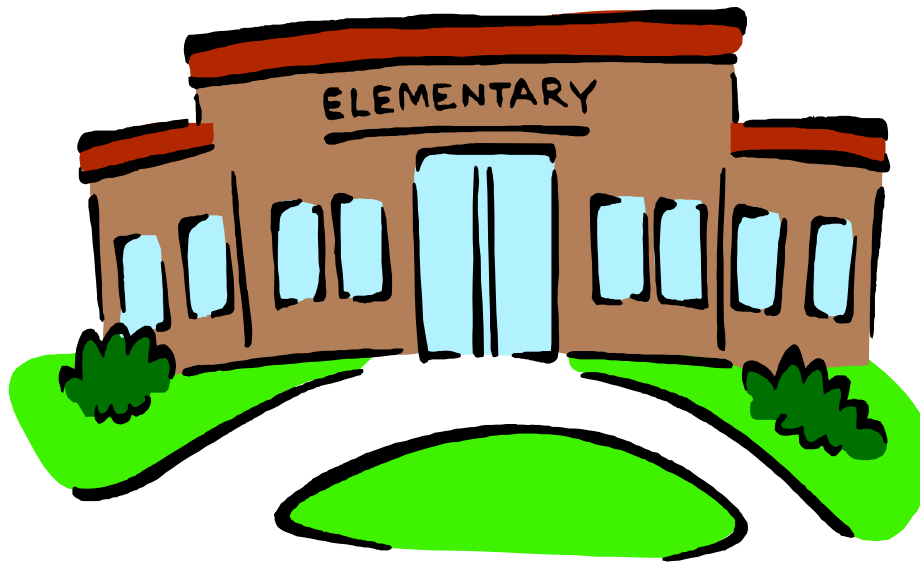


2009-10 PARENT AND STUDENT HANDBOOK



FREDERICK ELEMENTARY SCHOOL

555 8th Street
Frederick, Colorado 80530
(303) 833-2456 / Fax: (303) 833-2549
www.stvrain.k12.co.us/FREL/frederick.html

Principal: Karen Musick
Secretary: Denise LaSalle
Attendance Clerk: Sandy Patterson
Counselor: Jamie Steele

Frederick Elementary's Vision of how we will "do business"
... Values, Beliefs, Practices

Student Achievement

- Having high expectations is different than pursuing high expectations. This is making real our belief that all children can learn and reach their highest potential.
- Consistency in outcomes is as important as diversity in teaching.
- Students not proficient or at grade level will all get small group/individual help from our existing resources until they are proficient.
- We will insure a certain percentage of students will have mastered the essential outcomes for each grade level... essential outcomes are the targets for all students at each grade level.
- We will understand that student attainment of the outcomes is the driver and we'll be flexible with resources based on the data.
- High/Advanced students will receive advanced curriculum.
- We will incrementally raise our performance goals for each proficiency level.
- The shift in emphasis to student learning does not mean we must abandon "tried and true" methods but it does imply that we look at those methods through new eyes, with a focus on outcomes.
- Students will show yearly progress that closes the gap toward proficiencies and beyond for each child.
- School-wide data serves as a broad checkpoint for measuring progress. Intermittent assessments serve as checkpoints to guide instruction/intervention with a child. All teachers will become increasingly competent in using intermittent assessment to make teaching decisions. This also implies collaboration/support/staff development for teachers to target instruction toward outcomes.

Partnerships

- There is consistency across grade levels regarding evaluation of student work and assessments... inter-rater reliability is critical.
- A pyramid of interventions involves consistency, a scaffold of skills and interventions, and collective collaborative planning to insure consistency (ex: a sequenced/planned tutoring model). We will keep a clear record of each child's intervention history through the grades.
- We will have building-wide clarity and consistency in how we score writing (and all essential learnings).
- We will use the K-5 continuum and use the shared resources to improve student proficiency... and give feedback with/where needed.
- Diversity of successful teaching styles and methods will be accepted and shared. Our eye is on successful student learning not only teaching.
- Collaboration is a primary vehicle for improving student learning. Collaboration is not "cloning" but can provide consistency when needed and increase the variety and volume of ideas we generate.
- Parents will be informed and educated regarding their role in supporting their child's attainment of his/her goals.

Well-Being

- All students have an opportunity to succeed. We all work together to be part of creating and contributing directly to a pyramid of interventions.
- Students will be knowledgeable regarding their goals, their performance and progress and will begin to take ownership of their own learning.
- When problems arise, individual support will be available to solve those problems.

