



# GREEN ACRES SCHOOL

## STUDENT/PARENT HANDBOOK

**Eagle Code:**

*Be Safe*

*Be Respectful*

*Be Responsible*

930 Sherman Street  
Fort Morgan, CO  
970-867-5460

**2021-2022**

# GREEN ACRES ELEMENTARY SCHOOL

## PARENT/STUDENT HANDBOOK

### Contents

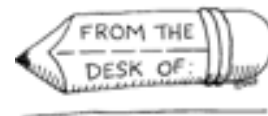
Welcome/Introductory Letter.....	3
Mission Statements.....	4
Core Values.....	4
Absences, Attendance, Tardiness & Truancy.....	5
Attendance.....	5
Tardiness.....	6
Truancy.....	6
Asbestos Notification.....	6
Bad Weather Consideration.....	6
Behavior Expectations.....	6
Behavior Expectations Matrix.....	8
Behavior PBS.....	9
Breakfast/Lunch Program.....	9
Building Accountability Committee (BAC).....	9
BAC/PTO Meetings.....	10
Bullying.....	10
Change of Address.....	10
Child Abuse Law.....	11
Children Leaving the Building.....	11
Classroom Visitation.....	11
Commitments to Excellence.....	11
Communication Between Home and School.....	11
Critical Incident Procedures.....	11
Customer Service Plan.....	12
Daily Schedule.....	12
Dress Code.....	13
Dropping Off/Picking Up Students.....	14
Electronic Devices.....	14
Emergencies and Drills.....	14
Emergency Contacts.....	14
English Language Learner Programming.....	15
Expenses.....	15
Harassment.....	15
Health Services.....	16
Holiday/ Birthday Celebrations - Treats and Gift Delivery.....	16
Homework.....	16
Immunization of Students.....	16
Infinite Campus Parent Portal Instructions.....	16
In-School Suspension.....	16

Grading - Standards Ratings .....	17
Leaving School Grounds.....	18
Lost Children Procedure .....	18
Lost and Found .....	19
Lunch/Breakfast Program .....	19
Lunch Room Expectations.....	19
Medication Policy .....	19
Parents Right to Know .....	19
Parents Please Keep These Items at Home.....	19
Parent-Teacher Organization (PTO).....	20
Parking .....	20
Playground Expectations .....	20
Retention Policy.....	21
Riding the Bus.....	21
Right to Searches .....	22
Safety .....	22
School/Parent Policy Compact (Title 1).....	22
Strangers .....	22
Student Progress.....	23
Substance Policy .....	23
Suggestions to Parents .....	23
Suspension/Expulsion from School.....	23
Testing Information .....	23
Vandalism .....	24
Volunteering .....	24
Weapons in School .....	24
Web Site.....	24



*“Every child learns every day!”*

***Welcome/Introductory Letter***



On behalf of the staff, let me welcome your family to ours. We're off to another exciting school year at Green Acres Elementary and we are happy to be working with all of our wonderful students and their families!

As the Green Acres family, we want to provide a positive learning environment for each student. Green Acres has an excellent staff and together with the commitment of parents and students, we will strive to foster not only academic excellence, but also responsible character and integrity in each of our students. In turn, we expect each student to be accountable for personal choices and actions. By working together and communicating with each other families and educators can help each child blossom into a knowledgeable, responsible person. We take our professional duties very seriously, and we would urge you to be involved in the life of your child at school.

Please take some time to look over this parent-student handbook. It is intended to answer many of your questions and make you more familiar with many of our practices, programs, and policies at Green Acres so your student(s) can be on the pathway for success. It probably won't provide every answer to every question, so don't hesitate to call us (867-5460) if we can provide any additional information. In addition, our handbook is also posted on our district web-site ([www.morgan.k12.co.us](http://www.morgan.k12.co.us)) under our schools/Green Acres for your convenience as well. Finally, let me encourage you to become personally involved in your child's education. Parents are their child's first teachers and we want to help continue that involvement. We love to see parents at school, and we hope you will consider volunteering time in your child's classroom. Our PTO (Parent-Teacher organization) and BAC (Building Accountability Committee) give interested parents additional avenues for involvement. By working together as partners in your child's education, we can lay the foundation for continued success throughout your child's academic career.

Best wishes for a successful school year!  
Knowledge is Power!

Sincerely,  
Sandra K. Bills  
Principal, Green Acres Elementary

## *Mission Statements*

### **MISSION STATEMENT**

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

### **VISION STATEMENT**

#### **We envision 21<sup>st</sup> Century Schools that:**

- Educate and graduate a student population which is confident, skilled, and well-spoken;
- Empower students to be caring, responsible citizens and lifelong learners;
- Provide safe and positive learning environments;
- Cultivate staff committed to quality and excellence.

