

# Cedaredge Elementary School

## Student/Parent Handbook

2017-2018



380 N Grand Mesa Dr.  
Cedaredge, CO 81413  
970.856.3885

Website: <http://ces.deltaschools.com>

**District Mission:**

Caring, Challenging, Learning, Every Student, Every Day!

**School Mission:**

**The mission of Cedaredge Elementary School is to prepare students to be thoughtful, productive, informed citizens. Every staff member emphasizes academic excellence, social responsibility, safety, and personal achievement throughout the school.**

## Cedaredge Elementary School Staff

Daniel Renfrow	Principal
Sissily Brown	Assistant Principal
Janie Henderson	Secretary
Shannon White	Secretary
Jill Keller	Kdg.
Janae Parsons	Kdg.
Judy McAdams	Kdg.
Jean Laurita	1st
Sheryl Campbell	1st
Tricia Shriver	1st
Amy Hawkins	2nd
Haley Benson	2nd
Johnna Montoya	2nd
Elisa Galvan	3rd
Leslie Hoerr	3rd
Peggy Lampton	3rd
Brad Stanfield	4th
Kelly Rienks	4th
Kirby Henderson	4th/5th
Larry Thompson	4th/5th
Deb Whitney	5th
Beth Edwards	5th
Andrea Kallsen	Music
Amie Henderson	PE
Marla Stratman	Library
DeAnna Frost	Instructional Coach
Sara Sharer	Interventionist
Stephanie Hanson	Speech
Martha Synhorst	Speech Para
Rebecca VanTilborg	Health Para
Brenda Jenkins	Special Ed Para
Cleone Flemming	Special Ed Para
Vikki Lindley	Special Ed Para
Kim Frost	Special Ed Para
Melissa Hofius	Special Ed Para
Susan Sadowski	Special Ed Para
Heather Miller	Special Ed Para
Dr. Stacy Bliss	School Psychologist
Amanda Morrow	Special Ed Teacher
Heather Dennis	Special Ed Teacher
Becky Marah	Food Service Manager
Gayla Skinner	Food Service
Cissy Norton	Food Service
Holli Baugh	Food Service
Sara Milholland	Custodial
Buddy West	Custodial
Frank Patterson	Grounds Keeper

**Daily Schedule  
2017 – 2018  
Cedaredge Elementary School**

**7:45 a.m. - Buses Arrive – (Teachers on Duty)**

**8:00 a.m. – Movement**

**8:15 a.m. - Morning Announcements**

**AM Recess**

**9:30-9:45 Kindergarten**

**9:45-10:00 1st Grade**

**Lunch & Lunch Recess:**

Grade	Lunch	Recess
K	11:25 -11:40	11:40-12:10
1	11:30 -11:45	11:45-12:15
2	11:40 -11:55	11:55-12:25
3	11:50 -12:00	12:00-12:35
4	11:55 -12:05	12:05-12:40
5	12:00 -12:10	12:10- 12:45
BELA	12:15 -12:30	No Lunch Recess

**P.M. Recess**

**2:00 - 2:15 Second Grade**

**1:45 - 2:00 Third Grade**

**3:15 – Dismissal of 1st load**

**3:20 – Dismissal of 2<sup>nd</sup> load, students being picked up or walking**

**3:25 – Anticipated time that all p.m. buses leave from bus loop**

**Teachers’ Hours: 7:45 – 3:45**

**Office hours are 7:30 – 4:00**

## **ACCIDENTS OR ILLNESS AT SCHOOL**

At CES, we believe in ensuring a safe learning environment. However, accidents may occur so we need to take steps to ensure the wellbeing of our students.

When accidents happen at school the following procedure is used:

- The school health aide or school official will administer minor first aid.
- An injury beyond what care the school can provide is treated as follows:
  1. We will make every effort to contact parents in case of serious injury or illness as quickly as possible. If we are unable to contact the parent, we will contact the persons listed as “Emergency Contacts.”
  2. If parents and emergency contacts cannot be reached, the principal or the principal’s designee will be responsible for decision-making.
  3. In the event of serious injury, the Cedaredge EMT will be contacted first, and the parents second. If it is determined that an ambulance is needed the parents are responsible for the cost. Insurance information is available at school.

