

# FALL RIVER ELEMENTARY

## STUDENT HANDBOOK 2019-2020

"THE COURAGE TO BE OUTSTANDING!"



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[fres.svvsd.org](http://fres.svvsd.org)

Quinn O'Keefe,

Principal

# STAFF

**MISSION:** Fall River is a collaborative STEM community inspiring curiosity, empathy, and innovation by integrating authentic problem-solving to mentor the leaders of tomorrow.

Office	4 <sup>th</sup> Grade	Special Education Teachers
Quinn O'Keefe      Principal	Kelly Carlander	Laura Foster
Nicole Hill              Secretary	Patty Carmichael	Robin Howard
Nichole Trevino Attendance Clerk	Sandy Whisman	Sara Maier
Stacie Miyake      Health Clerk	5 <sup>th</sup> Grade	Special Education Para Educators
Missy McIntosh              Dean	Theresa Buchtel	Rebecca Alsko
Preschool	Kristi Ekern	Sara Arloski
Jeslyn Reckinger              Teacher	Kristin Parsons	Melissa Brown- Kinney
Michele Hysell              Para	Multi-Level Grade Teachers	
Kindergarten	David Wakeman              Grades 4-5	Lori Rochambeau
Julie Butrick	Dawn Wiley              Grades 3,4,5	Luwanna Selman
Allison Sampish	Art	<b>Psychologist</b> Sarah Taylor
Dawn Spencer	Bill Kloser	<b>Speech Therapist</b> Darla Searls
1st Grade	Lab Tech	<b>Occupational Therapist</b> TBA
Chris Higgins	Shaya Payne & Stephanie Nieuwlandt	<b>ESL</b> Dawn Spencer
Marcie Panega	Media	<b>Counselor</b> Susan Julien
Bridget Witko	Amy Parkinson	Cafeteria
	Music	Teresea Jones
2nd Grade	Rachel Aurand	TBA
Sandra Shaeffer	PE	Amanda Rodriguez
Amy Waters	Cory Hoople	Community Schools
Eve Weglarz	STEM Coordinator	Liz Hanscome
Missy Wills	Phyllis Ashe	Custodians
3rd Grade	Literacy	Kerri Tanner              Lead Custodian
Melinda Schluckebier	Missy McIntosh              Teacher	Shawn Ploger              Night Custodian
Heather Staples	Lisa King              Para	
Stacy Trembly	Kindergarten Para Educators	
	Stephanie Nieuwlandt	
	Tina Trout	
	Kristen Oliver	

Dear Fall River Foxes,

At Fall River, **We Have the Courage to be Outstanding!**

**Courage includes...**

- doing the right thing
- making new friends
- giving your best
- trying new things
- helping others
- being true to yourself

That's a lot of hard work! The great news is that every day, hundreds of Fall River Foxes DO this hard work. Fall River is a safe, caring community where all students can feel accepted and secure as they set about their task of learning. You can only accomplish what you try, and Fall River Elementary is here to support our students in reaching their goals.

I invite and encourage parents and guardians to be involved in their children's education. It takes the whole community to raise outstanding citizens for tomorrow! Please don't hesitate to contact us if you have questions or ideas for improving Fall River Elementary and make a plan to volunteer right now! We have many ways for parents and guardians to be involved at school.

I am excited for this year of learning together and continuing to **Have the Courage to be Outstanding!**

