Crested Butte Elementary School

Student & Family Handbook 2025-26

Crested Butte Community School
818 Red Lady Ave
PO Box 339
Crested Butte, CO 81224
970/641-7720

https://cbcs.gunnisonschools.net

Dear Students and Families,

Welcome to Crested Butte Elementary School! We are thrilled to have your child(ren) as part of our school community. As we go on this journey together, we want to provide you with important information about our learning community.

This handbook serves as a guide for school policies, procedures, expectations, and as a resource to ensure a safe and productive learning environment for all. It covers a wide range of topics including attendance, behavior expectations, dress code, academic policies, and more.

Please familiarize yourselves with this handbook with your student(s). Being prepared is that first step in success. Should you have any questions or need clarification on the information provided, please do not hesitate to reach out to your child's teacher or to the school office.

Thank you for your partnership in creating and maintaining a positive and nurturing learning environment where every child can thrive academically, socially, and emotionally. Thank you for entrusting us with your child's education.

Go Titans!

Sincerely,
Sally Hensley, Principal
Kathryn Long, Assistant Principal
The Crested Butte Elementary School Staff

Gunnison Watershed School District Mission

Inspire growth and success for all students.

CBCS is part of the Gunnison Watershed School District RE1J (GWSD) and uses the District's Mission, Vision, & Beliefs and the school's Unified Improvement Plan to implement goals aimed at achieving educational excellence. Further information about the GWSD can be found on the district website: www.gunnisonschools.net

Statement of Nondiscrimination

In compliance with Title VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Gunnison Watershed School District offers educational programs, activities, and employment opportunities that do not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for students, parents, employees, and members of the public. The following person has been identified as the Title IX Coordinator for complaints alleging sex-based harassment under Title IX, the District Compliance Officer for Section 504/ADA disability complaints related specifically to students, and as the District Compliance Officer for all other complaints of unlawful discrimination or harassment:

Director of Human Resources
District Administration Offices at Lake School
800 N. Boulevard St. Gunnison, CO 81230
970-641-7750
complianceofficer@gunnisonschools.net

Outside agencies: Complaints regarding violations of Title VI (race, national origin), Title IX (sex), or Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

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Mission, Vision, and Values

CBES Mission: Empower all learners to be successful, safe, and resilient

CBES Vision: We work together to:

- provide a safe learning environment for students to explore a variety of skills, knowledge, relationships, and interests;
- design rigorous and engaging learning experiences for our students that inspire, support, and challenge them to grow into successful, productive, and confident young adults; and
- foster a sense of belonging, acceptance, and appreciation for ourselves and others in our school community.

We do all of this with integrity and lead by example *every* day.

CBES Values: Each year in addition to academics, Titans cultivate a variety of values that embody a strong learner. We call these our Titan Traits. We believe that Titan Traits Grow Strong Roots!

Schedules & Calendar

Bell Schedule

- School hours are 8:20 a.m. - 3:30 p.m on Monday, Tuesday, Thursday, and Friday
- School hours are from 8:20 a.m. - 1:45 p.m. on Wednesdays
- Supervision of students is provided from 7:50 a.m. - 3:35 p.m M, T, Th, and Friday and 7:50 am - 1:50 p.m. on Wednesdays. Please respect the working environment of all staff and students prior to and during the school day.
    - Students arriving between 7:50 may do the following until the first bell rings at 8:20 a.m.
        - Play on the playground
        - Eat breakfast in the cafeteria
        - Run the Morning Mile
        - Open Gym, grades 4 and 5 only on Tuesdays and Thursdays
    - Students arriving after 8:20 are tardy.
    - Parents and guardians should pick up their student(s) on the playground after the final bell.
- When the morning bell rings, *only* students enter the building.
        - In the morning, students develop their independence when preparing for the day. Please be assured that our staff will support students as they master the executive functioning skills required to begin their day.