**\*\*\* PLEASE CONTACT THE OFFICE AS SOON AS POSSIBLE WHEN PHONE NUMBERS AND CONTACT INFORMATION CHANGE. 856-3885\*\*\***

## **ATTENDANCE**

***Contact the school @ 856-3885 by 8:30 a.m. when your child is absent.***

***As a safety precaution, parents will be called if a student is absent and we have not heard from the parent.***

**IF WE CANNOT MAKE CONTACT, STUDENTS WILL BE MARKED AS UNEXCUSED.**

\*\*\* Below is a portion of “School Board Policy JH- Student Absences and Excuses.” See Addendum “A” for complete policy. Your child is considered unexcused unless a phone call is made.

### ***Chronic absenteeism***

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 9 days in a semester or 18 days in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent." If a student is

identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to the following: The principal or designee will notify all students and/or their parents who were determined to be "chronically absent" the prior year, (more than 18 absences for the year) and meet with the student and/or parents to put a plan in place for the school year. They will also notify all teachers/stakeholders who have these students in class of the plan and ask for assistance in building a relationship to keep them in class. If a student has four (4) non-exempted absences in a semester, a letter and phone call will be made if there is no formal documentation supporting those absences. This communication will be to notify parents that formal documentation is needed to be an excused absence for the remainder of the semester. Written statements from medical sources and pre-approved absences are examples of suitable proof for excused absences. The letter and communication will notify parents and student of the potential consequences for future absences. If a student is absent six (6) days within a semester, a parent and the student will be required to meet with the school administration to develop an attendance improvement plan. Every absence in a class period counts toward the nine (9) allowable absences per day per semester or the accumulated sixty-three (63) periods per semester, excluding exempted absences.

File: JH 3 Consequences for more than 9 non-exempt absences per semester are as follows: 1) A student may forfeit all credit for the semester regardless of status in class. 2) A student may be removed to ISS for the remainder of the semester to complete existing course or an alternative course. 3) A student may be required to make up time outside of school hours. 4) The DCSD Attendance Review Board may meet with students and their parents based on attendance limits being reached throughout the school year. An absence will be defined as missing more than fifteen (15) minutes of class without a pass authorizing the absence. At the elementary schools or schools taking attendance in the AM and PM only, students will be considered absent if they miss more than 45 minutes. Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents to compel the student's attendance in accordance with state law.

### ***PERFECT ATTENDANCE***

- A student must be present each day of the quarter.
- A student will be considered present if they arrive by 8:45 a.m. (they will still be marked as tardy if they arrive after announcements).
- A student will be considered present for the full day if they stay until at least 2:30 p.m. (early departures will be noted in the office on the sign-out sheet but no other documentation will be needed).
- Students may still earn perfect attendance as long as they do not have more than a combination of three tardies or early departures (e.g. two tardies and one early dismissal -- or any combination -- would still qualify a student for perfect attendance) in any given quarter. Any more than that will be considered habitual and a student will not be considered for perfect attendance.

Our hope is that this policy will account for concerns about student fairness with families who may have a once a quarter emergency or situation that requires a late start or an early pickup, but still holds the bar high for attendance.

## **BULLYING**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Acts of bullying can be in written or verbal expression, physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students in the school environment. For purposes of this policy, the school environment 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 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.

If your student has or is experiencing bullying please contact your school administrators.

For information about the school district's policy on Bullying, please see, "**School Board Policy JICDE – Bullying Prevention & Education**" on the school district website.

## **BUS RIDING RULES/EXPECTATIONS**

An orderly bus is essential to the safe transportation of our students each day.

Therefore, CES staff, bus drivers, and parents must have high expectations of student behavior while riding the bus.

- Students are expected to follow school district bus policies. Please carefully read the policy included in your registration packet. Parents will be asked to sign and return a form acknowledging that they have read and understand the bus policies.
- Parent/guardian must call to change any transportation arrangements for after school.
- Bus Conduct Notices given for violation of bus safety will also be given to the Assistant Principal for follow up and consequences.
- A parent may receive information regarding bus transportation, violations, or items left on a bus by calling the Cedaredge Bus Barn, 856-3933.
- Please send a note for the bus driver if your child will be riding a different bus.

