

## ***Black Rock Elementary Family Guidebook***

The mission of the St. Vrain Valley School District is to educate students in a safe learning environment so that they may develop to their highest potential and become contributing citizens. The policies and guidelines in this Black Rock Elementary Guidebook reflect that mission.

### **Animals**

Due to health and safety concerns, pets may not come to school. We ask that parents do not bring pets onto school grounds at the beginning and end of the school day for the same reasons. Classrooms will be allowed to have science animal/reptile projects along with curriculum based animal/reptile/insect projects.

### **Assessment**

#### *District Standards*

St. Vrain is a standards-based school district. Teachers collect various forms of assessments throughout the school year to monitor each student's progress against the District checkpoints for each subject for each grade level. Parents are kept informed of their child's progress through the Elementary Report Card which comes out once a trimester (every 12 weeks) as well as through Parent-Teacher conferences.

#### ***Colorado Basic Literacy Act (CBLA)***

Students at each grade level receive ongoing reading assessments to ensure that they are reading at grade level or above. For those students who are not reading at grade level, an Individual Literacy Plan (ILP) is put in place to provide additional support from home and school to help meet grade-level proficiencies.

#### ***Colorado Students Assessment Program (CSAP)***

The state of Colorado has implemented an assessment program to monitor individual students and school districts in the implementation of their standards. In elementary school, students in grades 3-5 complete assessments in reading, writing, and math. Fifth graders also complete a science assessment. Individual CSAP results are shared with students, mailed to parents, and monitored by teachers. The school uses the data to develop school improvement goals.

### **Attendance**

#### *Absences*

Regular attendance is essential for success at school. Our goal is for every student to attend school 96% of the time, which means missing a total of seven or fewer days during the school year. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. It is difficult for a child to make up a day's learning even though the missed assignments have been completed. The discussions and activities that take place in the classroom are often as important as the written material. Students should be absent only in cases of illness or emergency.

If your child will be absent, please call the school at **720-890-3995**, and leave the following information:

- child's name
- date(s) of absence
- teacher
- parent's name
- reason for absence

We are required to verify absences that are not reported. Home and work phone numbers will be called. Please help us with this procedure by calling in your child's absence as soon as possible. Students will be given two days to make up work for each day they are absent.

#### **School Board Policy and Regulations (JH and JH-R)**

- After 6 excused absences – a general letter of concern will be sent to parents/guardians
- After 9 excused absences – a second letter will be sent stating that after 12 absences parents will no longer be able to excuse an absence without documentation from a health care provider.

- On the 13<sup>th</sup> day of an excused absence, a meeting will be requested to develop an education plan including an attendance contract.
- All letters will be addressed to the current address on file with the District.
- Judicial proceedings may take place if more than four unexcused days in a month or more than ten in a school year.

### *Tardies*

It is important that children arrive on time for school. **Children are tardy when they are in their classroom later than 9:05 a.m.** A "tardy" child not only disrupts the class when arriving late, he/she also misses settling-in time when the teacher collects work, sets the tone for the day, and gives directions for activities. When it is unavoidable and a child is tardy, parents should park in the parking lot, walk the child inside, and sign the child in at the main office. The office will remove them from the absence list. The student also needs to take an admit slip from the main office to the classroom teacher.

Parents are encouraged to schedule appointments (doctor, dentist, etc.) before or after school hours whenever possible.

### **School Board Policy and Regulations (JH and JH-R)**

- Three unexcused tardy occurrences will be considered a one-half day unexcused absence.

### *Illness*

If your child is not feeling well or complains of illness before he/she leaves for school, it is probably advantageous to keep him/her at home. This helps protect healthy students and also prevents a sick student, whose immune system is already weak, from contracting further illness. If your child improves and feels better during the day, bring him/her to school. It is better to keep the child at home if he/she is ill. This eliminates the problem of parents needing to leave work to pick up a sick child during the school day.

If a child becomes ill during the school day, the student will go to the health office. If the student is too ill to remain at school, a parent will be contacted. In extreme emergencies, arrangements may be made for a student's immediate transportation to a hospital, whether or not the parent or guardian can be reached.