Daily Schedule

Common planning time for teachers: 7:40-8:15 a.m.
Student supervision time (cafeteria, playground, Open Gym (4th/5th Mon, Thurs)
First Bell: 8:15
Tardy Bell: 8:20
Lunch/Recess (grades K-1): 10:55-11:20
Lunch/Recess (grades 2-3): 11:20 - 11:45
Lunch/Recess (grades 4-5): 11:45-12:05
Dismissal (M, T, Th and F): 3:30
Wednesday Early Release Dismissal: 1:45

GWSD Calendar

GWSD Calendar: English and Spanish

School Policies and Procedures

Animals

Due to health and safety concerns, animals are not permitted in the building except service animals. Special circumstances require prior approval from administration.

Attendance

Importance: Consistent and punctual attendance are crucial for student success, academically and socially. Frequent absences can result in delayed academic progress, hindered social development, and increased stress and anxiety from catching up on missed learning and social events.

Help: If your child expresses hesitation about coming to school or is having difficulties, please contact Kathryn Long at klong@gunnisonschools.net for support.

Absence: We recognize that absences are sometimes unavoidable and commit to supporting students and families in navigating and overcoming these challenges. In case of a student absence, please:

- Notify the school by 9:00 am by emailing CBESattendance@gunnisonschools.net or by calling 970-641-7720
- Please Review GWSD policy JH-R - General Attendance Rules

Tardiness: Tardiness is defined as not being in class when the bell rings, thus, disrupting the educational process. Students arriving late must enter through the main office doors and obtain a tardy slip from the front office. If your child is dropped off after 8:35, parents must accompany their child to the office.

Communication

Family - Teacher Communication

- Contact teachers through school email or call the front office for urgent inquiries/updates
- Teachers will respond in a timely manner. However, they are teaching during the day, so responses will not be immediate.
- Avoid contacting teachers on personal cell phones during school hours.

Family - Student Communication

- Reach out to your child through the front office
- Students are not permitted to have cell phones and/or smart watches on during the school day. These devices should be off and in the backpack during the school day. Messaging your child via this communication method disrupts the instructional environment.

Teacher - Family Communication

- Teachers have the autonomy to choose preferred communication methods for their classes; such as newsletters, blogs, emails, etc. Please contact your child's teacher for more information

School Newsletter

- Weekly digital newsletter titled *The Titan Times* includes upcoming events, details on learning and experiences, student highlights, resources, a message from the principal, and more.

Concerns & Constructive Criticism

Constructive criticism motivated by a sincere desire to improve the quality of our education is welcomed by Crested Butte Elementary School (CBES).

Concerns and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channel of concerns involving instruction, discipline, or learning materials is (in order): teacher, principal, superintendent, Board of Education
*A note for expressing concerns, please consider:

- Addressing concerns directly with the individual(s) involved
- Scheduling a face-to-face meeting by appointment
- That expressing concerns on social media platforms or in group emails can distort intent and meaning, snowballing the problem
- That publicly sharing concerns are prone to misunderstanding and may amplify hurt

Discipline Policies

When Something Occurs:

- The adult closest to the situation will most often handle the situation and determine whether escalation is necessary
    - Escalation depends on the behavior and the intent behind it. Please see Bullying & Conflict under Student Behavior Expectations
- Please Review GWSD Policy JK - Student Discipline