If a discipline problem occurs on the bus:

- The driver will discuss the problem with the student and may assign a seat. The driver may issue a "Bus Conduct Notice". This notice must be signed by a parent/guardian and returned to the driver before the student is allowed to ride the bus again.
- A second notice will result in a 3-day suspension from all buses.
- A third notice will result in a 5-day suspension from all buses.

- o A fourth notice will result in suspension from all buses for a period not to exceed one calendar year.

## **CAFETERIA - Lunch and Breakfast**

- Meals may be paid for in the cafeteria or main office by week, month, or year. Send a check made payable to CES or stop by the lunch room for a credit card transaction.
  - o Lunch prices: K-5<sup>th</sup> grade student \$2.75, adult \$4.00
  - o Breakfast price: K-5<sup>th</sup> grade student \$1.50, adult \$2.75
- Ask the office personnel for the form to be completed to determine if your student is eligible for a free or reduced lunch.

## **DISCIPLINE**

The purpose of the schoolwide discipline plan at Cedaredge Elementary School is to work together to:

- o Support and promote social, academic, and personal success
- o Build positive partnerships with students, families, and community
- o Maintain a proactive and safe learning environment

At CES, teachers and staff emphasize the **Bruin PRIDE** traits.

**Perseverance, Respect, Integrity, Duty, Excellence.**

The Bruin PRIDE chant is repeated every morning during announcements.

**P-Perseverance = Keep on trying!**

**R-Respect = Encourage others!**

**I – Integrity = Make the right choice!**

**D- Duty = Do your job!**

**E-Excellence = Do your best!**

**WE ARE BRUINS!!!**

**To support Bruin PRIDE expectations, CES utilizes a multi-tiered approach to support expected student behavior to maintain an optimal learning environment for all students. Some school-wide recognition opportunities include:**

### **Bear Den Awards:**

CES recognizes individual students with the “Bear Den” award. Classroom teachers nominate students who show excellence in behavioral and/or academic areas for the award.

### **Positive Phone Calls:**

The school principal and assistant principal also make every attempt to reinforce positive behavior by use of positive referrals to the office and positive phone calls home.

Below are behavior expectations for all CES students.