2009-10 SCHOOL CALENDAR

August 19.....First Day of School for Students
September 7 Schools Closed -- Labor Day
September 2.....Late Start Day
October 6, 8 & 14.....Parent Teacher Conferences
October 7.....Late Start Day
November 4.....Late Start Day
November 23, 24.....Non-student Day
November 25-27.....Schools Closed-Thanksgiving Break
December 2.....Late Start Day
December 4.....Report Cards Sent Home
December 21 - January 8.....Schools Closed - Winter Break
January 18.....Schools Closed -- Martin Luther King Day
February 2, 4 & 10.....Parent Teacher Conferences
February 3.....Late Start Day
February 15.....Schools Closed -- Presidents' Day
February 26.....Non-student Day
March 3.....Late Start Day
March 8-April 9.....3rd through 5th Grade CSAP Testing Days
March 19.....Report Cards Sent Home
March 29- April 2....Schools Closed -- Spring Break
April 7.....Late Start Day
May 5.....Late Start Day
May 26.....Last Day of School for Students; Report Cards Sent Home

SCHOOL CLOSING INFORMATION: If school should be closed for emergency conditions before school opens for the day, the following stations are notified:

Television Channel 2	KWGN Television Broadcast
Television Channel 3	Longmont Cable Trust Channel
Television Channel 4	KCNC Television Broadcast
Television Channel 7	KMGH Television Broadcast
Television Channel 9	KUSA Television Broadcast
Television Channel 16	Comcast Cable Educational Channel
Radio 630 AM	KHOW Radio
Radio 950 AM	KYGO Radio
Radio 1060 AM	KLMO Radio
Radio 85.0 AM	KOA Radio
Radio 91.5 FM	KUNC Radio
Radio 95.7 FM	KSYY Radio
Radio 98.5 FM	KYGO Radio
Radio 101.1 FM	KOSI Radio
Radio 103.5 FM	KBPI Radio
Radio 105.1 FM	KOOL Radio

SCHOOL HOURS

8:40 a.m. - 3:20 p.m. (Students should not be on the playground before 8:30 a.m.)
8:40 a.m. - 11:25 a.m. Morning (A.M.) Kindergarten
12:35 p.m. - 3:20 p.m. Afternoon (P.M.) Kindergarten

OFFICE HOURS

The office is open from 7:45 a.m. to 4:15 p.m. It is preferable to make scheduled appointments before or after student hours so the Principal can be available for students and teachers during the day.

ATTENDANCE REPORTING

Parents are requested to notify the school office early on any day their child is absent. This prevents us from contacting you at work or interrupting your activities at home. Unreported absences are considered unexcused absences and impact the student's right to make up work.

ATTENDANCE

Good attendance is crucial for academic success. Students who are not ill should be in school every day. Students should arrive on time each day. Parents are asked not to check students out of school early. Perfect attendance will be considered for students who are in school, on-time, all-day, everyday that school is in session.

MAKE-UP WORK FOR ABSENTEEISM

All students are expected to make up school work missed because of absenteeism. No makeup work will be given before or during an absence. Students with excused absences shall be granted full credit for make-up work provided the work is completed within the allowed timeframe. Students are allowed 1 day to make up work for every day absent, up to five days. Students absent for 5 days or more are allowed 5 days to make up missed work.

Students with unexcused absences are expected to make up work missed without credit. A grade of zero is to be recorded for all class work missed during an unexcused absence provided grades are recorded for all other students present on that specific date. The time guidelines are the same as shown above.

TARDY

Parents will receive phone calls or letters regarding students who are habitually late for school. Arrangements will be made to make up missed time.

TEACHER HOURS

The official day for the teaching staff is 8:00 a.m. - 3:30 p.m. If you need to communicate with a teacher, it is usually easiest to reach them between 8:00 a.m. and 8:40 a.m.

VISITING SCHOOL

Parents are welcome and are encouraged to visit anytime; ALL persons MUST check in at the office when entering the school. You will be asked to wear a sticker identifying you as a visitor.

STUDENTS ARE NOT ALLOWED TO BRING OTHER SCHOOL-AGED VISITORS TO SCHOOL UNDER ANY CIRCUMSTANCES!