Response to Behavior: Restorative Process

- When three "minor" incidents have occurred OR if the behavior is major in nature, students are reported to administration
- The application of logical consequences in the spirit of restorative practices involves: At the most basic level, we are expecting students to reflect on their actions, harm that they caused, who was impacted, developing a plan to repair harm, and then carry out the plan.
    - Identification of Harm: Understanding the impact of the behavior on individuals and/or the community.
    - Accountability: Encouraging the student to take responsibility for their actions.
    - Restitution: Repairing harm that was caused and addressing the needs of those who were impacted.
    - Reintegration: Supporting the student's reintegration into the commuting after addressing the harem done
- This process emphasizes learning from the experience and aims to correct behavior with a focus on growth and understanding, rather than solely punitive measures.
- Communication is a large part of this process. Communication tools used regularly are:
    - Use of restorative circles/conversations with all involved
    - Use of a talking piece so that all are given space to express themselves
    - Conferencing with trusted adults to determine additional supports that may be needed
    - Calling parents and families in to be part of the problem solving process
    - Space for emotional regulation
    - Plan for practicing body control: modified play areas, alternate recess, community service
    - Creating a behavior support plan with increased adult "touchpoints", increased student supports for the person who caused harm and the person on the receiving end
- When safety is jeopardized, in or out of school suspension is also an option. We work hard to ensure students are in school as much as possible. Often, this restorative process takes time, and in school suspension becomes time for the student to process through each step before returning to the classroom.

Health

Health Education: According to Colorado School Law, any school district offering a comprehensive health education program shall, upon request of the student's parent or guardian, exempt a student

from all, or a portion, of the local health education program. (GWSD policy IHAM-R - Health Education). The curriculum and materials used are available for public inspection upon request.

Illness: Management of common communicable diseases will be in accordance with Colorado Department of Public Health and Environment "How Sick is Too Sick" guidelines. A student who exhibits symptoms of a readily-transmissible communicable disease may be temporarily excluded from school attendance. Students who complain of illness at school may be referred to the school nurse or designee and may be sent home as soon as the parent or person designated on the student's emergency medical authorization profile has been notified.

GWSD reserves the right to require a medical provider's statement authorizing a student's return to school. (GWSD policy JLCC - Communicable/Infectious Diseases)

Immunizations: To attend school, students must present to the school an up-to-date certificate of immunization or a completed exemption form per Colorado state law. See GWSD policy JLCB-R- Immunization of Students for more information.

Medications: If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or designee may administer the medication to the student in compliance with the following regulations. In the alternative, the parent/guardian may come to school to administer the medication. See GWSD policy JLCD-R- Administering Medications to Students.

*For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication but does not include medical marijuana. See GWSD policy JLCDB- Administration of Medical Marijuana to Qualified Students

1. Medication must be in the original, properly labeled container. If it is a prescription medication, the student's name, name of medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
2. The school must have received written permission (form found here) from the student's parent/guardian to administer the medication to the student and either:
    a. Written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law; or
    b. A standing medical order, for an over-the-counter medication such as Advil or Tylenol
3. An individual record will be kept of medications administered by school personnel.
   Self administration of medication for asthma, allergies, or anaphylaxis: A student may possess and self-administer medication, such as an inhaler or epinephrine, if all of the following conditions are met:
    a. Written authorization signed by the student's health care practitioner must be on file with the school which includes the student's name; the name, purpose, prescribed dosage, frequency, and length of time between doses of the medication(s) to be self-administered; with confirmation that the student has been instructed and is capable of self-administration of the medication.
    b. The District Nurse or designee, the student's health care practitioner, and the student's parent/guardian collaborate to make an assessment of the student's knowledge of his or her condition and ability to self-administer medication.
    c. A written statement signed by the student's parent/guardian must be on file with the school, which includes permission for the student to self-administer their medication and a release from liability for any injury arising from the student's self-administration of such medication.

A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis will be in effect for the school year in which it is approved.

Please contact District Nurse Sherilyn Skokan at sskokan@gunnisonschools.net with questions.

Notice of Nondiscrimination/Equal Opportunity [School Board Policy AC-E-1]

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Nutrition Services

All students in a Colorado public school are entitled to free meals.

- Students may have breakfast before school begins. It is served in the cafeteria from 7:50 to 8:15.
- Students may sign up for “hot lunch” in the morning. Only students who have ordered “hot lunch” may go through the lunch line.
- Students can purchase additional portions and/or beverages on an ala carte basis. Lunch accounts must be pre-loaded using mypaymentsplus.com

Parking Lot & Pick Up Procedure

Parking Lot

- Please comply with the designated pick up and drop off zones in the elementary parking lot.
- During construction, visibility is impacted while action on campus has increased. Thank you for driving at 5 MPH and staying off your phone in the parking lot.

