

2026-2027 Student and Parent Handbook



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719-384-9151

Hours: 7:45 a.m. to 3:55 p.m.
Student Absence Call-In Line - 719-384-9151
Monday - Thursday

La Junta Public Schools Mission and Vision Statement

We envision a district respected by students, families, and community for its high performance and innovation. We envision schools where every student values education and acquires the knowledge, skills, self-confidence, and adaptability to be a capable and successful learner, ready for further education and/or work, and prepared for life's challenges.



Through commitment, collaboration, and creativity, we will:

- Create a safe and effective learning environment;
- Foster respectful relationships and open communication with students, families, and community;
- Deliver a guaranteed and viable curriculum;
- Implement research-based teaching and learning practices
- Share leadership;
- Monitor professional practices and student learning to ensure accountability

La Junta Intermediate School Purpose Statement

At La Junta Intermediate School we have an ethical responsibility to establish quality and equitable education for our students. Every day we strive to encourage, challenge, and support each other as we aim for the same goal and cross the line together through collaboration, trust, building relationships, safety and respect! Students will be equipped to serve their community successfully through engaging and rigorous learning experiences that will enable high levels of achievement!

School Motto

We are LJIS!

We are Capable, Understanding, Brave Students!

Go CUBS!

La Junta Intermediate School PAWS Expectaions

- ❖ Polite
- ❖ Accountable
- ❖ Work Hard
- ❖ Safe



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Safety and Transportation

Arrival and Departure

Unless requested by a teacher, students are **not to arrive at La Junta Intermediate School prior to 7:30 a.m. due to no supervision prior to 7:30a.m.** Guardians need to help students schedule their departure from home so that they do not arrive earlier than 7:30 a.m. School starts at 7:45am. Students are dismissed for the day at 3:55pm. (Monday-Thursday), **no school on Fridays**; and are to report home immediately unless other arrangements have been made in advance by the guardians. After school bus students are to report to the bus area where supervision is provided until their bus arrives. If the student misses their usual ride, they are to let a staff member know and go to the office to call for a ride home. If the student misses the bus for not following school rules, the student will call for someone to pick them up. The bus will not turn around. It is the responsibility of the guardians to teach their child what is expected of them before and after school, **including with whom they may or may not go.** If the child's usual after school pick up arrangement is changed, the guardian **MUST** notify the school. **Please contact the school before 2:00 pm (M-Th), if your student's pick up arrangements have changed.**

When a child has not been picked up by 4:15 p.m., our office staff will do everything possible to contact a family member to make arrangements to get the child home. ***If after 4:30 pm no one has come for the child, the Department of Social Services/Police Department will be called to pick up the child. Chronic tardiness in picking up your child will result in a mandatory meeting with administration and the district social worker.***

Releasing Students from School

Students will not be excused during school hours without the request of guardians. Students leaving school early are signed-out through the office. This precaution is taken to ensure student safety and welfare. Staff are instructed to excuse students only after authorization from the office. **DO NOT** approach any child on the school campus before signing in at the front office. If you need to take your child from the playground you must first check in at the office and sign him/her out. If a student is sick and needs to go home, **they cannot walk home alone during school hours.**

Drop Off and Pick Up of Students

When it is necessary for you to drive your child to and from school, please observe all traffic and parking regulations at school as well as the drop off and pick up plan.

Students are sometimes impulsive and fail to pay proper attention to traffic safety. Extra driver caution may prevent a tragedy. Please follow these guidelines:

- Students are to be dropped off and picked up in the south staff parking lot. Staff vehicles are the only vehicles allowed to park in the south parking lot. Please **refrain from parking and allowing your child to run to and from the lot as it is a safety concern.**
- Students are NOT to be dropped off and packed up on Smithland. The parent loop in the parking lot is the safest way to drop off and pick up.
- When students arrive at school in the mornings they can enter the building at 7:30 am and head directly to their classroom.
- Do not “double park” to let children in or out of the car, you must wait patiently in the line until it is your turn.
- Students need to walk on the sidewalk to the crosswalk in order to cross the street in a safe manner.
- Drive slowly and follow all traffic signs.

- The school bus drop off/pick up area is on Smithland on the north end of the building
- When you see flashing red lights on school buses, it means there are children in the immediate area. **You must stop until the lights are turned off.**
- As a guardian, you have a responsibility to set a good example for your children. Please use seat belts and obey traffic laws.



Student Bus Transportation

Student transportation is a service and privilege provided by the school district to responsible students. Students failing to follow bus regulations are subject to having their bus privileges revoked.

Students are eligible to ride the bus if they live in designated “bus areas”. If you are uncertain about whether you live in a bused area, please call the bus barn at 384-4741. If a change occurs during the school year, bus passes are available at the transportation office, located at 1401 E. 6th Street.

School insurance provides coverage only for officially assigned bus students. Non-bused students wishing to ride the bus with a bus student must contact the Transportation Dept. at 384-4741 for approval. If this is approved by the Transportation Dept. The student must have a written guardian note signed by the principal before riding the bus.

Students must follow all bus rules as published in the East Otero School District Conduct Code. La Junta Intermediate behavior expectations apply to students waiting at the bus stop. Student conduct must be such that drivers are able to focus their full attention on driving the bus. The following regulations will govern student conduct on school buses and will be posted in a common place in all buses.

Student Conduct on School Busses

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or rowdy activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring animals, firearms, weapons or other potentially hazardous material on the bus.
6. Students will remain seated while the bus is in motion.
7. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
8. Students may be assigned seats by the bus driver.
9. Students will not extend their hands, arms or heads through bus windows.
10. Students will need to have written permission by both guardian and school administration in order to be dropped off at any location other than their identified drop off location.
11. Students will talk in normal tones; loud or vulgar language is prohibited.
12. Students will not open or close windows without permission from the driver.
13. Students will keep the bus clean and refrain from damaging it.
14. Students will be courteous to the driver, to fellow students and others.
15. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus.

