

**Sherman Early Childhood Center  
300 Sherman Street  
Fort Morgan, Colorado 80701  
970-867-2998**

**Kindergarten Handbook  
2020-2021**



# SHERMAN EARLY CHILDHOOD CENTER PARENT/STUDENT HANDBOOK

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## ***Welcome/Introductory Letter***

**Sherman Early Childhood Center  
300 Sherman Street  
Fort Morgan, CO 80701  
Phone #: (970) 867-2998 Fax # (970) 867-2702  
Shermanecc.weebly.com**

Dear Parents,

We welcome your child to school. Being a “beginner” is a wonderful experience, but it is also very difficult to be with so many people. Your child will require a great deal of love and understanding at this important time.

We are sure that your child has been looking forward to his/her first day of school. We will do our very best to make it a rich and happy experience.

In an effort to promote cooperation between the home and the kindergarten program, this handbook has been prepared. It contains important information about district/school policies and practices. You will want to keep it for reference throughout the year.

Our staff is committed to providing the best possible educational experiences for all our students. Parents are an integral part of the educational process and we invite continued parent involvement with our school. You are always a welcome visitor and volunteer and we encourage you to visit or volunteer as often as you can. Please make arrangements in advance with the teacher for any visitation or volunteer opportunity.

If you have questions or concerns, please feel free to contact us. We will always strive to work cooperatively with parents for the best interest of your children.

***Stacey Gorman, Principal***

***Welcome to Sherman Early Childhood Center –  
Where the Journey Begins***

## ***Mission Statements***

### **MISSION STATEMENT**

The mission of Morgan County School District Re-3 is to inspire creative thinking, high achievement, and lifelong learning.

### **MISSION STATEMENT - SHERMAN EARLY CHILDHOOD CENTER**

#### **Our Mission:**

To provide a strong foundation for children to become creative thinkers, high achievers, and lifelong learners.

#### **Our Vision:**

Sherman staff will be committed to teaching with excellence by providing quality instruction to empower our children to be safe, respectful and responsible learners.

### ***Core Values***

The small child generally has had little experience in living with other children and with other adults. He/she needs to learn to work in a group, to feel secure in relationships with one or more individuals, and to stand on his/her own feet and work out the solutions to problems. Through the guidance of the teacher and the safe atmosphere of the kindergarten, the child will be able to make the transition between the home and school. We hope that your child learns in kindergarten that the teacher is his/her friend and kindergarten is a happy, fun place for learning.

Cooperation between home and school is very important in laying a good foundation for your child's happy and successful school life. Only when a harmony of understanding and action are achieved between home and school can there be a program of maximum growth for your child. On the following pages, you will find some ways in which you can help us give him/her a good start in school.

Kindergarten used to be a place mostly for play and learning to get along with others. The 21<sup>st</sup> century kindergarten is a place where learning to read, write and do math is also emphasized.

### **KINDERGARTEN IS REAL SCHOOL**

## ***Absences***

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

Please call the school and let us know within 30 minutes of the beginning of the session that your child will not be in school that day. We are concerned about the safety of children and want to know that they are safe with you if they are not in school.

***School starting and ending times will be handed out at "Open House".***

## ***Asbestos Notification***

Please see District Policy information in the back of the book.

## ***Bad Weather Consideration***

Please see District Policy information in the back of the book.

## ***Behavior Expectations***

The student will be expected to:

- Engage in activities that are productive to the safety and learning of himself/herself and others.
- Follow directions.
- Use equipment and materials appropriately.
- Get along with others.
- Not use profanity or obscene gestures.
- Not engage in bullying activities. Bullying will not be tolerated and will result in disciplinary action, which could result in suspension from school.

## ***Behavior Expectations PBIS***

All staff at Sherman Early Childhood Center use Positive Behavior Intervention Support (PBIS). PBIS is a proactive, research based, school-wide framework for developing and supporting positive learning behavior in all students. It is a way to teach, reward and monitor behavior in students.

Our "kindergarten code" lists 3 positively stated behavior expectations:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

Expectations will be taught year round and positive behaviors will be rewarded. Because consistency is so important, all Sherman staff have the same expectations for behavior. Ask your classroom teacher for more information about PBS.

### CONSEQUENCES

#### *Positive:*

- Participation in special activities
- Praise, acknowledgement or recognition for positive behavior
- Positive note or phone calls to parents

#### *Negative:*

- Isolation from others for a short period of time (time out)
- Recess detention
- Parents called, note or letter sent home to be signed and returned to school
- Meeting with parents, teacher and principal
- In-school suspension
- Out-of-school suspension
- Expulsion

Due process of law shall be provided to all students, parents and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. Please refer to file: JKD/JKE of the RE-3 Board Policy Manual for further information (these files may be found in the RE-3 School Board policy section of this handbook).