**Go Foxes!**

Quinn O'Keefe

Principal, Fall River Elementary

# IMPORTANT DATES

<b>August 14</b>	Popsicle Pop In/Back to School Night
<b>August 15</b>	First Day of School Grades 1-5
<b>August 17</b>	First Day of School for Kindergarten
<b>August 17</b>	First Day of School for Preschool
<b>September 3</b>	No School - Labor Day
<b>September 5</b>	Late Start
<b>September 6 &amp; 7</b>	Individual School Pictures
<b>September 12</b>	Vision & Hearing Screenings
<b>September 28</b>	Fox Trot
<b>October 2, 4, 10</b>	Parent/Teacher Conferences
<b>October 3</b>	Late Start
<b>October 12</b>	No School - Teacher Comp Day
<b>October 15</b>	No School - Teacher Comp Day
<b>October 19</b>	No School - Preschool
<b>November 7</b>	Late Start
<b>November 15</b>	PBS/Family Fun Night
<b>November 19-23</b>	No School - Thanksgiving Break
<b>November 28</b>	Report cards Available Online
<b>December 5</b>	Late Start
<b>December 21-Jan. 4</b>	No School - Winter Break
<b>January 21</b>	No School - Martin Luther King Day
<b>January 25</b>	No School - Preschool
<b>February 5, 7, 13</b>	Parent/Teacher Conferences
<b>February 6</b>	Late Start
<b>February 14</b>	Random Acts of Kindness Day
<b>February 15</b>	No School - Teacher Comp Day
<b>February 18</b>	No School - President's Day
<b>Feb. 28-March 1</b>	Group & Individual Spring Pictures
<b>March 6</b>	Late Start
<b>March 8</b>	Report Cards Available Online
<b>March 21</b>	Family STEM Night
<b>March 25-29</b>	No School - Spring Break
<b>April 3</b>	Late Start
<b>April 29</b>	No School - Teacher Comp Day
<b>May 1</b>	Late Start
<b>May 3</b>	No School - Preschool
<b>May 4</b>	Teacher Appreciation Week
<b>May 15</b>	School Carnival
<b>May 23</b>	Last Day for Students
<b>May 23</b>	Report Cards Available Online

## **ANIMALS**

We ask that you **NOT** bring any animals on school property due to staff and students with allergies and safety issues. Please meet your student at the park if you are walking with your animals.



## **ASSESSMENTS**

State assessments for grades 3-5 occur in April. Grades 3-5 are assessed on English Language Arts and Math. Grade 4 may also be assessed on Social Studies and Grade 5 on Science. Exact testing dates will be announced via school newsletters and websites when available from the state. Grades 1-5 take iReady Reading online assessments 3 times per year. These assessments are district wide and student outcomes are shared with parents at parent-teacher conferences.

## **ATTENDANCE POLICY**

### **Attendance**

Regular attendance is essential for success at school. Our goal is for every student to attend school a minimum of 96% of the time, which means missing no more than 7 days of school during the school year. Therefore, when students have missed 13 days of school, nearly 10% of the school year, a meeting with the administration to discuss academic, social, and/or emotional progress will be required. Content is taught in sequence, requiring the understanding of each concept in the order of its presentation. It is difficult for a child to completely make up a day's learning even though the missed assignments have been completed. The discussion and activities that take place in the classroom are as important as the written material. Letters may be sent home to assist with communication about attendance concerns.

Written documentation is required for all medical provider appointments that parents wish to be considered an excused absence (doctor, dentist, mental health, etc.)

### **Excused Absences**

The following absences may be considered excused with substantiated evidence:

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 a prearranged 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.

**The following may be considered excused absences at the discretion of the principal or designee:**

1. Serious illness or death in the family.
2. Family emergencies or hardship.
3. Family vacations. **While highly discouraged,** such excuses must be prearranged with the school administration. Contact the principal about the possibility of having the absences excused. Only 5 days maximum allowed.
4. Religious observances when requested by a parent or guardian.
5. Absence required by a legal body or social agency (court, juvenile authorities, public health department or police).

The District may require suitable proof regarding the above exceptions, including written statements from a health care provider.

**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, penalties shall be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness. Teachers shall be responsible for addressing tardiness as a classroom management issue. Excessive tardiness may be referred to the administration for consideration as an attendance problem. Students are tardy after 8:55 am.

**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. 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 three (3) days in

one month or ten (10) days during any school year.

### **ATTENDANCE REPORTING**

Parents are required to notify the school office either by telephone at (720)652-7920 or email the attendance clerk on any day their child is absent. If you need to leave a voice mail, 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.**

### **BICYCLES AND SCOOTERS**

It is a parent's decision and responsibility as to whether a child rides a bicycle or scooter to school. At Fall River, we recommend that all students riding bikes and scooters 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. Bicycles and scooters should be dismounted on school grounds. 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**

Realizing that recognition of your child's birthday is important to him/her and builds a good self-concept, we do allow for limited birthday celebrations at school, if they desire. However, in order to promote healthy living habits, each grade level has developed a birthday celebration plan that does not include food. Please talk to your student's classroom teacher about their birthday policy. NO birthday invitations can be handed out at school or by school staff as this causes an interruption in the classroom and can cause hurt feelings. The PTO creates a student directory each year to help parents with this type of communication. Balloons/flowers will stay

in the front office and the student will be called down to collect them at the end of the school day to minimize disruption. Party favors are passed out by teachers, not parents/guardians, in order to further minimize disruption. Parents/guardians can drop off party favors at the front office and office staff will deliver to the classroom.