BUS BEHAVIOR" RULES & CONSEQUENCES

Level One: General behavior issues (name calling, moving about the bus, foul language, roughhousing, etc) would result in a written email report to the assistant principal and the building administration will address the student and a parent notification, phone call or email, will be made. The transportation office will keep a file on the student in the event of further issues. In the event that the student receives multiple level one infractions, discipline may include short term suspension from bus privileges and possible suspension from school.

Level Two: Suspension Level Behaviors (Fighting, Throwing objects from windows, outward defiance to the driver or paraprofessional, etc...). These incidents will be reported immediately following the route from the bus driver to the administration and will be handled accordingly. Further bus privileges will be suspended until the event can be investigated. Parents will be notified as soon as possible and the consequences will be handled at the building level and could include suspension.

Level Three: suspension Level with Law Enforcement Necessary (Drugs, alcohol, weapons, vapes, threats, etc...). These issues will be reported immediately to the district safety coordinator and will be handled at the district level with the superintendent. Suspension will occur immediately pending investigation. Parents will be notified as soon as possible

Consequences:

Step 1: Warning, phone call home and email report to building Assistant Principal

Step 2: 4 Day suspension of bus privileges, phone call home, and phone call to building Assistant Principal

Step 3: 8 Day suspension of bus privileges, 1 day suspension from school, Parent meeting with building Principal/Assistant Principal before return to privileges and school

Step 4: 8 Day suspension of bus privileges, 3 day suspension from school, Parent meeting with building Principal/Assistant Principal before return to privileges and school

Step 5: Expulsion referral, Suspension from school, Parent meeting with Principal and Superintendent

In all cases, students will be provided the basic due process rights as detailed by the state law, the school board suspension and expulsion policies and administrative procedures.

The previous procedures are not deemed to be exclusive, however, in the event the student behavior is deemed serious, the student may be subject to suspension and/or expulsion in accord with the district policies.

Bicycles, Scooters, and Skateboards

Students are allowed to ride bicycles to school. The decision to permit a student to ride a bike and the duty to see that he/she complies with basic safety rules are the responsibilities of the student and his/her guardians. The School District does not undertake the responsibility of allowing any student from arriving/leaving school on a bike. Bikes that are ridden to school should be parked and locked immediately upon arrival and not used again until dismissal. Bikes are to be walked on the school grounds, not ridden.

The decision to ride scooters, skateboards, and bicycles is between the student and guardian. The equipment must be stored in the office or on the bike rack during school. Skateboards, scooters and roller shoes are not to be used on school property before or after school. There are too many walkers on the sidewalk around the building to allow safe usage of the equipment.

Inclement Weather/School Closing

In the East Otero School District, the safety of the students is our number one concern. When bad weather conditions occur, the district has a comprehensive process, which is used to make a decision about whether to close school. This includes contacting a network of agencies and individuals, including road crews and school personnel to learn road conditions in various areas of the county. When necessary, East Otero School District will implement a two-hour delay procedure. In this instance, school will begin at 9:45 a.m. Check the district website or check the district Facebook page. An automated call will go out to families as soon as possible to notify a closure or delay. If school is placed on a two-hour delay, the buses will pick up students two hours later. The students will be at school by 9:30 a.m. No breakfast will be served on that day. Guardians will need to continue listening to the radio or look at the district's website to check on the status of the two-hour delay. If the weather or roads do not improve by 9:00 a.m., the school district will again notify the radio station, website, and emergency phone notification if school will be canceled for the entire day. Sometimes weather conditions can change dramatically after the decision is made. If you, as a guardian,

believe you cannot safely send your child to school, please make that decision and let the school know.

The District tries to avoid dismissing elementary students early in bad weather. However, occasionally students are sent home early because of heavy snow or blizzard conditions. At these times, the Intermediate school staff will attempt to call/message every student's guardians to confirm that an adult will be waiting for the child when they arrive at home. If we do not make contact with a guardian, we **WILL** keep the child at the school until a guardian arrives. Guardians may pick up their children if the weather deteriorates during the course of a school day. Families should discuss snow day procedures now and set up individual plans for the year, including the arrangement of emergency day care.

When there is severe weather (lightning, thunder, heavy rain) at dismissal time, students will be held until the weather subsides. Bus students are required to remain indoors. Only bus students and students who know there is a ride waiting will be dismissed. Please make arrangements with your child as to what to do in such circumstances.

Tornado/Fire/Lock Down Warning Procedures

The school district has established the following guidelines to ensure student safety during severe weather.

- Once the tornado sirens are activated, we must move students/staff to a designated safe location within our school.
- All doors are then secured. Guardians or other people will not have access to the building while the sirens are sounding.
- Once the sirens have been suspended, students/staff will return to their classrooms. At the time, guardians will have access to the building.
- Even though the sirens may have stopped, bus routes cannot run until the warning has been completely lifted.
- If we are under a tornado warning, we will not hold afternoon school activities.

The school district has established the following guidelines to ensure student safety during a fire.

- Instruct students to leave the building in an orderly fashion . If a student is in another part of the building, he/she should use the nearest exit and go directly to his/her designated class area outside the building.
- Staff will pick up class emergency folders, playground vest, and playground bag on the way out of the building. Close classroom doors and turn off lights.
- Classes need to proceed to an assigned position where attendance will be taken. Staff members will then hold up their red/green card to indicate that everyone is there. Green means all students scheduled to be in the classroom at that time are present and red means someone is missing. Students should be at least 25 feet from the building.
- If the exit is congested, go to the nearest free exit.
- Re-entry - Wait to enter the building until the building check is complete and an announcement is made to indicate safety.
- Students in small groups or specials will exit with the staff member they are with at the time.