Pride in the DEN	All Settings	Cafeteria	Playground	Hallways	Bus/ Loading Areas	Classroom	Bathroom	
Voice Level		Yellow (1)	Green (2)	Red (0)	Yellow (1)		Red (0)	
<b>P Perserverance</b>	Keep on trying.	<ul style="list-style-type: none"> <li>• Try new things.</li> <li>• Finish food.</li> <li>• Wait patiently.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep trying at sports, games, and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Be patient in lines.</li> <li>• Go directly to your destination.</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently to load/unload.</li> <li>• Stay behind the yellow line.</li> </ul>	<ul style="list-style-type: none"> <li>• Be patient.</li> <li>• Take risks.</li> <li>• Finish work.</li> </ul>	<ul style="list-style-type: none"> <li>• Use the bathroom at appropriate times.</li> </ul>	<ul style="list-style-type: none"> <li>• V</li> <li>• p</li> <li>• C</li> <li>• s</li> <li>• t</li> </ul>
<b>R Respect</b>	Encourage others.	<ul style="list-style-type: none"> <li>• Use positive table manners.</li> <li>• Respect others' personal space.</li> <li>• Say please and thank you.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and respect adults and other students.</li> <li>• Share and take turns.</li> </ul>	<ul style="list-style-type: none"> <li>• Hands-off.</li> <li>• Respect others' learning time.</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language.</li> <li>• Assist younger students.</li> <li>• Listen and obey adults.</li> </ul>	<ul style="list-style-type: none"> <li>• First time obedience.</li> <li>• Allow others to learn.</li> <li>• Use good manners.</li> </ul>	<ul style="list-style-type: none"> <li>• Be quiet.</li> <li>• Respect privacy.</li> </ul>	<ul style="list-style-type: none"> <li>• U</li> <li>• n</li> <li>• l</li> <li>• v</li> <li>• a</li> <li>• l</li> <li>• c</li> <li>• P</li> <li>• s</li> </ul>
<b>I Integrity</b>	Make the right choice.	<ul style="list-style-type: none"> <li>• Stay in line.</li> <li>• Eat quietly.</li> <li>• Eat own lunch.</li> <li>• Pick up trash.</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest.</li> <li>• Leave rocks, woodchips, and snow on the ground.</li> <li>• Be fair.</li> </ul>	<ul style="list-style-type: none"> <li>• Return lost items.</li> <li>• Report vandalism.</li> <li>• Set a good example.</li> </ul>	<ul style="list-style-type: none"> <li>• Set a good example.</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest.</li> <li>• Do your own work.</li> </ul>	<ul style="list-style-type: none"> <li>• Conserve paper and soap.</li> <li>• Solve or report problems.</li> <li>• Be polite.</li> </ul>	<ul style="list-style-type: none"> <li>• T</li> <li>• t</li> <li>• J</li> </ul>
<b>D Duty</b>	Do your job.	<ul style="list-style-type: none"> <li>• Clean up after yourself.</li> <li>• Raise hand when done.</li> <li>• Ask for permission to leave table.</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment safely and for intended purpose.</li> <li>• Immediately respond to the whistle.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk quietly.</li> <li>• Walk to the right.</li> <li>• Keep a straight line.</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time.</li> <li>• Follow bus rules.</li> <li>• Hands-off.</li> <li>• Think safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Use time wisely.</li> <li>• Begin work on time.</li> <li>• Take care of school property.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself.</li> <li>• Take care of school property.</li> <li>• Use the bathroom for its intended purpose.</li> </ul>	<ul style="list-style-type: none"> <li>• J</li> <li>• c</li> <li>• J</li> <li>• c</li> <li>• P</li> </ul>
<b>E Excellence</b>	Do your best.	<ul style="list-style-type: none"> <li>• Follow rules and procedures.</li> <li>• Help others.</li> </ul>	<ul style="list-style-type: none"> <li>• Help others.</li> <li>• Be friendly.</li> <li>• Problem solve.</li> </ul>	<ul style="list-style-type: none"> <li>• Be a role model.</li> <li>• Smile at others.</li> <li>• Use a silent wave.</li> </ul>	<ul style="list-style-type: none"> <li>• Use positive interactions with adults and peers.</li> </ul>	<ul style="list-style-type: none"> <li>• Work to get better.</li> <li>• Work with all students and adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Be efficient.</li> </ul>	<ul style="list-style-type: none"> <li>• C</li> <li>• p</li> <li>• r</li> <li>• C</li> <li>• k</li> <li>• c</li> <li>• F</li> <li>• s</li> </ul>



			• Invite others to play.					
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While supporting the PRIDE behavior expectations through the use of the Positive Choice system, school staff incorporates the Capturing the Heart approach in working with students. The purpose of this model is to provide students with excellent character and strong leadership skills.

**Character Education:**

In addition, school staff members teach Character Education lessons that support the Bruin PRIDE traits, promote overall good citizenship, and that also address other specific needs.

***While most students find success within the schoolwide approach, for students with behaviors needing a more definitive and long-term plan for behavior improvement, CES uses a team consisting of teachers, administrators, school psychologist, parents, and child to work toward behavior improvement.***

**Although it is CES’s intention to guide students to appropriate behavior, severe disruptions may require suspension and/or expulsion, depending on severity.**

**Discipline Offenses (Referral to the Office)**

Students will be sent to the office for serious infractions of district policy and/or threatening the safety of others. Offenses include:

- o Fighting/Assault/Physical Aggression
- o Stealing
- o Damage to school property
- o Foul language/ Gestures, and/or Pictures
- o Bullying
- o Habitual Disciplinary Problems
- o Possession of Dangerous Items
- o Leaving School Building, Playground, or classroom without permission
- o Disruption to Environment/Non-compliance
- o Or any other violation of the following School District Policies: *Student Conduct (JIC), Drug and Alcohol Use by Students( JICH and JICH-R), Student Discipline (JK), Student Use of the Internet and Electronic Communication (JS), Sexual Harassment (JBB)*. See addendums B-F in the Student/Parent Handbook.

Disciplinary infractions will be handled in a manner consistent with board policy.

**DISTRICT POLICIES –**

For a complete listing of School District Policies please go to [www.deltaschools.com](http://www.deltaschools.com) and click on School Board and go to Policies.

