



**COLUMBINE SCHOOL**  
**Parent/Guardian**  
**Student Handbook**  
**2020-2021**



815 West Street  
Fort Morgan, CO 80701  
970-867-7418

# COLUMBINE ELEMENTARY SCHOOL

## PARENT/STUDENT HANDBOOK

### Contents

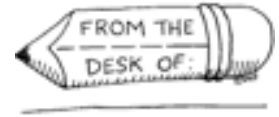
Welcome/Introductory Letter.....	3
Mission Statements .....	4
Core Values.....	4
Absences & Attendance.....	5
Asbestos Notification.....	6
Bad Weather Consideration .....	6
Behavior Expectations .....	6
Behavior Expectations Matrix .....	7
Breakfast/Lunch Program .....	8
Building Accountability Committee (BAC).....	8
Bullying.....	9
Change of Address.....	9
Child Abuse Law .....	9
Children Leaving the Building.....	9
Classroom Visitation.....	10
Commitments to Excellence .....	10
Communication between Home and School.....	10
Critical Incident Procedures.....	10
Customer Service Plan.....	10
Daily Schedule .....	11
Discipline .....	11
Dress Code.....	12
Dropping Off/Picking Up Students.....	12
Electronic Devices .....	13
Emergencies and Drills.....	13
Emergency Contacts .....	13
English Language Learner Programming .....	13
Expenses .....	14
Harassment.....	14
Health Services .....	14
Holiday Celebrations .....	14
Homework.....	15
Infinite Campus Parent Portal Instructions.....	15
In-School Suspension.....	15
Immunization of Students.....	15
Lost Children Procedure .....	15
Lunch/Breakfast Program .....	15
Lunch Room Expectations.....	15
Medication Policy .....	16
Parents Right to Know .....	16

Parents Please Keep These Items at Home .....	16
Playground Expectations .....	16
Retention Policy .....	16
Riding the Bus.....	16
Right to Searches .....	17
School/Parent Policy Compact (Title 1) .....	18
Strangers .....	18
Student Progress.....	18
Substance Policy .....	18
Suggestions to Parents .....	18
Suspension/Expulsion from School .....	19
Tardy Policy.....	19
Testing Information .....	19
Vandalism .....	19
Volunteer Responsibilities .....	20
Weapons in School .....	20



# *“Every child learns every day!”*

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



Dear Parents, Guardians, and Students:

Welcome, bienvenidos, soo dhowow, funyihng, ahlan wa sahan, willkommen, and bienvenue, these are but a few of the diverse languages spoken in our community to say welcome to our new or returning students at Columbine Elementary School. I am excited for the new school year which will be filled with lots of learning and fun.

This handbook contains essential information regarding our school and school rules as well as important Board of Education policies. I hope that you find it a helpful resource. For further information please don't hesitate to call us (970) 867-7418. The handbook is also posted on our district web-site for your convenience.

Columbine is a great school where students receive quality academic instruction in a safe, caring and respectful environment. Our school is a special place because of the terrific people that learn and work here and because of the community in which it is located. We desire the best for all students and look forward to partnering with parents and community members to help our students be their best. With everyone working together, we are sure to achieve our goals and be successful. Please consider becoming personally involved, your contribution reflects the commitment and importance of receiving an education to our children, and will be greatly appreciated at Columbine. I highly encourage you to volunteer, participate, and share your abilities with us.

Here at Columbine we aspire to provide a caring and supportive educational environment that will provide the necessary platform for not only a brilliant school year but a lifelong learning career. By working and communicating together we will lay the foundation for a positive learning experience for every child.

Best wishes for a successful school year!

Sincerely,

*Nicolas Ng*

Nicolas Ng  
Principal, Columbine School

## *Mission Statements*

### **MISSION STATEMENT**

The mission of Columbine School is to inspire creative thinking, high achievement, and lifelong learning.

### **VISION STATEMENT**

Columbine Elementary School Community is driven by:

- ❖ Kids First
- ❖ Personal Best
- ❖ Success for All

One team working toward the same goal:

- ❖ Academic Excellence.

### **DISTRICT 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 Columbine school:

1. Each staff member shall encourage each 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 shall be fair and honest with all students.
3. Each staff member shall set a good example for his/her students at all times.
4. Each staff member shall attempt 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 site will be made with the best interest of students in mind.

## ***Absences & Attendance***

We believe that regular attendance is very important in assuring a successful school experience for every student. We also believe that 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 Fort Morgan School District has attendance policy in place which Columbine 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.

### EXCUSED

**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.** 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. Absences will only be excused if accompanied by a note from a physician. **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 not covered above or not approved by the school will be recorded as unexcused. 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.

### 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.

### 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. We appreciate your calling ahead several hours before picking up your child's work.

### ***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***

Positive Behavior Support (PBS) will have an encouraging influence on behavior at Columbine School. PBS is a proactive systems approach for creating and maintaining safe and effective learning environments in school, and ensuring that all students have the social/emotional skills needed to make certain their success as school and beyond.

