

# MEADOW RIDGE ELEMENTARY SCHOOL

1501 FLETCHER AVENUE | LOCHBUIE, CO 80603

Empowering Early Learners



## Student/Parent Handbook

RE-3(J) ELEMENTARY HANDBOOK





Dear Meadow Ridge Elementary Students, Parents and Guardians:

Welcome to the 2018-2019 school year!! A new school, a new beginning! I am excited and honored to begin as Principal at Meadow Ridge Elementary School. This school happened because the taxpayers said yes to our students,, the district said yes to our students and the architects and the construction team worked very hard to make it happen!

We have a great opportunity to really focus on PK- 2nd grade learners. As a staff we will be working hard to tailor all professional learning, instruction, and social emotional learning to our early learners. Our entire staff is so excited to begin the year. We look forward to partnering with you to educate your student.

Jennifer Forbes

Principal

Meadow Ridge Elementary

BE PROACTIVE  
BEGIN WITH THE END IN MIND  
PUT FIRST THINGS FIRST  
think win-win  
seek first to understand  
then to be understood  
synergize  
SHARPEN THE SAW

## **MEADOW RIDGE ELEMENTARY GENERAL INFORMATION**

### **School Address and Phone Numbers**

Meadow Ridge Elementary  
1501 Fletcher Ave  
Lochbuie, CO 80603  
303-536-2800  
303-536-2810 FAX

Re-3(J) District Office Numbers: 303-536-2000      FAX 303-536-2010

### **School Hours for All Grades**

Kindergarten- 2nd Grade 8:25-3:30

Morning Preschool- 8:25-11:25  
Afternoon Preschool- 12:25-3:25

**Early Release Mondays at 2:00**  
No Preschool on Mondays

# Table of Contents

Letter from the Principal  
School General Information  
Table of Contents  
District Information  
    Administrators  
    Board of Education  
    District Phone Numbers  
District Mission Statement  
Parent Committees  
School Policies and Procedures  
Attendance  
Food Services Information  
Beverage State Standards for School  
Bus Rider Rules and Regulations  
Code of Conduct  
Curriculum Preview and Exemption  
Reading Renaissance & TOPS Report  
Nondiscrimination Statement  
Dress Code  
Emergency School Closure  
Field Trips  
Gifted/Talented  
Grading Procedures  
Homework Guidelines – General Expectations  
Intra-District/Inter-District Transfer Policy  
Legal Notifications  
Parent Volunteers  
Parent/Teacher Conferences  
Parties  
Preschool  
Retention  
Sexual Harassment of Students  
Student Records  
Supplies  
Support Services  
    Special Education Services  
    ELL (English Language Learner)  
    MTSS  
    YFC (Youth and Family Connection)  
    Counseling/Mental Health Services  
Technology Student Responsible Use Guidelines  
Telephone & Cell Phones  
Visiting School  
Ways Parents Can Help Their Children  
Health Services Information and attachments  
Hoff, Hudson, & Lochbuie Specific Information



**For Parents and Children of  
Weld County School District Re-3(J)  
Elementary Schools**

Weld County School District Re-3(J) contains 478 square miles in Weld and Adams Counties. Included in the district are the towns of Keenesburg, Prospect Valley, Roggen, Hudson and Lochbuie. Elementary schools are located at Lochbuie, Hudson and Keenesburg. Weld Central Middle School and Weld Central High School are located on Highway 52 in the geographical center of the district.

**Administration**

Greg Rabenhorst	Superintendent of Schools
Judy Orbanosky	Executive Director of Achievement
Jenny Wakeman	Director of Support Programs
Lisa Clark	Director of Finance
Stuart Peterson	Director of Operations
Dave Scott	Director of Exceptional Student Services
Melissa Welham	Food Service Coordinator
Skye Barefield	Transportation Coordinator
Greg Dent	Principal – Hudson Elementary
Ronda Soliz	Principal – Hoff Elementary
Jennifer Forbes	Principal – Meadow Ridge Elementary (PK-2)
Benjamin Palmer	Principal – Lochbuie Elementary (3-5)
Jamie Jeffery	Principal – Weld Central Middle School
Dan Kennedy	Principal – Weld Central High School
Kelli Dwyer	Assistant Principal – WCHS
Jeff Einerson	Assistant Principal – WCMS
To Be Determined	Activities & Athletic Director – WCHS/WCMS
Deb Sample	District Nurse

**Board of Education**

Bryan Haffner	President
Cindy Baumgartner	Vice President
Fred Jensen	Secretary
Erin Grundy	Treasurer
Deb Gustafson	Assistant Secretary/Treasurer

**District Phone Numbers**

Administration Office	303-536-2000	fax – 303-536-2010
Weld Central High School	303-536-2100	fax – 303-536-2110
Weld Central Middle School	303-536-2700	fax – 303-536-2710
Hoff Elementary	303-536-2300	fax – 303-536-2310
Hudson Elementary	303-536-2200	fax – 303-325-2210

Lochbuie Elementary	303-536-2400	fax – 303-536-2410
Meadow Ridge Elementary	303-536-2800	fax- 303-536-2810
Transportation Department	303-732-4618	fax – 303-732-4262

### **DISTRICT MISSION**

*Creating opportunities for student success through a safe learning environment, rigorous instruction, diverse activities, and an engaged community.*

### **PARENT COMMITTEES**

#### **District Accountability Committee:**

This committee is comprised of parents, teachers, community representatives, and administrators from each school in the district. The DAC serves in an advisory capacity to the district on school programs and policies.

#### **Individual School Accountability Committees:**

Each school has an accountability committee consisting of parents, community members, teachers and the principal. Members are charged with developing and maintaining a school and community partnership for the ongoing improvement of public education. The committee shall make recommendations and develop a school improvement plan with high, but achievable goals and objectives for improvement of education in its building.

#### **Parent Organizations:**

Each elementary building has an active parent/teacher group working to improve the education of students in the district.

### **SCHOOL POLICIES & PROCEDURES**

*Board of Education Policy and Administrative Procedures* are available for review online at [www.re3j.com](http://www.re3j.com). In the unlikely event that guidelines within this handbook are found to be incomplete, inaccurate or otherwise inconsistent with state statute, Board policy or administrative procedure, the above-referenced materials shall supersede the relevant guideline in this handbook.

### **ATTENDANCE**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board of Education believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

## **Excused absences**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

## **Unexcused absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified orally or in writing by the school officials of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence.

### **Truancy and Chronic Absenteeism**

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year.

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 8 absences in a semester or 10 total absences in a school year, whether the absences are excused or unexcused, may be identified as "truant" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "truant"

Research indicates that an absenteeism rate of 10 percent results in an increased likelihood that the student will struggle academically and potentially drop out of school.

If a student is identified as "truant," the principal or designee, along with families and students, whenever possible, will develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to meeting with administrators, YFC referral, and signing an Attendance Contract.

## **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 principal or unless the absence is due to the student's expulsion from school. It is the responsibility of the student/parent to pick up any make-up assignments permitted on the day returning to class. There will be (2) day(s) allowed for make-up work for each day of absence.

Make-up work will be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator. Unless otherwise permitted by the principal, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law.

## **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians will be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers will honor passes presented in accordance with this policy. The provisions of this policy are applicable to all students in the district, including those below the age for compulsory attendance as required by law.

Reference Administrative Policy J-20 (JH) Student Absences and Excuses.

## **FOOD SERVICE DEPARTMENT**

The Weld County Re-3(J) food service program participates in the School Breakfast Program and the National School Lunch Program. Free and Reduced Price Meal Applications are available at the school office or at the District Office in Keenesburg, Colorado.

The point of sale program assists in crediting money to students accounts, tracks an accurate account of all meals and items served, and makes available to parents the status of their student's account. Menus can be viewed at [re3j.nutrislice.com](http://re3j.nutrislice.com). If you have any questions, please contact the Director of Food Services at 303-536-2023.

1. Each student is required to use his or her student ID for meal purchases. Student pictures are imported into the computer to help with identifying the correct student.
2. When students bring in a check or cash, this amount is credited to their account and meals and a-la-carte items are automatically deducted from their account.
3. We encourage parents/guardians to pre-pay for your student's meals. We accept cash and personal or business checks made out to your child's school-**please put your student(s) name(s) on the check to insure the money is credited to the correct account. Parents may also pay by checking account or credit card on-line by visiting [www.myschoolbucks.com](http://www.myschoolbucks.com).**
4. Please see Policy [E-7 \(EF\) School Meal Payments EXHIBIT 1](#) regarding the District Food Service meal charges and collection procedures.
5. Students are encouraged to bring their checks or cash to the cafeteria *before school* for crediting to their accounts.
6. Meals and a-la-carte items are available for purchase. The price of the a-la-carte items range from \$0.50 - \$2.50.