Pick Up

- Because traditional entrances/exits have been temporarily closed for construction, students may be utilizing doors that they traditionally have not. Thank you for your patience.
- Park and wait along the edge of the sidewalk OR stay in the pick up lane. Stay in your car while waiting for your student(s) and proceed forward with caution.

Early Pick Up

- Parent/Guardians must come to the office to sign out their elementary student(s) during the school day
- Student(s) will be called down to meet their parent/guardian by the front office. Please refrain from contacting students on devices during the school day.
- Only adults indicated on enrollment forms, or have verbal/written consent by a parent/guardian, will be permitted to pick up a student during the school day. Elementary students may not leave the building unless they are accompanied by an authorized adult.

Safety

Drills & Preparation

- Review Emergency Information for Families
- Drills include monthly on-site evacuation drills
- We also have two weeks a year that we work through "Lockdown Preparedness." During this time, students talk through how to find the safest choices when they are in a situation where they need to secure themselves. We do not perform a physical Lockdown Drill. It is always our goal to empower students to be prepared and to remain calm instead of promoting fear/panic. Prior to this period of time, notification will go out in The Titan Times.

Communication

- We utilize School Messenger for mass communication. School Messenger utilizes contact information in PowerSchool. Please ensure that PowerSchool contact information, including emergency contacts, are up to date.
- Release/Reunification: Release/Reunification could occur directly from the school or as a result of an off site evacuation. An evacuation could result from many causes including, but not limited to, a utility failure, a natural disaster, or an accident. In the event of an evacuation, students and staff will assemble in a waiting area at a designated evacuation location. **This location will be communicated with parents/guardians at the time of the incident**. The evacuation procedure and release and reunification protocol have been created both to keep all students and district employees safe and to reunite students with parents in a calm, orderly manner.
- **Safe2Tell** is available to Colorado schools and students or anyone who needs to report a concern but wants to remain anonymous. Reasons to call can include but are not limited to alcohol abuse, animal cruelty, assaults, bullying, child abuse, domestic violence, drugs, explosives, fighting, fire starting, gangs, graffiti, guns, harassment, hate crimes, knives, planned fights, sexual abuse, stealing, suicide threats, suspicious acts, taunting, threats, unsafe situations, and vandalism. If you need to call, dial the toll-free hotline at 1-877-542-7233. Safe2Tell is answered 24 hours a day, 7 days a week. There is no caller ID and you do not have to provide your name. Or, you can make a report at www.safe2tell.org.
- Crisis support is available for student safety concerns. The national crisis hotline is 1-800-SUICIDE (1-800-784-2433). Or locally, The Midwestern Mental Health Center is available at 1-970-641-0229. Students can also utilize the Crisis Text Line by texting 741741.

Restricted Items

- **Alcohol, Tobacco Products, Drugs, and Controlled Substances**: Any student unlawfully possessing, using, or distributing alcohol, tobacco products, drugs, or controlled substances (including prescription drugs that are used by a student to whom they are not prescribed) will be subject to disciplinary action up to, and including, suspension and expulsion.
    - Any and all tobacco products are not allowed at school. CBCS is a tobacco-free campus. Possession is prohibited of paraphernalia used to deliver nicotine or other substances, including, but not limited to, vapor or vape pens, electronic cigarettes, or pipes. In addition, matches and lighters are not allowed at school.
- **Gum**: Students are prohibited from chewing gum in the elementary school, unless given specific permission by the classroom teacher or building administration.
- **Nuisance Items:** CBCS reserves the right to restrict items that are disruptive to the learning environment.
- **Weapons**: Any student carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity may be expelled.
    - *Dangerous and deadly weapons* include, but are not limited to, firearms (loaded or unloaded) or a firearm facsimile, any pellet, BB gun or other device, operational or not, designed to propel projectiles by spring action or compressed air, a fixed blade that measures longer than three inches or a spring loaded knife or pocket knife with a blade longer than three and a half inches, or any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict serious bodily injury.
    - In addition, all knives, regardless of their length, are prohibited. Possession of weapons on school property may result in suspension and possible expulsion.
- **Phones:** The only phone designated for student use is in the main office. During the school day, students may use this phone in case of an emergency, All other telephones are off limits unless approved by staff. Please see below: "Student Smartphones, Phones, & Smartwatches."