TRAFFIC AND PEDESTRIAN SAFETY

Parents are asked to **use the lot along 8th Street** to drop off and pick up children for the safety of all students. Please use caution when bringing children to school and picking them after school. **Walnut Street is closed** (between the school building and the playground) from 7:30 a.m. and 4:00 p.m. **No parking or waiting is allowed at the bus entrance.**

Parents should discuss the most desirable routes to and from school with their children. Parents should reinforce safe behaviors while walking to and from school and while waiting for or riding buses. **Please do not signal your child to cross the street to your car. Escort them personally---We Want Your Child to Be Safe.**

TELEPHONE

The school telephone is a business phone; therefore, student use is limited to business matters. We cannot accommodate large numbers of students calling home at dismissal time for instructions in what to do. Students need to make prior arrangements with parents to stay for an after-school activity.

CELL PHONES

We discourage cell phones from being brought to school, since the chance of theft or loss is high. However, if a student must bring a cell phone to school, they will need to turn the phone over to their classroom teacher at the start of the day and retrieve it at the end of the day. The school will take no responsibility if a cell phone is brought to school and is subsequently lost or stolen.

DRESS CODE

Parents and students are expected to use good judgment in their choice of appropriate dress. We encourage children to come to school dressed appropriately for the weather and the school's activities. Thongs and open shoes of any sort can lead to foot injuries, particularly in outdoor P. E. and playground activities. Halter tops, short shorts, midriff shirts and swim wear are inappropriate. Any item of clothing that contains racial, ethnic, sexual, or violent words or pictures is prohibited. INCIDENTS OF INAPPROPRIATE DRESS WILL BE HANDLED INDIVIDUALLY.

LOST AND FOUND

It is recommended that all items of clothing such as mittens, caps, hats, jackets, coats, sweaters, boots, and umbrellas be clearly labeled with student's name. Many mix-ups occur during the year and an unbelievable amount of clothing is unlabeled and unclaimed by June of each year. The Lost and Found is located in the cafeteria.

BIRTHDAY PARTIES

Because birthdays are important in many families, we do allow the last 10 minutes of the school day for children to bring treats if they desire to do so. Treats should be of a simple nature and a kind that can be easily distributed. Invitations to birthday parties for children must be handled outside the classroom and outside the school day.

GRADING/REPORT CARDS

Teachers will distribute guidelines and expectations in regards to grading at the beginning of the year. In addition, grade level standards and classroom discipline plans will be distributed. Report cards will be sent home at the end of each trimester grading period.

CONFERENCES

Time is set aside during the school year for the purpose of meeting with the parents to discuss student progress. However, appointments may be requested at any time by the teachers or parents. Dates for the conferences are published in the school newsletter and other communications.

HOMEWORK

Teachers will assign homework. Encourage your children to complete their work. Discussing their work helps them develop a positive attitude about learning, especially when learning something new or difficult. You can expect a child in grade Kindergarten through 2nd to have 10-20 minutes of homework nightly. Children in grades 3rd-5th can be expected to have 20-30 minutes of homework nightly.

OUTDOOR RECESS

Recess is scheduled as part of the regular school day. This time serves as a break for students. As a general rule, if your child is too ill to participate in recess, he/she should be kept at home. All children will go out to play during lunch hour and recess. It gives the child a few moments to spend some energy, stretch and activate the body from a morning of sitting in classrooms. This is also a good time for socialization and learning to get along with other children.

Children will not be permitted to stay in due to cold weather unless they have a daily note from parents. Those children with a doctor's note will be permitted to stay in for the period of days specified by the doctor.

The Principal or the Principal's designee will determine when all children should stay in due to cold or wet weather conditions. The school personnel have instruments which measure outdoor temperature, wind speed, and wind chill. ALL CHILDREN SHOULD COME TO SCHOOL PROPERLY CLOTHED FOR OUTSIDE CONDITIONS.

BICYCLES

Bicycles are to be parked and locked in the rack at school which is at the main entrance.

Bicycles should not be ridden on school grounds, nor should there be more than one rider on a bike. General traffic safety rules should be followed by bicycle riders leaving school grounds.

The National Safety Council recommends that children under nine years of age not be allowed to ride their bicycles to or from school.

HEALTH SERVICES

We have limited health services available through our school. A health clerk is in the building from 8:45 a.m. - 3:15 p.m. five days a week. During the remaining time, all health problems are handled by the office staff.

Essential Information

It is ESSENTIAL that we have the following information on file in case of illness or emergency:

- A. Telephone numbers where parents may be reached.
- B. Names and telephone numbers of relatives or friends who should be contacted when parents are not available.
- C. Name and telephone number of family doctor.

PLEASE NOTIFY US IMMEDIATELY IF ANY OF YOUR EMERGENCY NUMBERS CHANGE.

