

**Every Child, Every Day!**



**LONGMONT ESTATES**  
**ELEMENTARY SCHOOL**

**1601 Northwestern Road**

**Longmont, CO 80503**

**Principal, Mrs. Traci Haley**

**Phone: 720-652-8101**

**<http://lees.svvsd.org>**

**Mrs. Traci Haley, Principal**

Dear Longmont Estates Elementary Families,

Our mission at Longmont Estates Elementary is *to create an exemplary learning environment that strives to inspire high academic achievement and student well-being. In partnership with the community, we recognize each child as an individual and prepare them to meet academic challenges to ensure success in our society.* Please take time to read the Student and Family Handbook in order to thoroughly familiarize yourselves with our school and district policies. This handbook also serves as a reference throughout the school year as pertinent information, forms, and the school calendar are included and will be updated on our website as needed.

We look forward to an exciting year ahead and value the partnership in your child's educational journey.

Respectfully,  
Mrs. Traci Haley, Principal

## Our Staff:

Traci Haley	Principal
Tara Roeder	Secretary
Nancy Olander	Attendance Clerk
Linda England	Health Clerk
Stacey Walters	Preschool Teacher
Kathy Ledesma	Preschool Paraprofessional
Nancy Schultz	Preschool Paraprofessional
Alexis Vorhaus	Preschool Teacher
Karen Raynor	Preschool Paraprofessional
Jessica Flannery	Kindergarten Teacher
Jessica Cross	Kindergarten Teacher
Melissa Brakel	Kindergarten Paraprofessional
Shannon Reid	Kindergarten Paraprofessional
Carol Schultz	1 <sup>st</sup> Grade
Nancy Harris	1 <sup>st</sup> Grade
Chelsea Rickman	1 <sup>st</sup> Grade
Kyle Houghton	2 <sup>nd</sup> Grade
Alice Marshall	2 <sup>nd</sup> Grade
Margee Sekich	3 <sup>rd</sup> Grade
Susan Tatum	3 <sup>rd</sup> Grade
Breanne Bussard	4 <sup>th</sup> Grade
Hannah Kingsbury	4 <sup>th</sup> Grade
Jon Howard	5 <sup>th</sup> Grade
Katie Goldsberry	5 <sup>th</sup> Grade
Jessicca Shaffer	STEM Coordinator
Camilla Johnson	Music
Mike Newell	PE
Laura Wonnacott	Art
Stephanie Brockman	Media Tech
Jessica Courville	Special Education Teacher
Jennifer Bonial	Special Education Teacher
Mandy Safranek	Special Education Paraprofessional
Julie Reynolds	Special Education Paraprofessional
Deb Boddiger	Special Education Paraprofessional
Christy Dreiman Johnson	Special Education Paraprofessional
Marsha Townsend	Special Education Paraprofessional
Angela Clements	Special Education Paraprofessional
Kate Oiph	Special Education Paraprofessional
Julie Spickard	Special Education Resource Teacher
Maura Parker	Special Education Resource Teacher
Annette Heiman	Special Education Paraprofessional
Rosie Stolken	Special Education Paraprofessional
Jacqueline Celaya	Psychologist

## Our Staff:

Katlyn Wood	Social Emotional Interventionist
Kara Cannon	Speech Therapist
Patti Toillion	Occupational Therapist
Tami Anson	Literacy
Mary Magee	ESL
Maryann Spence	Counselor
Vicki McCarty	Kitchen Manager
Jessie Driscoll	Kitchen
David Edwards	Community School Director
Yolanda Holguin	AM Custodian
Maria Esquivel	PM Custodian

# Important dates

Back to School Night	August 12
First Day of School	August 13
Labor Day – No School	Sept. 2
Late Start Days (start time 10:50)	Sept. 4, Nov. 6, Dec. 4, Feb. 5, Mar. 4, April 1, May 6
Parent/Teacher Conferences	Oct. 8, 9, 10 Feb. 4, 5, 6
Picture Day (Individual pictures)	Sept. 11
Vision/Hearing Screening	Sept. 17
Non-Student Contact Day	Oct. 18 and 2
Picture Retake Days	Nov. 7
Fall Break	Nov. 25-29
Winter Break	Dec. 20 – Jan. 3
Martin Luther King Day-No School	Jan. 20
Non-Student Contact Day	Feb. 14
Presidents' Day- No School	Feb. 17
Class Pictures	March 11
Spring Break	March. 20 – 27
Last Day of School	May 21

## **ANIMALS**

We ask that you **NOT** bring any animals on school property. Some staff and students have allergies plus it creates potential safety issues. Please meet your student at the park if you are walking with your animals.

## **ATTENDANCE POLICY**

**The district is beginning a new initiative this year called “Strive for 5”. It is the goal that a student will have five or fewer absences in a school year.**

### **District attendance Policy - JH/JHR**

#### **Student Absences and Excuses**

##### **Philosophy**

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, **particularly for closing the achievement gap**. 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 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.