### ***Breakfast/Lunch Program***

Please see District Policy information in the back of the book.

### ***Building Accountability Committee (BAC)***

A Building Accountability Committee will assist in the planning/accountability process of the district. The focus of these efforts is to produce a quality educational program for each student in the school. Parents are encouraged to participate.

Colorado's Accountability/Accreditation program is unique in the nation because it enhances control by allowing the local district to determine its own goals, priorities, plans, evaluation procedures, and expectations for quality educational programs in a partnership arrangement with the state.

Under Colorado accreditation regulations each administrative unit must develop action plans for school improvement based upon both district priorities and priorities unique to the individual buildings.

Each building also has parent representation on the District's Accountability Committee.

### ***BAC/PTO Dates***

All parents are automatic members of the Sherman Parent-Teacher Organization (PTO) and are encouraged to participate in the monthly meetings, held monthly, September through April. Notice of meeting time and date will be sent home as a reminder each month.

The BAC and PTO meet together and operate jointly.

### ***Bullying***

We support a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. We promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable and will NOT be tolerated.

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment, which includes school buildings, grounds, vehicles, bus stops, and all school sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including detention, suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

### ***Change of Address***

If your address, telephone number or employment should change, please notify the school office as soon as possible.

### ***Child Abuse Law***

Please see District Policy information in the back of the book.

### ***Classroom Visitation***

Parents and other significant adults are encouraged to visit their child's class. Teachers appreciate knowing in advance if you are planning to visit the classroom. As a safety precaution, each school visitor must sign in at the office and pick up a school visitor's pass to identify you as a welcome guest.

### ***Commitments to Excellence***

Please see District Policy information in the back of the book.

### ***Dress Code***

Students are encouraged to dress appropriately and safely for the season and school setting/situation. Each child should be neat, clean and comfortable. Shorts and sleeveless tops



may be worn in hot weather. "See through" clothes, bare midriff, and shirts with big armholes are not considered acceptable, nor are T-shirts with tobacco, alcohol, or drug advertisements or suggestive writing. Children will not be allowed to wear hats indoors with the exception of special celebration days identified by school personnel. Shoes such as flip flops, crocs, sandals with heels or slick soled shoes can create a safety issue for children in the school building and on the playground. Do help your child by choosing shoes that promote positive movement and function at school. Sneakers are recommended.

In the winter we will play outside unless it is very cold (below 20 degrees) or it is raining. We would like to encourage you to send your child to school in a warm coat with a hat, gloves, and boots if possible. If your child wears snow boots, please send a pair of shoes for them to change into for inside activities

Hair that is dyed a natural color will be acceptable. Hair dyed green, blue, etc. will not be acceptable. Also, "designs" cut into hair may be considered as disruptive to the learning environment of other students.

Children will not be allowed to wear face paint, make-up or tattoos on face or neck to school unless there is a scheduled classroom or school activity or celebration.

### ***Dropping Off/Picking Up Students***

Parents who drop students off before school are asked to use the curb lane in front of school. Please pull forward to the green kindergarten doors where there will be staff to assist the children out of the vehicles and into the school. Please do not double park and please don't pull past the doors as you will interfere with preschool parents who are dropping their children off at the same time.

Parents who pick up students after school, please use the curb lane in the parking lot in front of the building. Students will be dismissed from the area in front of the north gymnasium entrance. Please remain in your car and display your yellow pick-up card on the dash so that school staff members can read your child's name and assist him/her to your vehicle. Parents may also park in a designated parking space and walk to the dismissal area with the yellow pick-up card to collect their child from the classroom teacher.

### ***Electronic Devices***

Kindergarten students will not be allowed to carry or use electronic devices while at school. These would include, but are not limited to, iPods, cell phones, electronic games, etc. The school day is very full and students won't have an opportunity to use them. Also, as some of these devices are expensive, the issue of loss, damage or theft could become a problem. Therefore, please don't allow your child to bring them to school.

## ***Emergencies and Drills***

Sherman Early Childhood Center conducts monthly emergency drills. We will also have tornado drills in the fall and in the spring. In the event of an emergency warning (meaning the danger has actually begun, the tornado sighted, etc.) students will be taken to shelter in specified areas of the building. Please do not call the school or try to come after your children if/when you hear the alarm.

Parents – instruct your child in safety and emergency procedures. Remind and review these procedures periodically. Encourage your child to follow these rules, as they are made for his/her safety and protection.