### *Dismissal from School during the School Day*

Parents may request that students be excused from school prior to dismissal. Parents are asked to send a note stating who will be picking up the child and at what time. That name must be on the Emergency Contact Information Form, which the school will keep on file. We will send this Information from home at the beginning of the year for you to fill out and return. Please update this through the front office as needed.

Parents/Designees are to sign students out **at the office and not the classroom**. The office will then call the classroom to request that the teacher send the child to the office. We request that parents/guardians enter the building through the main front entrance to check a child out of school. If the student is returned before the end of the day, we request that the parent/guardian accompany the student to the office to sign back in. A signed note from the parent/guardian will be required if a third party is to check a student out of school during the school day.

In accordance with Board Policy, please plan to provide a Dr.'s note for an illness that requires an absence of three days or more.

### **Bicycles and Scooters**

Students may ride bicycles and scooters to school. It is the responsibility and decision of the parents to determine whether or not to allow their children to ride these to and from school. **For safety reasons, bicycles and scooters must be walked on school property.** Locking a bicycle and scooter in the school bike racks is the responsibility of the students. Students should always wear a helmet when riding a bicycle and obey all safety/traffic rules. **The Town of Erie prohibits the use of electric or gas powered scooters.** Please check with them on their laws regarding this issue.

## **Birthdays**

In lieu of parties, birthdays will be celebrated at Black Rock Elementary with Birthday Buttons and Birthday Books. On the day of their birthday (or weekday closest to it if it falls on a weekend), a student will be recognized on the closed-caption student announcements and they will receive a birthday button to wear during the day. This allows the school community to recognize and celebrate this special day with each student. If a child's birthday is during the summer months, parents may choose a "half birthday" or we will recognize summer birthdays in May.

At Black Rock Elementary, students celebrate their birthday with their class by selecting a "Birthday Book" to read together in the child's honor. The Birthday Book celebration promotes reading rather than treats. Classes will celebrate by reading the book together. Your child may also select someone to come into the room and read the book to his/her class. This could be a parent, grandparent, a staff member, etc... If your student would like to select a Birthday Book from the library's "Donate a Birthday Book" shelf, please send a check for \$15 (payable to Black Rock Elementary) on the day of their birthday. Ms. Andras will help them select a book which they can read with their class and then donate to the library. A commemorative tag with the child's name will be placed in the front of this book and it will become a part of the permanent library collection. Celebrating with Birthday Books is used at Black Rock in lieu of birthday treats.

Invitations to private parties are not to be distributed at school, unless all members of the students' class are invited.

## **Black Rock Café (Lunch Time)**

Students will walk with their teacher to the Café at their designated lunch time. After twenty minutes, they will be allowed to clean up and go to recess if they are ready. All students will be asked to leave the Café five minutes before the end of their lunch time in order to meet their class outside and line up at the teacher's classroom door

### *Prices*

Student Lunch with milk	\$2.25
Adult Lunch	\$3.00
Milk	\$0.50

Lunch menus will be attached to the last Weekly Update of each month or on our school website, or you can pick one up in the school office.

### *Parents Welcome in the Black Rock Cafe*

Please feel free to come and have lunch with your child. So that we have an accurate count of the lunches to be prepared that day, please call the school office by 9:30 a.m. to let us know if you will be eating a school lunch.

### *Payment for Lunches*

Students may always pay cash for lunch or just milk. If you send a check with your child, please make it out to Black Rock Elementary and indicate on the "Memo" line your child's name and that it is for their lunch account.

You can manage your child's lunch account on-line! There is an easy and secure way to deposit money into your student's school lunch account. You can visit and register for free at:

[stvrain.eatschoollunch.com](http://stvrain.eatschoollunch.com)

For questions, comments or help, you can e-mail at: [support@eatschoollunch.com](mailto:support@eatschoollunch.com)

Every time the child goes through the lunch line, their account is automatically debited. A stamp on their hand will notify students when they have one lunch remaining in their account. According to Nutrition Services policy, one lunch charge is allowed on an emergency basis only. Notice of negative balances on accounts will be sent home on the day they are received from Nutrition Services. PLEASE monitor your child's account, as it can be very distressing for a child to learn that that his/her account is empty while in the lunch line

#### *Lunches from Home*

Students may bring lunch from home, including a beverage. They may also buy milk at school for \$.50. Food should be ready-to-eat as we cannot microwave or prepare any food for students. We encourage parents not to include soft drinks as a beverage for lunch. Please try to assure that your student is able to open food containers and wrappers on their own.