When developmentally appropriate it is the responsibility of the student to attend school. Ultimately, however, the responsibility to ensure that the student has good attendance rests with the parent/guardian. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Schools will inform the parents/guardians if a student's education is being jeopardized by poor attendance.

##### **Excused Absences**

The following will be considered excused absences for students at Longmont Estates Elementary: illness, injury, or physical, mental emotional disability, or non-emergency medical/dental appointments (a doctor's excuse may be required for extended absences); religious observances generally recognized by an established and bona fide religious organization; family emergencies or hardships; absence required by a legal body (court, juvenile authorities or police); other reasons approved by law. Please feel free to call the office at 720-652-8101 if an absence is in question.

##### **Unexcused Absences**

- An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Students who are suspended or expelled shall be considered unexcused. Each unexcused absence shall be entered on the student's record.
- **Vacations are considered unexcused absences.** Please plan vacations around the school breaks.

- Parents/guardians shall be required to furnish an explanation for student absenteeism either in writing or orally. Absences not explained within two days after returning to school shall be recorded as unexcused absences unless unusual or extenuating circumstances exist as determined by the building administrator.
- The minimum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four (4) days in one month or ten (10) days during any school year.

### **Tardiness**

- The tardy bell rings at 8:25 a.m. A student will be marked tardy if arriving to school following the tardy bell. A child can feel very uncomfortable when walking into the classroom and noticing all other peers already engaged in learning, as teachers are often outlining the day of learning and instruction. If a child is tardy for school, parents should sign their child in at the main office.
- Parents are discouraged from pulling children out of school early. If it is necessary for a child to leave school before dismissal time, please send a note informing the teacher of the need to leave early and the approximate time. When arriving to pick up your child, please advise the office and your child will be paged to the office. **Whenever possible, please schedule appointments before or after school hours to reduce interruptions in your child's school day.**
- The only time a student will have an excused tardy is when they have an illness, doctor or dentist appointment. In every other instance, a student who is late to school or is pulled out of school before the end of the school day will be marked as having an unexcused tardy. Three unexcused tardy occurrences will be considered a one-half day unexcused absence.

This attendance policy is designed to provide guidance and procedures for managing and improving student attendance. In addition, it is recognized that other important factors, which impact school attendance, include the positive relationships that exist between teachers and their students, and the ongoing timely involvement of parents. It is the district's intention to encourage all students to have good attendance and to participate in school; however, it may become necessary as a last resort to administer interventions, which may include taking legal action when a student's level of absence becomes chronic.

### **ABSENCE REPORTING**

Parents are required to notify the school office either by telephone at 720-652-8101 or email the attendance clerk, Nancy Olander ([olander\\_nancy@svvsd.org](mailto:olander_nancy@svvsd.org)) by 8:25am on any day their child is absent. If you need to leave a voicemail, please include the following information:

- Child's name
- Date of absence
- Teacher's name
- Parent's name
- Reason for absence

We are required to verify absences that are not reported. Please help us with this requirement by notifying us as soon as possible so that we do not have to bother you at home or at work.

**Please be sure to sign your child in at the office if arriving late to school.**

### **BEFORE AND AFTER SCHOOL ENRICHMENT**

Longmont Estates Elementary offers activities and classes through Community Schools. Many after school activities will be available for your child. Announcements about classes and activities will be sent home and/or published in the newsletter. We also offer structured activities on Late Start days from 7:00-10:45 am. If you wish to schedule an event in our building, you must make arrangements through our Community School Site Program Manager, David Edwards.

### **BICYCLES AND SCOOTERS**

It is a parent's decision and responsibility as to whether a child rides a bicycle or scooter to school. At Longmont Estates, we recommend that all students riding bikes wear helmets. Bicycles and scooters are to be parked and locked in the racks at school. Once children arrive on school grounds, they must walk their bike. There should not be more than one rider on a bike. Bicycle/scooter riders leaving school grounds should follow general traffic safety rules.

The school is not responsible for damage to or loss of a student's bicycle or scooter.

### **BIRTHDAY PARTIES**

Keeping in mind wellness, sound nutritional habits, student allergies and equity among families, **students will no longer be bringing in food for birthday celebrations.** Recognizing that each child's birthday is important and builds a good self-concept, teachers will now be offering a list of alternatives of how to celebrate this special day. Please do NOT pass out personal birthday invitations at school as this causes an interruption in the classroom and can cause hurt feelings. Balloons/flowers will be delivered to the classroom during the last 10 minutes of the school day to minimize disruption.