### **ELEMENTARY SCHOOL MEAL PRICES:**

Breakfast: \$2.00 Reduced: \$ 0.00 Free: \$ 0.00  
Lunch: \$2.75 Reduced: \$ 0.00 Free \$ 0.00  
Extra Milk: \$ 0.50

### **ADULTS:**

**Breakfast:** \$2.90 **Lunch:** \$3.80 **Milk:** \$ 0.50

## **Fundraisers**

Smart Snacks allows state agencies to use discretion in determining a specified number of exempt fundraisers where the foods and beverages sold are exempt from the Smart Snacks food and nutrition standards. Colorado allows up to three exempt fundraisers per school building per school year. The duration of the fundraiser must be in line with the intent of the regulation, which indicates that they must be infrequent. These exempt fundraisers are only exempt from the Smart Snacks food and nutrition standards, but not exempt from the Colorado Competitive Food Service Policy.

## **Colorado Competitive Food Service Policy**

According to the Colorado Competitive Food Service Policy (2202-R-201.00), competitive food service is any food or beverage sold to students that is separate from the district's nonprofit, federally reimbursed food service program, and is provided by a school-approved organization or by a school-approved outside vendor.

## **Competitive Food Service Time Restrictions**

Competitive foods shall not be sold in competition with the district's food service program. Such competitive foods cannot be sold 30 minutes before to 30 minutes after each scheduled meal service on any are of the school campus that is accessible to the students. Sales for any food fundraisers, either exempt or non-exempt, may not be sold within these time restrictions.

## **BUS RIDER RULES AND REGULATIONS**

School bus transportation is a district courtesy and is not a service required by law. Therefore, bus riding is a privilege and is provided only to those students who respect the safety and rights of others. The school bus is to be considered an extension of the classroom. Parents and students should read the entire transportation handbook. All students will be issued two student ID badges and students will need their badges to board the bus.

## **CODE OF CONDUCT** **GROUND FORS SUSPENSIONS/DISMISSAL**

Good discipline is vital in providing a quality education for students.

Suspension or expulsion shall be mandatory for serious violations in a school building, on school property or on a school sponsored activity.

The following are grounds for suspensions/dismissals:

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.

7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

Elementary Principals will use the following discipline matrix to GUIDE them in their discipline.

### **WELD RE3J ELEMENTARY SCHOOL DISCIPLINE MATRIX**

<i><b>Tier I</b></i>				
<i><b>Violation</b></i>	<i><b>1<sup>st</sup> Offense Consequence</b></i>	<i><b>2<sup>nd</sup> Offense Consequence</b></i>	<i><b>3<sup>rd</sup> Offense Consequence</b></i>	<i><b>Additional Consequences</b></i>
<b>Academic Dishonesty</b>	<ul style="list-style-type: none"> <li>• Warning or Referral to Office</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Office</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Office</li> <li>• Parent Conference</li> </ul>	Possible: <ul style="list-style-type: none"> <li>• Additional ISS/OSS</li> <li>• Remedial Discipline Plan</li> <li>• Parent Conference</li> </ul>
<b>Category I Bus Ticket</b>		<ul style="list-style-type: none"> <li>• Parent Contact</li> </ul>		

<b>Disrespectful Behavior</b>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Possible Loss of Privilege, as applicable</li> <li>• Possible 1-3 Day Lunch Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of Privilege</li> <li>• Possible 1-3 Day In School Suspension, lunch detention or after school detention</li> <li>• Possible 1-3 Day Bus Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of Privilege</li> <li>• Possible 1-3 Day In School Suspension, lunch detention, or after school detention</li> <li>• Possible Referral to Youth and Family Connections</li> <li>• Possible 3-5 Day Bus Suspension</li> <li>• Placement on a Remedial Discipline Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Advancement to Tier II</li> </ul>
<b>Disruptive Behavior</b>				
<b>Bullying Behavior</b>				
<b>Dress Code Violation</b>				
<b>Excessive Tardiness :</b>				
<b>Internet/Computer Misuse</b>				
<b>Violent or Aggressive Behavior</b>				
<b>Profanity/ Inappropriate Language</b>				
<b>Self-Reporting and surrendering of a dangerous item</b>				
<b>Theft</b>				

<b>Tier II</b>			
<b>Violation</b>	<b>1<sup>st</sup> Offense Consequence</b>	<b>2<sup>nd</sup> Offense Consequence</b>	<b>3<sup>rd</sup> Offense Consequence</b>
<b>Possession of Tobacco/Tobacco Use, including vaporizers (SR-03)</b>	<ul style="list-style-type: none"> <li>• 1-3 Day ISS/OSS</li> <li>• Parent Conference</li> <li>• Possible Referral to Youth and Family Connections</li> <li>• Possible 1-5 Days Bus Suspension</li> <li>• Possible Placement on a Remedial Discipline Plan</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 Day ISS/OSS</li> <li>• Parent Conference</li> <li>• Placement on a Remedial Discipline Plan</li> <li>• Referral to Youth and Family Connections</li> <li>• Possible Referral to Law Enforcement</li> <li>• Possible 5-10 Days Bus Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 Days Out of School Suspension</li> <li>• Parent Conference</li> <li>• Bus Suspension for remainder of the year</li> <li>• Possible Referral to Law Enforcement</li> </ul>
<b>Dangerous Item (not self-reported) (SR-05)</b>			
<b>Category II or III Bus Ticket</b>			
<b>Exhibiting Gang Behavior (SR-09)</b>			
<b>Harassment/Intimidation, including Sexual Harassment, Group or Ethnic Intimidation, and Slurs (SR-12)</b>			
<b>Encouraging, Arranging, taunting, or Facilitating a Fight (SR-12)</b>			
<b>3<sup>rd</sup> Degree Assault/Disorderly Conduct (Major Fighting) (SR-13)</b>			

**Tier III**

<b>Violation</b>	<b>1<sup>st</sup> Offense Consequence</b>
<b>Drug Paraphernalia Possession Drug Possession Sale/Distribution of a Drug or Controlled Substance, including Prescriptions Under the Influence of Drugs (SR-01)</b>	1. 3-5 Days Out of School Suspension 2. Parent Conference
<b>1<sup>st</sup> Degree &amp; 2<sup>nd</sup> Degree Assault (SR-04)</b>	3. Possible Placement on a Remedial Discipline Plan
<b>Possession, Threat, or Use of a Dangerous Weapon (SR-05)</b>	4. Possible Referral to Youth and Family Connections
<b>Robbery (SR-06)c</b>	5. I love Possible Referral to Law Enforcement
<b>Arson, Sexual Assault, or Other Felony (SR-07)</b>	
<b>Habitually Disruptive (SR-08)</b>	
<b>Major Gang Activity/Recruitment (SR-09)</b>	

**CURRICULUM PREVIEW AND EXEMPTION**

All subject area standards, competencies and curriculum materials are available at each school for preview. Any concerns can be brought to the attention of the classroom teacher or building administration. By Colorado State Law, a parent/guardian may exempt the child out of all or any part of the curriculum, so you must notify the classroom teacher and/or building principal of your decision in writing.

**READING PRACTICE (Accelerated Reading)**

A 1992 study found that good readers practice much more than less able readers. In fact, the top 5% of readers read 144 times more than the bottom 5% of readers. It makes sense: the way to get good at something is to practice. The Weld Re-3J Elementary schools have made a commitment to time spent on practicing reading. We want all of our students to have the opportunity to practice in a productive way. As a district we partner with Accelerated Reader, there are 3 major components to practicing in a productive way. First of all students need to practice at the correct level. The second premise is based upon reading comprehension. After the book has been read, students take a computerized test. The third premise is for students to read the right amount of books to increase reading skills. This is measured through the points that students accumulate from reading books. To sum up: the goal of the accelerated reading program is to read appropriate level books, with good comprehension and the right number of books to increase student reading ability.