## **DRESS CODE - Appropriate Dress for School, Work, and Play**

District Policy Dress Code can be read in its entirety under: *Student Dress Code JICA* on the district website. However, for easy reference, below are some general guidelines to consider when dressing your student for school each day.

- Attire should be appropriate for weather and activity, protective from weather and injury, clean, neat, and appropriate for age level.
- Your child should consider what days he/she has PE and wear appropriate shoes.
- Remember that the playground has wood chips, rocks, pavement, as well as grass. Trying to run in sandals or high-heeled shoes is uncomfortable and unsafe.
- No undergarments or underwear should be showing with any outfit.
- Shorts and skirts should be a minimum of fingertip length.
- Any shirt, blouse, or t-shirt should be long enough to be able to be tucked into jeans, pants, or skirts.
- No bare shoulder or bareback shirts.
- Coats and/or jackets are a must during the cold months. Pack a jacket in your backpack for unexpected changing weather conditions.
- Clothing items promoting drugs, alcohol, tobacco, sexual content, obscene language or content, harm against an individual or certain group of people, and defiance of any school rules are not permitted.
- Children do try to express themselves through clothing, hairstyles and colors, and other accessories; however, items worn or hair styles/colors that disrupt the teaching-learning process are not allowed. Sometimes, in an effort to be “expressive”, students are embarrassed when they arrive at school and decide the decision they made was not as “cool” as they thought. Please help your student in making thoughtful and appropriate choices.
- Hats- As a sign of respect, hats are not permitted to be worn inside our school building, unless for school-sponsored special events. We do understand that in some cases, hats, headbands and hooded sweatshirts with the hood pulled over one’s head can be comforting for students during difficult times or can represent cultural significance. In such cases, teachers and administration will always work to honor and care for the student, and will communicate with families. However, if any students choose to not remove their hats, headbands or sweatshirts out of defiance, our Capturing Kids’ Hearts questions as well as our Positive Choices Behavior System will be used to help guide the student to a better choice.

## **EARLY RELEASE OF STUDENTS**

Students leaving early for any reason **MUST** be signed out at the office by a parent or authorized adult. The office staff will call your student’s classroom to ask them to meet you at the office. For safety and security, parents should not expect to ask a teacher to have a student leave directly from class.

## **FIELD TRIPS**

Various field trips may be taken during the year. Parents must sign permission slips in advance. Permission for walking field trips is signed in advance by parents/guardians at registration.

Field trips are an excellent way to enhance and extend the classroom learning experience for students. There are times when a student is asked not to participate in a field trip because of inappropriate behaviors. If a child has not demonstrated that he/she has the skills to be responsible by following directions of authority, it is generally unsafe to allow a student to participate in a field trip because of the danger that could happen. However, he/she may be allowed to attend if a parent agrees to accompany the student on the field trip. Field trips are a privilege. If a student misses a trip, an appropriate classroom setting will be provided until their class returns from the trip. Any parent interested in attending a field trip must be approved through the district's volunteer process.

## **FUNDRAISERS**

The school takes part in a variety of fundraisers. Below is a list of ongoing fundraisers in the school:

- o Box Tops for Education
- o Designating CES as your school at Office Depot and Target

\*\*In addition to these fundraisers, the school typically has one fundraiser sponsored by the Parent Den.

## **HOMEWORK**

CES recognizes that student homework extends the learning opportunities of students beyond the confines of the school day. Research suggest that homework is beneficial for elementary students when the following guidelines are followed:

- **PURPOSE** - The purpose of assigned homework should be identified and articulated. Two common purposes are: 1) Practice of skills the child has previously learned (practicing a skill with which a student is unfamiliar is inefficient and serves to habituate errors). 2) Preparation for new learning or elaboration. Homework should not be used to fill up children's time outside of school or contain activities that require constant supervision and assistance.
- **AMOUNT** – The amount of homework assigned should typically be no more than 10 minutes times the grade level. Homework that exceeds this amount indicates there are other issues that need to be addressed – learning difficulties or behavior issues such as work avoidance.
- **PARENT INVOLVEMENT** – Parent involvement in completing the work should be kept to a minimum. Parents' involvement should be limited to 1) Providing a place and time to complete work 2) Encourage, motivate and prompt the child 3) Ask the child to explain the steps if practicing a skill or talk about the knowledge they are applying if they are preparing for new learning or elaborating previous learning 4) When bedtime comes, stop your child and adjust home schedule to accommodate homework.