## ***Emergency Contacts***

It is very important that we have current emergency contact information for each student. This can be a relative or friend who could be contacted in case your child has an emergency at school and we are unable to contact a parent or guardian. If a student's emergency contact information changes during the school year, parents need to contact the school office with the new contact information.

## ***English Language Learner Programming***

Morgan County School District Re3 serves the needs of many second-language learners. All buildings provide the services of an ELL teacher along with support from one or more teacher assistants.

Students may qualify for ELL programming if their Home Language Questionnaire indicates a Primary Home Language Other Than English (PHLOTE). Such students are evaluated using the WIDA ACCESS Placement Test (W-APT) to determine language proficiency. Instructional programming is then designed to support the student's language proficiency level. Instructional services may include "pull-out" support during which time students participate in small group instruction with the ELL teacher. "Structured Immersion" in the regular classroom is another means of serving English Language Learners whose needs are better served in this fashion. All instruction is conducted in English with translation support as needed and appropriate. Depending upon intensity of need, some students receive support from a teacher assistant during content area instruction.

Staff in all buildings is provided information from the ELL teachers outlining each ELL student's language profile and teaching strategies appropriate for English language instruction. Extended learning opportunities are also available at all buildings which may include tutoring; supplemental and intervention instruction throughout the regular day; and/or summer school.

## ***Excuse from School***

Parents occasionally ask that students be released from classes during the school day for such things as doctor appointments. Please call the office explaining the reason for the release.

If you need to change dismissal plans for your child after he/she is at school, please call the office as soon as possible so the teacher can be notified. Dismissal time for young children is rather hectic until routines are learned and if we have lots of calls right at dismissal it can be extremely difficult to get the information to the teacher in time to make the requested change.

### ***Harassment***

Harassment is defined as: Verbal, written, graphic or physical conduct that is pervasive enough to interfere with a student's ability to participate in or benefit from the district's educational programs or activities.

#### **EXAMPLES OF HARASSMENT**

- Intimidation implied or overt threat of physical violence
- Physical acts of aggression, assault, or damage to another's property
- Demeaning jokes, taunts, slurs, nicknames, name calling, innuendos, or derogatory remarks either written or verbal
- Graffiti or visual displays such as cartoons or posters depicting slurs or derogatory sentiments
- Use of "fighting words" intended to incite individuals to violent actions
- Criminal offenses directed at an individual

### ***Health Services***

A Health Assistant staffs our Health office full time. We share a school Nurse with other buildings. Even when she is not at Sherman, the Nurse is on call as needed for emergencies. Students will be excluded from school if their temperature is high enough to prevent them from concentrating on school work. Please help us by providing the phone number of someone we can call to pick up your child on days he/she is ill. Parents please keep your child at home if the student has any of these symptoms:

- A body temperature of 100 degrees or higher  
(Students must remain away from school for at least 24 hours after a fever is gone without using medicine that reduces fever such as acetaminophen or ibuprofen).
- Vomiting or diarrhea in the last 12 hours
- A severe headache or stomach-ache
- The first 24 hours after a strep infection is diagnosed by your physician and medication is prescribed

### ***Holiday Celebrations***

#### **BIRTHDAY RECOGNITION**

Students are asked to get permission from the classroom teacher prior to bringing birthday treats to school to share with their class. Participation in all celebrations is voluntary! Parents need to inform the teacher if their child should not participate in classroom celebrations. Alternate activities will be provided. In an effort to emphasize a healthy lifestyle for all our students at Sherman we are encouraging all parents to consider alternatives to the traditional

birthday treats as a celebration at school. Your child's teacher will provide more information about options for celebrating your child's special day at school at kindergarten orientation.

### ***Immunization of Students***

Please see District Policy information in the back of the book.

### ***Kindergarten Entrance Requirements***

Kindergarten students must be five years of age on or before June 15<sup>th</sup>. It is required that all students present a birth certificate, baptismal or hospital certificate and immunizations records before entering school. Students will not be allowed to begin school until immunizations are completed and a record is provided. Copies will be maintained in the student's school file.

### ***Lost Children Procedure***

#### **LOST/MISSING CHILDREN FROM THE PREMISES**

The plan of action includes the following:

1. The staff member in charge of the missing child will immediately notify the office.
2. Staff not supervising children will immediately do a quick check of the premises.
3. The parents/guardians of the child will immediately be notified.
4. Prompt action will be taken to notify the local authorities (police, etc).
5. The District Administration Office will be notified.
6. The Department of Human Services will be notified.