The school district has established the following guidelines to ensure student safety during a lockdown.

- Hold! In your room or area. Clear the halls.
- Secure! Get inside. Lock outside doors.
- Lockdown! Lock, lights, and out of sight.
- Evacuate! To the announced location.
- Shelter! Hazard and safety strategy.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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Attendance and Office Procedures

Attendance

Regular daily attendance in class is of prime importance in the educational process. Students are expected to attend school for all the days of the established school calendar.

Attendance is the responsibility of the student and guardian. The importance of regular, daily attendance as a basis for academic achievement cannot be over-emphasized. Absences have a negative effect upon instructional continuity, regardless of the attempts to make-up work. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional

activity under the instruction of a competent teacher are vital to academic success. **The school cannot teach students who are not present.** Guardians are expected to make sure that their children attend school on a regular basis. There is a Colorado state statute (C.R.S. 22-33-107 (3)) that governs this process:

A child who is “habitually truant” means a child who has attained the age of six years on or before August 1 of the year in question and is under the age of seventeen years having four unexcused absences from public school in any one-month or ten unexcused absences from public school during any school year.

Absences and Tardies

When a pupil will be absent or late because of appointments, etc., Guardians are requested to call the La Junta Intermediate School at **719-384-9151**. Follow the directions for reporting an absence. The school will attempt to verify, by phone, all absences that have not been called in each day. **If contact is unable to be established, the absence will be considered unexcused.** After a week of an unexcused absence, guardians can no longer call to get them excused (including doctor notes.)

Any student arriving after 7:55 a.m. is tardy. **When children arrive at school tardy, guardians must check their student in at the office stating their valid excuse before the student goes to class. If the guardians do not come into the school to check them in, the tardy will be considered unexcused.**

The following situations will be handled as follows:

1. Coming to school late because of sleeping in, no alarm, no ride, guardians ran late, etc.

[Policy JH states: “the principal shall have discretionary powers to accept or reject guardianal reasons for an absence.”] These types of excuses will not be accepted.

2. Missing excessive days without a doctor’s note for illness or other valid excuse. Guardians can have a note from a doctor faxed or emailed to the school.

[Policy JH states; “the principal or designee may request written verification of a student’s illness from a physician licensed to practice medicine in the state in the event of frequent or extended absence attributed to personal illness.”]

These are the actions we will take as a school to help your child attends school:

1. **4 absences:** The school will mail you a letter informing you that your student has reached 4 absences and an attendance file will be created for them. If you have questions about any of your student's absences, you should contact the school.
2. **8 absences:** The attendance officer will mail you a letter informing you about a required meeting between guardians/guardians and administrators at the school. During this meeting an attendance plan will be completed.
3. **10 absences or more:** Truancy will be filed. You, the guardian/guardian will be served a summons to appear in court regarding your child's truancy.
4. **4 tardies:** The school will contact you concerning the tardies and how we can support you. 4 tardies will result in an unexcused absence.
5. **Chronic absences excused or unexcused:** The school will mail you a letter stating your child is chronically absent. A second letter will be sent requesting a meeting. If attendance does not improve, then you will be referred to truancy court. *(Administration will use discretion when determining consequences for excessive tardies and absences.)*

If a problem emerges with health, food, transportation, housing or anything else, please call us so we can help. Mrs. Miell and Ms. Mandy are excellent resources for reducing barriers in these areas. You can contact Ms. Mandy Allsworth, the Student Advocate at the Intermediate at 719-384-9151 or Mrs. Miell, the District Social Worker at 719-384-2991 ext 3.

Transfer and Withdrawal of Students

When students are permanently withdrawn from La Junta Intermediate School, they must checkout through the office. Please inform the office as soon as possible. School records will be sent to the new school upon written request from the new school. Computers, headphones, chargers, textbooks, and library books must all be returned to the school. Guardians will be billed for these items if they are not returned.

Emergency Contact Information

Please keep the office informed of any change in: guardian place of employment, address, home/work telephone numbers, or daycare arrangements. This is for the protection of your child in case of serious accident or illness. Guardians who start to work after the beginning of the school year, please notify us immediately. Also, please list daycare/baby-sitter's name and phone number, if applicable. Make sure the person you put on the emergency form for backup has a phone and transportation available to pick-up your child in an emergency if you are not available. If you need to edit your contact information and/or emergency contacts during the school year, you will need to fill out a form from the front office to get those changes made.

Cell Phones and Earphones

Our students are encouraged **not** to bring cellphones to school. Should they have a need to bring a cell phone to school, **the cell phone must remain turned off and left in their backpack or given to the teacher until the end of the day.** When school has been released and students have **left the building**, they may use their cell phones.

-If students are using a cell phone during school hours the phone will be confiscated and the teacher will call guardians to pick it up.

-The second time will result in an ISS (in school suspension)

-The third will be an OSS (out of school suspension)

Students may use PTDs (personal technology device) as a designated tool for learning if authorized by the student's teacher. It is the student's responsibility to ensure that the PTD is turned off or placed in silent mode during unauthorized times. Students shall not use PTDs to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law. Violation of this policy or any other district, school or classroom rule or regulation on student use of PTDs may result in disciplinary measures and/or temporary confiscation of the PTD. Confiscated devices shall be returned to the student only after a conference with the guardian/guardian, student and school personnel. If the building principal or designee believes a student's possession or use of an PTD may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement.