### **CAFETERIA EXPECTATIONS**

Students are expected to follow all R.O.C.K.S. expectations including but not limited to:

1. Keep hands and feet to yourself.
2. Use soft voices at all times.
3. Keep your food on your tray or in your mouth.
4. Walk at all times.
5. Be courteous as you would in any restaurant or at home.
6. Clean up when you leave.
7. Remain seated until excused.
8. Students should not share or give away food.
9. Do not throw away plastic re-usable silverware provided by cafeteria.

### **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.

### **CLASSROOM EXPECTATIONS**

Students are expected to follow all R.O.C.K.S. expectations including but not limited to:

1. Keep hands and feet to yourself.
2. Listen and follow directions.
3. Be respectful to everyone.
4. Be prepared to learn.

### **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://fres.stvrain.k12.co.us>)
- Weekly Friday Take Home Folders
- Planners (Grades 4, 5)
- E-Mail
- Parent/Teacher Conferences (twice per year scheduled, more frequent as needed)

Teacher's voice mail is active 24 hours a day, accessible by calling our main school phone and then putting in the individual teacher's mailbox number.

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 3:00 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.

## **COMMUNITY SCHOOLS**

Fall River Elementary is a Community School. This means that 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. If you wish to schedule an event in our building, you must make arrangements through our Community Schools Site Program Manager at 720-652-7920.

## **CONFERENCES**

Parent/Teacher conferences are scheduled two times each school year for the purpose of meeting with the parents to discuss student progress. Although these conferences are a formal meeting 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 with two different homes, we feel the benefits of coming together for your children are far more beneficial for your child. It is critical that our teachers be 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. If there is a restraining order or some other safety issue that necessitates separate conferences, please contact the principal for assistance with scheduling.

## CONFLICT RESOLUTION

At Fall River, we believe that every child is capable of being a peacemaker. Students will be taught to use Kelso's Choices and Peace Place as part of their conflict resolution skill set. These programs will help students choose between problems they can handle on their own or those requiring adult intervention, as well as to learn skills to solve their own disagreements.



**IT'S YOUR CHOICE!**  
DO YOU HAVE A SMALL PROBLEM?  
TRY 2 OF KELSO'S CHOICES:-

**PEACE PLACE**

- 1. AGREE TO GROUND RULES:**  
I agree to solve the problem, take turns, listen without interrupting, no "put-downs", and to tell the truth.
- 2. TELL YOUR SIDE OF THE SITUATION:**  
I feel \_\_\_ when you \_\_\_ because \_\_\_\_.  
I would like it if you would \_\_\_\_\_.
- 3. SUMMARIZE OTHERS FEELINGS.**
- 4. CREATE A WIN-WIN SOLUTION**
- 5. THANK THE PERSON FOR WORKING IT OUT!**

**IF YOU HAVE A BIG PROBLEM,  
TELL AN ADULT YOU TRUST.**  
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## 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 use of equipment, as well as rules of games will be taught at the beginning of the year by teachers and reviewed throughout the year. The playground supervisor may enforce timeout, removal from the playground, or referral to office for aggression, vulgar language or disrespect of authority.

Staff will keep record of student behavior and academics in our school database system. A copy is always available to parents/guardians upon request.

**The Fall River Staff will consider the following when working with students to decide consequences/responses:**

- Board policy
- Elementary handbook
- 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 the law
- 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 at the front office and online. If you do not have a copy and would like one, please contact the front office.

**In order to support our students in becoming responsible citizens,** they will be expected to participate in solving their own problems, with adult guidance, as part of the discipline process. What is fair may not necessarily be equal, as all students will be treated as individuals. In the

event that discipline actions appear unfair, the student/parent need to simply visit with the staff member involved. If not resolved, the school will adhere to due process. When a student does not exhibit behaviors that demonstrate the expected ROCKS behavior character traits, a Problem Solving Report (PSR) will be written and appropriate consequences and/or community service will be assigned. The type of consequences/service and time frame depends on the nature, seriousness and/or frequency of the problem. Staff will focus on the positive to help students learn from the incident; however, it is important to know that certain behaviors will not be tolerated for the safety and well-being of our learning community.