Illnesses

Any school day your youngster has a fever or is vomiting, please keep him/her at home. If the child begins feeling better during the day, bring him/her to school. This procedure will be better than the school calling you to come pick up a child who has come to school with these symptoms.

DISPENSING AND/OR ADMINISTRATION OF MEDICATIONS

Schools are required to follow certain procedures when students take medication at school. These procedures will apply to both prescription and over-the-counter drugs.

Prescription Medications:

1. Will be given with the parent/guardian's written permission.
2. Will be given only on the **written authorization of the physician**. The pharmacy labeled bottle cannot be used as the physician's written authorization.
3. Will be provided by the parent in an individual pharmacy labeled bottle for the student who is to receive it.
4. Will be recorded by the school personnel who assists in administering the medication. This record states student's name, medication, dosage, time taken, and the school person's name assisting the student.

Over-the-Counter Medications

1. Will be given only with the parent/guardian's written permission.
2. Will be given in accordance with written protocol specific to each medication and **signed by a physician**.
3. Will be provided by parent or school in a pharmaceutical company labeled bottle.
4. Will be recorded by the school personnel who assists the student to take the medication. This record states the student's name, medication, dosage, time taken, and the school person's name assisting the student.

Before any medication is administered, a permission for medication form MUST be on file in the school. This form can be obtained at the school office.

IMMUNIZATIONS

Colorado law now states that children entering a Colorado school for the first time must have:

Minimum School Immunizations Requirements

<u>VACCINE</u>	<u>DOSES</u>
DPT	5
Polio	4
Measles/Mumps/Rubella	2
Hepatitis B	3 (for children entering Kdg)
Varicella (Chickenpox)	2 (required for 2 nd – 5 th)
Varicella (Chickenpox)	1 (required for Kindergarten)

The Colorado Health Department requests that the measles, rubella and mumps vaccines be given on or after 12 months of age. One Hib vaccine dose must have been administered at age 12 months or older. Children age 5 and older are exempt from Hib requirements. Immunizations may be obtained from your family doctor or the Weld County Health Department.

IMMUNIZATION REQUIREMENTS FOR ADMISSION

- No application for admission shall be complete without a Certificate of Immunization or a completed exemption form.
- Kindergarten students entering school for the first time must submit proof of full immunizations by their first day of school. No student shall be permitted to attend or continue to attend any school in this District without meeting the legal requirements for immunizations against disease unless the student has a valid exemption for health, religious, personal, or other reasons as provided by law.
- Students who do not submit a Certificate of Immunization or present a valid exemption shall be suspended and/or expelled from school until such certificate of exemption is received.

LUNCH ROOM POLICIES/PROCEDURES

Prices for school lunches for elementary school students:
Lunch: \$2.25 daily or \$11.25 weekly
Reduced priced lunch: \$.40 daily or \$2.00 weekly
Milk: \$.50.

Although students may buy a lunch daily, it is preferable that students bring a check for a multiple number of lunches.

A computer system is used to keep track of lunch money. The lunch room cashier will credit each student's account in the computer. Lunch tickets are not issued at the elementary level. Parents will be notified when a student has one lunch left on his/her account. A new series of lunches will need to be purchased the next day. Each student's computer number will carry over with him/her to the next year.

A lunch charge is allowed on an emergency basis only. Parents will be notified by note and then by phone if a lunch charge occurs. We encourage payment in advance.

Families may apply for free or reduced lunches at any time during the school year. Application materials are available in the school office.

We ask parents to send a note to the teacher if a child is not expected to eat at school on any particular day. If a student goes home each day, one note will suffice.

CAFETERIA RULES

1. Students are to remain seated and raise a hand for permission to leave the table.
2. "Lights off" mean students are to become quiet immediately.
3. Food is to remain in the cafeteria.
4. Students are to say "please" and "thank you" to the servers and custodian.
5. 1st through 3rd graders may only buy up to one a la carte item daily.
6. 4th and 5th graders may only buy up to two a la carte items daily.

STUDENT CONDUCT AND BEHAVIOR

One of the major goals of our school will be to help students develop self-discipline and responsibility for learning. Our "School Climate Belief Statement" guides us.

SCHOOL CLIMATE BELIEF STATEMENT

Frederick Elementary is committed to nurturing a school climate where all individuals focus on a positive and supportive learning environment. This learning environment is accomplished as we model, teach, and reinforce the following standards of civility:

- _ Respect for self and others
- _ Physical and emotional safety
- _ Accepting responsibility for one's own learning and behavior
- _ Practicing strategies for conflict resolution

We recognize that we are accountable for our actions and that any imposed consequences should redirect us towards the positive and supportive learning environment. Every member of the school community shares the responsibility of maintaining a positive and supportive learning environment.