## *Core Values*

#### **You can expect the following from staff members at Green Acres School:**

1. Each staff member will encourage every student to do his/her best and will provide learning experiences at the level where he/she can best accomplish and succeed.
2. Each staff member will be fair and honest with all students.
3. Each staff member will set a good example for students at all times.
4. Each staff member will strive to instill in all students a sense of self-worth and a feeling of happiness, success, and pride in their accomplishments.
5. Decisions at the school will be made with the best interest of students in mind.

## ***Absences, Attendance, Tardiness & Truancy***

### **EXCUSED ABSENCES**

**We request parents or guardians notify the office by 8:30 A.M. if a child in their care will be absent or tardy that day.** Office staff will attempt to make telephone contact with parents or guardians of absentees from which notification has not been received. If the school is unable to determine the reason for the absence, it will be recorded as unexcused.

Absences will be recorded as excused for a student who is ill, injured, or suffering from a mental or emotional disability with notification by the parent or guardian. Other absences will be excused if pre-arranged or providing a note after the absence, with the office and approved by the school administrator. **Though excused, the absence becomes part of the child's cumulative record.**

In the event a child needs to be dismissed during school hours, please contact the school office explaining the reason for the dismissal and the time that child is to be released. Parents and guardians are strongly encouraged to schedule appointments and trips after regular school hours or on days when children are not in school.

If excused absences become excessive, ten (10) in a school year, parents or guardians will be notified by school staff to express concern. Such notifications may be accompanied by requests for conferences aimed at improving the student's attendance and completion of missed schoolwork.

### **UNEXCUSED ABSENCES**

Absences not covered above or not approved by the school will be recorded as unexcused. Students who are suspended out-of-school or expelled shall be considered excused. Parents or guardians will be notified by mail, telephone, or personal contact by a staff member when any student has four (4) unexcused absences within one month or ten (10) in a school year. Parents or guardians may be requested by school staff or administrators to meet with them to develop problem-solving strategies directed towards improved attendance and the accomplishment of learning objectives.

### ***Attendance***

We believe regular attendance is very important in assuring a successful school experience for every student. We also believe establishing the habit of regular attendance early in a student's school experience is critical. Please avoid scheduling non-essential trips, outings, etc. during school time. The Morgan County School District has an attendance policy in place which Green Acres will follow (Policy JH). This policy comes into play when a) a student has unexcused absences, or b) a student begins to accumulate a large number of excused absences. Your cooperation in keeping us informed regarding your child's absence is most appreciated. If we are not notified about an absence, we will visit you and/or attempt to contact you -- in the interest of the child's safety. Students who attend school every day are much more likely to go

to work every day as adults. PLEASE HELP ASSURE YOUR CHILD A SUCCESSFUL SCHOOL EXPERIENCE BY PROMOTING HIGH ATTENDANCE EXPECTATIONS FROM THE VERY FIRST DAY OF SCHOOL.

### **MAKE-UP WORK**

Teachers may prepare make-up work for students who have absences depending on the instruction the student will be missing. We ask that parents give the teachers notice of at least one day when requesting your child's make-up work-

### ***Tardiness***

Students are considered tardy if they are not in their homeroom when the 8 am bell rings. An unexcused tardy is when a student comes late and there is no communication from the parent explaining the lateness of the student.

### ***Truancy***

According to Colorado Law, a child who has attained the age of six years and is under the age of seventeen years must be enrolled and in attendance of school. A child within this age range who has four unexcused absences from school in any one month, or ten unexcused absences from school during any school year will be considered habitually truant. Students who fall into this category may be turned over to the District's legal counsel for subsequent consequences. This law is referred to as the Colorado Compulsory School Attendance Law.

### ***Asbestos Notification***

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

### ***Bad Weather Consideration***

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

### ***Behavior Expectations***

Students have the right to a safe, respectful learning environment. Students and their parents have a right to know the school-wide behavior expectations, and to know these expectations are consistently enforced by all school staff. **Student behavior that interferes with the ability of the teacher to teach or the ability of other students to learn will not be tolerated. THE RIGHTS OF STUDENTS AND FACULTY WILL BE ENFORCED.**

#### BEHAVIOR EXPECTATIONS:

- A. Show respect for all staff members at all times.
- B. Follow directions of adults when they are given.
- C. Use equipment and materials appropriately.
- D. Use only actions that are productive to the safety, welfare, and education of yourself and others.
- E. Do nothing behaviorally or verbally that is potentially or actually derogatory, harmful, or hurtful to yourself or others.

- F. Behave in ways appropriate to the situation (concerts, cafeteria, playground, hallways, classrooms etc.).

CONSEQUENCES (positive and negative examples):

- A. Additional privileges
- B. Special reward activities
- C. Personal recognition in various ways (school-wide assemblies, newsletters, classroom, notes home, etc.)
- D. Loss of privileges such as games, recesses, lunch with the class, trips outside the building
- E. Time-outs, in-school suspension, out-of-school suspension
- F. After school detention
- G. Written reports home, development of specific behavior management plan/contract with students and parent/guardian

Expectations for behavior will be taught for each segment of our students' day based upon the above school-wide rules, Morgan County School District Re-3 policies, and State Law. All rules and expectations will be clearly communicated verbally to students in each of the various situations they encounter, along with established consequences, both positive and negative. By aligning consequences with student choices, we strive to teach responsibility and self-control to every student. The school staff will provide effective instruction and an optimal learning environment that includes positive expression of wants and needs, backed up with positive action and mutual respect.

