



BLACK ROCK ELEMENTARY FAMILY GUIDEBOOK

2026-2027

The mission of the St. Vrain Valley School District is to be an exemplary school district which inspires and promotes high standards of learning and student well-being in partnership with parents, guardians and the community. The policies and guidelines in this Black Rock Elementary Guidebook reflect that mission.

Our school will comply with the Board of Education policy. A copy of Policy JICA is available at the school office or on the District website. Throughout this document you will find Board Policy referenced. Please refer to board Policy JICA for specific details.

Black Rock Elementary

Vision: To be an exemplary school which inspires caring, collaborative and innovative thinkers.

Mission: To educate each student in a safe and welcoming learning environment.

Core Values

Caring - We create and support an environment in which all children and adults feel welcomed, safe, trusted and an important member of the school.

Collaborating - We work collaboratively as a staff and with families to promote student success.

Innovating - We foster innovative learners who are prepared for the increasingly changing demands of our world.

Thinking - We empower students to take ownership of their education through engaging learning environments that meet their individual needs.

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.

ASSESSMENT -

A. 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.

B. READ Act – Students at each grade level receive ongoing reading assessments and progress monitoring to ensure that they are reading at grade level or above. For those students who are not reading at grade level, a READ Plan is put in place to provide additional support from home and school to help meet grade-level proficiencies.

C. iReady Assessments- Students in Kindergarten through 5th grade take the iReady Assessment three times a year in Reading and Math. This assessment measures growth by taking the scores at the beginning, middle and end of the school year to measure student progress. We use iReady scores and classroom assessments to determine how to build flexible groups for students to ensure that we are meeting each student's academic needs.

D. Colorado Measures of Academic Success (CMAS) – The state of Colorado has implemented an assessment program to monitor individual students and school Districts in the implementation of Colorado standards. In elementary school, students in grades 3 – 5 complete assessments in reading, writing, and math. Fifth graders also complete a science assessment. Individual CMAS results are shared with students and parents at Fall conferences, and monitored by teachers. Each school uses this data to develop school improvement goals.

ATTENDANCE - School Board Policy and Regulations (JH and JH-R)

A. 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 either call the school at **720-890-3995** or submit an [Absence Form](#) to the attendance office email with 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 reporting your child's absence as soon as possible. Absences are considered "Unexcused" unless excused by a parent/guardian within 2 days of returning to school. If a student misses 4 days in a month (unexcused), or 10 days in a school year (unexcused), they are considered "Truant" and the parent/guardian will be required to meet with district personnel to develop an appropriate Attendance Plan. Students will be given two days to make up work for each day they are absent.

- After 3 unexcused absences – a general letter of concern will be sent to parents/guardians
- After 6 unexcused 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.

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

C. Illness – If your child is not feeling well or complains of illness before they leave for school, it is advantageous to keep them at home. This helps protect healthy students and also prevents students who are immunocompromised from contracting illness. If your child improves and feels better during the day, they may be brought to school to finish the day. However, if they have a fever (100.0 or higher), diarrhea, or vomiting, they are required to stay home until they are symptom free for 24 hours without medication.

When 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.

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

D. 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 form home at the beginning of the year for you to fill out and return. Please update this in the front office as needed.

Parents/Designees are to sign students out at the office and not in 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 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.

E. If students are feeling sick during the school day they need to go to the clinic and the clinic aide will make a determination when to call parents. Students ***should not*** use their smartwatches or cell phones to contact parents.

BICYCLES AND SCOOTERS/ALL WHEELED ITEMS: –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. No wheelie shoes are allowed.

BIRTHDAYS - In lieu of parties, birthdays will be celebrated at Black Rock Elementary with birthday buttons. On the day of their birthday (or weekday closest to it if it falls on a weekend), a student will be recognized on the morning 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.

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

CAFETERIA -

- A. Students will walk with their teacher to the Cafeteria at their designated lunch time. After twenty minutes, they will go to recess.
- B. Lunch for the 2026-27 school year will be free.
- C. Students eating breakfast will enter through the cafeteria patio doors. Breakfast will be grab-n-go style (remain in cafeteria to eat) and will be served from 8:40 - 9:00. Due to limited space, parents are invited to only join their child for lunch.
- D. Lunch menus will be attached to the last Weekly Update of each month or on our school and district website, or you can pick one up in the school office.
- E. Parents are welcome to join their child for lunch. We will provide a table and chairs for you to eat with your child in the hall outside of the cafeteria. Your child may also invite a friend to join. So that we have an accurate count of the lunches to be prepared for the day, please call the school office by 9:30 am to let us know if you will be eating a school lunch.
 - a. Please Note:

You may eat with your child either at the small table in the hallway or at a table out on the cafeteria patio. If your child would like to have friends join you, then we ask that you eat in the cafeteria with the class per our policy to keep students in line-of-sight.