School Locations	<b>S</b> Safe	<b>O</b> On Task	<b>A</b> Achieving	<b>R</b> Respect/Responsibility
<b>Hallways</b>	<ul style="list-style-type: none"> <li>*Walking feet</li> <li>*Stay on the right</li> <li>*Keep hands/ feet to self</li> </ul>	<ul style="list-style-type: none"> <li>*Walk to your destination</li> <li>*Get there in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>*Walk in a straight line</li> <li>*Get there quickly</li> <li>*Get back to class promptly</li> <li>*Have a hall pass</li> </ul>	<ul style="list-style-type: none"> <li>*Walk quietly</li> <li>*Be respectful of learning in other classrooms</li> <li>*Be a SOARING student!</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>*One person per stall</li> <li>*Keep water in sink</li> <li>*Wash with soap and water</li> <li>*Keep hands/feet to self</li> </ul>	<ul style="list-style-type: none"> <li>*Use toilets appropriately</li> <li>*Get the job done quickly</li> <li>*Leave no mess behind</li> </ul>	<ul style="list-style-type: none"> <li>*Follow bathroom rules</li> <li>*Keep bathrooms clean</li> <li>*Return quickly to class</li> </ul>	<ul style="list-style-type: none"> <li>*Respect privacy of others</li> <li>*Wait patiently and quietly by the wall while others are using stalls</li> <li>*Clean up after yourself</li> <li>*Go back to class quietly</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>*Use equipment properly</li> <li>*Refrain from rough play</li> </ul>	<ul style="list-style-type: none"> <li>*Follow rules of games played</li> <li>*Use teamwork</li> <li>*Have fun, not fights</li> </ul>	<ul style="list-style-type: none"> <li>*Invite classmates who are feeling left out</li> <li>*Congratulate winners of games</li> <li>*Treat others how you would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>*Talk out problems</li> <li>*Use words, not aggression</li> <li>*Try to work out problems, use Peace Keepers, or tell an adult</li> <li>*Keep a positive attitude</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>*Walk slowly and carefully</li> <li>*Stay with class while entering/leaving gym</li> <li>*Keep hands/feet to self</li> </ul>	<ul style="list-style-type: none"> <li>*Stay seated on your bottom</li> <li>*Listen carefully to presenters</li> </ul>	<ul style="list-style-type: none"> <li>*Raise your hand to share</li> <li>*Keep comments and questions on topic</li> <li>*Get quiet quickly when presenter's hand is raised</li> </ul>	<ul style="list-style-type: none"> <li>*Be an active listener</li> <li>*Applaud appropriately to show appreciation</li> <li>*Follow directions of the presenter</li> <li>*Show good manners to presenters</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>*Walk slowly and carefully</li> <li>*Hold tray with two hands</li> <li>*Report spills to adults</li> </ul>	<ul style="list-style-type: none"> <li>*Eat food quickly</li> <li>*Place trash, recycling, and composting in proper containers</li> </ul>	<ul style="list-style-type: none"> <li>*Use proper manners</li> <li>*Stay in seats until an adult excuses you</li> <li>*Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>*Eat only your food. Do not share food.</li> <li>*Use indoor voices</li> <li>*Walk to get in line or go outside</li> <li>*Clean your area</li> <li>*Volunteer to help!</li> </ul>
<b>Music/Art/PE / Library</b>	<ul style="list-style-type: none"> <li>*Follow directions the first time they are given</li> <li>*Use materials properly</li> <li>*Report injuries to nearest adults</li> <li>*Stay in approved areas</li> </ul>	<ul style="list-style-type: none"> <li>*Take care of yourself</li> <li>*Work to complete all tasks</li> <li>*Do your best always</li> </ul>	<ul style="list-style-type: none"> <li>*Strive to complete assignments</li> <li>*Learn from mistakes to succeed</li> <li>*Always do your best work</li> </ul>	<ul style="list-style-type: none"> <li>*Treat teachers as you would treat any adult</li> <li>*Get all assignments completed on time</li> <li>*Take pride in your work</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>*Follow directions the first time they are given</li> <li>*Use materials properly</li> <li>*Stay in approved areas</li> </ul>	<ul style="list-style-type: none"> <li>*Complete all work</li> <li>*Work well with others</li> <li>*Think "outside the box"</li> <li>*If one thing does not work, try something else</li> </ul>	<ul style="list-style-type: none"> <li>*Set goals for yourself</li> <li>*Always try to do better than you did previously</li> <li>*Help others become successful</li> <li>*Praise others</li> </ul>	<ul style="list-style-type: none"> <li>*Know that your teacher is looking for what is best for you</li> <li>*Ask questions</li> <li>*Return all homework</li> <li>*Have a positive attitude towards learning</li> </ul>

## CELL PHONES

Student cell phones are required to be turned off and kept in backpacks during school hours. Violations will result in the cell phone being taken away from the student and kept in the front office for a parent to pick up. The school is not responsible for missing or stolen cell phones. Bring them at your own risk!

## COMMUNICATION BETWEEN SCHOOL AND HOME

We believe that communication between school and home fosters the partnership vital to the success of our students. To support this belief, we use numerous methods to keep lines of communication open, including, but not limited to:

- Newsletters, both all-school and individual teacher
- E-mail updates sent from the school office
- School's web site (<http://lees.svvsd.org>)
- Weekly Thursday Take Home Folders
- Planners (Grades 3,4, 5)
- E-Mail (Please allow 24 hours for teachers to respond to emails.)
- Parent/Teacher Conferences (twice per year scheduled, more frequent as needed)

Teacher's voice mail is accessible by calling our main school phone and then putting in the individual teacher's mailbox number. Voicemail will be checked at least once a day.