Classroom Guidelines will be established by each classroom teacher. Guidelines should be simple, specific, and consistently enforced. If a rule is broken, the teacher will concentrate on the behavior -- and logical consequences for that behavior.

Students are expected to treat others as they wish to be treated and to do nothing which will harm themselves or others. Student behavior which interferes with the ability of the teacher to teach or the ability of other students to learn will not be tolerated.

Teachers are asked to deal with observed behaviors and to provide privileges and consequences which are meaningful to the student.

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 with him/her a copy of the office referral. 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-School Suspension.

All staff members are dedicated to providing a quality learning atmosphere for all students. At the same time, it is our belief that behavior interventions are most effective when students understand that logical consequences occur when a poor choice is made. By tying consequences to student choices, we strive to teach responsibility and self-control to all students. Your support at home is very important in this process. We view you as partners -- together, we can make a positive impact on a student to better prepare him/her for success in 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, 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> </ul>	<ul style="list-style-type: none"> <li>• Knock on stall door.</li> <li>• Give people</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilet after use.</li> <li>• Return to room</li> </ul>



<b>COMMON AREA</b>	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
	<ul style="list-style-type: none"> <li>• Wash hands.</li> <li>• Put towels in garbage can.</li> </ul>	<ul style="list-style-type: none"> <li>• privacy.</li> <li>• Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>• 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> <li>• Wait in designated areas.</li> <li>• Walk</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 the classroom phone.</li> </ul>
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>

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

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

### ***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.

### ***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***

Should your present address or telephone number change, please notify the school office immediately (867-7418).

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

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

### ***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. If you need another adult to pick up a student during school hours, please notify the office ahead of time. Adults who are not listed on Infinite Campus will not be allowed to remove a child from school. This is necessary as we work to protect the safety and well-being of all students.

### ***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 in the back of the book.

### ***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. Columbine distributes a monthly newsletter to all families -- look for this on Fridays.. If your child fails to give you this information, **please ask him/her for it.** Our teachers also communicate frequently with parents. We want you to be well-informed! If for some reason you feel like you need more information about anything to do with Columbine, please call us! We will continue to provide our monthly Capsule and other important notices in Spanish for those in our community who would find that helpful.

### ***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 impede established safety protocols. Information will be forthcoming through the district support center.



### ***Customer Service Plan***

The staff at Columbine Elementary School promises you:

- **We will make decisions with the best interest of the student in mind.**
- **You are always welcomed in your school.**
- **Your views are important and will be considered.**
- **You are valued as an important partner with the school.**
- **We will continually strive to provide the best possible educational experience for each child.**

## ***Daily Schedule***

Our students' school day is from **7:45 a.m. to 3:05 p.m.** The daily schedule is as follows:

7:30	Doors open
7:45	First Bell rings. Pledge to the flag and school motto recited. Students waiting in the gym report to classrooms Breakfast is served in classrooms
8:00	Second bell rings Tardy Bell
3:00	Bus student dismissal
3:03	Dismissal for Parent pickup or walkers

All students in grades 1-5 have an instructional day of seven hours and five minutes. Each student receives approximately 30 minutes of library time each week, as well as 60 - 90 minutes of Specials (General Music, Physical Education, Art, and Computer).

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
- ELL (English Language Learners)
- Individual/small-group counseling

Please do not allow your child to arrive at school before 7:30, as students are not supervised until that time. Students wishing to buy lunches should do so between 7:45 and 8:00. Other students should go directly to their classrooms. 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. Please make arrangements to have your child come home directly after school -- because of staff meetings and other activities, *we cannot supervise students after 3:10.*

## ***Discipline***

Student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. Discipline will be given out by the principal or designee. The principal has the right to suspend students. For more serious violations administrators have the right to move the offense to a more serious class or consequence.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

- Violates the code of conduct adopted by the Morgan County School District Board of Education
- Is dangerous, unruly, or disruptive; or
- Seriously interferes with the ability of the teacher to teach the class or other students to learn.



### ***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. However, 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 choices are not acceptable at school and apply to both girls and boys:

- 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)
- Clothing worn or haircut to denote gang affiliation
- Hats when worn indoors
- Clothing that promotes violence, 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 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

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

The east parking loop adjacent to West Street is our pick-up zone at the end of the school day for grades 2 and 3. First grade are to be picked up in the south parking loop, adjacent to the alley. Grades 4 and are to be picked up on West Ninth street. All vehicles must display student name cards which will be supplied by the homeroom teacher. IN ORDER TO ACCOMMODATE

THE LARGE NUMBER OF PARENTS WANTING TO PICK UP THEIR CHILDREN, PLEASE DRIVE TO THE FURTHEST END OF THE PICK-UP ZONE. **Do not leave your car in this area unattended.** If you park on the street to pick/drop off your child, please instruct him/her to walk safely and use crosswalks when crossing streets. In the interest of student safety, we suggest no pedestrian traffic through the parking lot during that busy time immediately before and after school. We ask that you do not bring pets to school when picking up students. Even though your pet is on a leash, it has potential to be a concern.