Teachers may send students to the office for discipline reasons when a) the severity of the behavior warrants a more serious consequence, or b) the student is continuing to act in a disruptive manner after the teacher has already intervened. Any teacher sending a student to the office in this manner will send him/her with a copy of the office referral form. This form helps involved school staff members stay informed. It also makes the school more accountable in regard to actions taken with students. Parents will often be notified by phone or in writing when a discipline referral is initiated. Other options available to teachers when dealing with behavior difficulties include a) in-classroom interventions, b) after-school detention, and c) In/Out of-School Suspension

Your support at home is very important in this process. Together, we can make a positive impact on a student to better prepare him/her for success now, and later life. Because this partnership is so important, we will keep you informed when we have discipline concerns. We will also ask for your help in resolving those concerns.



## ***Behavior Expectations Matrix***

<b>COMMON AREA</b>	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
All Common Areas	<ul style="list-style-type: none"> <li>• Walk facing forward.</li> <li>• Keep hands, feet and objects to self.</li> <li>• Get adult help for accidents and spills</li> <li>• Use all equipment and materials appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Wait for your turn.</li> <li>• Clean up after self.</li> <li>• Follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow school rules</li> <li>• Remind others to follow school rules</li> <li>• Take proper care of all personal belongings and school equipment</li> <li>• Be honest.</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>• Keep all food to self.</li> <li>• Sit with feet on floor, bottom on bench, and facing table.</li> </ul>	<ul style="list-style-type: none"> <li>• Be kind to anyone who sits next to you.</li> <li>• Use quiet voices.</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Raise hand and wait to be excused.</li> <li>• Get all utensils, milk, etc., when first going through the line.</li> </ul>
Playground /Recess	<ul style="list-style-type: none"> <li>• Walk to and from the playground.</li> <li>• Stay within the boundaries.</li> <li>• Be aware of activities/games around you.</li> </ul>	<ul style="list-style-type: none"> <li>• Play fairly.</li> <li>• Include everyone.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain adult permission to reenter the building to use the bathroom and leaving the area.</li> </ul>
Passing Areas, Halls, Breezeways, Sidewalks	<ul style="list-style-type: none"> <li>• Stay to the right.</li> <li>• Allow others to pass.</li> <li>• Keep hands and feet to yourself.</li> <li>• Walk.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold the door open for the person behind you.</li> <li>• Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on sidewalks.</li> <li>• Single file.</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>• Keep feet on floor.</li> <li>• Keep water in the sink.</li> <li>• Wash hands.</li> <li>• Put towels in garbage can.</li> </ul>	<ul style="list-style-type: none"> <li>• Knock on stall door.</li> <li>• Give people privacy.</li> <li>• Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilet after use.</li> <li>• Return to room promptly.</li> </ul>
Arrival and Dismissal Areas	<ul style="list-style-type: none"> <li>• Use bike lane.</li> <li>• Walk bike onto and off school property.</li> <li>• Use sidewalks and crosswalks.</li> </ul>	<ul style="list-style-type: none"> <li>• (See All Common Areas)</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time.</li> <li>• Leave on time.</li> <li>• Get teacher permission to use</li> </ul>

COMMON AREA	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
	<ul style="list-style-type: none"> <li>• Wait in designated areas.</li> <li>• Walk</li> </ul>		the classroom phone.
Gym	<ul style="list-style-type: none"> <li>• (See All Common Areas)</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain permission before leaving the area.</li> </ul>
Special Events and Assemblies	<ul style="list-style-type: none"> <li>• Wait for arrival and dismissal signal</li> </ul>	<ul style="list-style-type: none"> <li>• Use audience manners.</li> <li>• Sit on bottom.</li> </ul>	<ul style="list-style-type: none"> <li>• (See All Common Areas)</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>• Keep hand and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices.</li> <li>• Follow teacher directions.</li> <li>• Respect property, yours and others.</li> </ul>	<ul style="list-style-type: none"> <li>• Come to class on time, prepared for class.</li> <li>• Remain quiet while others are working.</li> </ul>
Bus	<ul style="list-style-type: none"> <li>• Stay seated on the bus.</li> <li>• Use quiet voices.</li> <li>• Respond quietly to the bus driver.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the bus driver.</li> <li>• Treat the bus like it was your own vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>• Line up single file in the bus line.</li> <li>• Sit in seat.</li> <li>• Be quiet at railroad crossings.</li> <li>• Gather belongings before exiting the bus.</li> </ul>

***Behavior PBS***

Positive Behavior Supports (PBS) is a school-wide framework that identifies and recognizes students for their positive behaviors. The framework is designed to increase a positive school climate by focusing on what students are doing right. This is an attempt to decrease negative behavior, thus increasing instructional time and student performance

OUR OBJECTIVE AT GREEN ACRES SCHOOL IS TO PROVIDE EACH CHILD WITH AN ENVIRONMENT IN WHICH A CONCERNED STAFF SETS FIRM, CONSISTENT, POSITIVE LIMITS. WE CARE ENOUGH TO EXPECT THE VERY BEST...AND INTEND TO GIVE THE VERY BEST OF OURSELVES!