The district shall not be responsible for loss, theft or destruction of PTDs brought onto school or district property or while the student is attending district or school-sponsored activities or events.

The only permitted listening device would be headband headphones only if permitted by the teacher. Earbuds are not allowed in the building.

Telephone Use

Children may not use the school telephone for any reason unless given permission by a staff member. Please remember the school telephone is a business phone. If there is a real need for a child to use the phone, permission will be granted. Permission to use the phone for forgotten assignments, lunch, and/or money, and similar reasons will be denied. Also, arrangements concerning picking up your child after school should be made in the morning before school.

Field Trips

Per district policy, a child will not be permitted to go on any field trip without guardian permission. A Parent Permission & Emergency Treatment Form (available at registration) must be filled before your child can go on a field trip. Your child's teacher will send a Field Trip Note home before each field trip with the field trip details. If your child loses bus privileges they will not be able to attend a field trip that involves riding the bus and/or if they have not met the PAWS and Social Contract expectations.

Student Insurance

Additional accident insurance is available through the School District. Information is available at registration time. The District does not carry insurance to cover personal property of students.

Immunization

According to state law a child must be fully immunized before admission to school is allowed unless stated through other documentation for personal or religious exemptions.

Medication

The school is permitted to give medication only under the following conditions:

- Requests for students to be given prescribed medication must be submitted on the Medication Permit Form and signed by the doctor and the guardian. The forms are available in the office and at the local doctors' offices.

- Medication must be in the original container and properly labeled with the prescription number, name of pharmacy, patient's name, doctor's name and dosage clearly marked. Please DO NOT send pills or capsules in unmarked, unidentified plastic bags. Any additional medication that needs to be taken at home should be transferred to another container that can remain at home.
- Medications will be stored in the school office and dispensed by the school nurse, health aide or office staff. The student is responsible for coming to the office to obtain his/her medication.
- Acetaminophen (Tylenol), or other necessary over-the-counter medications will be given with the signed consent of guardian and doctor on the Medication Permit Form. However, the guardian is responsible for providing the medication and dosage information before it will be dispensed to the child.
- All medications must be turned into the office and not carried around by the student; this includes Tylenol, cough drops and throat lozenges.

Breakfast and Lunch Program

Breakfast and lunch are served for the students at La Junta Intermediate and are provided free of charge to all students. Breakfast will be served from 7:30 a.m. to 7:45 a.m. and we encourage your child to be on time so they have plenty of time to eat. Child's extra entrée \$1.00 each, and extra milk is .50 and water 1.00. Chips, candy, and soda are **NOT** allowed to be brought for lunch as extra items. For more information about the school lunch program, please contact Chartwells; General Manager, Amanda Gingrich at 719-384-9151, ext. 209.

Lost and Found

In order to help the staff identify lost items, please use a permanent marker to mark all belongings with your child's first and last name. If your child has lost a jacket, hat, gloves, etc. please check our lost and found hangers in the school commons area. Items not claimed at the end of each quarter will be donated to charity.

Classroom Guidelines

Entrance to School

All visitors and late students are to enter the school through the main entrance along Smithland Ave.

Communication - Parent and School

At La Junta Intermediate we use a variety of ways to communicate with guardians such as: guardian-student-teacher conferences, newsletters, progress reports, email messages, phone calls, text messages, planners and special bulletins. Your child's homeroom teacher will be in close contact with your child and family all year long. Please encourage your child to bring ALL notes home. If you need to call one of your child's teachers please call and leave a message with the secretary. The teacher will return your call within 24 hours or you can email them.

Prior to the first day of school, Administration works tediously to create balanced class rosters for all grade levels. Once your child has been assigned their homeroom teacher they will not be switching to another classroom. It is the administration's discretion to allow roster changes after the school year has started. If you have concerns, you must follow these steps:

- **The first step is to work directly with the teacher. The teacher can only make needed changes if he/she knows first hand what the concern is.**
- **Secondly, the administration will be glad to hear your concerns after you have made contact with your child's teacher.**
- **The third step is for the administration to mediate between you and the teacher, if necessary.**
- **Lastly, administration will make a final decision**

Parent-student-teacher conferences are an effective method of communication. During the year, La Junta Intermediate will have two mandatory conferences during Fall and Spring to discuss your student's progress. Additional conferences can be guardian initiated or teacher initiated. We are always open to communication between guardian-student and teacher.

Report cards will be sent home at the end of each quarter (October, December, March, May)/progress reports at mid quarter. The report card/progress report is the teacher's evaluation of how your child is progressing in meeting the academic standards of East Otero School District.

MTSS (Mult-Tiered Systems of Supports)

MTSS is a framework that schools use to provide academic and behavioral support to all students. It involves a tiered system of increasingly intensive interventions, matched to individual student needs, to promote success in academics, behavior, and social-emotional learning. MTSS is not a specific program, but rather a way of organizing instruction and support to ensure all students receive the help they need.

Key Components of MTSS:

Universal Screening:

All students are assessed to identify those who may need additional support.

Multi-Tiered System of Support:

Instruction and interventions are provided at different levels of intensity, with Tier 1 being universal supports for all students, Tier 2 providing targeted interventions for some, and Tier 3 offering intensive, individualized support for a smaller group.

Data-Based Decision Making:

Progress monitoring data is used to make informed decisions about instruction and interventions at each tier.

Collaboration:

Teachers, administrators, specialists, and parents work together to support students.

How MTSS Benefits Students:

Early Intervention:

MTSS helps identify and address learning and behavioral challenges early, preventing them from becoming more serious.

Targeted Support:

Students receive the specific support they need, whether it's academic, behavioral, or social-emotional.