You may bring outside food for your child. We ask that you not bring in food for other students as they might have allergies or other dietary preferences.

When the class heads out for recess, please return to the front office to sign out.

- F. Lunches from Home – Students may bring lunch from home, including a beverage. They may also purchase a milk.
- G. Food Allergies – We have a peanut/tree nut-free/other allergies table in the Black Rock Café. 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 peanut or nut products of any kind.

BUS - Parents must check students out in the front office prior to removing the student from the bus. The office personnel will radio the bus duty supervisor to have the student(s) come to the front office for pickup.

CARE OF PROPERTY – Students are held responsible for the loss of or damage to iPads, 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.

CELL PHONES – Cell phones, smart watches (or similar) and other electronics may be brought to school for before/after school communication, but must remain in the student's backpack during the school day. If an emergency arises during the school day, parents should call the office rather than contacting their child directly. If parents need to get a message to their child via their phone, they may text the child and talk to them about checking their phone for messages at the end of the school day. Students needing to contact parents during school hours will be able to use the phone in the classroom or office.

EXPECTATIONS

- Phones and Smart Watches must remain off or on silent mode during school hours and put away from the first bell of the day to the final dismissal bell unless specifically noted in an academic plan.
- Phones and Smart Watches must be kept out of sight during class time (e.g., in backpacks or cubbies).
- No photography, video, or audio recording is allowed during the school day without explicit permission from a teacher or administrator.
- Texting, calling, or using social media is not allowed during class time.

CONSEQUENCE

- First offense: Verbal reminder of the expectation and communication to a parent/guardian.
- Second offense: Phone/Smart watch is confiscated, returned at the end of the class, and communication to a parent/guardian.
- Third offense: Phone/Smart watch is confiscated, returned at the end of the day, and communication to a parent/guardian.
- Fourth offense: Phone/Smart watch is confiscated and returned only to a parent/guardian.
- Further offenses: Additional disciplinary action, which may include loss of phone/ smart watch privileges at school for a set period of time or other consequences.

CHILD CARE – Our child care program is called the Rock Pile. It is a before and after school program which runs from 7:00 to 9:00 a.m. and from 3:35 to 6:00 p.m. 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.

CHILD 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, and social/emotional needs of the child. Our staff members will use the following process.

- A. Classroom teachers will fill out a class placement card about each student which details the student services being received, academic performance, achievement level, social/emotional needs, etc.
- B. Our building teams will develop 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.
- C. 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.

- A. Weekly Newsletter – You will receive via email a weekly update containing general information about school events and announcements.
- B. Phone – Teachers' voicemail 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 voicemail at least once a day and will respond within 48 hours.
- C. Should unforeseen circumstances arise, parents may call the school office before 3:15 p.m. 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.
- D. Email – Parents may contact staff through email. St Vrain employee email addresses follow this pattern: lastname_firstname@svvsd.org. During the work week, staff read their email at least once a day and will respond within 48 hours. Teachers will send out classroom information in newsletters via email.
- E. Website – Our school website is a comprehensive, information-filled site that is updated as needed. You can find the website at <https://bres.svvsd.org>
- F. 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.
- G. Planners – Planners are used for listing daily work assignments for students in grades 3-5. Teachers and parents can also use the planner as a communication tool about behavior or work habits.
- H. 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, after school or in the mornings to accommodate parents' work schedules.

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 Programs (PAWS), Social Emotional Learning (SEL), bully prevention, student mediation including Restorative practices, peer relationships, and other programs and classroom visits that enhance student success. The counseling program is based on an assessment of the priority needs of the school.

DRESS CODE - School Board Policy and Regulations (JICA) - 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.

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.

- Shoes with Wheels (heelys) 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.
- 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”).

DROP OFF and PICK UP -

- Drop-Off begins at 8:45 AM
- Pick-Up Supervision ends at 3:45 PM

Drop Off: Kiss-n-Go & Parking Lot Procedures

Guidelines for dropping off students in the Kiss-n-Go lane and parking lot use:

- **The Kiss-n-Go lane is designed for drop-off only.** Drivers should not exit the car or park in this lane at any time.
- Students should **exit the car from the passenger side** to avoid traffic on the left. Students who need extra time to exit should have parents park in the lot and walk students through the crosswalk.
- Please pull forward as far as possible (*this includes going past the stop sign and the first sidewalk*). Moving forward as far as possible allows us to get more cars in the lane and off of Forsythia Street.
- **Dropping off children in the parking lot is prohibited.** Dropping off in this area is unsafe, slows down the flow of the cars in the Kiss-n-Go, and creates congestion in the parking lot. Parking in the lot and walking with your child is allowed.