***Breakfast/Lunch Program***

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

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

Each school has an accountability committee to assist the principal and staff in the planning/accountability process aimed at producing a quality educational program for each student in the school. The committee meets monthly and is composed of the principal, staff

members, parents, and other community members.

The school principal, as the instructional leader of the school, is the key person in building level accountability and the improvement process. Key elements of committee involvement include: 1) an effective planning process, 2) wide involvement, and 3) disclosure/reporting of results. The focus is on improvement more than maintenance and on achievable priorities rather than comprehensiveness.

Colorado's Accountability/Accreditation program is important because it enhances local 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 Department of Education.

Under Colorado accreditation regulations, each school building must develop action plans for school improvement based upon district priorities unique to each individual building.

### ***BAC/PTO Meetings***

The Building Accountability Committee (BAC) and the Parent/Teacher Organization (PTO) will meet **Second Monday of the month**

**Meetings are held in the library at 6:00.**

**We sincerely hope you join us!**

### ***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 to help create a climate in which all types of bullying are regarded as unacceptable. Bullying 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***

Should your present address or telephone number change, please notify the school office immediately (867-5460).

## ***Child Abuse Law***

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

## ***Children Leaving the Building***

Students will not be allowed to leave the building during school hours unless checked out through the school office by the parent or guardian. Students will not be dismissed from the classroom until the parent or guardian arrives at the school. If you need another adult to pick up a student during school hours, please notify the office ahead of time. This is necessary as we work to protect the safety and well-being of all students. Adults who are not listed on infinite campus under that student will NOT be allowed to pick up the student.

## ***Classroom Visitation***

You are encouraged to visit your child's class at any time. Please contact the school office to make arrangements for a visitation. Children will not be allowed to visit unless accompanied by an adult.

## ***Commitments to Excellence***

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

## ***Communication Between Home and School***

It is the intention of the school office to keep all parents well-informed regarding school programs, policies, and activities. Fliers and other notices are frequently sent home with students. Green Acres distributes a monthly newsletter in English and Spanish to all families. Look for this in your child's Friday folder. The newsletter is also published at:

<http://www.morgan.k12.co.us/> under the Green Acres tab. Please inform your child's teacher if you are not receiving the newsletter. Our teachers also communicate frequently with parents. We want you to be well-informed. If you need additional information about Green Acres, please call us!



## ***Critical Incident Procedures***

In the event of a safety/security threat inside or outside the building, the Fort Morgan Police Department has assisted the school in establishing safety procedures. Students will be taken to secure areas until the school office is notified by the police department that everything is safe. The safety procedures are practiced twice each year. In the event of a safety or security threat, please do not call the school or attempt to come after your children as this may hinder the process to keep your child safe. Please call the district office at 867-5633 for more information.

## ***Customer Service Plan***

The staff at Green Acres Elementary School promises you:

- **We will make decisions based on what is best for students.**
- **You are always welcome at Green Acres.**
- **Your views are important and will be considered.**
- **You are valued as an important partner with the school.**
- **To strive to provide the best possible educational experience for every child.**

## ***Daily Schedule***

Our students' school day is from 8:00 a.m. to 3:05 p.m. The daily schedule is as follows:

7:15	Breakfast is served in the cafeteria. Only students eating breakfast may enter the building at 7:15. All other students will enter the building at 7:45.
7:30	Students play on the playground before the first bell rings. During inclement weather, students wait quietly in the gym for the school day to begin.
7:45	First bell rings. Students report to classrooms.
8:00	Tardy bell rings and classes begin.
10:50	Lunch for 1 <sup>st</sup> Graders
11:20	Lunch for 2 <sup>nd</sup> Graders
11:45	Lunch for 3 <sup>rd</sup> Graders
12:05	Lunch for 4 <sup>th</sup> Graders
12:10	Lunch for 5 <sup>th</sup> Graders
3:01	Dismissal bell for bus riders.
3:05	Dismissal for walkers and students picked up by parents.

All students in grades 1-5 have an instructional day of seven hours and five minutes. Each student has a 60 minute combination of General Music, Physical Education, Art, Library, or Computers each day. Art is offered only one semester for each grade level.