Increased Success:

By providing a framework for differentiated instruction and support, MTSS helps all students reach their full potential.

Student Eligibility

A good work ethic is important for success in everything we do in life. Homeroom teachers will be in close contact with guardians to monitor student grades and behavior. Different activities are planned throughout the year for our students. All

students must be in good standing with their behavior and their grades in order to participate in certain activities. Students with poor academic grades will not be considered in good standing. Nor will students who have repeated behavioral issues. Homeroom teachers will be working closely with students and families to provide opportunities for students to be in good standing. Our Administration and MTSS Team will also be working closely with students who may struggle with behavior and/or academics.

If a student has missing work that is NOT due to an absence:

1st Day - 10% off the score they earned on the assignment
2nd Day - 20% off the score they earned on the assignment
3rd Day - 30% off the score they earned on the assignment
4th Day - 40% off the score they earned on the assignment
5th Day - 50% off the score they earned on the assignment
After the 5th day, the assignment will not be accepted

*If work is not turned in during the allotted time given due to an absence, this process will also apply.

Make-up Work

Make-up work will be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school.

Teachers will inform students of make-up procedures for their classes. It will then be the student's responsibility to follow the procedure and have make-up work on time.

- Following normal excused absences, the student will have one day for each day missed to complete make-up work.
- Following excused absences of five days or more, two days will be allowed for each day missed. A student with an excused absence will receive full credit work made up within these time guidelines.

Make-up work will be allowed following an unexcused absence or following a student's suspensions from school with the goal of providing the student an

opportunity to keep up with the class and an incentive to attend school. However, this work may receive only partial credit.

Unless otherwise permitted by the building administrator, make-up work will not be provided during a student's expulsion. Rather, the district will offer alternative education services to the expelled student in accordance with state law. The district will determine the amount of credit the expelled student will receive for work completed during any alternative education program.

The Teachers shall identify students early in the school year who are not making adequate progress toward achieving state and district academic standards and may choose to implement an individual learning plan for each such student. A meeting will be scheduled with guardians to develop goals for a plan. The plan shall be developed by the student's teacher and/or other appropriate school staff with input from the student's guardians/guardians. The student's guardians/guardians shall agree in writing to support the plan. The plan shall address the specific learning needs of the student. Strategies designed to address those needs may include tutoring programs, after-school programs, summer school programs, other intensive programs and other proven strategies. Teachers are encouraged to collaborate on the development of such plans and to use a variety of strategies consistent with the student's learning style and needs. Each quarter, students with individual learning plans shall be reassessed in the content areas covered by the plan. If the plan is not showing progress, another meeting will be held to determine next steps. If a student has two or more failing classes, they will be considered a candidate for possible retention and a meeting with the administration will be made.

Dressing for Safety in the Sun

Children need to come to school with adequate clothing and sunscreen applied to bare skin in order to be protected from intense UV rays experienced year-round in our valley. Clothing with loose sleeves and broad brimmed hats will protect students as they play mid-day. Hats and sunglasses may be worn outside only. Please LABEL all of your child's jackets and hats.

Dressing for the Weather

Children need to come to school dressed for the weather. We have had a few children come without a coat on a snowy day. We go outside for recess even in the

winter months. Recess is an important time to develop strong muscles and a healthy body. Everyone is expected to go outside. If it is extremely cold or rainy, everyone stays indoors.

The following guidelines will be considered by East Otero School District building principals when making decisions regarding inside/outside recess:

- Children are expected to go outside with their class, unless extreme weather conditions dictate inside recess.
- The principal will consider temperature, moisture, wind chill and other unique factors in determining outside recess.
- The general rule will be a 25-degree wind-chill factor. However, determination is made on a case-by-case basis.
- If a teacher(s) determines that a child/children are too cold, the child will be returned to the interior of the building.
- All schools are to remind guardians to be sure that children are dressed appropriately for the weather conditions.
- Students should bring/wear boots to school if snow is over ankle deep.
- Students with no boots will remain in plowed areas.

Nuisance Items

Students are to bring to school only materials that are necessary or have been requested. Items that are distracting to the student or others, and/or disruptive to the learning process (whistles, video games, trading cards, gum, candy, fidget spinners, popits, etc.) are considered nuisance items and are not to be brought to school. Expensive toys or items should not be brought to school. Nuisance items will be taken from the student and returned at the end of the day or held until the guardian comes. Dangerous items will not be returned to the student. Parents will be called and a meeting will be set.

Parties and Birthdays

There are usually four times a year when classes have parties. These are Fall, Winter Holiday, Valentine's and End of the Year. These parties will be scheduled and planned by the grade level teachers. Parents are often asked to help and participate.

Sometimes children wish to share their birthday with their classmates. The time for these parties should be arranged with your child's grade level teachers. An extremely popular birthday activity is purchasing a book or game for the classroom. Please contact your student's grade level teachers if you wish to recognize your child's birthday.

Please let your child's grade level teachers know if you have religious beliefs which prevent your child from participating in holiday and birthday parties.

Recess

Everyone is expected to go outside. **If a student has been ill and needs to stay in from recess the guardian or a doctor must send a written note or verbally tell the teacher.**

Staying After School

Sometimes it will be necessary for your child to stay after school. You will be contacted if your child is detained for more than 5 minutes or will require transportation home. If students are not staying after school with a staff member, they must leave the school premises (including the outside of the school.) Students can return to school to use the playground or field if they wish to do so after 4:30pm.

School Pictures

Individual school pictures will be taken in September with retakes scheduled in November. You pay ahead of time if you decide you want to purchase a picture. Retakes are optional and are designed specifically for students who were absent on picture day. There is an online payment option link that will be on the Studio 5 forms.