**NONDISCRIMINATION STATEMENT**

*In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of 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, Weld County School District Re-3J does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation (which includes transgender), genetic information, conditions related to pregnancy or childbirth, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.*

*Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district:*

*Jenny Wakeman, Director of Support Services  
Weld County School District Re-3J  
99 West Broadway, Keenesburg, CO 80643  
(Reference Policy A-4)*

### **DRESS CODE**

Student dress reflects the quality of student conduct and school work. School attire should adhere to generally accepted standards of decency. Students' clothing should not pose a threat to public or personal health or safety. Personal grooming or dress should be modest and not disruptive or distracting to classroom activity or student behavior in or about the school. Spaghetti strap shirts and bare mid-driffs are not allowed.

Students are required to wear tennis shoes and appropriate gym attire on P.E. days.

### **EMERGENCY SCHOOL CLOSURE**

When it is necessary to close school for emergency reasons, the administration will attempt to make a decision prior to the beginning of the school day with 5:30 a.m. as a target time. As soon as a decision is made, parents will be notified via the district's automated messaging system. It is imperative that parents provide accurate and updated contact information to their child's school. Additionally, radio and TV stations (KOA, KCNC Channel 4TV, KMGH Channel 7TV and KUSA Channel 9TV) will be notified. The notice will be posted on the district website ([www.re3j.com](http://www.re3j.com)) and the snow message line at 303-536-2070.

During the school day, early dismissal may become a consideration due to weather related conditions, water outages, electrical power outages, etc. During inclement weather, additional daylight hours are important and buses may have trouble negotiating their routes. If possible, a decision to dismiss early will be made by early afternoon (e.g., 1:00 p.m.) on the particular day in question. The announcement will be made via the automated messaging system, and radio and TV stations will also be notified. There may be instances when an emergency dismissal will occur after 1:00 p.m.. Therefore, the administration suggests that parents make arrangements with your children in case an early dismissal should occur when parents are not at home. Unfortunately, there is no way to guarantee notification to all parents in advance. The district is not only concerned about safe transportation home by school bus but also that the children have an alternate place to go in case parents are not at home.

### **FIELD TRIPS**

The firsthand learning experiences provided by field trips are very effective and worthwhile means of learning, as related to the total school program. Students will be assessed a small charge to help cover the cost of the bus and driver for field trips. Permission slips for students **must** be signed by parents before the field trip in order for the student to participate. School age children are not permitted to go on field trips with brothers and sisters. Younger family members are not normally permitted to go either.

### **GIFTED/TALENTED PROGRAM**

In Re-3J we hope to ensure students who are Gifted and Talented are provided the necessary supports, programming, and advocacy needed to meet their full potential.

The Exceptional Children's Educational Act (ECEA) requires all school districts in Colorado to identify and serve students between ages five and twenty-one whose aptitude or competence in abilities, talents, and potential for accomplishment are exceptionally or developmentally advanced. For more information on our identification and

programming processes and options, contact your schools Gifted and Talented Liaison or principal. You can also visit our website at [re3j.com](http://re3j.com)- Departments- Exceptional Student Services- Gifted and Talented.

### **GRADING PROCEDURES**

Report cards will be issued at the end of each semester grading period. Report cards will be held if fees are not paid. Progress reports will be handed out every two weeks and at midterm.

All Re3-(J) elementary grades 3-5 will be using the following grading scale:

- A-----90-100
- B-----80-89
- C-----70-79
- D-----60-69
- F-----59 and below

All Re3-(J) grades K-2 will be using the following indicators:

- 4 – Independently and consistently applies and generalizes the skill accurately above grade level
- 3 – Independently and consistently (and in writing when appropriate) applies the skill at grade level
- 2 – Is able to apply the skill with assistance, or over generalizes the skill, or applies the skill inconsistently
- 1 – Is working on the foundational skills that will lead to the ability to demonstrate this skill
- NA – No evidence of this skill was collected

Spelling grades will be included in the writing grades, as the two go hand in hand.

### **HOMEWORK GUIDELINES**

The purpose of homework is:

- to practice and build upon skills already learned in the classroom
- to review material for a test
- to develop independent study skills by preparing reports and projects

What are the time expectations for homework?

The amount of time designated for homework each evening should follow these guidelines:

- 1<sup>st</sup> grade – 10 minutes
- 2<sup>nd</sup> grade – 20 minutes
- 3<sup>rd</sup> grade – 30 minutes (DOES NOT INCLUDE DAILY READING TIME)
- 4<sup>th</sup> grade – 40 minutes
- 5<sup>th</sup> grade – 50 minutes

Whose responsibility?

Homework is your child's responsibility. That responsibility should increase every year. Your child's grade is definitely affected when assignments are not turned in.

What is a parent's role?

Daily Assignments – Encourage your child to set aside a special time every day for homework. Encourage short breaks during this study time for snacks or exercise. Provide a quiet spot and study aids (dictionary, paper, pencil). Be available to explain directions or answer questions. If your child is having trouble with an assignment, help him/her get started and then check later for understanding.

Reviewing For A Test – You can help your child by quizzing them on spelling or vocabulary words, or by asking the questions at the end of the chapters in the textbook. Teach the memory tricks that helped you.

Projects And Reports – Help your child divide projects into small parts and set time limits for each part. Be available for trips to the library and for gathering research materials and equipment. Show your interest in the finished product.

What is a teacher's role?

Teachers need to be confident that students and parents understand why homework is assigned, when it is due and the consequences of a late assignment. Teachers should grade and return homework promptly.

#### Beyond Homework!

Parents can help their children succeed in school by showing interest in all aspects of school life. Take a few minutes in the morning and again in the evening to talk about the activities of the day. Parents and guardians are encouraged to call or write a note to the child's teacher whenever there is a question or concern. Parents are also encouraged to attend the parent/teacher conferences and parent meetings. Finally, please show your child that you know education is important by insisting on regular attendance.

### **INTRA-DISTRICT/INTER-DISTRICT TRANSFER POLICY**

Parents of transfer students to Hoff, Hudson, Meadow Ridge and Lochbuie Elementary Schools need to be aware that it is a privilege to attend their school of choice.

Transfer students will be required to maintain good attendance, attitude and behavior. If any of these are not appropriate the administrator will call the student and parents in to develop a behavior and/or attendance contract.

District policy will be followed regarding continuation of attendance for Intra-District transfers (policy J-11(JFBA) Intra-District Choice Open Enrollment), as well as Inter-District transfers (policy J-12 (JFBB) Inter-District Choice Open Enrollment).

School choice is a recommendation made by each Principal with final determinations made by the Superintendent and Board of Education.

### **LEGAL NOTIFICATIONS**

The following legal notifications are available to the public at the Re-3J District website (<http://www.re3j.com>):

- Section 504
- 22-1-124, C.R.S. (Information concerning Sex Offenders)
- 22-33-104. Compulsory Attendance Law
- Asbestos Hazard Emergency Response Act (A.H.E.R.A)
- FERPA for Elementary and Secondary Schools

Please contact our Director of Support Programs at 303-536-2000 if you have questions or concerns about legal notifications.

### **PARENT VOLUNTEERS**

Re-3(J) welcomes volunteers to assist in various capacities throughout the year. If you have a particular skill or expertise that you can share, please contact the building principal nearest you to determine how you can enrich the lives of the children in the district. Parent volunteers who assist in the classroom more than ten times during the school year must contact the Central Office to complete the appropriate paperwork.

We encourage those of you who want to work directly with children in a wide variety of capacities to join other volunteers at your local school. There are many things you can do as a volunteer such as: special presentations within your area of expertise, tutoring, reading to or with a child, serving as a mentor to a child of high ability, supervising and assisting with science centers, art work or computers. You might make costumes for a play, prepare bulletin boards and games, publish students' writing, help in the library, or do clerical work. There are innumerable areas in which you can help within the schools. There is no better way to be involved in your child's education than through participation as a volunteer.

### **PARENT TEACHER CONFERENCES**

The individual parent-teacher conferences are scheduled for October and February. These conferences begin where other reporting methods end. The parents bring to the conference their own understanding of what the child is like at school. These are compared with the teacher's observations. Everybody gains – especially the child.

**Parents' contributions to the conference should include:**

1. The child's reaction to school.
2. Evidence of initiative and creativeness in the home.
3. Relationships with other members of the family.
4. Relationships with other children in the neighborhood.
5. Health problems and special handicaps of the child.
6. Home responsibilities and duties, out of school activities.
7. Response to rules, regulations and procedures in the home.
8. Hobbies, special interests and abilities.
9. Problems in the home that the parents feel will help the teacher "know" the child better.