#### *Food Allergies*

We have a peanut-free table in the Black Rock Cafe. Please notify the school office and the classroom teacher if your child has this need. Of course, students without this allergy may also sit at the table, and they must adhere to the rule of no peanuts, peanut butter, or peanut by-products of any kind.

#### **Care of Property**

Students are held responsible for the loss of or damage to textbooks, library books, and school property. According to District policy, the full cost of these items will be collected.

**Students and family members are also expected to care for our school grounds by staying on sidewalks, treating plants properly, and playing only in the designated areas.**

#### **Checks**

For safety and accounting purposes, parents should only send checks to school. Please send separate checks for each child and each purpose. Please make checks payable to Black Rock Elementary.

- Lunch checks should include the student's first and last names on the memo line.
- All other checks should include the student's name and the purpose of the check (e.g. field trip, child care, community school classes, etc.).

#### **Child Care**

Our child care program is called the Rock Pile. It is a before and after school program which runs from 7:00 - 9:00 AM and from 3:35 - 6:00 PM. Child care is only provided when school is in session. For more information, please contact our child care director, at 720-890-3995, or pick up information at our school office.

#### **Class Placement Process and Policy**

It is the responsibility of the staff of Black Rock Elementary to assign students their teacher each school year. A variety of factors are considered which may include balancing class size, any services students receive, academic performance, achievement, social and emotional needs of the child. Our staff members will use the following process:

- A parent survey will be sent home which states we don't take specific requests but want to know more about the parent perspective on their child to help facilitate the process of placing students. This parent input plays an important role in giving parents a platform to voice student needs, concerns, and issues.
- Classroom teachers will fill out a class placement card about each student which details the child's gender, student services being received, academic performance, achievement level, social/emotional needs, etc...
- The SENDING GRADE LEVEL TEAM will develop a "rough draft" of classes for the next grade level. Special attention will be given to implement Cluster Grouping as well as student needs. We will also consider parent input at this time.
- Parents will be notified as to when class lists will be posted.

## **Communication between School and Home**

We believe that communication between school and home is vital. To support this belief, we use various methods to keep the flow going both ways.

### *Weekly Updates*

You will receive via e-mail a weekly update containing general information about school events and announcements. If you will need a paper copy each week, please notify the office.

### *Phone*

Teachers' voice mail is active 24 hours a day and parents may call the number at any time. While each classroom has a phone, calls do not ring through during the school day. During the work week, teachers listen to their voice mail at least once a day and will respond within 48 hours.

To help students learn responsibility and plan ahead, we let them use the telephone only for urgent problems. Calls home for homework, or for permission to play at a friend's house after school are not emergencies.

Cell phones are not to be used within the building by students, staff or volunteers, as they disrupt our learning environment.

Should unforeseen circumstances arise, parents may call the school office before 3:15 PM and leave a message for their child. These messages will be delivered during the last 20 minutes of the school day. If parents call after 3:15 we cannot guarantee their child will receive the message.

### *E-Mail*

Parents may contact staff through e-mail. St. Vrain employee e-mail addresses follow this pattern: lastname\_firstname@stvrain.k12.co.us. During the work week, staff read their e-mail at least once a day and will respond within 48 hours.

### *Website*

Our school website is a comprehensive, information-filled site that is updated as needed. You can find the website at <http://bres.stvrain.k12.co.us>. Most teachers also establish a class website to keep parents informed of their classroom activities.

### *Thursday Folders*

Each student will have a folder to take home each Thursday containing homework, class work, and other communications. Please return the folder to school the following day, or the following Monday.

### *Planners*

Planners are used for listing daily work assignments for students in grades three through five. Teachers and parents can also use the planner as a communication tool about behavior or work habits.