Other services offered by the school are as follows:

- Special Education services
- Title 1 services
- Speech (students qualify through various types of testing)
- Health services
- ELPA (English Language Proficiency Act - students learning English as a second language)
- Individual/small-group counseling

Please do not allow your child to arrive at school before 7:30 unless they are eating breakfast. Teachers arrive at 7:30 a.m., so students are not supervised until that time. Students arriving at 7:30 should go directly to the playground or to the gym during inclement weather. Students wishing to buy lunches should do so between 7:45 and 8:00. After school, students are expected to go directly home. Parents are encouraged to discuss with their children the importance of being safe on the way to and from school. Due to staff meetings and the numerous after school activities, **students cannot be supervised after 3:10.**

### ***Dress Code***

Students are asked to come to school neat, clean, and dressed appropriately for the season and school setting/situation. Appropriate shorts are acceptable in warm weather. Students are urged to use good judgment regarding when to wear shorts, as they will be expected to go outside at recess time with other students. Please keep in mind that fall and spring weather is very unpredictable and warrants a check by adults before children leave for school. In the winter, students will play outside unless it is very cold. Please send your child to school with a warm coat, hat, gloves, and (if possible) boots. If your children wear snow boots, please send a pair of shoes for them to change into for inside activities.

It is important that a student's choice of clothing promotes a safe school environment, does not detract from the educational focus or distract other students from learning. Parents of students who wear inappropriate clothing may be called to bring an appropriate change of clothing to school.

### **The following clothing/hair choices are not acceptable at school and apply all students**

- Clothing that allows for bare midriffs or is in other ways too revealing (examples include but are not limited to halter tops, "see through" clothing, short shorts, spaghetti straps, shirts with oversized armholes, or net shirts unless worn over or under other appropriate clothing)
- Hats when worn indoors
- Appearances that promote gang affiliation or violence and clothing that contains advertisements for tobacco, alcohol, or drugs, or conveys suggestive messages
- Baggy, loose-fitting pants (if worn, your child may be given a plastic belt to wear for the remainder of the school day)
- Clothing which has purposely been torn

- Any other clothing or accessories that, in the opinion of school staff, is inappropriate or distracting, including the coloring/styling of hair
- Hair color other than natural colors will not be allowed

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

Parents who drop off students and/or pick them up at school are asked to use the drive through area of the parking lot, staying in the designated "SINGLE FILE LINE".



There is NO LEFT TURN coming out of the parking lot area at any time.

Children arriving at school before 7:45 in the morning will wait outside the building (unless participating in the breakfast program). **There is no outside supervision provided before 7:30 a.m.** Children will wait outside unless the temperature with wind chill drops below 30 degrees. During very cold weather students will wait in the gym until 7:45a.m.

### ***Electronic Devices***

Use of electronic communication devices in school situations disrupts and interferes with the educational process. Students are encouraged not to bring electronic devices to school. This includes cell phones, iPods, CD players, digital cameras, Game Boys, etc.... If your child does bring an electronic communication device, it is the student's responsibility to ensure that the device is turned off and out of site during unauthorized times. We do have phones in every classroom. The district shall not be responsible for loss, theft, or destruction of electronic communication devices brought onto school property.

### ***Emergencies and Drills***

Green Acres conducts a safety drills one or two times each month. **Please do not call the school or try to come after your children if you hear of a tornado warning or that the school is in lockdown.** Parents will receive an automated call if there is a lockdown situation directing them where to go to pick up their students if needed.

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***

At registration, school personnel will ask you to provide the names and phone numbers of emergency contact people. Please provide four emergency contact people and their current phone numbers so we will be able to reach someone in case of an emergency. If there are any changes in your list of emergency contact people during the school year, it is your responsibility to notify the school with the changes.

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

Morgan County School District Re-3 serves the needs of many second—language learners. All elementary 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.

The Morgan County School District Re-3 provides free language assistance for any parent/guardian who requests support in speaking, reading, writing, or comprehending English. The school will provide language assistance for anyone who requests it without question. Please contact the school office for assistance.

## ***Expenses***

Occasionally fees are required for field trips. Students who damage or lose school-owned textbooks or other items will be expected to pay for replacement. This is important not only to teach responsibility, but also to assure ample supplies for the following year’s students.

## ***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. Violence of any kind will not be tolerated, even “pretend” fighting, shooting, martial arts, etc.

### **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

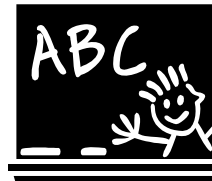


- Graffiti or visual displays such as cartoons or posters depicting slurs or derogatory sentiments
- Use of “fighting words” intended to incite individuals to violent actions
- Criminal offenses directed at an individual

### ***Health Services***

We share a school nurse with other buildings. Even when she is not at Green Acres, she is on call as needed for emergencies. Parents, please keep your child at home if they have one or more of the following:

- A body temperature of 100 degrees or higher. Students must be without a fever for 24 hours before returning to school
- Vomiting or diarrhea in the last 12 hours
- A severe headache or stomach-ache
- A strep infection – Students must be kept out of school during the first 24 hours after a strep infection is diagnosed by a physician and medication is prescribed.