**Teacher's contribution to the conference should include:**

1. The child's progress in classroom work.
2. Work habits at school.
3. Social adjustment-relationships with other children in various phases of the school program – classroom, playground, group work, etc.
4. Interest, aptitudes and abilities of the pupil.
5. Relationships with teachers and other staff members.
6. Health or emotional problems.
7. Evidence of initiative, originality and responsibility.
8. Response to school rules, regulations and procedures

**PARTIES**

Parties are scheduled for a Halloween, Christmas, and Valentine's Day. In most cases, parties are held at the end of the day. Parent volunteers help with these parties.

**PRESCHOOL**

The Weld Re-3(J) School District provides a quality preschool service to students who reside in the district. The district's philosophy is to provide an educational program that meets the developmental needs of the early childhood population. The early childhood program will observe the guidelines for developmentally appropriate practices by the National Association of Young Children (NAEYC) and the Colorado Department of Education's Quality Standards for Early Child Care and Education Services, as well as the Colorado Early Learning and Development Guidelines and Colorado Preschool Program requirements.

The early childhood program will provide an integrated approach for all areas of child development: language, physical, emotional, social, and cognitive. Curriculum goals and objectives will be based on teacher observations and recordings of the child's interests and developmental progress. Teachers are fully committed to providing settings in which children learn actively and construct their own knowledge. The learning environment will be conducive to learning through active exploration and interaction with adults, other children, and materials. The activities will include the ethnic and cultural backgrounds of the children. The program develops strategies that address the needs of the children who exhibit interest and skills outside the normal developmental range.

District preschool programs are currently funded through Colorado Preschool Program (CPP), as well as, tuition paying families. CPP slots are used to provide free preschool for children who qualify under the guidelines set out by the Colorado Department of Education. The district will also provides free preschool services to those children three and four years of age who qualify through the Individuals with Disabilities Education Act (IDEA). Please refer to our webpage at [re3j.com](http://re3j.com)- Departments-Preschool for more information and to access our Preschool Parent Handbook.

**RETENTION**

The purpose of the Educational Program in Weld County Re-3(J) is to help every child reach his or her fullest potential. Realizing that students progress at different rates and that mastery of certain academic and developmental skills is essential for continued success in school, the following policy for retention has been adopted:  
A student who has not met class objectives in academic areas for the year will be considered for

retention. No student will be retained, however, until serious consideration has been given to the student's academic, social and emotional growth, age, attendance and the parent's attitude toward retention.

Parents will be given written notice upon recommendation for retention and a conference with the teacher, parent, principal, and student (when appropriate) will be held.

### **SEXUAL HARASSMENT OF STUDENTS**

Students and parents need to be aware of the district sexual harassment policy. That policy consists of the following:

The School District shall follow, to the extent feasible, the guidelines set forth in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

A learning environment that is free from sexual harassment shall be maintained. Staff members or students who sexually harass students, or who retaliate against anyone who reports sexual harassment or who participates in a harassment investigation shall be subject to disciplinary action.

The Superintendent of Schools shall establish a grievance procedure for students. This procedure shall provide students with a systematic, fair and equitable process to address any sexually harassing conduct that creates an intimidating, hostile or offensive environment, which subjects an individual to unwelcome sexual advances, expressed or implied, or which interferes with an individual's school performance.

Any student who feels that he or she has been or is being subjected to sexual harassment may use the existing grievance procedures to request a remedy for the complaint and shall have a ready means of resolving any sexual harassment claim on the basis of sexual harassment in the educational programs or activities of the School District. All matters involving sexual harassment shall remain confidential to the extent possible. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

To the extent required by law, the School District shall investigate any informal or formal report of sexual harassment. Whether or not a formal grievance is filed, the School District shall take steps reasonably necessary to end the sexual harassment, prevent sexual harassment from occurring again, and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Notice of these grievance procedures and guidelines shall be circulated to all district schools and departments by incorporation in student and employee handbooks or by distribution in some other manner to reasonably ensure that students and employees receive notice of these grievance procedures and guidelines.

The Weld County School District RE 3J Title IX Coordinator is the Director of Support Programs, Jenny Wakeman. For questions or concerns, call 303-536-2002 or email at [jennywakeman@re3j.com](mailto:jennywakeman@re3j.com)

### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) offers parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Requests to inspect and review student's educational records should be submitted to the school principal in writing. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Parents or eligible students have the right to request amendment of the records under certain conditions. Parents or eligible children have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The address is available at the administration office as is the full policy and procedure for inspecting and reviewing student records.

### **SUPPLIES**

Supplies for each grade level are listed in the individual school section at the back the handbook. It is very important your child always has the needed supplies on hand throughout the year. Please discourage your child from bringing playthings to school that may detract the child from his/her work. Use of **electronic devices will not be allowed during school hours unless approved by the teacher.**

### **SUPPORT SERVICES**

## Special Education Services – Referral and Staffing Procedures

Re-3(J) provides educational programs and related services for school-aged children having a disability. Instructional programs are provided for children who have physical, mental, visual, hearing, speech, emotional or learning disabilities. Provision of related services is determined by the needs of the student.

Any member of the school staff or by the child's parents or guardians may initiate an educational referral. The person initiating the referral will contact the child's parents or guardians, explaining the reasons for the referral and what will happen as a result of the referral. Parental permission for testing must be obtained before a child can be further evaluated for specific services.

Once the referral has been made and the proper evaluations have been completed, a team staffing meeting will be held with the parents and staffing committee members. The team will determine eligibility and the best educational plan and services for the student.

## ELL (English Language Learners)

English Language Learners are identified through our registration process by having parents complete a "Home Language Survey". Students who are linguistically diverse and are identified using the state-approved English language proficiency assessment are provided language support to achieve standards in grade-level content. By law, schools must identify eligible English Learners, assess their English language proficiency, provide English language development services, and evaluate the effectiveness of those programs on a regular and ongoing basis.

English Language Development standards focus on four main areas through grade-level content instruction. The standards call for support and assessment in the areas of listening, reading, speaking, and writing. Students who are identified as Non-English Proficient (NEP) or Limited English Proficient (LEP) based on a body of evidence, are often provided a combination of direct and specific support from an EL specialists, as well as, collaborative supports from all teachers and staff. Individualized English Learner Plans are developed and reviewed on at least an annual basis with students, families, and teachers.

## Multi-Tiered Systems of Supports (MTSS)

Multi-Tiered Systems of Supports (MTSS) is a process which includes the provision of systematic, research-based instruction and interventions to struggling learners. It assumes that the instruction/interventions are matched to student needs and that the monitoring of progress is continuous. Furthermore, MTSS is designed as an early intervention to prevent long-term academic failure.

## YFC (Youth and Family Connection)

The Weld County center is a nonprofit 501 (c) (3) community based service organization, working in partnership with schools and law enforcement agencies to assist youth (and their families) struggling with life issues, truant behavior or engaging in criminal conduct. Through prevention and intervention strategies, comprehensive assessments and improved access to services, the YFC offers solutions to youth engaged in at-risk behavior. There are no costs for the services provided by the YFC, which are available throughout Weld County. For youth living in the South Weld County area, appointments can be made for Ft. Lupton or Del Camino sites. Contact the YFC at (970)-351-5460.

## Counseling/Mental Health Services

Mental Health providers such as school psychologists, counselors, and social workers are available in every building to provide crisis and trauma support, as well as, some individualized counseling. The districts ability to provide regular, ongoing mental or social/emotional well-being is limited. For more information on local resources or additional supports please speak with your school principal or school's mental health provider.

**TECHNOLOGY**  
**Student Responsible Use Guidelines**  
**For Technology, Access and Digital Communication**  
**Weld County School District Re-3J**

The Weld County School District Re-3J offers students access to computers and the Internet to support the District vision and mission. In order to provide open access to the resources, tools and equipment we believe are essential to teaching and learning, it is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Listed below are guidelines that outline responsible use.

**I will:**

- Keep private information private. (My password and identity are mine and not to be shared.)
- Treat others with respect, both online and offline.
- Report anyone who tries to use the computer to hurt or harass me or others to a teacher or another staff member.
- Strive to be a responsible digital citizen.
- Encourage others to be good digital citizens.
- Have appropriate conversations in all my interactions with others.
- Tell adults when someone makes me uncomfortable.
- Use computers, the District network, and District accounts for school-related purposes.
- Credit my sources when I am using other people's information, images or other material.
- Respect the work of other students and not try to copy, damage, or delete their work.
- Follow District policies, rules, and regulations.
- Ask for permission before connecting my own devices to the District network.
- Take care of District computer equipment.