Email is a great way to communicate with your child's teacher. Please recognize that we want teachers focused on the students while they are with them. We also believe it is important to value teacher's family time. **Therefore, please allow 24 hours for teachers to respond to emails.**

If you have an urgent message for the teacher or for your child, please contact the school office directly; do not rely on e-mail or voicemail to communicate urgent information.

Parents may call the office to leave a message for their child **before 2:45 pm** when **unforeseen circumstances/emergencies** arise. These messages will be delivered prior to the end of the school day.

To minimize costs, only one copy of printed materials will be sent home per family. It is up to the family to handle duplication and to share this information. As much as possible, information will be communicated via e-mail. Multiple e-mail addresses per family will be accepted.

## CONFERENCES

Parent/Teacher conferences are scheduled two times each school year for the purpose of discussing student progress. Although these conferences are a formal time, please note that an appointment may be requested at any time by a teacher or parent to discuss a child. While we realize a common conference time may raise some anxiety for parents in this situation, we feel the benefits of coming together for your children are far more beneficial. It is critical that our

teachers are able to give the very same information to both parents, and doing that at one conference rather than two eliminates the possibility of miscommunication. Your joint presence and common support of your child is a gift that only you as parents can give them.

## **CREATING A LEARNING ENVIRONMENT AT OUR SCHOOL**

Classroom/school rules and expected behaviors will be posted, taught, and modeled by classroom teachers with reviews held throughout the year. Classroom teachers will also teach social skills. Class meetings will be held on a regular basis to reinforce skill teaching and address student concerns regarding behavior issues.

Specific expectations for appropriate play on equipment, with their peers, and rules of outdoor games will be taught at the beginning of the year by teachers and reviewed throughout the year. The playground supervisor may enforce timeout, walking laps, removal from the playground, or referral to office for aggression, vulgar language or disrespect of authority.

Staff will keep a record of student behavior and academics in our school database system. A copy will also be sent home with the student to obtain a parent or guardian's signature.

### **The Longmont Estates Staff will consider the following when working with students to decide consequences/responses:**

- Board policy
- Posted classroom rules
- Input from the classroom teacher(s)
- Age and behavior of the student
- Circumstances and history of the student/incident

### **Some possible consequences/staff responses might be:**

- Teacher and/or student and/or parent contact
- Recovery Time—which means that an individual is out of control and needs to take time to be calm and ready to comply with the role of being a student. Recovery may take place in the classroom, office or could even include time at home and the student may return when he/she is under control.
- Referral to the school guidance counselor to help the student develop a plan to correct the problem
- Conference held with parent and student to develop a plan to correct the behavior
- Loss of privileges/activities for extended time
- School service time
- Out-of-school suspension (administration only)
- Referral to other sources of assistance including law enforcement agencies
- Recommend expulsion to the School Board (administration only)

Discipline is an ongoing process, not just what happens to a child when he/she gets into trouble.

The staff encourages all students to:

1. Have respect for one another, staff members, and the property of others.
2. Be responsible for their own actions and behavior.
3. Be cooperative while working and playing with others.
4. Have a positive attitude about school and self.

In order to help students obtain the above objectives, specific building, playground, cafeteria, classroom rules and behavior expectations have been developed.

We adhere to the St. Vrain Valley School District Discipline Code. A copy of this conduct policy is available online at <http://svvvsd.org/leadership/board-of-education/policies>.

### **DISMISSAL**

An elementary student shall be sent home only with his/her parent, or any person listed on the Emergency Contact Information sheet. If you find it necessary to pick up your child during the school day, please sign him/her out at the front office. The office staff will then call the student and dismiss him/her from their class. This is to help provide for your child's safety.

Students leaving early will be recorded as 'tardy' for the time missed.

**We strongly encourage you to make all doctor, dental, music lesson appointments, etc. after 3:00 pm as it causes a disruption to the learning environment when your child has to leave school early.**

### **DRESS CODE**

Our school will comply with the Board of Education policy regarding student dress. A copy of Policy JICA is available on the school district website. Board policy JICA states: "A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school."

### **Violations of Student Dress Code**

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds/property, or at school activities:

1. Any clothing or accessory that presents a reasonable threat or hazard to the safety of others in a school environment, e.g. sharp jewelry, some chains, etc.
2. Sunglasses and/or hats worn inside the building unless special permission is granted.