### ***Holiday/ Birthday Celebrations - Treats and Gift Delivery***

Room parties are scheduled at Green Acres for Halloween and Valentine’s Day. Students should get permission from the classroom teacher before bringing treats for a special occasion. Alternative activities will be provided for those students whose parents wish for them not to participate in these events. Parents/students are not to distribute birthday party invitations at school unless the entire class is being invited to attend. The school will not accept outside deliveries being sent to school to students for special occasions. Please have your special deliveries (balloons, flowers, candy, etc.) delivered to your home.

### ***Homework***

Homework assignments or projects may be offered as an opportunity for pupils to practice skills learned at school. Students should all be reading nightly for 10-20 minutes whether reading homework is assigned or not. Such assignments will vary with the teacher and the child. PLEASE feel free to visit with your child’s teacher about homework.



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

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

### ***Infinite Campus Parent Portal Instructions***

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

## ***In-School Suspension***

A student can be sent to in-school suspension (ISS) when a) he/she exhibits behavior which warrants immediate and long-term removal from the classroom, or b) he/she is behind in class work and needs a quiet spot to catch up. ISS students will spend this time in the office area. Teachers sending students to ISS will fill out an office referral form. While in this room, students are supervised by a school staff member.

## ***Grading - Standards Ratings***

This guide serves to explain the Green Acres School's Standards-Based Report Card. All students must perform at their highest level to meet and exceed the Colorado State and National Common Core Standards. Standards Ratings is a method of helping students know where they stand, and what they have to do to meet those standards. Standards are specific learning outcomes that students must meet at certain grade levels. These expectations are clearly stated in our district's curriculum or Essential Learning Targets. Teachers assess students on attainment of these standards or targets throughout the year, using a variety of assessments.

**Why Standards Ratings?** Traditional grading has always been very subjective. In a traditional system, students get higher grades when they turn in work on time and complete every task, even if they do not show mastery of the standards. Sometimes students receive lower grades because they do not have good work habits, even if they have mastered the standards. Fair grading will show mastery of content, as well as initiative and work habits. Parents should have no surprises when they receive standardized test scores. Students' strengths and weaknesses on high stakes tests should mirror the same areas worked on in the classroom. Students are assessed on their ability to apply the standards to real life situations, not just state facts which have been memorized. Teaching and learning must be focused on standards; rather than just coverage of material.

*“By comparing one child’s performance to a clear standard, parents, students and teachers all know precisely what is expected. Every time a student attempts a task, the performance is compared to the standard, not the other students’ performances. The most important advantages for students and families are fairness, clarity, and improved learning.*

*(Douglas B. Reeves, 101 Questions and Answers about Standards, Assessment and Accountability, 2004)*

When standards are unclear in a school, students quickly realize that teachers' expectations differ. Students learn it is each individual teacher's opinion that determines the quality of their work.

When there are not clear standards in a school, students realize quickly that teachers' expectations differ. When this happens, the student learns that there is no such thing as good writing or complete work in reading or math, but only what the teacher wants.

### **Standards-Based Report Cards provide:**

- ❖ Complete information about student achievement of standards
- ❖ Clear information about when to accelerate, enrich, and remediate students
- ❖ Classroom assessments which are valid and adequately challenging
- ❖ Clear expectations
- ❖ Consistent accountability to high standards
- ❖ Validity and reliability (Validity – measures what it is supposed to; Reliability – is consistent between classes or schools)
- ❖ A report on non-academic, yet vitally important topics, such as effort, work habits and behavior, which are clearly separated from academics, and
- ❖ Predictions as to a student’s achievement on standardized test.

### ***Leaving School Grounds***

Students may leave the school grounds only if their parents have checked them out through the school office. This includes going home for lunch. Because taking students away from class results in lost learning time for the student, we ask that parents keep such instances to a minimum. Students may at times go on walking field trips under the supervision of school staff. Usually notification of such trips will be sent home, but signed permission slips will not be requested. Written permission will be required for all bus or out of town trips.

### ***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).
5. The District Administration Office will be notified.
6. The Department of Human Services will be notified.

#### **LOST/MISSING CHILDREN WHILE ON A FIELD TRIP:**

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 do 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 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 about the situation.

## ***Lost and Found***

A “Lost and Found” box for articles of clothing is located on the stage. Small items and lost money are to be turned in to the school secretary. If a child finds an item that is potentially dangerous, a faculty member must be notified.

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

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

## ***Lunch Room Expectations***

We try to promote a friendly, courteous atmosphere in our cafeteria. Students are allowed to talk to neighboring students, but loud and distracting behavior is not acceptable. Students who cannot behave appropriately will eat in the office. Continued unacceptable behavior will result in contact with the parent. Each student is expected to show proper respect to the cooks, teacher assistants, and classmates.

Be sure to eat everything on your tray before going back for seconds. Seconds will be served only when available. Seconds on fruit and vegetables are free, however, seconds on the main dish may cost \$1.00 even if your child qualifies for free and reduced lunches. Seconds can be charged to the child’s lunch account.

