- Although shorts can be worn all year, students are expected to participate in outside recess. Please be aware of cold weather.
- For safety reasons, we request that students do not wear long dangly or large hoop earrings.
- We prefer that all students wear tennis shoes. A reduced grade may be assigned if students are not wearing appropriate shoes for P.E.
- Hoods are not allowed to be worn within the school building.

School Bus Procedures

Students are to ride their assigned bus. Students are not allowed to ride a different bus for any other purpose, i.e., parties, recreation. A list of School District 70 bus rules is available on the District 70 website [here](#). Please review these rules with your child and remind them that infractions may result in loss of bus privileges.

Drop Off/Pick Up Loop

The safety of our students and you are important to us. In order for us to have a safe entrance to and exit from school each day we must all observe and practice patience. The adult picking up the child from school should have the student dismissal form with them when picking up the child in addition to the dismissal tag. Staff may ask for identification of the adult picking up. If changes need to be made to the dismissal form please notify the office.

If you are going to drop off your child before school, please observe the following safety and courtesy rules:

- 1. You may NOT drop your child off in the parking lot.**

2. Have your student get in and out of the car on the **passenger side** of the car in the loop.
3. Do not get out of your car if you are in the drop off loop.
4. PULL FORWARD AS FAR AS DIRECTED BY SCHOOL STAFF
5. **PLEASE DO NOT pass another car in line.**

Do not drop off or pick up students in the bus loop on the east side of the school.

If you are going to pick up your students after school, please observe the following safety and courtesy rule:

If you will be using the pick up loop, all students will wait in the cafeteria. When adults are in the loop, a staff member will ask the adult who they are picking up or enter the family tag number and may ask to see their copy of the student dismissal form and ID. DSE staff will then send the student out to the waiting area (yellow line) for their ride. Having your student dismissal form and ID with you to help speed up this process.

Picking Up Your Child Early from School

We will not allow a child to leave school with anyone that is not approved by the parent or guardian. Please make sure that we have a list of people that are authorized to pick up your child from school. Please have your ID and sign out your child through the school office.

School District No. 70 Medication Policy

Medication will only be administered to students when it is prescribed by a doctor. **The child's doctor must fill out a medication form and the parent must bring the prescribed medication to school with a pharmacy label stating specific direction for dispensing.** Under no circumstances will medication be given without a prescription. Over the counter medications such as aspirin, cough drops, etc., will not be administered without a doctor's approval and should not be carried by students. Parents are to bring the medication to school. Please do not send the medication on the bus with your child. You can read more information on administering medication to students policy [here](#).

Immunization – BOE Policy: JLCB

No student shall be permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up to date certificate of immunization or present a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to regulation JLCB-R.

The administration shall set appropriate regulations to comply with the law.

Desert Sage Accountability Committee

The purpose of the Desert Sage Accountability Committee is to provide advice to the principal regarding the operation, revision, and evaluation of the school building goals.

The committee will consist of at least the following:

Parent representative, certified staff representative, classified staff representative, PTA representative.

Every effort will be made to invite, as a member of the accountability committee, a non-parent member of the community.

DSE OUTSIDE DAYS POLICY

Desert Sage Elementary policy is that all students will go outside everyday for recess unless weather conditions are unsafe for students such as excessive wind, rain, lightning, wet snow, or the temperature or wind chill drops to 25 degrees or below.

Weather Guidelines

Outdoor play is essential to children's health and well being. Children need to run, climb, jump and play outdoors. The time children spend outdoors every day is just as important to their learning as the time they spend in their classrooms.

We ask that students have winter coats, hats and gloves each day during the winter season.

No scarves please as when climbing equipment the scarves pose a possible danger.

The only time students will be allowed to stay in from recess will be with a note from a medical professional stating it is required.

NONDISCRIMINATION STATEMENT

Pueblo County School District 70 does not unlawfully discriminate on the basis of race, color, religion, national origin, gender, age, genetic information, or handicap (disability) in admission or access to, or treatment, or employment in its education programs or activities. Inquiries about ADA, Section 504, Title VI, and Title IX may be addressed to the Superintendent of Schools, 301 28th Lane, Pueblo, Colorado 81001 719-295-6548 or krein@district70.org

El Distrito Escolar 70 de Pueblo no discrimina por razón de raza, color, religión, origen nacional, sexo, edad, información genética o discapacidad, en la admisión o acceso a, o tratamiento o empleo en sus programas de educación y actividades. Para consultas sobre ADA, Sección 504, Título VI y el Título IX, puede dirigirse al Superintendente de Escuelas, 301 28 Lane, Pueblo, Colorado 81001. 719-295-6548 krein@district70.org