**I will not:**

- Read another student's private communications without permission.
- Use improper language or pictures.
- Use communication tools to spread lies, rumors, or other harmful content about others.
- Access or attempt to access anyone else's account(s).
- Pretend to be someone else online.
- Give out my full name, password, address or any other personal information.

- Give out the full names and addresses of others.
- Electronically communicate with anyone who asks me not to.
- Look for, read, view, or copy inappropriate pictures or information.
- Load my own software or apps onto the District network to use at school, unless I have received permission.
- Try to get access to or make the computer or network do things not approved by my school and the District.

**I understand:**

- That sometimes my computer work may be lost, and I should be careful to backup important work.
- That some things I read on the Internet may not be true.
- That the computers and network belong to the District and that using them is a privilege, not a right.
- That the computers, network and printers may not work everyday.
- That it is my responsibility to make sure that the devices I use on the District network are approved.
- That the things that I do using a school computer or network are not private and that my teachers and District staff may review my work and activities at any time.
- That it is my responsibility to read and abide by the terms and conditions of District Policies [J-33 \(JIC\)](#) and [J-34 \(JS\)](#), guidelines, exhibits, and handbooks, including all subsequent revisions.

**Consequences for misuse, including but not limited to:**

I might not be allowed to use the computers or the District network if I break these rules.

I may be suspended or expelled from school if I act irresponsibly.

**Acceptance**

By signing this agreement, I agree to always act in a manner that is respectful to myself and others and in a way that will represent the school in a positive way. I accept that this policy applies in school and outside of school. I understand that failing to follow the above will lead to appropriate sanctions being carried out.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

**Definitions:**

*Sanctions:* Misuse of the Internet and computers within the District will be dealt with in accordance with the Student Code of Conduct.

*Computer:* Any electronic device used for storing and processing data. E.g., Chromebook, iPad, cell phone, etc. (Please note, this is not an exhaustive list).

## **TELEPHONES & CELL PHONES**

Telephones in the school are to be used for business calls only. Children will be permitted to use the phone only in cases of an emergency. All plans concerning after school activities should be arranged for the child before coming to school.

When necessary, the school secretary will make every effort to deliver any important messages to the child. Rarely are children called to the phone from the classroom. When possible, we ask that you work out after school arrangements and/or directions for your student before school so that the office phones are not tied up with unnecessary calls at the end of the day.

Sound devices are disruptive to the educational process. Therefore, sound devices are discouraged at school. They must be turned off & stored in backpacks during school hours. **Students are not permitted to have cell phones out or on during the school day.**

Except in cases of emergency, teachers are not called to the telephone during school hours. Messages for them will be placed in their mailboxes or on their voicemail.

## **VISITING SCHOOL**

Parents are welcome visitors at school! Visitors will enter through a secure entrance and are required to check in and check out with a receptionist. **All visitors should be prepared to provide valid identification and will be released into the building following check-in. Criminal background checks, not to include immigration status, will be performed upon a visitor's first visit to the school, annually.** Visitors will be given a visitor's pass which must be worn at all times while in the building. Visitors are required to check out at the receptionist's window prior to leaving the school. To maintain security, all entrances into the building will be locked, and visitors are only allowed entry at the school's primary entrance.

Parental visits give children a feeling of security within the school environment. Formal classroom visits are discouraged the first three weeks of the school year to enable children to adjust to their new routine and program. Formal visits and/or observations anticipated to be longer than 15 minutes must be scheduled in advance with building administration. Siblings and friends are not permitted during formal visits to classrooms.

Parents who wish to speak with the teacher are encouraged to make an appointment. Sometimes students are not in their usual classroom or they may be involved in activities or tests which should not be interrupted. Children are easily distracted by conversations between adults. Often teachers have previous commitments and are not able to devote adequate time to spontaneous conversations. Please call ahead to arrange a conference which will ensure a profitable experience for everyone.

The principal at each school also welcomes parent visits and ideas. It is a good idea to call ahead and schedule an appointment to be sure the principal is available and can plan uninterrupted time for discussion. An occasional lunch at school is a great way to connect with your child and their peers. We ask that you please notify the school before 9:00 a.m. if you wish to order a school lunch. The adult price is \$3.75.

## **WAYS PARENTS CAN HELP THEIR CHILD**

The home and school must work together to insure the best educational progress for each child. There are many ways parents can help. Here are just a few suggestions:

- By ensuring adequate rest and good nutrition at home. Pop is discouraged at lunchtime
  - By showing an interest in school work
  - By listening to your child talk about their experiences
  - Visiting places of interest
  - Travel
  - Exposure to music, art and outdoor activities
  - Encouraging questioning, curiosity, and experimentation
  - By helping your child assume responsibility appropriate to his/her maturity
  - By reading to and with your child
  - By providing an atmosphere conducive to study and regulating use of TV, video media, and audio media
  - By creating an atmosphere in the home where books are valued as an important source of knowledge and reference materials such as a dictionary, atlas, globe and newspapers are readily available.
- 
- Establish a routine for meals, bedtime and study/homework
  - Provide books, supplies, and a special place for studying
  - Encourage the child to "ready" himself for studying (refocus attention and relax)
  - Offer to study with the child periodically (call out spelling words or practice math facts)

## **HEALTH SERVICES AND MEDICATION**

Immunizations: Colorado law requires all students attending Colorado schools and licensed child cares to be vaccinated against certain diseases unless a medical or non-medical exemption is filed. Beginning July 1, 2016, non-medical exemptions must be submitted more often. ([Colorado Board of Health rule 6 CCR 1009-2](#)). You must file an exemption for each school or child care the student attends. For the safety of unvaccinated children, students with an exemption from one or more required vaccines may be kept out of a school or child care during a disease outbreak.

### **Medical exemptions**

- Students with medical exemptions signed by a medical doctor, doctor of osteopathic medicine, advanced practice nurse or delegated physician's assistant need to submit this form only once unless the student's information or school changes.
- Medical exemptions can be claimed by submitting a form for inclusion in the Colorado Immunization Information System (immunization registry) or by submitting the form directly to your child's school or child care. A paper copy of the exemption form is required by the school.
- Exemptions submitted for inclusion in the immunization registry are confidential.

### **Non-medical (personal belief or religious) exemptions**

Students in grades K-12 claiming a non-medical exemption must submit one annually. These exemptions expire June 30 each year.

Parents of students in preschool or child care must submit non-medical exemptions at 2, 4, 6, 12 and 18 months of age. These exemptions expire when the next vaccines are due or when the child enrolls in kindergarten.

There are multiple options for submitting a non-medical exemption.

- Submit the online non-medical exemption form (below) to CDPHE for inclusion in the immunization registry. Your student's school does require a paper copy of the exemption form.
- Submit the downloadable form (see below) directly to your student's school or child care.
- Submit the downloadable form directly to CDPHE (see below).
- Submit a statement of exemption directly to your student's school or child care. This statement should include: the student's full name, age or date of birth, date the exemption was submitted, the vaccines declined, and which type of non-medical exemption is being taken (personal belief or religious).

Exemptions submitted for inclusion in the immunization registry are confidential.

<https://www.ephrequest.dphe.state.co.us/FORMS/Forms/Index/NonMedicalExemptionForm>

#### Illness or Injury:

If a child becomes ill or is injured at school, the parents will be contacted and may be required to come and get the child. If the parent(s) cannot be reached, we will contact the emergency alternates you have designated. A form will be sent home with each child, requesting information about doctors, illnesses, etc. Please fill it out listing your home phone and/or cell phone, and that of a friend or neighbor, so that you can be reached in case of an emergency. In the event of a life-threatening emergency, the school may call for emergency medical assistance.

If a student has a known health condition such as asthma, severe allergies, a seizure disorder or diabetes, please make sure the office staff and school health aide are aware. You will be asked to bring in some paperwork from the doctor including permission for medications and a plan of care. Please also bring in any emergency medication that may be required by your child during school hours, in the original prescription labeled container and with a completed Medication Administration form.

#### Insurance:

School insurance is available at the beginning of the school year for a nominal fee. We strongly encourage parents to take advantage of this service if the family does not have other coverage.

#### Health Insurance:

Applications are available at school for CHP+.

Medication Policy:

Sending medication to school is not encouraged. Please try to give medication at home. Medication that is given three (3) times per day or less should be given at home unless your health care provider specifies a time during the school day.