**In order to promote school/home communication**, students will be required to take home the PSR as part of the discipline process. Please be aware that certain student actions require notification of law enforcement, out of school suspension, or referral for expulsion.

Please refer to Board Policy JICD for more information regarding the St. Vrain Valley School District's Code of Conduct.

#### **DISCOVERY DEN WRAP AROUND PROGRAM**

Discovery Den is a high-quality program that goes further than just childcare. Discovery Den will provide developmentally appropriate learning through play, respect, diversity, kindness, love, self-esteem and fairness. Focus is placed on each child's emotional, social, and cognitive abilities, each child will be met where they are. The goal of Discovery Den is to provide a foundation for each child to have self-confidence and a life-long love of learning. Discovery Den is available to all students between the ages of 3 and 5. Discovery Den is open Monday-Friday from 7:00am-5:30pm, following the St. Vrain Valley School District Calendar. Students may attend any time during operating hours including: full days, half day Discovery Den and a half day at Fall River Preschool or Kindergarten, and up to five days (there is a two day minimum). The daily schedule will include: learning through play, science, math, language arts, circle time, crafts, fine and gross motor development, rest time, recess, lunch, two snacks daily, individual and small group lesson, large group lessons, plus so much more! Go to [fallrivercommunityschool.org](http://fallrivercommunityschool.org) to register.

### Discovery Den Registration Fees

Single Child.....	\$50
Family.....	\$75

### Tuition Fees

Wrap Around Only.....	\$45/day
Wrap Around + Preschool .....	\$35/day

Parking Passes for Discovery Den parents are NOT available due to parking lot limitations.

Between 8:30-3:45, Discovery Den parents will need to come to the main entrance to go to Discovery Den to sign in/out their kids. At all other times, please use the Discovery Den outside door #06.

### DISMISSAL

An elementary student shall be sent home only with his/her parent/guardian, 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. Front office will only call students from class when parent/guardian **arrives at the building** to maximize learning time.

Students leaving early will be recorded as "leaving early – unexcused" for the time missed. We strongly encourage you to make all doctor, dental, music lesson appointments, etc. after 3:25 pm as it causes a disruption to the learning environment when your child has to leave school early.

### DRESS CODE

We encourage children to come to school dressed appropriately for the weather and the school's activities. Tennis/athletic shoes are required on PE days. It is recommended that students do not wear plastic flip-flops to school. T-shirts with obscene or racial comments, spaghetti strap tank tops, spandex shorts, short shorts, midriff shirts and swimwear are not allowed. Shorts/skirts are to be longer than your fingertips when arms are hanging straight down to your side. Clothing that bares or exposes traditionally private parts of the body including, but not limited to, the

stomach, buttocks, back and breasts may not be worn. No underwear should be showing.

Students will not be permitted to wear styles that are disruptive or detrimental to the educational process. The staff recommends a more conservative style of dress. The principal maintains the right to determine the appropriateness of clothing. Incidents of inappropriate dress will be handled on an individual basis.

**Caps/hats will not be worn in the building. All volunteers/visitors must comply with our student dress code.**

### **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 PTO, but there may be times that families will need to contribute to the cost of the field trip. Field trip fees must be **paid in cash**.

### **FOX DEN CHILD CARE PROGRAM**

The purpose of Fox Den before and after school child care program is to offer quality care within the school building. Fox Den is held in the Fall River Elementary School cafeteria and gym. Our program provides a safe, structured and positive environment that allows children to be creative, sociable and happy!

At Fox Den, 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. Fox Den is offered under the direction of Nicole Hill, Community Schools Site Program Manager, and is licensed through the Colorado Department of Human Services for children ages 5-12.

We are open from 7:00-8:55 am before school and then again from 3:25-6:00 pm after school.

We also offer child care on PLC (Late Start) days from 7:00-11:25 am.

Go to [fallrivercommunityschool.org](http://fallrivercommunityschool.org) to register.

**Fox Den Registration Fees**

Single Child ..... \$50

Family ..... \$75

**Tuition Fees**

7:00-8:55 AM Full Time 5 days a week ..... \$13/day

3:25-6:00 PM Full Time 5 days a week ..... \$13/day

7:00-8:55 AM Anything Less than 5 days a week ..... \$15/day

3:25-6:00 PM Anything Less than 5 days a week ..... \$15/day

Drop in Rate without a 48 hr. notice.....\$20/day

PLC Late Start Only (First Wednesday of each month) ..... \$10/day if you register in advance or \$12/day if you don't register 24 hrs. in advance.