Class Pictures

Class pictures will be taken in March. You pay ahead of time if you decide you want to purchase a picture. There is an online payment option link that will be on the Studio 5 forms.

Conduct

Tobacco-Free School

To promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by staff, students and **members of the public** shall be prohibited on all school property.

Any member of the general public considered by the superintendent or designee to be in violation of this policy shall be instructed to leave school district property.

The possession or use of tobacco products by students while in or on school properties, or under the school's properties, or under the school's jurisdiction during school hours, or while participating in a school sponsored event is prohibited. Disciplinary measures for students who violate this policy shall result in a three-day suspension. In accordance with state law, no student shall be expelled solely for tobacco use.

For purposes of this policy, the following definitions shall apply:

1. "School property" shall mean all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.

2. "Tobacco product" means:
 - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin on an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
 - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" shall mean lighting, chewing, smoking, ingesting or application of any tobacco product.

Common Behavior Expectations

Be Polite, Be Accountable, Work Hard, and Be Safe

PAWS Matrix

La Junta Intermediate School

	Hallway	Restroom	Lunchroom	Office	Playground	Classrooms (all)	Arrival/Departure
Polite	- Smile - Greet Others when appropriate - Use appropriate voice level - Walk single file	- Be polite - Wait your turn - Say "Excuse Me."	- Use good manners and kind words - Complement the menu - Say "Please" and "Thank you"	- Smile - Use a pleasant tone of voice - Use kind words and actions	- Use kind words and actions - Demonstrate positive actions and attitudes - Use appropriate language	- Use kind words and actions - Use peaceful solutions - Be accepting of others	- Greet others when appropriate - Be welcoming - Display a positive attitude and an interest for learning
Accountable	- Decorations and displays are solely for looking at - Take lost and found items only if they belong to you - Be honest and considerate	- Report problems honestly and accurately - Use the nearest restroom or grade level restroom - Return back to	- Pay for extra food items - Eat from your own tray - Speak politely and keep all conversations at your table	- Be honest about your reason for using the phone - Be honest about reporting sickness and seeking the nurse's help	- Return found items - Honestly report all unsafe behavior to an adult - Return all equipment - Problem solve and strive to work our problems	- Be honest and report dishonesty - Choose not to cheat or steal	- All interactions are free of horseplay - Always clean up after yourself in your hallway, classroom, and locker areas

		class quickly		• Tell the truth	independently		
Work Hard	• Use quiet voices • Respect displays • Keep hands and feet to yourself • Walk in a single file line	• Respect privacy of others • Keep restrooms clean • Use #1 voices	• Use good table manners • Talk quietly in a #2 voice • Use respectful tone and give appropriate responses when speaking with an adult • Eat and enjoy your food • Choose seating wisely	• Say "Please" and "Thank you" • Wait your turn • Follow office staff directions	• Practice good sportsmanship • Keep equipment clean from graffiti • Be gossip free • Follow adult directions • Share equipment and take turns	• Respect your own and others' space • Take care of supplies and furniture • Listen to others when they are speaking and speak when it is your turn • Include others • Be prepared • Do your best • Complete work efficiently	• Follow adult directions the first time they are given • Remove hats/hoodies upon entering the building • Stay silent during announcements • Promptly enter and exit the building
Safe	• Walk directly to your location	• Be clean • Always flush the toilets and clean up	• Clean up after yourself; on the table and the floor	• Use appropriate voice level	• Follow all playground rules	• Follow classroom rules • Focus on learning	• Bring your school supplies and backpack with homework and planner

	• Always have your hall pass handy • Walk in a single file line on the right side of the hallway	after yourself • Keep walls and stalls clean and graffiti free • Make sure all trash goes in the trash can	• Stay in your own space • Follow your directions the first time • Raise your hand to be dismissed	• Stay in your own body space • Keep your feet off the furniture • Keep hands out of other people's things • Complete your business and return to class quickly	• Stay in designated areas • Listen for lineup signal and lineup quickly, quietly, and safely	• Address teachers and peers with respect	signed by parents • Upon leaving, have homework and planner in your backpack • Keep hands, feet, and personal objects to yourself • Arrive on time • Walk directly to bus or car upon dismissal
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Comprehensive Discipline Plan

Consequences may include, but are not limited to, a student problem-solving conference, guardian conference, loss of privileges, campus beautification, suspension (in school or out of school) or expulsion. Law enforcement officers may

also be notified on any of these offenses, based on school board policy, state law and the severity of the incident.

At La Junta Intermediate School we believe all students should be given the opportunity to get fresh air and stretch their legs with some type of physical activity. If a student loses his/her recess privilege they may be asked to walk during part of their recess time. Walking allows students to owe their consequence in a way that gives them fresh air and some type of movement to reset. Students are not forced to partake in any type of excessive physical activity. If a student owing a consequence chooses to sit rather than walk, they will be allowed to do so. If a guardian would rather their child sit out of recess rather than walk, please contact the child's teacher.

The La Junta Intermediate Discipline Plan involves a three level process. Expectations and consequences apply to any student who is on school property, who is in attendance at school or any other school sponsored activity (in and out of town), or whose conduct at any time or any place interferes with or obstructs the mission or operations of the school district or the safety and /or welfare of students or employees.