### *Parent/Teacher Conferences*

Time is set aside twice each school year for the purpose of meeting with parents to discuss student progress and set goals. Parents, or teachers, may request additional meetings, as needed. Conferences are scheduled in the evenings to accommodate parents' work schedules. This results in a trade off of comparable hours on the dates indicated on the calendar as "conference comp days."

### *Parent Visitation*

Our parents have an open invitation to visit the classrooms of their children. For security purposes, we require that all parents and visitors check in at the front office and wear a name badge while visiting. Please contact the teacher prior to your visit to ensure a mutually agreeable time. If you plan to stay for longer than 30 minutes, please let the teacher know so there will be volunteer work available for

you to complete.

### *School Visits from Friends and Relatives*

We cannot allow students to have visitors in their classrooms other than their parents/guardians. Relatives and friends who do not attend Black Rock Elementary may not come to school unless a special event has been planned, or they have arranged for volunteer opportunities.

### **Dress Code – (School Board Policy JICA and JICA-R)**

Modesty, cleanliness, neatness and appropriateness are the standards which should be observed by all students in their personal dress and grooming. Children need to make good choices and dress appropriately for the weather and for activities at school.

Our school will comply with the Board of Education policy regarding student dress. A copy of Policy JICA is available at the school office or on the 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." Please refer to Board Policy JICA for specific details.

Shoes with wheels (heelies) are not allowed unless the wheels are concealed while on school property. **We discourage "flip flops" and "crocs" as they can break, come off the foot, slide easily if the floor is wet, and are not safe on playground equipment. They may not be worn on days that students have PE.**

Students will not be allowed to wear hats in the school building.

"Special Days" on which special dress is permitted will be designated by the principal (e.g. "Hat Day").

### **Film Resources**

St. Vrain Valley School District's policy regarding the use of film includes these salient points:

- The use of film resources solely for entertainment purposes during instructional time is not acceptable - films must have an educational purpose.
- G films may be shown to all grade levels.
- PG films may be shown to 4th and 5th graders if parent permission is given and an alternate learning plan is provided for students who are not granted permission.

### **Field Trips**

Teachers may schedule field trips that enhance classroom learning. The cost of these trips is covered by parents. The Transportation Department charges fees for buses used on field trips. This is in addition to any admission cost at the venue. Scholarships are available for students on free/reduced lunch. Please contact your child's teacher for more information.

### **Homework Guidelines**

Homework has two important purposes:

- to provide students with independent practice and supplemental learning opportunities
- to provide opportunities for vital parent-school partnerships

Homework is assigned on a regular basis to:

- increase learning time
- improve retention of learning
- promote development of study skills, including time management
- develop a student's sense of responsibility and self-discipline
- inform parents about the curricula and of their child's progress

Homework:

- can be unfinished schoolwork, in addition to specific homework assignments
- can be work that is directed toward a project
- can be work that extends a unit or lesson
- should be clear and specific so that students can complete the assignment
- helps to guide teachers' instructional decisions
- is not busy work

The time spent at home will vary from student to student depending upon organizational ability, work habits, aptitude for particular subjects, and grade level. The following time frames are maximum guidelines for the nights when homework is assigned (in addition to time spent completing unfinished school work):

- Kindergarten: 10 minutes
- First Grade: 20 minutes
- Second Grade: 30 minutes
- Third Grade: 30 minutes
- Fourth Grade: 40 minutes
- Fifth Grade: 50 minutes

It should not be assumed that students will be assigned homework every day in every class or subject. Students in grades 4 and 5 will have a planner to help coordinate the homework process.

At-Home Reading is the top priority and is in addition to specific assigned homework. It is expected to be completed as per grade level guidelines.