**HEALTH SERVICES**

We have limited health services available through our school. A health clerk is in the building each day. Our office staff also helps to handle health problems.

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

- Home and work phone numbers where parents can be reached.
- 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 as an important role in the education 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 can serve as a way of providing a common effort between student, parent, and teacher.

Teachers will be assigning homework. Encourage your children to complete their work both at school and at home. Discussing homework with your child helps to develop a positive attitude about learning, especially when learning something new or difficult.

The general rule of thumb is 10 minutes per grade level (i.e. 1st grade= 10 minutes, 3rd grade = 30 minutes, 5th grade= 50 minutes) per night. This may not include the take home/at home reading program.

**ILLNESSES**

Any school day your child complains of not feeling well, it is probably advantageous to keep him/her at home. If the child begins feeling better during the day, bring him/her to school. A child may not return to school until they have been fever/vomit free for 24 hours.

If your child becomes ill while at school, we will contact you to come pick him/her up. Please come to pick up your sick child as soon as possible. It is expected that you will arrive within an hour of receiving the call.

**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.

## **INTERNET**

Our school classroom computers, mobile devices 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 is 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 school and/or legal disciplinary actions, including short-term or long-term school technology suspension.

## **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.

## **LATE START**

School starts at 11:25am for grades K-5 on Late Start days to allow for professional development for our staff. The 1<sup>st</sup> Wednesday of each month is generally Late Start; see calendar for exceptions/dates.

## **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. Many mix-ups occur during the year and a large amount of clothing is unlabeled and unclaimed.

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**

The price of a school lunch for elementary students is \$3.00 daily or \$15.00 per week. Additional drink choices (milk, water, juice) are available for 50 cents.

The lunchroom cashier will credit each student's account on computer. (Lunch tickets are not issued at the elementary level.)

According to Board Policy one lunch charge is allowed on an emergency basis only. Please be sure to send money with your child for lunch if this happens.

Families are welcome to eat lunch with their child. Parents may purchase a lunch for \$4.00.

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

Any concerns should be directed to the kitchen staff by contacting the school's kitchen manager.

Lunch prices are subject to change.

Please make checks for lunches payable to Fall River Elementary, or you can pay online at <http://fres.stvrain.k12.co.us> under the School Lunch Payments tab.

### **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.

### **OFFICE HOURS**

The office is open from 7:30 am-4:00 pm. The principal tries to be available for

parents/guardians as often as possible. Please call for an appointment to ensure he 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 concern 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 Fall River, 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. Each teacher finds opportunities for “movement breaks” throughout the day to keep students engaged and active. We also hope to continue each year with our 100 Mile Club which encourage & support students as they log 100 miles of physical activity during the school year. Students run outside on Monday, Tuesday, Thursday and Friday mornings from 8:10am-8:40am when the weather is above 20 degrees. If the temperature is 20 degrees or colder, students will run inside the building on the same days. If you can volunteer to help supervise 100 Mile Club before school, please contact the PE teacher.

### **PRESCHOOL HOURS**

Mon.-Thurs.	3/4 yr. olds PM	12:35-3:15 pm	\$290//month
M/W/F	3/4 yr. olds AM	8:40-11:20 am	\$235/month
Tues./Thurs.	3 yr. olds AM	8:40-11:20 am	\$185/Month

Due to requirements that preschool parents/guardians must sign in/out their students each day, they are permitted to park in spots marked “preschool” in the school parking lot. We do not issue parking passes, and the parking is available on a first-come/first-served basis. The bus lane may **never** be used for parent parking or student drop off. Only buses are allowed to use the bus loop.

## **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.

The PTO sponsors annual fundraising opportunities, including our annual Fox Trot. Each fall, the PTO Board will develop a list of projects they wish to support during the year, based on parent and teacher input, and set a budget accordingly. The project list and budget goal will be published to the school community via the school newsletter and the PTO link on the school website.

PTO's officers contact information will be posted on the school's website and in the school newsletter.

PTO Board meetings are held monthly, on the first Monday of each month and are open to **everyone**. Meetings include an update on the activity of the organization as well as providing 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.