3. Clothing that bares or exposes traditionally private parts of the body. Girls are not allowed to wear halter tops or shirts that have straps less than 2" wide.
4. Hats will be worn at recess only, unless the classroom teacher or school has a special hat day. Hats need to be worn with the bill forward or backward all the way.
5. Students are required to wear appropriate footwear to ensure the safety and health of the student and others while on district property. Flip flops and open toed shoes are discouraged.
6. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that refer to drugs, tobacco, alcohol, or weapons; are of a sexual nature; are by virtue of color, arrangement, trademark, or other attribute denote affiliation with gangs or which advocate drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of other students; are obscene, profane, vulgar, lewd, or legally libelous; otherwise disrupt the teaching-learning process.

It is expected that families will thoughtfully monitor the clothes students wear to school, making sure they follow the Board Policy as listed above. Students who are in violation of the dress code will be asked to call home or exchange clothing in the health office.

#### **EAGLE'S NEST CHILD CARE PROGRAM**

The purpose of Eagle's Nest before and after school child care program is to offer quality care within the school building. Eagle's Nest is held in the Longmont Estates Elementary School cafeteria and gym. Our program provides a safe, structured and positive environment that supports student growth in a creative and structured environment.

At Longmont Estates, we recognize the importance of providing a quality, nurturing child care experience for your children. We realize that parents are looking for opportunities for their children to learn and play in a safe and welcoming environment. Eagle's Nest is offered under the direction of David Edwards, Community Schools Site Program Manager, and is licensed through the Colorado Department of Human Services for children ages 5-12.

We are open from 7:00-8:20 am before school and then again from 3:00-6:00 pm after school. Registration is online check Longmont Estates Elementary School website or pick up a flyer in the front office.

**Eagle's Nest Registration Fees**

Single Child ..... \$50

Family ..... \$75

**Tuition Fees**

7:00-8:20 AM Full Time 5 days a week ..... \$65/week

3:00-6:00 PM Full Time 5 days a week ..... \$65/week

7:00-8:20 AM Anything Less than 5 days a week ..... \$15/Day

3:00-6:00 PM Anything Less than 5 days a week ..... \$15/Day

## Emergency Procedures (Standard Response Protocol)



### Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions: Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**Lockout** - "Secure the Perimeter"

**Lockdown** - "Locks, Lights, Out of Sight"

**Evacuate** - "To the Announced Location"

**Shelter** - "Using Announced Type and Method"

### Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveugays.org>



### Lockout

#### Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

#### Students:

- Return to inside of building
- Do business as usual

#### Teachers

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



### Lockdown

#### Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

#### Students:

- Move away from sight
- Maintain silence

#### Teachers:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



### Evacuate

#### To the Announced Location

Evacuate is called to move students and staff from one location to another.

#### Students:

- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

#### Teachers:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



### Shelter

#### Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

#### Types:

- For Tornado
- For Bomb
- For Hazmat

#### Methods:

- Drop, Cover and Hold
- And Seal
- In Silence

#### Students:

- Use Appropriate Method

#### Teachers:

- Use Appropriate Method
- Take roll, account for students



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## **FIELD TRIPS**

Teachers may schedule field trips that enhance and support instruction. The cost of these trips will mainly be supported by funds raised by the PTO, but there may be times that families will need to contribute to the cost of the field trip.

## **GREEN STAR SCHOOL**

Longmont Estates Elementary has been designated a 'Green Star School'. Students and staff will be involved in purposeful behaviors to reduce, reuse, and recycle, with the goal of having zero waste. Each classroom will be provided recycle boxes and composting buckets. The compost buckets will be emptied daily.

Please support these efforts in classrooms and the lunchroom. Please try to minimize/eliminate waste when packing lunches for your child.

Being a Green Star School also means that the majority of communication between school and home will be done electronically. Please make sure that your email information is updated with the office staff.

## **HEALTH SERVICES**

We have limited health services available through our school. Our health office is staffed by a health clerk who has received special training (First Aid, CPR, and Universal Precautions). The Health Clerk is not a medical professional and cannot diagnose medical problems. The District Registered Nurse oversees the training of our health clerk.

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

- Current home and work phone numbers where parents or guardians can be reached.
- Current names and telephone numbers of relatives or friends who should be contacted when parents are not available.
- Up-to-date Certificate of Immunization.
- Current health conditions.

## **HOMEWORK**

Homework can serve an important role in the educational process. It should be regarded as an opportunity to provide independent practice of skills learned during class time, enrichment activities, and application of specific skills, knowledge, and facts. Assignments offer a way of providing a common effort between student, parent, and teacher.

The homework assigned is at the discretion of the individual teacher. The **average** time that students will spend daily on homework is approximately 10 minutes per grade level. It is also expected in K-5 for students to be reading nightly to a parent or by themselves. If a child does not understand the homework or seems to require an inordinate amount of time to complete assignments, parents should notify the teacher. Parental interest and support are very important

in developing good study habits. Parents should also provide a quiet place where their child can establish a routine and work without interruptions.

## **ILLNESSES**

Children should typically be kept home if the following symptoms are present. If you have questions or are unsure of whether to keep your child home from school, please consult with your physician, or call your school health clerk or district registered nurse.