Homework Responsibilities

<b>Student</b>	<b>Teacher</b>	<b>Parent</b>
<ul style="list-style-type: none"> <li>• Take responsibility for completion of homework</li> <li>• Take responsibility for understanding assignment and asking questions when you don't</li> <li>• Use a planner to record homework assignments (grades 3-5)</li> <li>• Take all necessary materials home with you</li> <li>• Bring finished work to school and turn it in</li> <li>• No phone calls home if work is forgotten</li> <li>• Establish a homework schedule and routine with your family</li> </ul>	<ul style="list-style-type: none"> <li>• Consider the unique needs of each student; modify as necessary</li> <li>• Provide a system for feedback on homework assignments</li> <li>• Inform students of assigned work, due dates, and expectations (rubric)</li> <li>• Make sure each student understands the assignment</li> <li>• Encourage students' efforts in completing homework and be sensitive to problems and frustrations</li> <li>• Does not ask parent to play a formal instructional role</li> <li>• Consider impact of long-term projects on daily homework assignments</li> <li>• Communicate with parents regarding concerns or problems</li> <li>• Communicate classroom homework expectations and structure</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a workspace and schedule for the completion of homework</li> <li>• Provide feedback and encouragement</li> <li>• Reinforce skills learned at school in the home environment</li> <li>• Avoid doing the homework for your child or assuming responsibility for unfinished homework</li> <li>• Encourage your child's effort in completing homework and be sensitive to problems and frustrations</li> <li>• Give permission to stop if your child is overly frustrated</li> <li>• Communicate with teacher regarding concerns or problems</li> </ul>

**Keeping Children after School**

As many of our students ride the bus or are picked up by parents, a teacher must give parents 24 hour notice prior to keeping a student after school.

**Lost and Found**

Children's personal items (coats, gloves, backpacks, etc.) should be clearly marked for identification. The "Lost and Found" area is located around the corner from the Black Rock Café at the south door. At

the end of each trimester, unclaimed items are donated to charity. Small items such as glasses, jewelry, keys, etc., are kept in the school office.

### **Make-Up Work**

Per District policy, students will be given two days to make up work for each day missed.

### *Illness*

If a student is ill for a period of three days or longer, parents may request their assignments and homework. If you wish to pick up your child's missed work, please notify the office by 11:00 a.m. *on the third day of their absence* and it will be available after school. Please do not interrupt the classroom teacher with this request.

### *Vacations*

We encourage parents to take vacations that coincide with students' days off from school. If that is not possible, students will complete missing work as follows:

- Work will be sent home AFTER students return from their vacation. Please do not ask teachers to prepare work for your child to take on the trip.
- Students will be given two days for each day away from school - up to a maximum of one week - to make up school work.
- Students are strongly encouraged to read at least one hour a day while on the trip, and to keep a journal of their experiences to share with their class when they return.

Please be aware, per School Board Policy Section J, family vacations during the school year are discouraged. However, excused absence for this purpose should be prearranged with the school administration. If a student has poor attendance or poor academic performance, a principal may deny an excused absence for vacation purposes.

### **Medication Policy**

St. Vrain Valley School District policy does not permit school district employees to dispense prescription or non-prescription medication without directions from a physician, consent from the parent that specifies the name of the medication, and signatures from both physician and a parent. This includes medication such as Tylenol, cough syrup, throat spray, throat lozenges, cough drops, inhalers, etc.

If medication must be given during school hours, a "Permission for Medication" form must be on file in the school health office. This form specifies the name of the medication, the time, and directions for administering the medication. The form can be obtained from the school office and must be signed by the physician and parent.

Medication must be brought to the school by the parent - not sent to school with your student. It must be in the original prescription or non-prescription bottle/container. No medication can be administered if it comes in a baggie, plain bottle, envelope, etc.

Over-the-counter medication such as Tylenol, cough drops, and cold medications must be stored in the health clerk's office - not with students in the classroom or in their backpacks. It is generally viewed as the student's responsibility to report to the health office for administration of medication and for pick up of medication at the end of the day.

### **Parent Organizations**

Black Rock Elementary's PTO (parent-teacher organization) is an organization whose purpose is to promote positive relationships between our parents, students, and staff, sponsor school events, and fundraise for school projects

The Black Rock Elementary Continuous Improvement Team is comprised of parents and staff who assist in defining Black Rock's improvement goals, and develop plans to increase student achievement. This group meets monthly during the school year.

### **Parties - Classroom/Birthday**

School parties are kept to a minimum.