PTO also has their own website which can be accessed through the school's website; information regarding volunteering, meetings, budgets and other information is available.

## **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 child a few moments to spend some energy, stretch, and activate the body. 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.

**ALL CHILDREN SHOULD COME TO SCHOOL PROPERLY DRESSED FOR THE OUTSIDE CONDITIONS.**

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 sent in.

## **REGISTRATION**

To register for school, a new student must be:

- \*A resident of the district
  - \*5 years old on or before October 1st for kindergarten
  - \*6 years old on or before October 1st for first grade
- The new student must have:
- \*birth certificate or its equivalent
  - \*up-to-date immunizations records
  - \*name, address, and telephone number of last school attended.

## **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.

### **REPORT CARDS/GRADING**

Report cards will be prepared for students at the end of each twelve-week grading period. The teacher will notify parents of any student having obvious academic difficulties. Students in 4th and 5th grades receive letter grades of A,B,C,D,U and +, , -. Students in Pre-K through 3rd grade receive grades of O, S, N, U (Outstanding, Satisfactory, Needs Improvement, Unsatisfactory). All students will receive scores of 4, 3, 2, and 1 in each of the academic benchmarks.

Report cards will reflect your child's progress toward the mastery of the district's standards.

Report cards are available online and are automatically sent to the parent portal (Infinite Campus). If you require assistance accessing the parent portal or wish to receive a hard copy of the report card, please contact the front office.

### **RETENTION**

Repeating a grade may be reasonable and appropriate placement when there is a good chance that retention will result in improving academic and social/emotional readiness/achievement in the subsequent years of that student's school career.

When a child is considered for retention, a child assistance team that includes the parents, principal, special education teacher or other specialist (if necessary), and the classroom teacher will reach a team decision regarding retention or promotion. The final decision regarding retention will be made by the principal. Among those factors considered in making the decision are grade level, attendance, emotional and social stability, chronological age, language development, and academic skills. Positive parental attitude toward retention or promotion is an important ingredient for success, but parental opposition by itself will not reverse a decision for or against retention made by the child assistance team. 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.

## **ROCKS MATRIX**

See end of handbook for ROCKS MATRIX.

## **SAFETY AND RESPECT**

In ALL instances, we at Fall River strongly encourage courteous, respectful behavior from our students. Students are expected to follow all R.O.C.K.S. expectations that are posted on our web-site, in the classrooms and throughout the school.

Following are some examples:

1. Keep hands and feet to yourself.
2. All staff members will be treated courteously by students. Students will be treated courteously by all staff members.
3. All students and staff will use appropriate language; no name-calling, harassment, bullying, threats, etc. will be tolerated.
4. The care of all text and library books issued to any child is his/her responsibility, as is playground equipment, cafeteria equipment, restroom facilities, halls, walls, etc. Each child is will maintain these items in good condition. Restitution is required for deliberately damaged equipment and lost or damaged books. Law enforcement will be involved if necessary.
5. Students will bring only those items directly related to activities of his/her class:
  - toys are not to be brought to school due to distraction and since the chance of breakage or loss is relatively high. "Spinners" shall be considered toys unless pre-arranged with the classroom teacher;
  - skateboards, scooters, bikes, and roller blades will be dismounted and walked on school property before and after school;
  - scooters and bikes are to be locked up at the bike rack (the school does not assume responsibility for lost or stolen bikes or scooters);
  - guns, knives, alcohol, drugs, and tobacco in any form are prohibited at school;
  - electronic games/devices, gum, candy and soda are prohibited except for special occasions as arranged by classroom teachers;
  - the use of any motorized vehicle on school property is prohibited.
6. Students will walk at all times while in the building.

7. Students will remain in designated playground areas.
  8. Students are prohibited from any unsafe recess activities such as the following: fighting, tackle games, snowballing or sliding on ice, throwing rocks or dangerous objects, chicken/tag on any equipment, climbing backstops or fences, climbing UP the slide, jumping off swings, baseball, riding on shoulders of another, and gymnastics.
  9. Students may be removed from an activity or location inside or outside the building if their actions are endangering themselves or others.
  10. Students will stay in the assigned location (recess, classroom, etc.) unless a staff member gives them permission to go elsewhere.
  11. Coats and hats are not to be worn in the building or classrooms under normal conditions. Students may keep a sweater or sweatshirt in the classroom.
  12. Students are expected to solve their disagreements in ways other than fighting (see conflict resolution).
  13. Any student staying after school should do so only when involved in supervised activities.
  14. We ask that you **NOT** bring animals on school property without specific permission due to safety and staff and students with allergies (even when dropping off and picking up students).
- Any student who repeatedly cannot follow the above rules will be scheduled to meet with his/her teacher and the principal. If this is not successful, a conference will be held with the child and parents. At that time, a procedure to remedy the problem will be developed. The principal may assign suspension or recommend expulsion of a student who cannot follow school rules.