- **Please only park in designated parking spaces** in the parking lot. Please reserve the handicapped parking for those with designated placards/plates. (Parents often utilize the pool parking lot and walk up the sidewalk when parking spots are unavailable.)
- **Please do not cut into the line from the passing lane.** This does not increase the flow of traffic but it does increase the risk of an accident.
- Do not allow your child to exit the car while you are in the passing lane.
- Once your child has exited your car, please progress through the lane to the exit. *Do not wait and allow your car to block others* from being able to drop off.
- **The bus loop is for buses only.** This area cannot be used for drop-off.
- Above all, please be patient. The process will work if parents are patient and follow these guidelines. We have to trust that parents will work hard to do their part and follow the rules to ensure student safety as they are dropping them off.

Pick Up: Kiss-n-Go, Parking Lot and Blacktop Procedures

Guidelines for picking up students in the Kiss-n-Go lane and parking lot use:

- **The Kiss-n-Go lane is designed for pick-up only.** Drivers should not exit the car or park in this lane at any time.
- Students should **enter the car from the passenger side** to avoid traffic on the left.
- **Please pull forward as far as possible** (*this includes going past the stop sign and the first sidewalk*). Moving forward as far as possible allows us to get more cars in the lane and off of Forsythia Street.
- **Please only park in designated parking spaces** in the parking lot. Please reserve the handicapped parking for those with designated placards/plates. (Parents often utilize the pool parking lot and walk up the sidewalk when parking spots are unavailable.)
- **Please do not cut into the line from the passing lane.** This does not increase the flow of traffic but it does increase the risk of an accident.
- Once your child has entered your car, please progress through the lane to the exit. *Do not wait and allow your car to block others* from being able to drop off.
- **The bus loop is for buses only.** This area cannot be used for pick-up.
- Above all, please be patient. The process will work if parents are patient and follow these guidelines. We have to trust that parents will work hard to do their part and follow the rules to ensure student safety as they are dropping them off.

Guidelines for picking up students in the Blacktop area: Preschool parents may walk on campus 5 minutes before pick-up *from the front of the school only utilizing the access road*. Preschool parents need to go directly to the preschool doors and stay on the “patio” area inside the preschool fence.

- AM Preschool pick-up window: 11:25am - 11:35am
- PM Preschool pick-up window: 3:20pm - 3:35pm
- **All other parents meeting their children on the blacktop afterschool may walk on campus after 3:25pm.**

In the case there are other afternoon activities or recess has been delayed, *please do not enter school property until students have returned inside.*

ENGLISH LANGUAGE LEARNERS - 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.

FIELD TRIPS – Teachers may schedule field trips that are curriculum based and 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. Parents should pay for field trips in Infinite Campus.

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 2-5 will work periodically with the G/T teacher to provide extended learning. All students in 2nd grade will be given a gifted and talented universal screener using the CogAT, cognitive assessment. The G/T teacher will work in collaboration with all classroom teachers at all levels to develop appropriate programming/differentiated learning for high-achieving students in the classroom.

Generally, gifted students are performing in the top 1-3% of the student population nationally in their strength area(s). Gifted children represent all cultural, ethnic, linguistic and socioeconomic backgrounds and may demonstrate both gifts and disabilities. Currently in St. Vrain Valley our identification and programming efforts focus primarily on students with general intellectual ability and specific academic aptitude.

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.

HOMEWORK GUIDELINES

A. Homework has two important purposes:

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

B. Homework may be assigned 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

C. Homework:

- ☐ can be unfinished school work, 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

D. The time spent at home will vary from student to student depending upon organizational ability, work habits, aptitude for particular subjects, and grade level. It should not be assumed that students will be assigned homework every day in every class or subject. Students in grades 3, 4 & 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.

iPADS - Click [HERE](#) to learn more about our Learning Technology Program and Family Resources. Click [HERE](#) for St. Vrain Expectations and Commitments and to learn more about our highly encouraged iPad Damage Insurance program, an optional annual fee designed to help offset the costs to families of a lost or damaged iPad. This insurance fee will be added for every eligible student K-12 on August 1st. The window for the 2023-2024 school year opens August 1st and closes on September 15th. Parents who wish to join the insurance pool for this year will need to make at least a partial payment within this window. Insurance fee payments can be made through [Infinite Campus](#).

KISS-n-GO - Please refer to Drop Off and Pick Up

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 month, items will be boxed and stored for 30 days. After being stored for 30 days, unclaimed items are donated to charity. Small items such as glasses, jewelry, keys, etc., are kept in the school office. Email Black Rock PTO (Contact@brespto.com) with a specific description of an item that may have been stored the previous month.

MAKE-UP WORK -

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

B. 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.

C. Vacations – Please be aware, per School Board Policy Section JH, family vacations during the school year are discouraged, however, excused absence for this purpose should be pre-arranged with the school administration. If a student has poor attendance or poor academic performance, a principal may deny an excused absence for vacation purposes.