**For the safety of your child, ALL MEDICATIONS brought to school:**

1. Must be checked in at the front office by an adult.
2. Must be in the original container (get a second labeled container from pharmacy with the appropriate time and dosage for school). Over the counter medications including cough drops must be in the original package labeled with the student's name.
3. Must be accompanied by a Medication Administration Form completed and signed by both the parent and the prescribing physician. This applies to all medications including over the counter medications and cough drops. Forms are available on the District website in the Parent tab under Health to be printed, or you may obtain one from your school's Health Office.



Children's Hospital Colorado

**ILLNESS POLICY - HOW SICK IS TOO SICK?  
WHEN TO KEEP YOUR CHILD AT HOME  
FROM SCHOOL OR CHILD CARE**

**There are three main reasons to keep sick children at home:**

1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, fussy or won't stop crying).
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. The illness is on this list and staying home is recommended.

**And remember, the best way to prevent the spread of infection is through good hand washing.**

**Children with the following symptoms or illness should be kept home (excluded) from school:**

SYMPTOMS	Child Must Be at Home?
<p><b>DIARRHEA</b> frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine</p>	<p><b>Yes</b> - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet</p>
<p><b>FEVER</b> with behavior change or other illness A fever of 100°F or above in babies 4 months or younger needs immediate medical attention.</p>	<p><b>Yes, when</b> the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.</p>
<p><b>"FLU-LIKE" SYMPTOMS</b> Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea</p>	<p><b>Yes</b> - for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever</p>
<p><b>COUGHING</b> <u>Note:</u> Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment</p>	<p><b>Yes</b> - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary</p>
<p><b>Mild RESPIRATORY OR COLD SYMPTOMS</b> stuffy nose with clear drainage, sneezing, mild cough</p>	<p><b>No</b> - may attend if able to take part in school activities <i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i></p>
<p><b>RASH WITH FEVER</b> <u>Note:</u> Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor</p>	<p><b>Yes</b> – call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated</p>
<p><b>VOMITING</b> Throwing up two or more times in the past 24 hrs</p>	<p><b>Yes</b> - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration</p>

## ILLNESS POLICY - HOW SICK IS TOO SICK? WHEN TO KEEP YOUR CHILD AT HOME

ILLNESS	Child Must Be at Home?
<b>CHICKEN POX</b>	<b>Yes</b> - until blisters have dried and crusted (usually 6 days)
<b>CONJUNCTIVITIS (PINK EYE)</b> pink color of eye <i>and</i> thick yellow/green discharge	<b>No (bacterial or viral)</b> – children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment.
<b>CROUP (SEE COUGHING)</b> <u>Note:</u> May not need to stay home unless child is not well enough to take part in usual activities	Seek medical advice
<b>FIFTH'S DISEASE</b>	<b>No</b> - child is no longer contagious once rash appears
<b>HAND FOOT AND MOUTH DISEASE (Coxsackie virus)</b>	<b>No</b> - unless the child has mouth sores, is drooling and isn't able to take part in usual activities
<b>HEAD LICE OR SCABIES</b>	<b>Yes</b> - from end of the school day until after first treatment *and all nits have been removed. Need clearance by Health Room before student can resume riding the bus.
<b>HEPATITIS A</b>	<b>Yes</b> - until 1 week after the start of the illness and when able to take part in usual activities
<b>HERPES</b>	<b>No, unless</b> - the child has open sores that cannot be covered or is drooling uncontrollably
<b>IMPETIGO</b>	<b>Yes</b> - for 24 hours after starting antibiotics
<b>RINGWORM</b>	<b>Yes</b> - from end of school until after starting treatment Keep area covered for the first 2 days
<b>ROSEOLA</b>	<b>Yes</b> – if the child has a fever and rash, call the doctor
<b>RSV (Respiratory Syncytial Virus)</b>	Staying home isn't necessary, but is recommended when a child is not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms
<b>STREP THROAT</b>	<b>Yes</b> - for 24 hours after starting antibiotics and the child is able to take part in usual activities
<b>VACCINE PREVENTABLE DISEASES</b> Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	<b>Yes</b> – the doctor says the child is no longer contagious
<b>YEAST INFECTIONS</b> including thrush or Candida diaper rash	<b>No</b> - follow good hand washing and hygiene practices

### References

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. Caring for our children: National health and safety performance standards; Guidelines for early care and education programs. 3rd edition. Elk Grove Village, IL.
- American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools*, 3<sup>rd</sup> Edition, Elk Grove Village, IL 2013.
- Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, *Infectious Disease in Child Care Settings: Guidelines for Schools and Child Care Providers*, Denver, CO, October 2013.

\*4/30/14, Adapted for Weld County School District Re3J

**13123 E. 16<sup>th</sup> Avenue B 215, Aurora, Colorado 80045 • 303-281-2790**



## Vacunación obligatoria para escuelas de K a 12.o grado: año lectivo 2018-19

Estimados padres y tutores legales de estudiantes de kindergarten a 12.o grado de las escuelas de Colorado:

- Las leyes de Colorado disponen que los estudiantes que asisten a escuelas públicas, privadas o religiosas de kindergarten a 12.o grado deben vacunarse para evitar contraer determinadas enfermedades. Su estudiante debe estar vacunado contra:

- o difteria, tétanos y tos ferina (DTaP, DT, DTP, Tdap)

- o polio (IPV)

- o sarampión, paperas, rubeola (MMR)

- o hepatitis B (HepB)

- o varicela

También se recomienda vacunarlos contra la hepatitis A, influenza, enfermedad meningocócica y virus del papiloma humano, aunque no es obligatorio.

- Las normas de Colorado exigen que los estudiantes que ingresan a kindergarten reciban las dosis finales de las vacunas contra DTaP, IPV, MMR y varicela. Asimismo, deben recibir 1 dosis de la vacuna contra Tdap para ingresar a 6.o grado, aunque sean menores de 11 años.

- La cantidad, el momento y el intervalo de las dosis de vacunas requeridas están establecidos por el Comité Asesor de Prácticas de Vacunación (ACIP) que depende de los Centros de Control y Prevención de Enfermedades (CDC). Las versiones actuales para padres de los planes de vacunación del ACIP para niños de 0 a 6 años pueden consultarse en [www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf](http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf), para preadolescentes y adolescentes de 7 a 18 años: [www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf](http://www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf).

- Cada vez que el estudiante reciba una vacuna, lleve el registro de vacunación actualizado a la escuela.

- Si su estudiante no puede recibir vacunas por motivos médicos, debe entregar a la escuela un formulario oficial de exoneración médica firmado por el proveedor de atención médica autorizado a dar vacunas. El formulario puede obtenerse aquí [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).

- Si no desea que se vacune a su estudiante según el calendario actual del Comité Asesor sobre Prácticas de Vacunación (ACIP) por razones religiosas o de creencias personales, debe presentar una exoneración no médica ante la escuela. Las exoneraciones no médicas se deben entregar cada año. Tiene tres opciones: presentar el formulario no médico del Departamento de Salud del Estado (en línea o copia impresa) para que sea incluido en el Sistema de Información sobre Vacunación de Colorado (CIIS), entregar una copia impresa del formulario de exoneración no médica del Departamento de Salud del estado en la escuela del niño, o presentar la declaración de exoneración no médica firmada en la escuela del niño. Dicha declaración debe incluir la siguiente información: nombre completo del estudiante, edad o fecha de nacimiento, fecha de presentación de la exoneración, vacunas rechazadas y qué tipo de exoneración no médica está solicitando (creencias personales o religiosas). Si opta por incluir la información de su estudiante en el sistema CIIS, en cualquier momento puede solicitar que esa información quede excluida. Es posible que la escuela del niño le solicite que entregue también una copia impresa de la exoneración no médica si presenta el formulario en línea. Puede obtener las versiones en línea y para descargar del formulario de exención no médica del Departamento de Salud del estado en [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).

- Es posible que algunos padres, especialmente aquellos con estudiantes que tienen sistemas inmunitarios débiles, quiera saber qué escuelas cuentan con el más alto porcentaje de niños vacunados. Las escuelas deben informar la cantidad devacunaciones y exoneraciones (aunque no los nombres ni las fechas de nacimiento de los estudiantes) al Departamento de Salud del estado, a más tardar, el 1 de diciembre de cada año. Los índices de vacunación y exoneración se publicarán en el sitio web del Departamento de Salud del estado a partir de la primavera de 2018.