### *Classroom Parties*

The regular school parties are Halloween, Valentine's Day, and End-of-the-Year. These are arranged by the teacher with the help of parent volunteers. The parties last up to one hour. If you have objections to your child participating in any aspect of these parties, please contact the teacher for special arrangements. Food at these parties should be limited to healthy snacks. Beverages are discouraged. NO red, purple or orange drinks are to be brought to school for parties or activities. These colors do not come out of the carpet when spilled. If you are planning to bring treats for one of these parties, please confirm your selection with the teacher in advance to ensure that there are no children with food allergies affected by your food choice.

Student may wear costumes to school on Halloween. These costumes, however, should neither violate the dress code, nor interfere with learning during the day. Heavy make-up or face paint, skimpy or revealing outfits, and props (toy weapons or anything carried) are not permitted. Masks will be removed during the class time. Students should wear their costumes to school in the morning and should not plan to change during the day.

### *Birthday Celebrations*

In lieu of parties, birthdays will be celebrated at Black Rock Elementary with Birthday Buttons and Birthday Books. On the day of their birthday (or the weekday closest to it if it falls on a weekend), a student will receive a birthday button to wear during the day. This allows the school community to recognize and celebrate this special day with each student. Students should come to the office on the morning of their birthday to get their birthday button. If a child's birthday is during the summer months, parents may choose a "half birthday" or a day in May.

At Black Rock Elementary, students celebrate their birthday with their class by selecting a "Birthday Book" to read together in the child's honor. The Birthday Book celebration promotes reading rather than treats. Classes will celebrate by reading the book together. Your child may also select someone to come into the room and read the book to his/her class. This could be a parent, grandparent, a staff member, etc... If your student would like to select a Birthday Book from the library's "Donate a Birthday Book" shelf, please send a check for \$15 (payable to Black Rock Elementary) on the day of their birthday. Ms. Andras will help them select a book which they can read with their class and then donate to the library. A commemorative tag with the child's name will be placed in the front of this book and it will become a part of the permanent library collection. Celebrating with Birthday Books is used at Black Rock in lieu of birthday treats.

Invitations to private parties are not to be distributed at school, unless all members of the students' class are invited. By law and District policy, we are unable to provide parents with names, addresses, or phone numbers without prior permission. Our PTO will publish a school directory once a year. Inclusion in the directory is voluntary.

### **Preschool**

Please refer to the Preschool Parent Handbook.

### **Programming for Success for Each Student**

It is our mission at Black Rock Elementary to focus on excellence and success for each student. To this end, we offer a variety of programs and experiences.

#### *Classrooms*

Our classrooms provide our students with a wide variety of experiences that are challenging and differentiated. Our math program, *Math Expressions*, is used throughout our District. It is a complete K-5 mathematics curriculum. It is designed to help all children understand the fundamental ideas of number and operations, geometry, data, measurement and early algebra. Reading and writing instruction allow each child to receive instruction at his or her level, to be active practitioners, and to develop independent skills. We use the district-approved Rigby literacy curriculum, *Literacy by Design*, in addition to leveled books and the district Right Start model. Writing instruction teaches students the traits of writing, how to engage in the writing process of drafting, revising, editing, publishing, and sharing their work. Spelling and phonics are integrated within our daily reading and writing curricula, as are social studies and science.

#### *Specials*

Specials programs are provided to students on a rotating basis in first through fifth grade, and full day kindergarten. Our Specials include art, music, and physical education. In addition, students in grades three through five will receive weekly Spanish instruction, and students in kindergarten through fifth will receive weekly Chinese instruction.

### *Library and Technology*

We have a Library Media Specialist who provides a library class once each week for all students, Pre K-5. These classes teach students how to use the library for learning purposes. Students learn information literacy skills, research using both print and electronic sources. Students also check out books during these times. Additionally, each class will have a designated computer lab time each week to work on projects and develop technology skills.

### *Special Education Services*

The St. Vrain Valley School District offers special programs for students with learning, speech/language, emotional and physical disabilities. If you believe your child needs the services of these programs, please contact your child's teacher, or a member of our special education team, for more information.