Personal Property

- Students who bring personal property to school are responsible for that property. CBCS cannot be responsible for lost, stolen, or damaged personal property.

GWSD Emergency Operations Plan (EOP)

- Designed according to national standards and in collaboration with law enforcement and emergency services
- Contact Assistant Principal Kathryn Long at klong@gunnisonschools.net or GWSD District Emergency Manager Hannah Hanson at hhanson@gunnisonschools.net with any questions or concerns.

Security Cameras

Crested Butte Community School utilizes security cameras both inside and outside of the school building. GWSD policy ECAF-R- VIdeo Cameras in District Buildings.

Student Organizations

Students may arrange and lead meetings for clubs or groups outside of instructional school hours. Meetings should not disrupt educational activities. Membership must be inclusive and open to all interested/eligible students. An adult sponsor is required and permission must be obtained from administration prior to gathering.

Student Leadership Club is made up of 5th graders who apply to participate. This club is sponsored by school staff, and the students engage in school/community service activities, student leadership, and participating in the Titan Trait assemblies.

Morning Mile is a student organization who meets daily before school to run or Nordic ski. Stay tuned in The Titan Times to learn more!

Trespassing & Threats

Trespassing: Presence on school property or at school sponsored activities without permission is prohibited.

Threats: All threats are treated seriously. We adhere to the District Threat Assessment Process by conducting a Threat Assessment Screener. The results of the screener dictate subsequent actions. Parents are always informed when these steps are taken. All steps to ensure student and staff safety are taken.

Visitors & Volunteers

Visitors: Enter and sign in at the front office. Wear a visitor lanyard/sticker and endure it is visible during the entire visit. Please return the lanyard/sticker when checking out through the office at the end of visit. Visitations should be scheduled through school staff.

Volunteers: Any adult in a volunteer capacity with students is required to fill out the volunteer paperwork, including a background check, and comply with the school's visitor procedures.

Instruction at CBES

Standards & Instruction

- All curriculum meets Colorado Department of Education requirements, and instruction is designed to meet Colorado Academic Standards. See GWSD policy AEA- Standards Based Education.
- Teachers collaborate and map out content and concepts to be taught over the course of the year. Teams consistently review and discuss their instructional practices to math, literacy, science, social studies, art, music, and physical education. Teachers use a combination of self-designed programs and formal curriculum.

Curricula

Subject	Curricula	Additional Information
Math	EnVision Math iReady	More information about iReady
Literacy	-K, 4th, & 5th Center for Collaborative Classroom Curricula -1st - Into Reading -2nd & 3rd Grades- Benchmark Advance	Collaborative Classroom Into Reading* Benchmark Advance* *GWSD is piloting these two curricula across the school sites. One will be chosen to implement fully in 2025-26
Science & SS	-Amplify Science & Mystery Science -garden-based science lessons with	Amplify Science Mystery Science

	Mountain roots -field experiences with RMBL -Colorado & America history resources -theme-based units developed to address the Colorado Academic Standards	
STEM	Project Lead the Way	Project Lead the Way
Social/Emotional	Second Step Mind Up Sources of Strength Cerebrate	GWSD incorporates the ASCA Standards in addition to Colorado's Comprehensive Health Standards
Digital Citizenship	Common Sense Media	Common Sense Media
Reading Intervention	SIPPS 95% Group Curricula iReady Take Flight REWARDS	Learn more about Colorado READ Act
Math Intervention	EnVision Intervention (called MDIS) Bridges iReady	MDIS

Special Services & Student Support Plans

As students develop in academic, physical, social, and emotional skills, it may become necessary for the professional staff to collaborate with a family on an individualized plan to address the needs of their student. All of these plans consider student strengths and needs while articulating appropriate strategies and interventions.