1. Rashes –Child should stay home unless a note provided by a doctor states the rash is not contagious or until the rash resolves on its own.
2. Vomiting and Diarrhea –Child should stay home until symptom-free for one day.
3. Fever of 100 or more – Child should stay home until fever free for 24 hours.
4. Strep Throat – Child may return after 24 hours of antibiotic treatment and when symptom-free.
5. Common Cold – Keep your child at home if your child is not “feeling well”, has a fever, has a lot of nasal discharge, or has a persistent cough.
6. “Pink Eye” (Conjunctivitis) – Child should stay home until physician determines the infection is not contagious.
7. Impetigo – Child should stay home until your physician advises his/her return.
8. Chicken Pox – Child should stay home for approximately one week after symptoms appear or until all papules (water-filled lesions) are scabbed or crusted over.
9. Persistent Cough – Child should stay home if the cough is persistent or disrupts class.
10. Untreated drainage from a wound, eye or ear infection – Child should stay home until physician advises his or her return.

In general, if you are unsure whether or not to send your child to school, you should keep your child home for a day. Please let the school know any time your child has a communicable disease or serious illness.

## **IMMUNIZATIONS**

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

### **MINIMUM SCHOOL IMMUNIZATION REQUIREMENTS**

#### **NUMBER OF Doses**

Vaccine	Age 0-4	Age 5+
DPT	4	5
Polio	4	4
MMR	2	2
Heb B	3	3
Varicella	2	2

Requirements: No application for admission shall be complete without a Certificate of

Immunization or a Completed Exemption Form.

\*Immunizations for MMR and Varicella must take place on or after the first birthday.

### **KINDERGARTEN IMMUNIZATIONS**

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.

Immunizations may be obtained from your family doctor or the Boulder County Health Department. Immunizations must be completed prior to school entry.

### **INTERNET**

Our school classroom computers and library look-up stations are connected to the Internet. The staff will take reasonable precautions and use reasonable procedures to assure that the information, communication, and materials a student is exposed to are appropriate. If a student deliberately seeks out exposure to inappropriate information or material, and uses electronic technologies inappropriately or illegally, he or she will be subject to disciplinary actions.

### **LIBRARY POLICIES/PROCEDURES:**

Students will be checking out books every week from the Longmont Estates Media Center. Each child has been issued a library card, which will be kept on file in the library. Books will be checked out for one week and may be renewed as long as the student has no other overdue books at that time. Students with an overdue book will not be allowed to check out another book until it has been returned or paid for.

Students are responsible for the books they check out. Damaged books should be returned to the Media Clerk for repair or assessment of fees for a replacement. Fees for lost books will be assessed as well. Fees will be:

Easy/Fiction hardbacks	\$20.00	Nonfiction hardbacks	\$25.00
Periodicals (magazines)	\$ 5.00	Paperbacks	\$15.00

According to District Policy; if the school has made a reasonable effort to obtain payment for lost or damaged property to no avail, the school may then withhold the transcript or grades of any student who fails to return or replace such property at the end of the school year.

### **LOST AND FOUND**

It is the parents' responsibility to **label all personal belongings** brought to school by your child,

such as mittens, caps, hats, jackets, coats, sweaters, boots, and lunch boxes

Students are responsible for lost items. We ask that you and your child check the lost and found on a regular basis, as we will be donating items at the end of every month to a local charity. We encourage students to leave valuable personal items at home. School personnel are NOT responsible for lost or stolen items.

## **LUNCHROOM POLICIES AND PROCEDURES**

### **Breakfast**

Breakfast will be served at 8:05am. The price of school breakfast for elementary students is \$1.50. Students who are enrolled in the free and reduced lunch program can receive a free breakfast.

### **Lunch**

The price of a school lunch for elementary students is \$3.25 per day. Please make checks for lunches payable to Nutrition Services, or you can pay online at <http://lees.svvsd.org> under the online payments tab. Milk, water, or juice may be purchased for \$.50 per day by students who bring their own lunch.

Parents are welcome to eat lunch or breakfast with their child. The price for an adult breakfast is \$2.00. Adult lunches with milk are \$4.25. Please notify the school by 9:30 a.m. if you intend to purchase a lunch so the appropriate amount of food will be prepared.

Applications for free or reduced price lunches are available at the school office. Applications may be submitted at any time during the school year. Families must submit a new application each year.

## **MEDICATION**

St. Vrain Valley School District RE-1J employees are not allowed to dispense prescription or non-prescription medication without written consent and directions from a physician.

Before medication is administered, a Permission for Medication form MUST be on file in the school. This form MUST be signed by both the physician and the parent and can be obtained at the school health office.

All medication must be in the original packaging. It will be kept in the Health Office in a locked cabinet and will only be dispensed by trained office staff. A log will be kept recording all medication dispensed at school and parents will be notified when a prescription is running low.