### *Counseling Services*

Black Rock Elementary has a full time counselor. St. Vrain Valley School District counseling programs are a part of the regular school curriculum and follow the National American School Counselor Association guidelines. The counselor helps with the implementation of the Positive Behavior Support Program (PAWS), the No Bully curriculum, student mediation including Restorative practices, peer relationships, and other programs and classroom visits that enhance student success. The ASCA guidelines focus on three domains: Academic Achievement, Career, and Personal/Social. The counseling program is based on an assessment of the priority needs of the school.

### *English Language Learners (ELL)*

Black Rock Elementary has a program for students living within our boundaries that speak another language and are learning English. Students receive English instruction and support during the day from an ELL teacher and are fully included within the regular classroom.

### *Gifted and Talented*

As per Board policy IHBB, students will receive appropriate programming based on their needs. Students will be supported by our Gifted/Talented teacher. Identified students in grades 3-5 will work periodically with the G/T teacher to provide extended learning. More important than these pull out classes, the G/T teacher will work in collaboration with classroom teachers at all levels to develop appropriate programming/differentiated learning for high achieving students in the classroom.

When assigning students to classrooms for the year, Cluster Grouping will be used. Classroom teachers will also be grouping students for instruction using flexible grouping strategies so that students with similar instructional needs will be working together.

### *Spanish*

Spanish is offered as an additional language of study in grades 3 through 5; children have one weekly sessions of Spanish instruction. Our goal in teaching Spanish is to promote an appreciation for languages, to reinforce the understanding that people use languages other than English to communicate, and to empower students to continue their study of Spanish as they transition to middle school. Lessons are structured to provide children with an enjoyable introduction to the language and culture. Children learn the basic language necessary for simple day-to-day communications. Many games, songs, and creative activities are incorporated.

### *Community School*

Black Rock has a Community Schools Program which provides before and after school care for students in kindergarten through fifth grade. In addition, they will offer enrichment classes throughout the year.

### *Report Cards*

The school report cards for grades K-5 will be sent home at the end of each trimester (twelve-week) grading period. Report cards will reflect your student's progress on the district's standards/curriculum.

### **Registration/Withdrawal of Students**

#### *Registration*

When a student enrolls at Black Rock, all paperwork must be completed before the student may begin attending. Required paperwork includes a student enrollment form, authorization to release records from the previous school, and copies of (1) proof of residency, (2) birth certificate, and (3) immunization records. Please do not expect to register your child and have him/her start school the same day. We need 24 hours to allow the teacher time to prepare a desk, chair, and other classroom materials which create a welcoming first day experience for your child.

#### *Immunizations*

Colorado Law requires children in school to have an immunization record on file and to have the required immunizations. If your child cannot receive immunizations because of medical reasons or because you have a religious or personal reason to exempt your child, the exemption line on the Certificate of Immunization must be signed and the exempted vaccines must be listed.

The following are required immunizations for entering Kindergarten:

5 DPT – 4 Polio – 2 MMR – 3 Hepatitis B

Requirement for 1<sup>st</sup> grade:

2 Varicella

Requirement for 2<sup>nd</sup> – 5<sup>th</sup> grade:

1 Varicella (or a written verification from you Dr. if your child has had the disease)

#### *Kindergarten Registration*

Kindergarten Registration for the following school year will be held approximately December 15 through January 15. The registration procedure includes the same steps listed above plus we ask that you also supply a small photo of your child with the registration packet. By District policy, all students entering Kindergarten must reach their fifth birthday on or before October 1st of the year they are entering school.

#### *Transfer/Withdrawal*

Please let us know if you move out of our boundaries as your child will need to transfer to his/her new school. There is a withdrawal form that requires a parent's signature. It is important that your child return all school-owned books and materials and close out any lunch account. We will release records to your child's new school once all materials have been returned or paid for.

#### *The Rock Pile*

Registration for the Rock Pile (before/after school care) will begin the Monday following Spring Break.

## **Safety at School**

We welcome visitors to Black Rock and we want our students and staff to be safe. All exterior doors, except the front door, are kept locked during the school day. The front door has a doorbell on it that rings into the office to notify them when a guest enters the building. If the person is not known, the office staff will ask the individual to show their identification and ask what their business is at the school. If deemed appropriate a copy of their identification will be made upon entering the building.