### ***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, 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***

Columbine will conduct an emergency drill once per month. In addition, tornado drills will be conducted in the spring months. In the event of an emergency, your children will be secured in locations throughout the building for safety. 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. 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. 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 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 (oral, reading, listening, and writing). 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. Sheltered instruction 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.

### ***Expenses***

A list of school supplies will be published for parents on the website. Occasionally fees will be required for field trips.

Students who damage or lose school-owned textbooks or other items will be expected to pay for replacement.

### ***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***

We share a school nurse with other buildings. Even when she is not at Columbine, she is on call as needed for emergencies. Parents please keep your child at home if the student:

- A body temperature of 100 degrees or higher
- Vomiting or diarrhea continuing in the last 12 hours
- A **severe** headache or stomach-ache

### ***Holiday Celebrations***

Room parties are scheduled at Columbine for Halloween and Valentine's Day. There will also be an all school assembly for Christmas. Students should get the permission of the classroom teacher before bringing treats for a special occasion. We encourage healthy treats please.

Alternative activities will be provided for those students whose parents wish for them not to participate in these events. Please refrain from bringing gifts to school for your child for any

celebration times as they will not be allowed into the classroom area

### ***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.

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

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

### ***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.



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

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

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

In the event that a child is presumed to be lost, the teacher or the teacher assistant will immediately notify the principal. The principal and all available staff will search for the child in the immediate area. If the child is not found, the principal will notify the parent/guardian and the local police department. If the child is found, the principal will notify the parent/guardian of the incident. In either case, the teacher will ensure the safety of the other children and will document the incident in the child's file.



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

Please see District Policy information in the back of the book. For students wanting seconds for lunch, all students are required to pay \$1.00 for the main dish

### ***Lunch Room Expectations***

We try to promote a friendly, courteous atmosphere in our lunch room. 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 a contact with the parent. Each student is expected to show proper respect to the cooks, teacher assistants, and classmates. Students do not return to the classroom after lunch, but go directly outside from the cafeteria.



## ***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***

- Any toy, collection cards ex. Pokemon trading cards, 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 or appear as a weapon ex. toy gun and 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.
- 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.

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

## ***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 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.
- Hard baseballs are not allowed at school — supervisors may also prohibit other items which they feel might be dangerous to students.
- NO Tackle Football.
- 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 in the back of the book.

## ***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.

### ***Right to Searches***

The principal or 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 that the student is concealing materials the possession of which is prohibited by Board Policy or which are otherwise 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.
- 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. At this point it can be used as evidence in a suspension or expulsion hearing, or it may be turned over to law enforcement personnel.

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

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

### ***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 for the school year as well. Columbine has academic standards in place for all grades.

WE STRONGLY ENCOURAGE PERSONAL AND/OR PHONE CONFERENCES WITH A TEACHER WHENEVER NEEDED OR DESIRED.

### ***Student with Food Allergies***

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

### ***Substance Policy***

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

### ***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 — showing your child that you care.

### ***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.

### ***Testing Information***

There will be a variety of assessments given. Some will be required by the school and others will be set up as district wide assessments, and we also will do state testing. In each case, it is our desire that the assessments will provide meaningful data that can be used to evaluate instructional practices and as well as making sure that the curriculum is tied to state standards.

State Testing: The state of Colorado requires grades 3-10<sup>th</sup> testing in the areas of math, reading, writing, social studies and science, depending on the grade level. The PARCC (Partnership for Assessment of Readiness for College and Careers) and CMAS (Colorado Measures of Academic Success) tests will be scheduled and 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 that your child(ren) is present for the test and to give the best effort possible. We ask that you make appointments, vacations, etc based around these dates. These dates are listed on the school calendar on the district website and will be also reminded of in the Columbine Capsule when dates get closer.

### ***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 and subject to reimbursement of aforementioned property.

## ***Volunteer Responsibilities***

Columbine 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 (e.g... Teacher Appreciation Day, Fall Festival, 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. These meetings will be publicized in the Columbine Capsule as well as earlier in this booklet, and 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.

Special programs to which you might enjoy contributing time and talent are:

- ◆ Room Mothers -- assisting with classroom holiday parties or as needed.
- ◆ Volunteer Teacher Assistants -- assisting teachers in preparing materials.
- ◆ Resource persons for special units of study.
- ◆ After-School Enrichment program -- we are always looking for teachers.
- ◆ Hospitality -- serve at school functions.

If one of the above interests you, please contact the school or one of this year's P.T.O. officers.  
**WE WANT YOU TO BE INVOLVED IN THE LIFE OF YOUR SCHOOL!**

## ***Weapons in School***

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