#### **LOST/MISSING CHILDREN WHILE ON A FIELDTRIP**

The plan of action includes the following:

1. The group leader will notify the supervisor in charge and a staff member not supervising children will be a quick check of the premises.
2. The supervisor will immediately contact the local authorities (tour guides, security guards, etc.) to help locate the child.
3. The supervisor will next confirm the safety of the rest of the children.
4. The supervisor will notify the school so parents/guardians and the District Administration Office can be informed to the situation.

### ***Lunch/Breakfast Program***

Please see District Policy information in the back of the book.

### ***Medication Policy***

Please see District Policy information in the back of the book.

### ***Parents Right to Know***

Please see District Policy information in the back of the book.

### ***Parents Please Keep These Items at Home***

Most Kindergarten teachers have show and tell in their classrooms. Please allow your child to bring his/her toys **ONLY** on their show and tell day. **Toy guns, knives or any real or toy weapons are not allowed at school.**

### ***Parent Portal Instructions***

Please see District Policy information in the back of the book.

### ***Purpose of Kindergarten***

Reading readiness activities, math concepts, and writing are integral parts of the kindergarten program. The program also includes activities in the natural and social sciences. Physical fitness and appreciation for music, art and literature round out the kindergarten program.

The child should learn to work independently and in a group. He/she should learn to listen, follow directions, and relate stories and experiences. The ability and maturity of the children govern the amount of formal instruction that can be given.

### ***Retention Policy***

Please see District Policy information in the back of the book.

### ***Riding the Bus***

Bus service is provided for kindergarten students. Students arrive at the nearest elementary school at the designated time and wait at the bus stop area. Buses then shuttle students to Sherman Early Childhood Center and will return them to the elementary school after dismissal. A written excuse or telephone call from a parent or guardian **before 2:30 P.M.** is required if a student is not to ride the bus home. **If there is not a note or telephone call, the child will be put on the bus!** Do not just send a verbal message with the child.

Only students assigned to buses may ride them. Special arrangements for anyone else to ride, such as an unforeseen emergency, must be arranged with the transportation supervisor, and the school must be notified of approval. The transportation department provides schedules and behavior expectations for children transported regularly. Expectations for bus behavior are shared with all classes prior to the first field trip of the year.

Any questions regarding buses or concerns with behavior should be directed to the transportation department at 867-2263.

### ***Safety Procedures***

In an effort to maintain a safe environment for your child, we have instituted several rules which we would ask you to follow. We only want people in the school who have a legitimate reason to be in the building. We encourage parents to visit. All visitors will be checked in at the office where they will sign in and receive a visitor pass. Further, we will require you to sign

your child out through the office if you are picking them up prior to dismissal. Once again, we want to make sure we send our students home only with the proper adults.

### ***School/Parent Policy Compact (Title 1)***

Please see District Policy information in the back of the book.

### ***Show and Tell***

Most Kindergarten teachers schedule show and tell in their classrooms. Please allow your child to bring his/her toys **ONLY** on their show and tell day. **Toy guns, knives or any real or toy weapons are not allowed at school.**

### ***Student Progress***

Two Parent/Teacher conferences are scheduled during the year. (See the school calendar.) Written progress reports will be sent home with your child at the end of each semester. We strongly encourage home initiated personal and/or phone conferences with the teacher whenever needed or desired.

### ***Students with Food Allergies***

Please see District Policy information in the back of the book.

### ***Student Safety***

Please talk to your child about safety precautions you want them to remember. You may want to remind them to:

- Never accept rides or gifts from strangers.
- Students do not walk or ride bikes to school unless accompanied by an adult.
- Always report to a teacher, parent, bus driver or police officer **immediately** any strangers seen hanging around the school, playgrounds, homes or other places children gather.
- Step back, yell, and run if someone who seems threatening approaches them.
- Seek help immediately.
- Obey traffic and safety regulations for both walking and bicycle riding.
- Use crosswalks!
- Safety on buses cannot be over emphasized. Rules are established by our transportation department and must be followed.

### ***Substance Policy***

Please see District Policy information in the back of the book.

### ***Suspension/Expulsion from School***

Please see District Policy information in the back of the book.

### ***Tardy Policy***

Please see District Policy information in the back of the book.

### ***Volunteer Responsibilities***

There are many ways that you can contribute your time and talent to your child's school.

1. Volunteer in the classroom
2. Assist the teacher in preparing materials
3. Present programs
4. Be a resource person for special units of study

### ***Weapons in School***

Please see District Policy information in the back of the book.

### ***Web Site***

The Morgan County School District RE-3 website can be found at [www.morgan.k12.co.us](http://www.morgan.k12.co.us). You may find helpful information out about what's for lunch to what sporting events are going on. The website for Sherman can be accessed from the School District website or directly at <http://shermanecc.weebly.com>.