- Some plans lead to data- focused intervention groups that are formed around students who have similar needs/abilities. These groups are adjusted throughout the school year.
- A formal process exists for identification, assessment, and programming for each of these unique student populations within our school site. Please contact the counselor or principal for more information. These plans include:
    - Response to Intervention Plans (RtI)
    - READ Plans
    - 504 Plans
    - Individualized Educational Plans (IEPs)
    - Advanced Learning Plans (ALPs)
    - Safety Plan

Specials & Special Programs

We believe in the importance of a well-rounded education that meets the needs of the whole child. To that end, students participate in Specials classes on a rotating basis:

- Art
- Music
- Physical Education (PE)
- Library/STEM
- Guidance

We also partner with the following external organizations to enrich student learning:

- The Trailhead Museum
- Celebrate the Beat
- CB School of Dance
- Mountain Roots
- Rocky Mountain Biological Lab
- Curecanti National Recreation Area
- Crested Butte Mountain Resort
- CB Nordic Center

Student Assessment

Educational excellence is a process. Progress monitoring and benchmark assessments are used to evaluate individual student progress and to inform instructional decisions.

- K-5th Grades
  - iReady- Reading and Math benchmarking three times a year with options progress monitoring opportunities between benchmarks
  - DIBELS 8 (Letter Recognition, Phonemic & Phonics Skills, & Reading Fluency)- Benchmark 3 times a year with required progress monitoring
- Kindergarten
  - Teaching Strategies GOLD Development Assessment - 3 times a year
- 2nd Grade
  - Cognitive Abilities Test (CogAT)- screener in 2nd

WIN Time (What I Need):

In groups that run 35-50 minutes a day, 5 days a week, students:

- Are grouped based on similar academic need
- May transition to a different instructional space
- Will be instructed in READ Act approved intervention programs with Science of Reading aligned strategies
- May be instructed by a grade level teacher, special education teacher, gifted and talented teacher, a reading interventionist, or a trained educational assistant

Student Behavior Expectations

GWSD School Board Policies Regarding Student Expectations

JIC - Student Conduct
JICA- Student Dress Code
JICC (Also EEAEC) - Student Conduct on Buses
JICDD - Violent and Aggressive Behavior
JICDA- Code of Conduct: Suspension and Expulsion

At CBES specifically, we have the following programs and expectations (in alphabetical order)

"Seek The Peak" Program (How We Teach & Support Expectations)

Purpose: Create a positive, safe, and consistent school environment for all
Implementation: Positive Behavioral Interventions and Supports (PBIS) programming teaches common expectations in a positive manner.
Activities: Students:

- Participate in "Seek the Peak" rotations to learn school routines and expectations across the school site
- Develop a classroom pledge reflecting class values and expectations

Titan Traits:

- Essential character traits for school and community success
- Taught, discussed, and reinforced across instructional and non-instruction settings by all staff

Recognition:

- Positive behavior and acts of kindness rewarded with "Seek the Peak" tickets
- Weekly drawing of tickets for prizes, emphasizing intrinsic rewards over external ones through incorporating additional opportunities for leadership
- Monthly acknowledgements with Titan Trait honors for students who exemplify that Titan Trait

CBES Student Expectations (What We Teach Students)

Academic Integrity

Students are

- expected to be honest and do their own work
- encouraged to actively participate in collaborative group work where they are expected to communicate effectively, share ideas respectfully, and contribute positively to achieve shared goals

Assemblies, Concerts, and Guest Speakers

- These opportunities are for learning outside the classroom routine
- Expectations are to
    - sit quietly and engage appropriately with the performance

- show courteous behaviors to performers and to the venue

Bicycles, Scooters, Skateboards, etc.