With this in mind, the following is the homework policy at CES:

- A student can expect homework Monday through Thursday. Homework will not be given over the weekend or during breaks/holidays.
- A student may expect to review and/or study vocabulary/spelling words each night.
- A student can expect that the time spent doing homework increases as the grade level increases.
- A student should read a minimum of 20 minutes per evening, and we encourage parents to be a part of that reading time. Reading to your child, being read to or celebrating appropriate independent reading time are all important to cultivating great readers.
- Our grade-level teachers will be thoughtful about how to best allocate any remaining homework time. In fact, our commitment is that homework will never be used as busy work; instead, if homework reaches you at home, our intent for sending it is that students receive a targeted, necessary extra dose of practice that helps them gain mastery of that particular topic and that anything sent home for homework will receive feedback.
- If your student is spending extensively more time than appropriate, please consult your teacher for tips and suggestions on more efficient homework completion. Our goal is to work with you to balance the time you are spending as a family doing fun, awesome activities with the desire we have to offer targeted instruction to students to help them grow academically and build strong lifelong work ethic.

### **LAST MINUTE CHANGES for After-school Transportation:**

- It is understood that sometimes family schedules do change and there is a need for having different arrangements made for student pick up at the end of the day. Please send a note or call the office as early as possible when you need assistance in changing your child's normal schedule.
- The office staff will not allow students to make last minute changes from their normal procedure by phoning a parent at the end of the day.

### **MEDICATION**

Due to regulations, if a child requires medication, a form must be filled out, signed by the child's doctor, and returned to the school office before medication will be administered. **Policy prohibits students from bringing medication to school.** Parents are responsible for delivering medication to the office in the original containers. Only staff designated by the district nurse will administer medications. This includes all types of medication (Prescriptions, cough drops, aspirin, Tylenol, etc.). **ALL** medications, prescription and non-prescription, must be handled as follows:

- Parents must bring medications to the office.
- All medications must have a **permission-for-medication form** completed by the prescribing physician to accompany the medication when turned in to the office.

- Forms are available at the doctors' offices and at the school office.
- Medication must be in the container provided by the pharmacist.
- If by mistake a student brings a medication in a backpack or pocket, the student should immediately give it to a teacher or administrator.

## **MONEY**

When it is necessary for money to be brought to the school, it should be placed in an envelope that is labeled with the child's name and the child's teacher's name.

## **TUESDAY EXPRESS**

One of the primary means of communication between school and home is the weekly Tuesday Express. The Tuesday Express Newsletter from the office details important dates and events tips for students and parents, and other useful school information. This newsletter is found on our school website: <http://ces.deltaschools.com>. In the Tuesday Express folder you may also find notes from your child's teacher, some of your child's schoolwork, tests, etc. Please take time each Tuesday evening to look at and read over the important information enclosed in the folder and the Tuesday Express newsletter. This information is key to knowing what is happening at school and how your child is progressing. Please also sign the Tuesday folder each week in the space provided and return with your child on Wednesday mornings.

## **PARENT DEN**

The Parent Den organization is responsible for helping to plan, prepare, and organize many of the wonderful and enriching activities and events for our school such as Bruin Pride T-shirts for all students, the Back to School BBQ, Family Literacy Nights, various forms of student recognition, etc. In addition, the Parent Den organizes fundraising efforts for specific needs and projects that enhance the educational and overall experience for students at CES, and they support teachers and staff through multiple appreciation efforts. The Parent Den meets quarterly and welcomes all parents to attend and be part of this fun and enriching organization. Check out the link on our school website for meeting dates, agendas, and for more information.

## **PERSONAL ITEMS – guidelines for**

- Lunch containers, clothing, school supplies, backpacks, etc. should be labeled with your child's name.
- **Leave at home:** electronic devices and games, cellular phones, MP3 players, etc. In general, these items may cause classroom and playground disruptions. Most importantly, these are items that can be stolen and misplaced. Students assume full responsibility for items they choose to bring to school.
- With the use of a helmet, bicycles, scooters, and skateboards may be used as a means of transportation to school, but may not be ridden on school grounds and must be secured during school hours.
- Lost and Found: please periodically check the lost and found.