DISCIPLINE

All staff members encourage and expect responsibility, cooperation, and a positive attitude from students. Failure to comply with rules and regulations, or inappropriate behavior, may result in the following actions being taken :

- Loss of recess or other privilege
- Restitution, repair, or cleaning up
- After-school detention
- In-school suspension
- Out-of-school suspension
- Conference with parents, teacher, and principal

District Discipline Code

The District Discipline Code consists of three elements: rights and responsibilities, due processes involving suspension or expulsion, and an elementary list of examples of misbehavior and the consequent disciplinary action. A copy of the District Discipline Code is available upon request.

WEAPONS POLICY

Definitions of Disciplinary Infraction (page 18, Discipline Code) "The act of possessing, using or threatening to use any weapon. A weapon is any gun or firearm (loaded or unloaded). Also, any instrument used with the intent of inflicting or threatening bodily harm." No knives are permitted. Any knife is considered contraband and will be confiscated."

Students have the duty and responsibility to immediately report all weapons violations. This duty and responsibility includes physically bringing a weapon which may be found by a student on or near school grounds, to the attention of a staff member or administrator. In such instances, a student will not be disciplined for turning in a weapon which the student has found. However, discovery by school personnel of a weapon on a student, in possession by a student, or involvement in the transmission of a weapon from person to person in situations other than turning in a weapon, are grounds for being suspended or expelled from school.

CLASSROOM RULES

Classroom rules vary from teacher to teacher and are explained by each teacher. Classroom rules are posted in the classroom. Each student will receive a copy of the classroom discipline plan.

PLAYGROUND RULES

1. Students are not allowed on the grass areas by the school buildings. The blacktop play area extends from the edge of the fence on the south to the fire hydrant on the north.
2. Students may play anywhere inside the fenced area of the playground except the area to the north of the tether ball poles between the two fences.
3. Students must ask an adult supervisor to go outside the boundaries to retrieve equipment.
4. Students may play with playground balls on the grass and designated basketball or four square areas only. (see four square rules on following page)
5. Students should keep the gate area clear except to line up.
6. Students needing to use the restroom must get permission from a playground supervisor and use the restroom by the cafeteria.
7. The fence is not to be used as a place to let students do class work.
8. The basketball courts are designated for organized games and hoop games such as "shoot-out," "knock-out" and "P-I-G". NO slam-dunks! NO hanging on the rims!
9. Equipment may be closed if it is wet or slippery.
10. Students may not have "chicken fights" and may not play tag on any equipment.
11. Students should use caution and watch for other students when getting on and off equipment.
12. Students are to go down slides feet first, seated, and one at a time.
13. Students are not to be on top of the horizontal bars or ladders.

14. Students are not to push or pull other students off the equipment.
15. Students are not allowed to jerk horizontal ropes to make others fall off the rope. Only one student is allowed on the horizontal ropes at a time.
16. Students are not allowed to sit, stand, swing on, or flip over the horizontal ropes. They are allowed to swing out and jump off, but not return to the platform.
17. Gravel is to remain on the ground. It may not be thrown or put on the slides.
18. Students are to use the swings sitting by themselves. Students may not twist the swings, swing sideways, hold hands, push others on swings, or jump out of the swings.
19. Running games and organized sport activities are to be played on the grass playing fields.
20. Students may use benches, railroad ties, and the curb near the fence to sit and talk.
21. Jump ropes are to be used for jumping only and may not be tied together or to a fence.
22. Slide line is to be single file from the west staircase. After sliding, student must clear the area and yell "Okay" to the line. Students must leave space between each other while on the stairs.
23. The blown whistle marks the end of recess time indicating students are to stop playing and run to the designated line.

