

Tab 1



2025 - 2026 Student & Parent Handbook

Tozer Primary School

[Ver en español](#)



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

District Vision:

Engage. Educate. Empower.

Tozer's Mission:

Building Strong Foundations for Academic Excellence

Tozer Primary School

Main Phone: 970-686-8400

[Tozer Primary Website](#)

Office Hours: 7:00 a.m. - 3:00 p.m., Monday – Friday

Attendance Line: 970-686-8405

Weld Re-4 District Office: 970-686-8000

Transportation: 970-686-8060



Attendance

Absences

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

- Excused:
 - Illness, injuries, death in the family, doctors, dentists, etc. appointments (please schedule these at times other than school hours if at all possible).
 - Parent request: Parents may complete an absence request before a known absence through Infinite Campus. We ask that these be kept to a minimum. If the absence is a vacation, the teacher/school needs to know in advance.
- Unexcused:
 - Any absence that is unverified, repeated illness without a doctor's note, or any absence other than excused.

All families will be notified via an attendance letter when their student reaches 5 absences (excused or unexcused). You will receive additional communication from the school for more than 5 absences.

*See Board Policy for more information.

Appointments

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



Tardiness

A child is considered tardy if he/she arrives after 7:30 a.m. If a child arrives after 9:00 a.m., he/she is considered absent for one-half day. If a child leaves prior to 12:30 p.m., he/she is considered absent for one-half day. If a child is tardy they must check in at the front office before going to class.

Behavior

Multi-Tiered System of Support

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

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

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

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

Student behavior violations that constitute an office referral involve:

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



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

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

Discipline and Student Conduct

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

Before and After School

Arrival

Students may arrive at school as early as 7:20 a.m. and come directly into the building through our main doors. Breakfast will be available from 7:20-7:30 . If your student is walking or being dropped off, and would like to have breakfast, please have them arrive at 7:20 to allow them enough time to eat before the start of class.

Dismissal

All students are dismissed when the bell rings at 2:20 p.m.. This includes students who ride the bus, walk, or get picked up in the Kiss-and-Go Lane on the north side of the building.



For safety reasons students are not permitted to stay after school and play on the playground. Teachers will ask for your child's pick up plan at the beginning of the year. Tozer students need to know their pick up plan for the day and follow through with the plan. If situations change, we ask that you call the school office and we will get a message to your student and teacher. Please do not email your child's teacher with last minute changes to transportation. They may not receive it in time. Please contact our school office by 2:00 pm at 970-686-8400.

Bus Conduct

School Bus Behavior

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

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

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

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



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

Celebrations

Parties and Holidays

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

Invitations

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

Cell Phone/Smart Watch Use

Students may be in possession of their personal communication devices during the school day, however students may only use PCDs on district property, on a district vehicle, or at a district or school-sponsored activity or event in accordance with this policy. The district shall not be responsible for loss, theft, or destruction of PCDs brought onto school or district property or while the student is attending district or school-sponsored activities or events. In accordance with Board Policy:

- All cell phones must be powered off and stored out of sight at all times while on school property
- Phones must not be used to record, video, or photograph others

Smartwatches must be silenced during the school day. They may be worn and used strictly as a timekeeping device. Use of a smartwatch for communication, gaming, notifications, internet browsing, or any other non-watch function during the specified restricted times will be treated as a violation of this policy and subject to the same consequences as other PCDs.



If your child uses a personal electronic device for health reasons and it is documented, we will make accommodations accordingly.

Closure Due to Severe Weather Conditions

Information will be posted on the district website, weldre4.org, and communicated through ParentSquare.

District Information

See our district website, weldre4.org for more information.

Dress Code

Weld RE-4 expects that all students and staff members will dress in a way that is safe, inclusive and appropriate for the school day or for any school sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s)/guardian(s).

- Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, and breasts are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.
- All Students Must Wear, while following the basic principle of Section 1 above (Courses may include assignment-specific dress. Activity-specific shoes requirements are permitted - for example, athletic shoes for PE)
- Shirt or “top” which covers the mid-section of the body (with fabric in the front, back, and on the sides under the arms), AND
 - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND shoes.