## **PERSONAL PARENT-TEACHER CONFERENCES**

Although Parent-Teacher conferences are held at scheduled times during the year, a parent or teacher may feel a need to hold a conference in addition to these times. Please see or call your child's teacher to set up a conference at a mutually convenient time. You may call the office to leave a message for a return phone call from the teacher.

## **PROFESSIONAL DEVELOPMENT DAYS**

This year district professional development days are full days. This year our district professional development days are scheduled for September 25 (Elementary Only), October 30, January 3, and January 15. Watch for reminders in the Tuesday Express.

## **RECESS**

Unless the weather is extremely cold, students will go outdoors for recess. If a student is to remain indoors, a written note explaining the reason must be sent to the teacher.

Recess is an unstructured time of the day where students have the opportunity to play several different games and activities of their choice. The school provides ample staff supervision during these times. Recovery or office referral may be required for students who do not follow recess rules. (See DISCIPLINE). During recess all students are expected to:

- o Follow "Hands Off Policy"
- o Follow "First Time Obedience" Policy
- o K-1-2 will play on the North playground equipment and 3-4-5 will play on the South playground equipment. All students may use the field.
- o Students will show respect for others and follow staff directions.
- o Students will stay on the playground at all times unless they have a pass to go inside.
- o Students will stay in view of teachers. Students are not allowed to play in the covered walkway near the K-2 playground
- o Students will not bring hard balls or other potentially dangerous toys to school
- o Student must remain seated while swinging
- o Students may not climb up slides. Slides are down only.
- o Students are to stop what they are doing when the bell/whistle blows and line up quickly
- o Students are not allowed to go back inside for coats or equipment
- o Students must leave school grounds after school and may return after 4:00
- o Students will not be released to parents on the playground, unless the parent has a visitor sticker or note from the office.
- o Students will stay away from classroom windows when classes are in session
- o No rough play or play which endangers people or property: No tackle football, martial arts play, dog piling or riding piggyback, etc.
- o Behavior intended to bully, threaten, harass, or intimidate will not be tolerated and will be handled in a manner consistent with Board Policy.
- o Students will settle differences peacefully

- o Students will ask for help when they can't solve a problem alone
- Students will not play on ice or in puddles
- Students will stay away from bees and other stinging insects
- o Students will leave rocks, sticks, bark, and any potentially dangerous item alone
- o Students must follow directions from staff members - **"First Time Obedience"**
- o Students are not allowed on the playground until 7:45 a.m.
- o Swings: Take turns-25 counts No side to side, twisting, or jumping out
- o Slides: Sit down, feet first
- o Tall equipment: Stay off the top!

## **SAFETY**

Fire drills will be conducted monthly. Lock Down drills will be performed throughout the year. In addition, school staff is trained in evacuation/relocation procedures.

## **SCHOOL WEBSITE & POWERSCHOOL FOR PARENTS**

Along with the Tuesday Express (found on the school website), the CES website and PowerSchool for Parents are two other resources for keeping parents and students informed. The CES website can be accessed by going to [www.deltaschools.com](http://www.deltaschools.com) and following the links to Cedaredge Elementary School. Or you can go directly to the site by typing in: <http://ces.deltaschools.com>. On the website you will find helpful links such as the Tuesday Express, faculty information, photos, Bear Den, school news, Student-Parent Handbook, Parent Den information, and other links for parents and students.

PowerSchool for Parents is easy to use and will allow you to take a more active role in your child's education. PowerSchool offers parents real-time access to grades and attendance. Each parent will be issued a letter with a confidential PowerSchool username and password from the CES school office.

### **To enter the PowerSchool program:**

- Go to the link on the CES website or visit [www.powerschool.deltaschools.com](http://www.powerschool.deltaschools.com)
- On the PowerSchool login page, enter your confidential user name. On the next line, type in the password, exactly as it appears on your PowerSchool letter.