## **OFFICE HOURS**

The office is open from 7:15 am-3:30 pm. The principal tries to be available for parents/guardians as often as possible. Please call for an appointment to ensure she is

available as she often has other appointments or commitments.

## **PARENT CONCERNS & DUE PROCESS**

If parents have a concern about their child and/or the school, they should discuss their concerns with their child's teacher. In most cases, parents and teachers will be able to reach a satisfactory agreement. If parents and/or the teacher feel that a satisfactory solution has not been reached, they may ask the principal to resolve the problem. The principal will then decide how the concern may best be resolved. Parents have rights of appeal and due process beyond the building principal. If the problem is not resolved by the building principal, the principal has the obligation to inform parents of those appeal procedures and due process rights.

## **PHYSICAL EDUCATION**

At Longmont Estates, we believe that moderate to vigorous physical activity has a direct impact on student learning, health, behavior, and achievement. Look for special walk/bike/scooter to school days throughout the year. We will also be continuing 100 Mile Club which encourages & supports participating students as they log 100 miles of physical activity during the school year. More information to come on this exciting opportunity!

## **PRESCHOOL HOURS**

Mon.-Thurs. AM	3/4 yr. olds	8:20-11:00 pm	\$290/month
Mon.-Thurs. PM	3/4 yr. olds	12:20-3:00 pm	\$290/month

## **PTO**

The PTO is an active partner in our school community. Its purposes are to support the educational mission of the school and to promote positive relationships between our parents, staff, and students.

PTO Board meetings are on the second Monday of each month (there is no meeting in December) from 6:30-8:00 pm, and are open to **everyone**. Meetings include an update on the activity of the organization, as well as a shared learning presentation on timely topics related to student success in school, on parenting, community events that support our school's mission, etc. Meeting dates/times are published in the newsletter and on the school's website.

## **RECESS**

Recess is scheduled as part of the school day. This time serves as a break for all 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 and play during lunch hour and recess. It gives the children a few moments to spend some energy, stretch, and move. This is also a good time for socialization and learning to get along with others. Children are also encouraged to use the restroom at this time.

The decision for indoor recess is made by determining if the outside temperature is 15 degrees F or below (including the wind chill). Outdoor recess is cancelled only when the wind is extreme, the chill factor is extreme or it is raining. Students are expected to be outside during recess and will only be allowed inside for illness if a doctor's note is provided. All children should come to school properly dressed for the outside conditions.

### **General Playground Rules:**

#### **Students are expected to:**

- be involved in constructive playground activities
- remain on the playground during any recess
- play only on the designated playground area
- care for and return all equipment after each recess
- demonstrate good sportsmanship
- include others
- resolve conflicts peacefully and use supervising adult to help mediate conflicts as needed
- re-enter building only when specific permission is given by duty teacher
- use equipment properly
- stop the play activity they are engaged in and walk to their classroom entrances when the bell rings to end recess

The adult on duty can remove any student or stop any activity that is hampering or endangering other students or themselves.

### **REPORTS AND SPECIAL INVESTIGATIONS BY SOCIAL SERVICES**

It is the policy of the St. Vrain Valley School Board that the District complies with the Colorado Children's Code. To that end, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the appropriate county department of social services or local law enforcement agency. Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability. Reports of child abuse or neglect, the name and address of the child, family or informant or any other identifying information in the report shall be confidential and shall not be public information.

After the report is made to the agency, District and school staff members will cooperate with social services and law enforcement in the investigation of alleged abuse or neglect. The school will report any further incidents of abuse to the agency's representative.

As the case is being investigated, the school will provide support services for the child. Once a report of child abuse is given to the agency, the responsibility for investigation and follow-up lies

with the agency. It is not the responsibility of the school staff to investigate the case.

Authorized school and District personnel may make available to agency personnel assigned to investigate instances of child abuse the health or other records of a student for such investigative purposes.

In an emergency situation requiring retention of the child at the school building due to fear that if released the child's health or welfare might be in danger, it should be observed that only law enforcement officials have the legal authority to hold a child at school. Otherwise, a court order must be obtained to legally withhold a child from their parent/guardian.

## **RETENTION**

Repeating a grade may be reasonable and appropriate placement when there is a good chance that retention will result in improving academic performance in the subsequent years of that student's school career. Although the probability of a successful retention is an important consideration, students will not be promoted solely for social or emotional reasons.

When a child is considered for retention, a child assistance team that includes the parents, counselor, principal, special education teacher or other specialist, and the classroom teacher will reach a team decision regarding retention or promotion. The final decision regarding retention will be made by the team. Among those factors considered in making the decision are grade level, attendance, emotional and social stability, chronological age, language development, and academic skills. A plan for retention or promotion to help support the student and ensure success will be developed for said students. Parents will be involved as a critical part of the plan.