To ensure that we know who is in the building at all times, we require everyone entering the building during the day to use the front door, check in at the office, and wear a visitor badge during their visit. Please do not seek access at any other door. When staff members are unsure of the identity of a visitor, we will ask for identification.

Black Rock has emergency plans for fire, natural disasters, and unwanted intruders. Drills are conducted regularly so that students and staff will know what to do should an emergency arise. Quiet, orderly behavior is expected during all drill.

## **School Pictures**

Students will receive information and ordering packets prior to picture day. Every child's picture will be taken for identification purposes. Parents may choose to purchase pictures. Class pictures will be taken in the Spring. At this time, individual pictures will be taken again, with an option to buy.

## **Snacks**

Teachers will determine if a snack time will be allowed in their class. If the teacher chooses to have a snack time, students may choose whether or not to bring a snack. In order to promote healthy eating habits, snacks are limited to nutritious foods only. Granola bars, fruits, veggies, cereal, etc. are fine. Items such as cookies, candy, cake, chips, etc, should be saved for dessert at lunch time or a snack at home. In grade levels where a student has a food allergy, teachers may choose an additional plan to ensure the prevention of items such as any peanuts or peanut byproducts in the classroom.

## **Students' Personal Property**

Problems often arise when articles are brought to school that are hazardous or interfere with school procedures. Personal objects of value are to be brought to school only during special occasions when a teacher has given permission. Playground equipment is provided by the school. Toys and items such as skateboards, roller blades, trading cards, radios, stuffed animals and other electronic devices are not permitted at school. We cannot be responsible for any loss or damage to students' personal property.

## **Volunteers**

Parent volunteers are always needed in our school. Volunteers work in the classroom with small groups of students or perform clerical tasks at school or home. Volunteers may also help in the library or with special events such as field trips. PTO also seeks volunteers to help with events throughout the year. Please contact our Volunteer Coordinator by leaving a message for her at our school office, or you can access her e-mail on our school website. Or, complete the Volunteer Survey found in our school office and you will be contacted as events occur.

We cannot allow students to have visitors in their classrooms other than their parents/guardians. Relatives and friends who do not attend Black Rock Elementary may not come to school unless a special event has been planned, or they have arranged for volunteer opportunities.

## **Weather**

Our normal school day can be affected by the weather. School closures and delays are made with students' safety foremost in mind. There are four types of weather related events:

## *School Cancellation*

In the event of inclement weather or other circumstances, school may be canceled for the day. This decision is made by the central administration of the school district, not by the school principal. A decision is made to close the entire district or just the specific geographic areas that are affected. Announcements are made on television, radio stations, the district website, and the district website. Families are responsible for learning of a snow day through these sources.

## *Recess and Weather*

Recess is an integral part of school, and all students will be expected to participate. During periods of inclement weather, please be sure your child comes to school with appropriate clothing, including boots, hats, gloves, socks, coat, etc. Children will go out unless there is excessive precipitation, lightning, or the temperature (with wind chill considered) falls below 20 degrees.

Generally, if a child is too ill to participate in recess, he/she should be kept at home. Only a child with a doctor's certificate specifying the number of days he/she is to stay inside will be permitted to stay in from recess.

If extreme weather develops and continues prior to the end of the school day, and you will be picking your child up at the Kiss N Go lane, school staff will make every attempt to greet you at your vehicle between 3:00 and 3:30 so that your student can be released to you. Please have a list ready to give to the staff member which lists the name(s) and teacher(s) of the student(s) whom you are picking up.

## **Positive School Culture**

Our school will be participating in PBS (Positive Behavior Support). This program is adopted by the Colorado Department of Education and implemented in many schools throughout the St. Vrain Valley School District.

Staff has identified positive school-wide behavioral expectations in a variety of typical settings. The acronym that will be used is PAWS:

- **P**ositive
- **A**chievement
- **W**ork Hard
- **S**afety

A system will be implemented for teaching expected behaviors and for acknowledging students who are following the expectations, such as daily "PAWS", positive office referrals, etc... In addition, there will be a consistent school-wide response for students who need more support complying with behavior norms. Posters will be displayed throughout the building to help students remember the expectations.