## **SAFETY PATROL**

Students in grades four and five comprise our Fall River AAA Safety Patrol. This is a national school safety program set forth by the American Automobile Association (AAA). Students are selected based on an application essay and teacher recommendation. A training camp is held yearly to practice how to best keep everyone safe before and after school. The safety patrol members have a post and should be reminding students to walk, cross at crosswalk, and pay attention to school rules such as no playing on the playground equipment before/after school, walking bikes on school property, etc. We have seen a large decline in the number of problems on school grounds since starting this program. **Thank you for supporting our safety patrol members and this wonderful program!**

## **SCHOOL CLOSURES**

Please check the following for school closures:

DISTRICT WEB SITE:

<http://www.stvrain.k12.co.us>

**DISTRICT STATIONS:**

Channel 2	KWGN
Channel 4	KCNC
Channel 7	KMGH
Channel 8	Longmont Cable Trust Channel
Channel 9	KUSA
Channel 16	Comcast Cable Education Channel

**FM RADIO STATIONS:**

91.5	KUNC
98.5	KYGO
101.1	KOSI
103.5	KBPI
105.1	KOOL

**AM RADIO STATIONS:**

630	KHOW
850	KOA
960	KYGO
1060	KLMO

**SCHOOL HOURS**

8:55 am-3:25 pm ~ Students may NOT arrive at school before 8:40 am. Students may not play on the playground **before or after** school. Prior to 8:40 am and after 3:25 pm, supervision of children is the responsibility of the parent. If you drop off your child before 8:40 am, you will be called to come pick them up until the appropriate drop off time. You are expected to be here **promptly** at 3:25 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), the office staff 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 3:00, 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 through the Parent Partnership Form and teacher contact. 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.

### **TELEPHONE**

The school telephone is a business phone; therefore, student use is limited to business matters and **only** with teacher permission. We cannot accommodate large numbers of students calling home at any time for instructions or last minute play dates, impromptu requests, to bring lunch or to call for homework. Please make prior arrangements with your children as to after school activities and how they will handle early dismissal on bad weather days. Students will NOT be allowed to make phone calls during the school day, unless it is an emergency.

### **TEACHER HOURS**

The best time to call teachers is between 8:00 am-8:35 am. Teachers may not be available on some mornings when we have staff meetings, child study, and team meetings. We highly recommend that you utilize email with teachers via our website. If you have a concern or question regarding your child's learning or teacher, you are encouraged to speak with the teacher first. The principal is also available to problem solve and facilitate conflict resolution if needed. Once students have left for the day, they will not be allowed back into the classroom without the teacher present. If they have forgotten something in the classroom, they must first check in with the office. Office staff will call to see if the teacher is available. If the teacher is not available the student will not be able to return to the classroom. Office staff and custodians will not be obligated to open classroom doors. If you have an urgent message for the teacher, please contact the school office directly; do not rely on email or voicemail to communicate urgent information.

### **TRAFFIC AND PEDESTRIAN SAFETY**

Students and parents must walk on the sidewalks and crosswalks at all times. DO NOT cross through the parking lot with students.

Parents and students please remove roller blades and dismount bicycles, scooters and skateboards on school property.

For the safety of our children **VEHICLES ARE NOT TO STOP IN THE PARKING LOT TO HAVE THEIR CHILD RUN TO OR FROM THE VEHICLE.**

The drop off/pick up loop at the side of the school should only be used for student drop off/pick up, and **not be used to park for any length of time.**

The bus lane may **NEVER** be used for parent parking or student drop off. Only buses are allowed to use the bus loop.

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 Deerwood Drive.

Due to requirements that preschool parents/guardians must sign in/out their students each day, they are permitted to park in spots marked “preschool” in the school parking lot. We do not issue parking passes, and the parking is available on a first-come/first-served basis.