- ***1st level: Classroom Consequences (Universal)***

Each teacher will follow a classroom management plan to support behavior expectations with rewards and consequences. The behavior expectations, rewards, and consequences are clearly communicated and posted in the classroom. The consequences for inappropriate behavior are decided upon by the classroom teacher and typically include a warning, name on board, time-out in the classroom, loss of a recess, phone calls to guardians, and staying after school. The consequences build in severity for repeated offenses. **Parents will be contacted by the classroom teacher.**

- ***2nd Level: Office Intervention/MTSS Team (Targeted)***

When a student shows the inability to live up to the classroom expectations and the classroom management plan is ineffective for a specific student and teachers exhaust their series of classroom consequences or if a student demonstrates a serious violation of rules, the staff member will send the student to the Assistant Principal or TOSA and guardians will be notified (consequences given will vary depending on each individual situation). An MTSS meeting may be initiated which involves guardians, students, teachers and other school staff working together to find strategies to help

students work through academic and/or behavioral concerns that may be going on at that time. Parental Involvement is encouraged at these meetings in order to create an appropriate plan for the students. A plan may then be implemented at the meeting to create goals and strategies to improve student behavior. In the event that a guardian does not attend, the team will move forward with creating and implementing a plan.

- **3rd Level: District Behavior Standards Enforcement (Intensive)**
Serious consequences are enforced for violations of the Conduct Code (JICDA), which are grounds for suspension and/or expulsion.

Unfortunately, some students don't keep their focus on learning and when they don't, they disrupt learning for everyone else in the classroom. Much of what goes on at school is dictated by the law. The Colorado Revised Statutes give us direction on how we are to manage certain situations.

Grounds for Suspension/Expulsion

According to Colorado Revised Statutes 22-33-106 (1)(a-g), 22-33-106.1, and 22-12-105 (3), the following may be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare, health, or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student.
 - a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times or more during the course of the school year, on school grounds, in a school vehicle, or at a school activity or sanctioned events. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.
 - b. The student and the guardian, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and guardian, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the

home or the place of employment of the guardian or legal guardian of the definition of “habitually disruptive student”;

5. The use, possession or sale of a drug or controlled substance.

6. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2, Article 3, Title 18, C.R.S. other than the commission of an act that would be third degree assault under C.R.S. 18-3-204 if committed by an adult.

7. Possessing a dangerous weapon without the authorization of the school or school district. For purposes of this paragraph, “dangerous weapon” means:

a. A firearm.

b. Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

c. A fixed blade knife with a blade that exceeds three inches in length or a spring loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.

d. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.

8. Repeated interference with a school’s ability to provide educational opportunities to other students.

9. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property without the authorization of the school or school district.

10. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

11. Profanity directed at staff, students, or visitors (including racial comments)

Student District Dress Code:

Every Wednesday will be our school spirit day---please wear your LJIS Cub shirts. **Every Thursday** will be Orange and Black Day---please wear Orange and Black to support our La Junta Tigers.

A safe and disciplined learning environment is essential to a quality education. These guidelines for student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety.

Students shall not wear apparel that is deemed disruptive or potentially disruptive to the learning environment or to the maintenance of a safe and orderly school.

1. You must wear shoes and undergarments.
2. Please wear appropriate shoes on P.E. days
3. Sleeveless shirts must be three fingers wide. (No spaghetti straps without a cover)
4. Jeans, pants, shorts & skirts must be worn at the waist. If we are suspicious, we will have you prove that they are at the waist.
5. Midriff must not be exposed.
6. Your underwear cannot be showing. This includes bra straps and boxers. Keep them covered.
7. Caps, hats, durags, bandannas, gloves, and hoods are not to be worn in the building.
8. You cannot wear clothing with logos or words that promote the use of drugs, alcohol, or cigarettes, are sexually suggestive, gang related, have profanity or obscene gestures, or are otherwise offensive.
9. No bedroom slippers (fuzzy, animal shaped, etc.)
10. Shorts/skirts must be fingertip length.
11. Jeans with rips/holes/tears in them must also have those exposing features below the fingertip line (just like the rule for shorts) or have solid leggings worn beneath them.
12. Sunglasses, hanging belts, and chains are prohibited.
13. Any other attire, hairstyle, or accessory considered by the administration to be inappropriate or a distraction will be prohibited.

Please do not push the limits when dealing with dress code! For example if you forget to take off your hat, we will remind you. If you “forget” it multiple times, we will not remind you anymore and you will receive the consequences of the policy. If you come to school dressed inappropriately that is not an issue of forgetting, that is a conscious choice.

- **1st offense** – Warning/call home by staff member that dress coded them
- **2nd offense** –Detention/call home by staff member that dress coded them

- **3rd offense** –ISS/call home by staff member that dress coded them

Gang related dress code issues

According to policy JICF-R, the type of dress, apparel, and activities displayed by students must not cause school officials to reasonably believe that they are gang related and would disrupt or interfere with the school environment. The administrators are empowered to make this decision, and it is typically done on a case-by-case basis. If a student is asked by the administration to correct this issue, they will only be asked once. The second time it occurs, the student will be formally written up on the district gang policy with guardians being notified. After that, an immediate 5-day suspension is the result.