- Students using bicycles, roller blades, skateboards, scooters, etc., for transportation to school must store them in designated racks throughout the school day
- Foldable scooters and small skateboards may be stored under cubbies
- Ensure clear and safe hallways and walkways; do not use these items during the day
- Larger items like scooters can be taken on buses if they can be safely held on a student's lap

Bullying & Conflict

What is bullying?

- One-sided, verbal, written, electronic, or physically aggressive behavior with a power imbalance
- Involves coercion, intimidation, and/or harm
- Prohibited against any student for any reason
- Not limited to characteristics like disability, race, gender, etc.

Is all conflict a type of bullying?

- No, all conflict is not bullying. Both are disagreements and may have negative impacts, yet, bullying has one person exerting (or trying to exert) power/control over another person. Learn more here.

What do we, the school, do about bullying and/or conflict?

- When navigating conflict, whether it is bullying or other conflict, students are prompted to engage in the Stop-Walk-Talk Process
    - If Treated Disrespectfully:
        - Tell the person to **stop**.
        - Decide to ignore them or **walk** away if they do not stop.
        - **Talk** to an adult if the behavior persists
    - If Witnessing Disrespect:
        - Be an UPSTANDER
            - Encourage the person to stop
            - If behavior continues, support the person on the receiving end to walk away and inform an adult
            - Comfort the person who was harmed
    - If Asked to Stop:
        - Stop what you are doing that is bothering the person
        - Take a deep breath to calm down
        - Close the loop with finding out how your actions made the person feel, offering an apology, and finding out how you should act next time

Staff Response to Conflict		
Interrupt this behavior occasionally	Interrupt this behavior, re-teach, and complete a MINOR office referral	Interrupt this behavior every time and complete a MAJOR office referral

Teasing → neither student is showing sign of distress	Spreading rumors, gossip, or lies	Using racial, ethnic, religious, or sexual slurs
	Excluding on purpose	Touching someone in the private parts
	Horseplay	Calling someone “loser” or “retarded”
	Saying, “That’s so gay” or “that’s retarded”	Calling someone “faggot,” “gay,” or other derogatory gender comments
	Giving nasty looks or eye-rolling	Using technology to spread vicious rumors
	Saying something rude and following it up with “just kidding”	Retaliating after an incident was reported
	Making derogatory comments about someone’s physical appearance	Threatening or intimidating someone
	Using technology for a task that are not directed/approved	Shoving, tripping, hitting, grabbing, kicking, and spitting
		Making obscene gestures
		Engaging in verbal, physical, emotional, or sexual harassment (GWSD policy JBB)

Buses

- Riding a school bus is a privilege based on good behavior and adherence to conduct regulations. We want every child who needs the bus to be able to ride the bus!
- Inappropriate behavior on the bus may lead to loss of riding privileges
- Parents should contact the office before 2:30 PM if a student is not riding the bus home.

Cafeteria

- Students are expected to eat meals in the cafeteria
- While eating and when done eating, students are expected to maintain cleanliness and use table manners
- Students are expected to take responsibility for their tables and the area under it.

Classroom

- Learning is the primary focus at CBES, with students responsible for their own learning and respecting others’ rights to learn.
- Students are expected to be active listeners, ask questions, engage, and contribute
- Students have a right to a safe learning environment; disruptive students may be removed.

Computers

When the GWSD Student Safe & Responsible Use Agreement has been signed and the technology fee has been paid*, each student is assigned a device for the school

*Students qualifying for Free And Reduced Lunch have alternate rates

- Devices are protected by GoGuardian

    - Blocks inappropriate content, as school devices are intended for school-related work
- Students are taught healthy tech habits and digital citizenship
- Non-compliance with agreements can lead to consequences like technology suspension, parent contact, or office referral.