Students may complete missing work as follows:

- As needed, 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 are strongly encouraged to read while on the trip, and to keep a journal of their experiences to share with their class when they return.

MEDICATION POLICY -

A. St. Vrain Valley School District policy does not permit employees to dispense prescription or non-prescription medication without a "Permission for Medication (PTM)" or "Individual Health Plan (IHP)" on file in the school Health Office. These forms can be obtained from the Health Office or on the Black Rock Elementary website. They must be signed by a physician, parent, and district nurse prior to medication being administered.

B. The PTM or IHP must contain the student's healthcare provider's signature, signature from the parent/guardian, and specifications regarding medication administration. Information that must be included is the name of the medication, time it is to be administered, and dosage. This includes prescription medication as well as medication such as over the counter pain medication, cough syrup, throat spray, throat lozenges, cough drops, antacids, anti-nausea, inhalers, etc. Please do not expect medication to be administered the day the medication and form is turned in. Time must be given for submission to the district nurse for approval.

C. Medication must be brought to the school by an adult and signed in on our medication log. Students may not bring any medication to school. When bringing medication to sign in, it must be in the original packaging with the student's name on the prescription label. If it is non-prescription, i.e. ibuprofen, it must be labeled with the student's name. No medication can be administered if it comes loose in a bag, plain bottle, envelope, syringe, etc. The proper dosage cup or syringe also must accompany the medication. All medication must be stored in the Health Office- not with students in the classroom or in their backpacks. *Exceptions include students who have a Self-Carry contract on file for an inhaler, or for second sets of emergency medications (epi-pens).

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, to sponsor school events, and fundraise for school projects.

PARTIES -

A. The regular school parties are Halloween, Valentine's Day, and the whole school end-of-the-year picnic. 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. 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.

B. Students 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.

C. Birthday celebrations - In lieu of parties, birthdays will be celebrated at Black Rock Elementary with Birthday Buttons. See "Birthday" above.

PICK UP - Please refer to Drop Off and Pick Up

POSITIVE SCHOOL CULTURE – Our school will be participating in PBIS (Positive Behavioral Intervention Supports). This program is adopted by the Colorado Department of Education and implemented in many schools throughout the St. Vrain Valley School District. At BRES we consistently encourage students to practice *Kindness*.

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

- Positive
- Achievement
- Work Hard
- Safety

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.

PRESCHOOL – Refer to the Preschool Parent Handbook.

REGISTRATION / WITHDRAWAL OF STUDENTS -

A. All registration paperwork must be completed prior to your child’s enrollment at Black Rock. Each student is required to complete an online student registration, and provide copies of Birth Certificate, Immunization Records, and a Proof of Residency (gas/electric/water utility bill or mortgage/rental agreement with both name & address). We require 24-72 hours to process your registration and allow the teacher to have time to prepare classroom materials to ensure a welcoming first day experience for your child.

B. 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 an immunization because of medical or religious/personal reasons, your child must have an Immunization Exemption Form on file. Those forms can be obtained from the Health Office or from the Colorado Department of Health and Environment (CDPHE) website. A medical exemption must be signed by the child’s physician. A personal/religious exemption must either be signed by the child’s physician or the online training module must be completed through CDPHE. The following are required immunizations for entering Kindergarten: ☐ 5 DTaP ☐ 4 Polio ☐ 2 MMR ☐ 3 Hepatitis B ☐ 2 Varicella

C. Transfer/Withdrawal – Please contact the Front Office should you need to withdraw your child from school.

SAFETY AT SCHOOL – We welcome visitors to Black Rock and we want to ensure that our students and staff are safe. A Campus Supervisor is on site daily to support our safety protocols at BRES. All exterior doors 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's 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.

SCHOOL PICTURES – Students will receive information packets for ordering 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 when a snack time will be allowed in their class. 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.

SPECIALS - Specials programs are provided to students on a rotating basis in kindergarten through fifth grade. Our Specials include art, music, physical education, and computers/technology.

SPECIAL EDUCATION SERVICES - The St. Vrain Valley School District offers special programs for students with learning, speech/language, emotional and physical disabilities.

STUDENT'S PERSONAL PROPERTY – 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 discouraged at school. We are not responsible for any loss or damage to students' personal property.

VOLUNTEERS – Parent volunteers are always needed and welcomed 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 your child's classroom teacher or our PTO Volunteer Coordinator.

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:

A. In the event of inclement weather or other circumstances, school may be canceled and pivoted to on-line learning for the day. This decision is made by the central administration of the school District, not by the school principal. A decision may be made to close the entire District or just the specific geographic areas that are affected. Announcements are made through email notification, on television, radio stations, and the District website. Families are responsible for obtaining this information.

B. 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, coats, 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 note 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 students(s) whom you are picking up.