Litter, papers, etc. are to be placed in the trash barrels provided. Silverware is placed in the appropriate pan and trays placed in a neat pile where the cooks can reach them. Students will be expected to clean up all trash at the completion of each meal.

## ***Medication Policy***

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

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

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

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

- Any toy or other item which would be distracting to the student or others in the classroom. Besides interfering with learning, these items sometimes disappear creating additional problems.
- Any weapon or any item which could reasonably be used as a weapon. This includes small pocket knives. They could present a danger to other students and staff members.
- Any animal or plant, unless it serves an educational purpose and receives prior approval.
- Any item containing mercury. Mercury is considered a hazardous material by the health department. Mercury-filled amulets are popular items in Mexico and sometimes make their way back to the states. Though all school thermometers are alcohol-filled, there are still mercury thermometers in the community. A mercury leak at the school requires extensive (and expensive) clean-up procedures. Students responsible for mercury spills

will be held responsible for the cost of such clean-up.

- Cash (other than minimal cash brought to pay for lunches or school supplies at the student store). Cash at school is not typically needed and can disappear.
- Gum, candy, and other food or drink items outside of lunch are allowed only for special occasions that have been approved and/or arranged by the teacher.
- All skateboards.

**ANY VARIANCE TO THE ABOVE REQUIRES PRIOR APPROVAL BY THE CLASSROOM TEACHER OR SCHOOL PRINCIPAL!**

### ***Parent-Teacher Organization (PTO)***

Green Acres School has an active Parent-Teacher organization (P.T.O.). The P.T.O. exists in order to promote a close relationship between parents and staff of the school. Our P.T.O. serves the school in various ways, including:

- ◆ Promoting and organizing a community volunteer network for the school.
- ◆ Serving as a branch of our school accountability process.
- ◆ Hosting/helping with various school functions (Teacher Appreciation Week, May Day Dash, Spring Carnival, etc.).
- ◆ Organizing our school's after-school enrichment program.
- ◆ Providing additional educational opportunities for our students.
- ◆ Raising funds for school equipment, projects, and programs.

Currently, the P.T.O meets on a monthly basis with work groups meeting as needed. Interested parents are encouraged to attend. Parents and other community members are also encouraged to phone the school if they would like a particular item to be discussed at a P.T.O. meeting.

All Green Acres School patrons and staff are considered members of the PTO and will be asked to participate in various ways. A warm welcome to our many members...including you! The PTO sponsors one or two fundraising functions during the year to help school children with such things as additional equipment, assemblies, cost of yearbooks, and field trips.

### ***Parking***

**We request that parents who park in the parking lot use the designated crosswalks. DO NOT walk across the parking lot during pick up or drop off times. This sets a bad example that in turn jeopardized the safety of children.**

### ***Playground Expectations***

We want students to enjoy recess time - but our primary concern is safety. Because of this, we will follow these general guidelines:

- All student recesses will be supervised by one or more school staff members.
- We will expect students to follow directions and treat others with respect.

- Playground equipment is to be used only as intended (slides are to be used to go down only).
- Students are not to jump off of or walk on top of equipment.
- Supervisors may limit the number of students allowed on a given piece of equipment at a time.
- Rocks, sand, or other objects may not be thrown.
- Inappropriate language or actions will not be tolerated.
- NO playground equipment may be brought from home.
- NO Tackling.
- Students not following these guidelines will be provided with a consequence which may include suspension or loss of outside recess privileges.

### ***Retention Policy***

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

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

Students are to ride only on their assigned bus. If they are not to ride the bus on a given day, please phone the office with this information before 2:30 p.m. Only students assigned to buses may ride them, unless an exception has been approved by the transportation director.

Students and parents are reminded that riding the bus is a privilege. Students who choose to behave poorly on the bus are a safety hazard to the other students on the bus and may lose their bus-riding privilege for a period of time. To make behavior expectations more clear, the following guidelines are in place:

1. Pupils shall board the bus without crowding or pushing, and shall remain seated while the bus is in motion.
2. Pupils shall not extend arms, legs, or head out the bus windows.
3. Pupils shall not talk to the driver while the bus is in motion except in an emergency. At all other times, voices should remain at a conversational level.
4. Pupils will not tamper with the emergency doors or any part of the bus equipment nor shall windows be opened except when permitted by the bus driver.
5. Pupils shall not deface the bus or its equipment.
6. Pupils shall not fight or scuffle on the bus or throw objects from the window.
7. Pupils will keep books, lunchboxes, and similar objects out of the aisle of the bus and there will be no eating on the bus.
8. Pupils must remain seated until the bus has come to a complete stop.
9. Pupils shall leave the bus in an orderly manner.
10. Pupils are expected to be at assigned bus stops at the scheduled time and are not to be picked up or discharged at any other stop.