Dress Code

Students can express themselves through attire, but clothing may not be disruptive to learning. Please adhere to the following:

- Bandanas, hoods, hats, and sunglasses are not allowed to be worn in the building.
- Clothing that is see-through or shows too much skin is prohibited.
- Clothing that advertises alcohol, drugs, tobacco, sex, violence, or has obscene language is prohibited.
- All tops (male and female) are to have a strap
- Midriffs are not to be visible at any time. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward.
- Shorts, skirts, and tops worn as a dress are not to be shorter than fingertip when arms are at your side. This includes the top of the slit in a skirt.
- Underwear may not be exposed. This includes briefs and all bras.
- Buttocks may not be visible at any time.

The CBCS administration is responsible for regulating and interpreting the dress code. Certain school activities may be exempt from the dress code with administrative approval.

Drills & Emergencies

- Students are expected to cooperate during practice and real emergencies
- Teachers will discuss emergency procedures periodically, as outlined in GWSD's Emergency Operations Plan
- Monthly on-site evacuation drills (fire drills) are conducted
- Emergency Alarm Systems
    - The fire alarm system is for our safety. It is against the law to pull fire alarms or tamper with fire extinguishers/alarms without evidence of an emergency.
    - If a fire alarm is accidentally triggered, the student should immediately notify the office.

Enrichment Programs, Wednesday Workshops, & Community Workshops

- Enrichment Programs are Tuesday and Thursday sessions that offer artistic, cultural, and education opportunities after the school until 4:30.
- Wednesday Workshops cover the early release time on Wednesday afternoons. These sessions offer arts and crafts, games, science, STEM activities, and more for K-5 students. Thank you to the school district and to the PTA for supporting this valuable program!
- Community Workshops provide fun, educational programs for students during school breaks and teacher in-service days.
- After Care is provided for students who need care until 5:30. There is a fee for this service.

Each option is available to all students. There is a fee for Enrichment Programs and Community Workshops. Scholarships are available, as needed. Students must be enrolled for each session. For registration information as well as to have questions answered, please contact Jill Van Tiel at jvantiel@gunnisonschools.net.

Field Trips

- Permission forms are to be completed by parent/guardian and are required for participation
- Students without permission will stay at school

Halls and Restrooms

- Walk quietly on the right side of the hall
- Maintain control of body parts; only walked is permitted
- Use restrooms appropriate: flush toilets, wash hands, throw trash in the trash can

Library Media Center (LMC)

- Available for student use during school hours
- Students are responsible for:
    - checking out, maintaining, and returning library materials in a timely fashion
    - Maintaining good condition of books
    - Respecting others' right to a quiet environment and keeping work areas neat

Recess

- Certain guidelines must be followed, emphasizing safe play and respect for each other's games and equipment.
- Teachers and educational assistants will review particular equipment, boundary designations, and rules with all students
- During the winter season, students must wear all five things. These include
    - Hats
    - Waterproof gloves
    - Waterproof boots
    - Waterproof coats
    - Waterproof snow pants
- People without the proper gear will not be permitted to play in/on the snow

Student Smartphones, Phones, & Smartwatches

We acknowledge concerns for the safety and well-being of children while they are attending school or school-sponsored activities. We also understand that student possession and misuse of Personal Technology Devices (PTDs) such as smartphones and smartwatches can, and often, undermine the learning environment, disrupt academic instruction, distract students, compromise the integrity of student work, increase disciplinary problems, and may violate the privacy rights of students and school staff.

- Elementary students must have communication devices powered off and stored away in backpacks.
- The district is not responsible for loss, theft, or destruction of personal technology devices brought onto school/district property or while the student is attending school/district-sponsored activities or events
- Students who require personal technology device(s) as part of accommodations specified in their 504 plan, health plan, or IEP will be allowed access as outlined in the appropriate plan.
- Violation of this policy or any other district, school or classroom rule or regulation on student use of personal technology devices may result in disciplinary measures. (GWSD Policy JICJ- Student Use of Cell Phones and Other Personal Technology Devices)