- Si tiene preguntas o quiere información sobre las vacunas que necesita su estudiante, hable con un proveedor de atención médica autorizado para dar vacunas o con una agencia de salud pública local (LPHA). Si desea leer sobre la seguridad es importancia de la vacunación, visite [www.ImmunizeForGood.com](http://www.ImmunizeForGood.com) y [www.colorado.gov/cdphe/immunization-education](http://www.colorado.gov/cdphe/immunization-education).

- Si necesita ayuda para encontrar un proveedor de atención médica o vacunas gratis o a precio reducido, póngase en

contacto con LPHA o llame al Departamento de Salud del estado a la línea de salud familiar 1-303-692-2229 o 1-800-688- 7777. Puede encontrar su agencia LPHA en [www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency](http://www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency).

• Muestre la página 2 de esta carta al proveedor de atención médica de su estudiante, la cual ofrece información útil acerca

de las vacunas exigidas para ingresar a la escuela, de acuerdo con las leyes de Colorado.

Atentamente.

División de Vacunaciones de Colorado | Departamento de Salud Pública y Medio Ambiente de Colorado  
303-692-2700 | [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us)

December 2017

Dedicados a proteger y mejorar la salud y el medio ambiente de los habitantes de Colorado

4300 Cherry Creek Drive S., Denver, CO 80246-1530 P 303-692-2000 [www.colorado.gov/cdphe](http://www.colorado.gov/cdphe)

John W. Hickenlooper, Governor | Larry Wolk, MD, MSPH, Executive Director and Chief Medical Officer



Dear Colorado healthcare provider:

Colorado School Entry Immunization Law (25-4-901 et seq, C.R.S) and Colorado Board of Health rule (6 CCR 1009-2) require students who attend a public, private or parochial K - 12 school, licensed child care, preschool or Head Start program to be vaccinated against many of the diseases vaccines can prevent. Students must be vaccinated against:

- diphtheria, tetanus and pertussis (DTaP, DT, DTP, Tdap),
- polio (IPV),
- measles, mumps, rubella (MMR),
- hepatitis B (HepB),
- haemophilus influenzae type b (Hib),
- pneumococcal (PCV13), and
- varicella (chickenpox).

The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices (ACIP). To be considered valid, a dose of vaccine must meet both the minimum age and minimum intervals as defined by ACIP. You can view the current ACIP vaccine schedule for persons 0 - 18 yrs of age at

[www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf](http://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf). Vaccines are recommended for rotavirus, hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

Colorado schools are required to review immunization records for school entry and can only accept valid doses of vaccine. Your patients may receive notification of noncompliance if a dose of vaccine does not meet the minimum age or minimum interval requirements per the ACIP schedule. There are three ways a school/student can meet the compliance requirements established by Colorado law:

- A student is considered fully immunized if he or she has received all doses of school-required vaccines according to the current ACIP schedule. Note: students are required to receive their final doses of DTaP, IPV, MMR and Varicella by kindergarten entry and their Tdap by 6th grade entry, even if the student is 10 years of age.
- A student is in the process of getting up-to-date on required vaccines and has a written plan from a parent/guardian on file with the school.
- The student (emancipated or 18 years of age or older) or student's parent/guardian has submitted a signed non-medical exemption (Religious or Personal Belief) or the healthcare provider (medical doctor, doctor of osteopathic medicine, advanced practice nurse or delegated physician's assistance) has signed an official Immunization Medical Exemption Form because of a condition that precludes a patient from receiving vaccine(s). If students do not meet at least one of the compliance criteria, they are not permitted to attend school. If you have questions about the student's school immunization requirement, please communicate with the student's school nurse or school representative. If you have questions about the ACIP immunization schedule, vaccines marked as invalid in your patient's immunization record, or about Colorado School Immunization Law, please contact us from 8:30 a.m. to 5 p.m., Monday - Friday at 303-692-2700 or [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us). If you have questions about the Colorado

Immunization Information System (CIIS), please contact us 8:30 a.m. to 5 p.m., Monday - Friday at 303-692-2437 (press 2), 1-888-611-9918 (press 1) or [cdphe.ciis@state.co.us](mailto:cdphe.ciis@state.co.us).

[Updated parent K-12 immunization letter](#) and [Updated parent Spanish immunization letter](#)

**NÚMERO MÍNIMO DE DOSIS REQUERIDAS PARA EL REGISTRO DE VACUNACIÓN  
"RECOMENDADAS" PARA LA MEJOR PROTECCIÓN**  
Guardería a Preescolar, 2014-15 *Requeridas para Asistir*  
**PUEDEN EVITARSE CON LAS VACUNAS (no requeridas)**

**VACUNAS  
CONTRA ENFERMEDADES QUE**

VACUNA/ ENFERMEDAD

**NIVEL ESCOLAR/EDAD DEL NIÑO**  
Guardería



a  
r

P  
r  
e  
e  
s  
c  
o  
l

**NIVEL ESCOLAR/EDAD DEL NIÑO**

ENFERMEDAD	NIVEL ESCOLAR/EDAD DEL NIÑO							Influenza (gripe)	L a v a c u n a d e l a i n f l u e n z a s e r e c o m i e n d a p a r a i n d i v i d u o s d e 6 m e s e s d e e d a d y m a y o r e s p a r a
	2 - 3 m	4-5 m	6-7 m	Guardería 8-11 m	Preescolar 12-14 m	15-18 m	19-23 m		
AD/									
ACU									
NA									

a e d i s ir o l s s  
 p n e e r a s , g v l  
 r ir c n e t o , u e e  
 e p i i t o y n e e  
 v a m o a a e e a

**Vacunas administradas ≤ 4 días antes de la edad**

**m  
 í  
 n  
 i  
 m  
 a  
 ,  
 s  
 o  
 n  
 v  
 á  
 l  
 i  
 d  
 a  
 s**

**Tos Ferina**

- 1
- 2
- 3
- 4

**Tétanos/Difteria**

- 1
- 2
- 3
- 4

**Polio: Se aceptan análisis de laboratorio que demuestren inmunidad.**

- 1
- 2
- 3

**I  
 n  
 f  
 l  
 u  
 e  
 n  
 z  
 a  
 H  
 a  
 e  
 m  
 o  
 p  
 h  
 i  
 l  
 u  
 s  
 t  
 i  
 p**

**B  
 (H  
 i  
 b)  
 :  
 S  
 i  
 c  
 u  
 a  
 l  
 q  
 u  
 i  
 e  
 r  
 s  
 e  
 a  
 d  
 m  
 i  
 n  
 i  
 s  
 t  
 r  
 a  
 a  
 l  
 o  
 s  
 1  
 5  
 m  
 e  
 s  
 e  
 s  
 d  
 e  
 e  
 d  
 a  
 d  
 o  
 d  
 e  
 s  
 p  
 u  
 é  
 s  
 ,  
 y  
 a  
 s  
 e  
 c  
 u  
 m  
 p  
 l  
 i  
 ó  
 c  
 o  
 n  
 e  
 l  
 r**

**e  
 q  
 u  
 e  
 r  
 i  
 m  
 i  
 e  
 n  
 t  
 o  
 .  
 S  
 i  
 e  
 l  
 n  
 i  
 ñ  
 o  
 e  
 m  
 p  
 i  
 e  
 z  
 a  
 l  
 a  
 s  
 s  
 e  
 r  
 i  
 e  
 s  
 a  
 n  
 t  
 e  
 s  
 d  
 e  
 e  
 l  
 o  
 s  
 1  
 2  
 m  
 e  
 s  
 e  
 s  
 d  
 e  
 e  
 d  
 a  
 d  
 ,**

Hepatitis A (Hep A)

Rotavirus  
(Rota)

muerte causada por el virus de la influenza.  
2 dosis de esta vacuna previenen la enfermedad que puede afectar el hígado, causar fiebre, fatiga, pérdida del apetito, dolor de estómago, vómito y, en casos raros, la muerte.  
Se recomiendan 3 dosis de esta vacuna para niños (de 2 a 8 meses de edad) y los protege ante una enfermedad que puede causar fiebre, irritabilidad, vómito y diarrea.

se requieren 3 dosis, de las cuales 1 se debe administrar a los 12 meses de edad o después. Si la 1<sup>era</sup> dosis se administró de los 12 a los 14 meses de edad, se requieren 2 dosis. No se requieren dosis adicionales cuando el niño cumpla 5 años de edad.