ANY QUESTIONS REGARDING BUSES OR CONCERNS WITH BEHAVIOR SHOULD BE DIRECTED TO THE TRANSPORTATION DEPARTMENT AT 867-2263.

## ***Right to Searches***

The principal or her designee may search a student or a student's personal possessions on school grounds or during a school activity held off school premises if there is reasonable cause for believing the student is concealing materials prohibited by Board Policy or materials detrimental to the health, safety, or welfare of other students or school personnel. Regarding searches:

- Searches shall be made in the presence of an adult witness of the same sex as the student in question.
- Searches of the person of a student shall be limited to:
  - Searches of pockets, including the student's exterior clothing.
  - Any object in the possession of the student, including but not limited to a purse, briefcase, backpack, or coat.
  - No strip search can be carried out by any employee.
- Student desks, lockers, etc... can be searched when the person conducting the search has reasonable suspicion.
- Anything found during such a search which is dangerous to others or prohibited at the school shall be seized by school personnel. Seized items can be used as evidence in a suspension or expulsion hearing, or may be turned over to law enforcement personnel.

## ***Safety***

Students need to take the most direct route (one agreed upon by child and guardian) when walking to and from school. They must go home immediately after school is dismissed and check in as arranged by their family.

There is no bicycle riding on school grounds during school hours or when arriving and leaving school. No skateboards, roller skates, in line skates, or scooters are to be brought to school. Safety dictates established playground rules, cafeteria regulations, and other large group management issues, drills, and procedures be followed at all times including walking as the only acceptable safe way of moving in the hallways.

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

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

## ***Strangers***

Parents are encouraged to tell their child(ren) not to talk to or take things (including rides) from people they do not know. Encourage your child to report to parents and/or teachers anyone who attempts to talk to them, follow them, or offer rides or "goodies" of some kind. Please also tell your children to yell and run if anyone they don't know tries to touch them.

### **Instruct your child to:**

- a) Never accept rides or gifts from strangers.
- b) Always report to a teacher, police officer, bus driver, or parent any strangers seen

loitering on foot or in a car near schools, playgrounds, or other places where children gather.

- c) Always try to secure the license number of the car. Write it down or scratch it on the road with a stick or on the sidewalk with a stone.
- d) Seek help from a police officer.

**You may want to remind your child and check periodically to see if he/she:**

- a) Takes the most direct route to and from school.
- b) Goes immediately home after dismissed from school.
- c) Obeys traffic and safety regulations established for both walking and bicycle riding. **NO BICYCLE RIDING IS PERMITTED ON SCHOOL GROUNDS DURING SCHOOL HOURS.**
- d) Uses crosswalks.

### ***Student Progress***

Student progress reports will be distributed at the end of each quarter. Two Parent-Teacher conferences are scheduled during the school year as well. Green Acres has academic standards in place for all grades. **WE STRONGLY ENCOURAGE PERSONAL AND/OR PHONE CONFERENCES WITH A TEACHER WHENEVER NEEDED OR DESIRED.** If a need occurs, teachers may request problem-solving or planning meetings that require more time with parents or guardians.

### ***Substance Policy***

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

### ***Suggestions to Parents***

Parents play a very important role in making the school experience a successful one. A few suggestions for all school children are:

1. Encourage your child to go to bed early and get plenty of rest.
2. Encourage your child to eat a good breakfast before coming to school.
3. Encourage your child to respect the rights and property of others.
4. Encourage your child to be thoughtful of others.
5. Encourage your child to take and accept responsibility.
6. Demonstrate to your children that you value the importance of a good education.
7. Read to your child, and with your child. Model that you value reading.
8. Be an active, involved parent — show your child that you care.

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

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

### ***Testing Information***

There will be a variety of assessments given to students throughout the year. Some will be required by the school, others will be set up as district wide assessments, and some will be required by the state. In each case, it is our desire that the assessments provide meaningful data that can be used to evaluate instructional practices and determine student progress and achievement.



State Testing: The state of Colorado requires grades 3-10<sup>th</sup> testing in the areas of math, reading, writing, science, and social studies, depending on the grade level. Parents will receive notification of exact testing dates. Make-ups will be scheduled as necessary within the window allotted for testing to take place.

It is important for students, parents/guardians, and teachers to mark these dates down and make sure students are present for the test. We ask that you make appointments, vacations, etc based around these dates. These dates are listed on the current school calendar.

### ***Vandalism***

The school system's buildings, grounds, and other property are built, purchased, and maintained with taxes levied on the community's taxpayers, and all damage caused must be paid for in the same way. Students who willfully or maliciously destroy school property through vandalism or arson, or who create a hazard to the safety of other people on school property may be referred to law enforcement authorities in addition to receiving disciplinary actions at school which includes paying for the damage that was committed.

### ***Volunteering***

Green Acres School really wants you to be involved with your child's education.

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

Please see District Policy information on our website ~ [morgan.k12.co.us](http://morgan.k12.co.us).

### ***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). Here you will find school menus, upcoming events, and other useful information.