**ONLY PRESCHOOL PARENTS ARE ALLOWED TO PARK IN THE PARKING LOT DURING DROP OFF/PICK UP TIME. ALL OTHER VEHICLES MUST PARK ON THE STREET OR USE THE DROP OFF/PICK UP LOOP.**

#### **TRANSPORTATION**

Transportation is available for elementary students living 1.5 miles or more from their school of attendance, and for secondary students living 2.5 miles or more from their school of attendance. Since our attendance boundaries are all within 1.5 miles of the school we do NOT provide bus service for our students. Busing is not provided for open enrolled students, per district policy.

#### **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 AND MUST COMPLY WITH OUR STUDENT DRESS CODE.** In order to be in compliance with district policy, we require a **photo id** from **all 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.

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

Due to liability and supervision issues, visitors **cannot** bring younger children or siblings to school with them during any school visits other than lunchroom visits. Younger children or siblings cannot go to lunch recess after a lunch visit for the same reasons.

## **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. All volunteers are required to complete volunteer paperwork as required by the school district and receive approval prior to beginning volunteering and must comply with our student dress code when in our building. It is Fall River's policy that all volunteers be linked to a student (i.e. parent, grandparent, etc.).

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.

	<b>Respectful</b>	<b>Outstanding</b>	<b>Community</b>	<b>Kindness</b>	<b>Safety</b>
<b>Classroom</b>	Be kind and cooperate Share Wait your turn Use inside voices	Stay on task Try everything Be an active learner Do your best	Listen well and follow directions Complete your work When you make a mistake, make it right	Treat others the way you want to be treated	Walk in the classroom Keep hands, feet & things to yourself Use materials properly Sit appropriately in your chair Push in your chair
<b>Bathroom</b>	Keep walls clean Use inside voices Stay in own stall Respect others' privacy	Keep area clean Return to class promptly	Keep writing utensils in classroom Respect others' privacy Flush after use Wash hands with soap and water Put towels in trash	Treat others the way you want to be treated	Walk Keep hands, feet & things to yourself
<b>Hallway</b>	Walk quietly Keep hands, feet & things to yourself	Be good role models Return to class promptly	Care for school property	Treat others the way you want to be treated	Walk Keep hands, feet & things to yourself Stay to the right Face forward
<b>Playground</b>	Welcome new players Listen to the recess monitor Take turns and share Use 3 Finger Rule or Peace Plan to solve conflicts	Be kind and cooperate Play by the rules	Bring in all equipment Keep the playground clean Whistle means line up Line up quietly with hands to yourself	Treat others the way you want to be treated	Use equipment properly Ask before leaving the playground
<b>Specials</b>	Be kind and cooperate	Always try your best	Listen well and follow directions When you make a mistake, make it right	Treat others the way you want to be treated	Move through your space carefully Keep hands, feet & things to yourself Use materials properly
<b>Cafeteria</b>	Use inside voices Say "Please" & "Thank You" Open seats are available to everyone	Keep area clean Use your best manners	Keep your place in line Wait to be excused Dispose of recyclables and trash properly	Treat others the way you want to be treated	Walk Keep hands, feet & things to yourself

# TO OUR STUDENTS

You need a safe, respectful, and orderly environment to learn. In order to maintain this safety in our classrooms, teachers will personally deal with all violations of classroom rules by students.

## **Your teachers expect that you will:**

1. Treat others with respect.
2. Your actions, dress, possessions, and so on, will not cause a problem for anyone else.
3. If your actions, dress, possessions, and so on, cause a problem, YOU will be asked to solve the problem.
4. If YOU cannot solve the problem, or choose not to, staff members will do something. What he/she decides to do will depend upon the situation and the person(s) involved. Staff members will use their best judgment based upon the information they have at the time.
5. If the student and/or parent/guardian feel that the consequences are unfair, they can request a due process hearing.

A due process hearing does not need to be formal. It is simply a time for concerned individuals to meet together and discuss the situation in question. In the event that this discussion provides information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the situation.

Each student and each situation will be handled as unique, WITH ONE EXCEPTION. The School Board has established a set of district wide rules dealing with student safety, such as violence, drugs/alcohol/tobacco, bullying, etc. THESE RULES CARRY PRESCRIBED PENALTIES THAT APPLY TO ALL STUDENTS CONSISTENTLY.