**Sarampión/Paperas/Rubéola (MMR):** La 1<sup>era</sup> dosis no se considerará válida si se administra más de 4 días antes de 1<sup>er</sup> cumpleaños.

**Hepatitis B:** La 2<sup>nda</sup> dosis se debe administrar al menos 4 semanas después de la 1<sup>era</sup> dosis. La 3<sup>era</sup> dosis se debe administrar al menos 16 semanas después de la 1<sup>era</sup> dosis y al menos 8 semanas después de la 2<sup>nda</sup> dosis. La dosis final se deberá administrar después de las 24 semanas o 6 meses de edad. (Un niño que no ha recibido 3 dosis para el

7/1/09 deberá seguir los intervalos mínimos que se indican arriba). *Se aceptan análisis de laboratorio que demuestren inmunidad.*

**Varicela:** La 1<sup>era</sup> dosis no se tomará en cuenta si se administró más de 4 días antes del 1<sup>er</sup> cumpleaños. Usted puede obtener la documentación de la enfermedad con un profesional de la salud (médico, enfermera registrada, asistente médico). *Se aceptan análisis de laboratorio que demuestren inmunidad.*

**Enfermedad Neumocócica (Pneumovax/PCV):** Si la 1<sup>era</sup> dosis se administró antes de los 6 meses de edad, se requieren 3 dosis, cada dos meses y una dosis adicional de los 12 a los 15 meses de edad.

(Si la 3<sup>era</sup> dosis se administra en el 1<sup>er</sup> cumpleaños o después, no es necesaria la 4<sup>ta</sup> dosis). Si la 1<sup>era</sup> dosis se administra de los 7 a los 11 meses de edad, se requieren 2 dosis, cada 2 meses con una dosis adicional entre los 12 a 15 meses de edad. Si se administra cualquier dosis de los 2 a los 4 años de edad, ya se cumplió con el requerimiento. No se requieren dosis adicionales una vez que el niño cumpla 5 años de edad.

1 2 2 3/2 4/3/2 4/3/2/1  
4/3/2/1 4/3/2/1

1

1 2 3

1

1 2 3/2  
4/3/2/1

**Se ha desarrollado un excelente sitio web para los padres de familia con el objetivo de asistirlos en su aprendizaje acerca de la seguridad de las vacunas y sobre las recomendaciones generales en relación a las vacunas para prevenir enfermedades:** [www.ImmunizeForGood.com](http://www.ImmunizeForGood.com)

**Debe proporcionar uno de los siguientes documentos en la escuela de su hijo para cumplir con la ley:**

1. Un Registro de Vacunación completo que certifique que el estudiante ha recibido el mínimo de vacunaciones que se indican arriba.
2. Si el Registro de Vacunación del estudiante no está actualizado, el padre, tutor o estudiante independiente tiene 14 días después de recibir la notificación para proporcionar la documentación que muestre que la siguiente vacuna requerida ya fue administrada y mandar un plan por escrito para completar las vacunas adicionales requeridas. Si no se cumple con el plan, el estudiante podrá ser expulsado o suspendido de la escuela por incumplimiento. La excepción a esto es la escasez de vacunas.
3. La Declaración de la Exención a la Ley de Vacunación impresa al reverso del Registro de Vacunación del Departamento de Salud Pública y Medio Ambiente de Colorado:
  - a) una exención médica firmada por un médico autorizado que diga que la condición física del estudiante es tal que las vacunas podrían poner en peligro su vida o salud o que está contraindicado desde el punto de vista médico; o
  - b) una exención religiosa formada por el padre, tutor o estudiante independiente que diga que el estudiante tiene creencias religiosas que se oponen a la vacunación; o
  - c) una exención personal firmada por el padre, tutor o estudiante independiente que diga que las creencias personales del estudiante se oponen a la vacunación.

Los requerimientos se impondrán de manera estricta para todos los estudiantes. Aquellos estudiantes que no cumplan con los requerimientos no podrán asistir a la escuela de acuerdo con los Estatutos Revisados de Colorado 25-4-902.

***Para saber dónde obtener vacunas  
gratuitas o de bajo costo, llame a la  
Línea de Salud Familiar al teléfono  
303-692-2229 o 1-800-688-7777 o a la  
Línea de Ayuda de Colorado al  
teléfono: 1-877- 462-2911***

December 2013

Dear Parents of Students in Colorado Schools, K through 12th Grades (School Year 2014-15),

Immunizations are an important part of our children's health care, and Colorado law requires that children going to school be vaccinated to prevent vaccine-preventable disease. The purpose of this letter is to let you know which vaccines are required for school attendance and which vaccines are recommended for best protection against vaccine-preventable disease (see chart on second page).

## MEADOW RIDGE ELEMENTARY STAFF

Jennifer Forbes	Principal
Cynthia Crick	Preschool
Jennifer Meaney	Preschool
Brooke Hanlon	Preschool
Xandra Coombs	Kindergarten
Kelsey Mowery	Kindergarten
Amanda Roche	Kindergarten
Ashton Bowers	Kindergarten
Ashley	Kindergarten
Regina Nicks	1 <sup>st</sup> Grade
Lori Dottavio	1 <sup>st</sup> Grade
Erin Patrick	1 <sup>st</sup> Grade
Sarah Weseman	1 <sup>st</sup> Grade
Ashleigh Madsen	2 <sup>nd</sup> Grade
Rose Rath	2 <sup>nd</sup> Grade
Jessica Schlaack	2 <sup>nd</sup> Grade
Nicole Greene	2 <sup>nd</sup> Grade
Diana Malacalza	Music
Derek DiCarlo	Physical Education
Ira Bane	Art
Sarah Ferlin	SPED
Tara Hurst	Title 1/Primary
Ernestina Gallegos	ELL
Esperanza Pinedo	Secretary/Data
Andrea Byington	Aide-Primary
Jennifer Stevenson	Aide- Kinder
Stacie Berry	Aide/SPED
Fonda McFarlin	Aide-Preschool
Renee Tedford	Aide-Preschool
Kelly Dibble	Aide-Preschool
Claudia Beck	Media Manager
Deb Sample RN	Nurse for District
Kristy Charbonneau	District Speech Pathologist
	Speech
	OT
Regan Chandler	School Psychologist
Brenda Gilmore	Head Cook
	Cook
Tim Walker	Head Custodian
Honey	Custodian
	Custodian

### NOT ALLOWED:

- vulgar language
- tackle football
- snowball, rock and/or stick throwing
- hard baseballs or bats brought from home
- climbing the wrong direction on the slide
- playing tag around and underneath the slide area
- throwing balls between primary and intermediate wings.

- carrying another student on your back
- twisting swings
- doubling up on swings
- jumping from swings
- climbing on swing brace poles
- standing on or jumping off top of dome, jungle gym or other high equipment
- throwing swings over bars
- spitting
- kicking
- animals
- karate or wrestling
- guns, knives, toy weapons, or other sharp objects of any kind
- shoving or pushing
- leaving the playground without permission
- electronic devices
- candy, gum, or food items

### **CRISIS RESPONSE PLAN**

In the event that a crisis occurs, Lochbuie Elementary has prepared a Crisis Plan of Action. This would be for situations that are not normal, affects the school community, may get worse or reoccur, that would be susceptible to rumors, and may require outside resources. The school would communicate with the school community in a timely manner.

### **LIBRARY**

Students are allowed to check out 2 to 4 books. All books are checked out for a two-week period. After that time, the books are overdue. All reference books and materials can be checked out to the classrooms and must be turned back to the library at the end of the day.

Help us to teach your child the responsibility that goes with the use of library books. Taking care of them and returning them on time are very important. Students are responsible for replacing any lost or damaged books.

In addition to the library books, your child may check out books from the bookmobile which comes to the school every other Thursday. Lost or damaged books carry a fee for replacement. Please help your child to return books promptly.

### **LOST & FOUND**

Each year we have too many expensive lost & found items turned in to the office. **Parents are strongly urged to put their child(ren's) name on all items sent to school.** The school may exercise the option to label all items with the student's name.

### **PARENT COMMITTEES**

The Parent Teacher Activity Committee (PTAC) meets the last Tuesday of every month at 3:40 in the Library.

### **Recesses/Noon Hours:**

Lunch and lunch recesses will be held between 11:00am and 1:25pm. IN most cases, lunch will be held immediately following each grade level recess time.

Other recesses will be determined.