- All Students May Wear, as long as these items do not violate Section I above:
 - Religious headwear or dress
 - Culturally significant dress
 - Fitted pants, including opaque leggings, yoga pants and skinny jeans
 - Ripped jeans, as long as underwear and buttocks are not exposed
 - Tank tops; halter tops, etc. in compliance with Section I above.
 - Athletic attire
- Students Cannot Wear:
 - Beanies, hats, or any non-religious head covering
 - Violent language or images.
 - Images or language depicting drugs or alcohol or any illegal item or activity, or symbolism of sex, drugs or alcohol.
 - Hate speech, profanity, pornography or language that alludes to pornography.
 - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
 - Clothing that reveals undergarments (unless it is a pair of shorts) which are covering the areas of the genitals, buttocks, and breasts.
 - Swimsuits (except as required in class or athletic practice).
 - Sunglasses
 - Accessories that could be considered dangerous or could be used as a weapon
 - Costumes (exceptions: if approved by principal or designee for holiday observance or classroom projects and assignments)

Health

Student Health and Illness

Please visit the Weld RE-4 [Health Services page](#) for guidance on when it is best to keep your child home from school.

Medication

Many students have chronic or acute health concerns that require medications to be administered during the school day. We have different requirements for student medications based on elementary and middle / high school level.



All medications for elementary students will be stored in the school Health Office and administered by school staff. Parents must complete a [Medication Administration Form](#). This form requires physician and parent completion each school year.

If your student has asthma, diabetes, allergies, or a seizure disorder, please refer to those tabs on this page for the appropriate forms and information on self-carry requirements.

Contact Information

Updating Information

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

Lost and Found

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

Parent Information

Visiting School

We believe that there is no better way for the public to learn what schools are actually doing than by visiting. Parents and citizens shall have reasonable access to visit classes, activities, and functions at the school upon advance notice to, and authorization by, the school administrator's office.

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

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



All visitors must report directly to the school office. In order to better protect our students, visitors and staff, all visitors will be required to show a valid, government issued ID that will be verified in our RAPTOR system. You will then be issued a visitor sticker that needs to be worn at all times while in the building.

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

Parent Volunteers and Involvement

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

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

Parent Advisory Committee (PTAC)

The purpose of this group is to support staff, families and students in their school experience by planning, supporting and facilitating school community events and activities within and outside of the school day. All parents are welcome and encouraged to



participate in our meetings; time and place will be communicated through ParentSquare, Facebook, and on our website. Please join us!

School Advisory Council (SAC)

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

District Accountability Committee (DAC)

Tozer Elementary School provides parent representation to the District Accountability Committee. This group meets to address specific agenda items directed from the Weld RE-4 District School Board. The committee is advisory in nature and will give participants knowledge and understanding of the entire school district. If you are interested in becoming a member of this committee, let the principal know.

Recess

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

Safety

To and From School

Student safety is a priority; here are some things you can do to help when students are coming to school and leaving for the day:

- If your child walks to school, practice walking the safest route with him/her. Insist they only cross at crosswalks.
- If you drive your child to school in the morning please drop him/her off using the designated drop-off area. If you need to enter the building, please use a parking space.



- When picking up your child after school, please use a designated parking spot while waiting. Do not double park as this creates a safety hazard for children who may dart between cars. Additionally, it creates congestion and does not allow other cars to exit. Use the parking lot if you need to leave your vehicle to enter the building.
- To ensure safety and wellbeing of staff and students, we appreciate a cell phone free zone for drop off and pick up car areas.
- If your child rides a bike, encourage safe habits. Bike riders need to walk bikes while on school property. All bikes need to be parked and locked in the bike areas.

Safety Protocols

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

Bicycles/Skateboards/Rollerblades/Scooters

To help ensure the safety of all students, we ask that if riding a bike to school, walk it while on school property. Bike racks are available for student use (for scooters as well).

Responsible Use for A.I.

Weld RE-4 supports students in responsibly integrating AI into their learning processes in alignment with our values of honesty, safety, and security. The use of AI may include predictive and generative tools. We emphasize the importance of traditional learning skills alongside AI use, valuing a balanced approach and respecting instructors' guidance for effective learning.

Learners can expect to receive guidance from course instructors as to when, where, and how generative AI tools are permitted to be used along with clear instructions on properly crediting AI contributions. Any use outside this permission constitutes a violation of the school's academic integrity policy which may result in academic and/or behavioral consequences.



Our goal is to enhance students' learning experiences by leveraging AI responsibly while maintaining high standards of originality and critical thinking.