BUILDING RULES

1. All teachers, aides, and all staff members are to be treated courteously by students.
2. The care of all text and library books issued to the child are his/her responsibility, as are playground equipment, cafeteria equipment, rest room facilities, halls, walls, etc. The child is expected to maintain these items in good condition. Restitution is required for deliberately damaged equipment and lost books.
3. Students are expected to arrive on time and go directly home at the end of their school day.
4. Students are expected to remain on the school premises after arriving at school.
5. Students are not allowed in the building until 8:35 a.m. unless they are participating in a supervised activity. Students should use assigned entrances or exits.
6. Students are encouraged to bring only those items directly related to activities of his/her class.
 - a. Toys, computer games, i-Pods, cell-phones, and other electronic items are not to be brought to school since the chance of breakage or loss is relatively high.
 - b. Guns and knives are forbidden.
 - c. Gum, alcohol, drugs, and tobacco in any form are prohibited at school.
 - d. Skateboards, roller-skates, and roller-blades are not permitted.
 - e. The use of any motorized vehicle on school property is prohibited.
7. Students should walk at all times while in the classrooms or in hallways.
8. Coats and hats are not to be worn in the building or classrooms under normal conditions. There are hooks in the area to hang up clothing.
9. Students are expected to solve their disagreements in ways other than fighting.
10. Any student staying after school should do so only when involved in supervised activities.
11. Any student who repeatedly cannot follow the above rules will be scheduled to meet with his/her teacher and the Principal. If this is not successful, a conference will be held with the child and parents. At that time, a procedure to remedy the problem will be developed.
12. Bringing toy or real guns, knives, spears, or swords may result in suspension and/or expulsion.

We can all work together to maintain
a safe and orderly school environment.

BUS RULES

This list of rules represents guidelines for appropriate behavior for school bus riders. Any action which may jeopardize the safety and welfare of students, drivers, or equipment may result in loss of riding privileges or other disciplinary action as deemed appropriate. Depending on the age of the student and nature of the violation, a warning may or may not be given.

1. Be on time at designated bus stops. Buses cannot wait for tardy pupils.
2. Expect to walk some distance to an established bus stop.
3. Stay off the road while waiting for or getting off the bus.
4. No unauthorized stops will be made. Students who wish to get on or off the bus at a stop other than their own must have a permission slip signed by the school Principal or the Principal's designee.
5. Cross in front of the bus when crossing road or highway. **DO NOT CROSS IN BACK OF THE BUS!**
6. Obey the driver's directions at all times.
7. Occupy seat assigned by bus driver. Sit erect with feet on the floor and out of the aisle. Keep hands and feet to your-self. Fighting, pushing, or bothering others is prohibited.
8. Remain seated while bus is in motion. Enter or leave the bus by the entrance door, except in the case of emergency.
9. Musical instruments are to be held by the owner. Transportation of large instruments will be the parent's responsibility unless space is available to keep instruments in seats and out of aisles.
10. Windows will be opened only with permission of the driver. Keep head, hands, and arms inside the bus. **PAPER OR OTHER OBJECTS ARE NOT TO BE THROWN OUT THE WINDOWS.**
11. Avoid shouting or other unnecessary disturbing noises. Drivers should not be distracted while the bus is in motion. Throwing of paper and other objects is prohibited on the bus.
12. Use of vulgar language or obscene gestures is prohibited.
13. Use of tobacco is prohibited by students while riding school buses.
14. Eating, drinking pop and chewing gum will be allowed **ONLY** with permission of the bus driver.
15. Vandalism or destruction of property will not be tolerated. Parents and students will be held responsible for damages and loss of bus riding privileges may result.
16. Knives, firearms, weapons, animals, birds, reptiles or other potentially dangerous items will not be transported.
17. Evidence of use or possession of drugs or alcohol will result in notification of appropriate authorities.

Because of school bus over-crowding, it is necessary to limit the rider ship to only those students registered and assigned to that particular route. Please do not send a note with your child asking to ride the bus or to bring a friend home on that bus. Students who attempt to board a bus other than their assigned bus will be sent back to the school office and instructed to call home for a ride.

HARASSMENT/DISCRIMINATION OF STUDENTS AND STAFF

Employees of the District, and students enrolled in District schools, are in violation of this policy if, on school grounds, at school-sanctioned activities or in District vehicles, they:

1. Make demeaning remarks directly or indirectly, such as name-calling or racial slurs or "jokes," or physically threaten or harm an individual on the basis of race, color, religion, national origin, sex or handicapping condition.
2. Display visual or written material or deface school property or materials, to demean the race, color, religion, national origin, sex or handicapping condition of an individual or group.
3. Damage, deface or destroy private property of any person because of that person's race, color, religion, national origin, sex or handicapping condition.

Students or staff members who believe they have been the subject of conduct or actions prohibited by this policy are encouraged to report the incident immediately to the Principal or designee. Such reports will be investigated promptly, and the Principal or designee will decide whether this policy has been violated. If a violation has occurred, the Principal or designee will impose appropriate discipline, pursuant to the Discipline Code for the St. Vrain Valley School District RE-1J.