## **SCHOOL CLOSURES**

### **EMERGENCY SCHOOL CLOSURE**

In the event the District closes the school, mostly due to bad weather, please check any of the Denver TV Stations (Channel 2 – KWGN, Channel 4 – KCNC, Channel 7 – KMGH or Channel 9 – KUSA) since they are notified as soon as the decision has been made. You may also check the Longmont Estates Elementary Website: <http://lees.svvsd.org> and click on the link: [School Closings](#) located under the Parents tab. Taking these simple steps, will avoid any confusion about whether or not the school is open.

## **SCHOOL HOURS**

8:20 am-3:00 pm ~ Students may NOT arrive at school before 8:10 am (8:05 if eating breakfast). Students may not play on the playground **before or after** school. Prior to 8:10 am and after 3:00 pm, supervision of children is the responsibility of the parent. If you drop off your child before 8:10 am, you will be called to come pick them up until the appropriate drop off time. You are expected to be here promptly at 3:00 pm to pick up your child after school.

We have so few precious minutes with your children, we want to stay focused on their learning every moment! Therefore, in order to minimize classroom disruption, please keep in mind the following practices:

- when items are brought to the front office for students (lunches, etc), designated office runners will handle delivery
- unless it is an emergency, office staff will not call students out of class to get the item(s) or speak to their parents
- when students are late to class, their parent will not need to walk them to the classroom, just sign them in at the office
- tardy students simply take their pass and head straight to the room on their own, as quickly as possible
- messages for students must be called in to the office by 2:45, and should be reserved for unexpected/important changes to after-school pick up

## **SEXUAL HARASSMENT**

In a safe, comfortable environment for students to learn and staff to work, sexual harassment is unacceptable. Sexual harassment includes name calling, sexual terms used as profanity, gestures, inappropriate pictures and actions, etc. Consequences will be appropriate to the offense and the age of the offender. Alleged offenders will be referred for investigation and education.

## **SPECIAL SERVICES**

If a student is struggling academically, socially, or emotionally, they may be referred to the MTSS Team. The Multi-Tiered Systems of Support Team assists teachers in creating, monitoring, and assessing interventions designed to help a struggling child achieve greater success. If the interventions are to occur outside of the regular classroom or with a different curriculum or teacher, parents will be notified. If interventions do not achieve a certain level of success, the MTSS Team may recommend a referral for special education services. The parent will always be a part of this process.

The St. Vrain Valley School District provides support personnel and special services to help the classroom teacher and/or the individual student. Children with special needs may be found in any school classroom. Teachers are well trained and capable of helping most children in the classroom, but they need support and assistance of Special Education programs in teaching children with learning disabilities, speech and hearing impairments, and other learning handicaps.

Students may be referred by parents, school administrators, or teachers to special services. Parents will be informed as to the progress of the referral and will become part of the child study team if such should be deemed necessary. Decisions regarding placement of a student into a particular program are determined by the recommendations of the Child Study Team, including the classroom teacher(s) and state and federal regulations regarding the inclusion of students

into a particular program. Decisions regarding individual educational goals and objectives for the child are determined by the IEP Committee of which the parent is also a member.

### **TRAFFIC AND PEDESTRIAN SAFETY**

Please use caution when bringing children to school and picking them up after school. The “Hug and Go Lane” at the front of the school (student drop off lane) should only be used for student pick up/drop off, and should **not be used to park for any length of time. The parking lot should never be used for student drop off unless parents park their car and walk their child to the school.** The bus lane should never be used for parent parking or student drop off.

Parents should discuss with their children the most desirable routes to and from school, considering all safety factors while walking to and from school. A Crossing Guard will be provided in front of the school on Northwestern Road.

### **VISITING SCHOOL**

We encourage parents to visit and volunteer. However, **ALL VISITORS & VOLUNTEERS MUST ENTER THROUGH THE MAIN DOOR AND SIGN IN AT THE OFFICE.** In order to be in compliance with district policy, we require a **photo id** from **all unknown visitors.** We do believe that student safety is number one; therefore, this policy is STRICTLY ENFORCED. Once you have signed in, you will need to obtain a visitor’s badge from the front office staff.

Anyone who is in the building without this badge will be asked by any staff member to return to the office to sign in properly.

Students are not allowed to bring other school aged students as visitors under any circumstances.

### **VOLUNTEERS**

Parent volunteers are always needed and welcomed at our school. A volunteer survey will be sent home at the beginning of the year by each classroom teacher. Some options may include working in the classroom with small groups of students, performing clerical tasks at school or at home, helping in the media center or with special events such as field trips.

Due to liability and supervision issues, parent volunteers **cannot bring younger siblings** to school with them when volunteering. We **very much appreciate** the help from our parent volunteers, and hope this does not impact your ability to volunteer at school.

The PTO will send home a separate volunteer survey to seek support for their committees and events.

Thank you for reading the Student and Family Handbook. I hope that you and your child are better informed about district and building policies. Our aim is to provide clear, consistent and current communication to ensure the best educational experience possible at Longmont Estates Elementary.

Thank you for your partnership in learning!

Respectfully,

Traci Haley, Principal

Longmont Estates Elementary Staff