Behavior List	Consequences		
	First Offense	Second Offense	Third Offense
Arson	Expulsion		
Bomb Threat/Shooting Threat/Gun Threat/	Expulsion (if found to be credible, Law enforcement notified)		
Cheating/Plagiarism (on homework or tests)	Receive a zero on assignment/test	ISS	OSS
Bullying physical/verbal/written	Detention	ISS	OSS
Chromebook violation (left unattended)	Detention	Detention	Detention
Damage to school or private property including chromebook	ISS Restitution and Repair	OSS Restitution and Repair	OSS Restitution and Repair
Dangerous Weapon	Expulsion (if found to be credible, Law enforcement notified)		
Defiance (deliberate refusal) (violation of classroom rules)	Detention	ISS	OSS
Distribution of drugs or alcohol	Expulsion and police Notification		
Use or possession/Under the influence of drugs or alcohol (including vapes)	Suspension/Expulsion		
Dress Code Violation	Warning/call home by staff member that dress coded them	Detention/call home by staff member that dress coded them	ISS/call home by staff member that dress coded them
Electronic Device Violation including chromebooks and cell phones	confiscation and parent pick up	ISS/ confiscation and parent pick up	OSS/ confiscation and parent pick up
Extortion/coercion/blackmail	ISS	OSS	Expulsion
Failure to Participate in class	Call home by teacher/detention	ISS	OSS
Fighting (a struggle involving the exchange of physical blows)	OSS	OSS	Expulsion
Violent or Aggressive Behavior (hands off)	Detention	ISS	OSS
Act of striking or touching a person	disciplinary interventions dependent on each individual situation		
Hazing	Detention	ISS	OSS
Inciting Violence	ISS/Detention	OSS	OSS
Internet Violations	Warning/Detention	ISS and 2 week loss of Chromebook privileges	OSS and 4 week loss of Chromebook privileges
Leaving Classroom without permission	Warning and a call home from the teacher	ISS	OSS
Lying to staff or administration	Detention	ISS	OSS
Possession of a pocket knife 3 inches(not considered a weapon)	OSS	OSS	OSS
Profanity not directed at staff, students, or visitors (including racial comments)	Detention/ISS	ISS	OSS

Profanity directed at staff, students, or visitors (including racial comments)	OSS	OSS	OSS
Public Displays of Affection	Warning/ call home by staff member who caught them/ detention	ISS	OSS
Repeated interference with the Educational Process (Habitual)	Detention	ISS	OSS
Theft of private or school property	OSS	OSS	OSS
Sexual Harassment (written, verbal, physical)	Detention	ISS	OSS
Throwing objects causing injury or damage	OSS	OSS	OSS
Throwing objects no injury or damage	Warning/ call home by staff member/ detention	ISS	OSS
Throwing objects causing damage to school or private property	Repair or Restitution	ISS	OSS
* OSS = out of school suspension Any 3 OSS means a student is up for expulsion			
Parents will be allowed to pick up work 24 hours after teachers have been notified of the suspension			
* ISS = In school suspension Any 2 ISS is equivalent to 1 OSS			
Students will be expected to complete that days work during the ISS			

School Library

Students will be allowed to check out one library book at a time this year. The book must stay at school. Students may check out another book when the first one has been returned. If the book is lost or damaged, students/families are responsible for paying to replace the book in order to check out books.

Guardian Involvement

Guidelines for Guardian Visits to Classrooms and School Events

Visitors are welcome at La Junta Intermediate and our staff is dedicated to maintaining a learning environment for students which will promote maximum growth in their educational development. Keeping this in mind, guardians visiting our school must follow the guidelines listed below.

- **Sign in at the office and obtain a visitor's badge before going to your child's classroom, the playground, lunch recess, and before or after school.**
- Please notify your child's teacher in advance as to when you will be visiting.
- Please check to make sure your planned visit is during a time when students are in class and not involved in a testing situation.
- Please do not bring siblings when visiting in the classroom.
- If the objective or intent of the visits is not appropriate as determined by the principal, the guardians may be asked to limit his/her visits.
- Family members or friends visiting students need to provide a photo I.D. to the office staff.
- Parent volunteers who come on a regular basis will be asked to complete a background check. You may go through the central office to get information to complete this process. (not required for class parties or school functions)

Ways guardians can help/volunteer:

- Small group tutoring
- Make copies
- One-one-One tutoring
- Laminating and Cutting
- Reading with students
- Bulletin Boards
- I cannot come to school, but I can help from home (Send home work for me to do. I can cut, glue, staple, and organize work for the class)

Parent Teacher Organization

The La Junta Intermediate School PTO is an active organization, which invites your support and participation. The PTO plans and carries out many activities and services throughout the year to enhance student education, provide guardian education and support La Junta Intermediate families. All La Junta Intermediate guardians and teachers are invited to join the PTO. Meetings take place once a month and dates are posted on the School Facebook Page and All Call Messages are sent out to all guardians.

Fundraisers

The La Junta Intermediate School and the Parent Teacher Organization have teamed up to sponsor fundraisers. The decisions as to what kinds of fundraisers we will be participating in are discussed and decided upon at PTO meetings. Information regarding fundraisers will be sent home with students. Proceeds from our fundraisers help to pay for many opportunities for our students. These include supplies for special activities, school t-shirts, family nights, field trips, etc.

Building Accountability Committee (PIE: Partners in Education)

The Accountability committee is made up of staff, guardians and community members who work cooperatively and collaboratively to achieve annual goals. The meetings are open to all members of the community. Meeting dates, times and location are published on the school Facebook Page and All Call Messages are sent out to all guardians, or you may call the school office. These meetings are held once a quarter.

Chain of Command

A clear chain of command ensures that questions, concerns, and issues are addressed efficiently and respectfully at the appropriate level. Starting with the person closest to the situation allows for timely solutions and open communication.

In East Otero School District, parents are encouraged to first communicate with the individual directly involved – such as a teacher or coach – before moving up the chain of command. This approach promotes trust, respect, and problem-solving at the level where the issues can most often be resolved quickly.

If further assistance is needed, the next steps are as follows:

1. Teacher or Coach – The first point of contact for classroom or activity concerns.
2. Assistant Principal or Athletic Director – Supports student and staff concerns at the building level.
3. Principal – Oversees the school and ensures district policies are followed.

4. Superintendent – Addresses matters that cannot be resolved at the building level.
5. Board of Education – Considers issues related to district policy or governance only after administrative channels have been followed.