Once you're inside the PowerSchool Program, you have access to a variety of information at the click of a button. If you have Internet access at home, at work, or even at your school library or media center, you can view information on your student at any time. To gain further tips on using PowerSchool for parents visit [www.deltaschools.com](http://www.deltaschools.com), and click on the parent link. Then click on PowerSchool tips.

## **TARDIES**

We understand that there may occasionally be unforeseeable circumstances where arriving late is unavoidable. However, it is crucial for your child's learning, as well as prevention of classroom disruptions, that your child arrive at school by **8:00 a.m.**

## **TRAFFIC NEWS**

Please carefully read the **CES Drop Off and Pick Up Procedures** page you received at registration. For the safety of all of our students and staff, as well as parents and guardians dropping off and picking up students, we ask that you adhere to the guidelines detailed in the procedures page. Thank you for your cooperation.

## **VISITORS**

We invite parents to visit their child's classroom during the school year. These visits will provide parents with an excellent opportunity to know the teacher and see their child participating and learning in an engaging classroom atmosphere.

### **General Guidelines for visitors:**

1. Parents, grandparents, and volunteers are always welcome and much appreciated at CES. Contact the teacher first, either by note, email, or telephone, and together arrange for your visit. In this way, you will not interrupt the administration of tests, or appear during the middle of direct instruction or special presentations.
2. To ensure the security of students and staff, **always** sign in at the office and wear a visitor's ID at all times. We know you and your smiling face, but substitute teachers and other guests may not so it is crucial that you identify yourself every time you visit.
3. Please do not bring young children with you on your visit, as they have the potential to disrupt the learning environment. Also, due to the potential disruption of the school environment, students are asked not to invite personal friends or relatives to attend classes with them for the day.
4. Any questions you may have during a visit should be discussed at a separate time so a smooth continuation of teaching may continue.
5. If you are able to volunteer in the classroom, please let your child's teacher know. The school board must approve all CES volunteers before volunteering here at school. Check at the office for the procedure for volunteering at CES.

## **VOLUNTEERS**

Volunteers, for any reason, including field trips, must be approved through the District Office. Please fill out a volunteer application if you plan on volunteering in any capacity.

## **WITHDRAWAL**

If you are planning to move, please notify the office as early as possible so records can be completed for transfer. Student records will be forwarded to the new school upon receipt of a request for records from the new school.



## **SCHOOL-PARENT COMPACT**

*Cedaredge Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2016-2017 school year.*

### **School Responsibilities**

**Cedaredge Elementary School will:**

- **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
  - **Teach curriculum aligned to Colorado Academic Standards**
  - **Implement scientifically researched based programs and teaching practices**
  - **Foster a culture of caring within the school and each classroom**
  - **Address unique needs of individual students**
  - **Monitor and adjust instruction to match learner needs**
- **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
  - **Schedule parent-teacher conferences during the fall and spring semesters for all students**
  - **Schedule additional conferences as deemed necessary by the school or parent**
- **Provide parents with frequent reports on their children's progress.**
  - **Provide specific information about individual student achievement at conferences**
  - **Provide information from student testing (TCAP, DIBELS, and other tests)**
  - **Issue student report cards four times a year**
- **Provide parents reasonable access to staff.**
  - **Provide internet access through Power School allowing parents opportunity to follow their child's progress and contact the teacher**
  - **Provide availability of staff members to parents by appointment (856-3885)**
- **Provide parents with opportunities to volunteer and participate in their child's class and to observe school/classroom activities.**

- Encourage parents to join in the CES Accountability Committee and the CES Parent Den
- Encourage parent volunteers within the school and classroom
- Have an open - door policy for parents; parents are always welcome
- Inform parents weekly about school activities and opportunities for parental involvement in the Monday Express and the school website

### **Parent Responsibilities**

**As a parent, I agree to support my child's learning in the following ways:**

- Monitor and support regular attendance
- Make sure homework is completed
- Provide a quiet time and place for homework and reading
- Serve, to the extent needed and possible, as a volunteer in my child's classroom
- Participate, as appropriate, in decisions relating to my child's education
- Stay informed about my child's education and communicate with the school by promptly reading all notices from the school either received by my child or by mail and responding, as appropriate
- Serve, to the extent possible, on policy advisory groups, accountability committee, and other parent groups
- Choose to act responsibly and serve as a positive role model while at school and at all school sponsored events
- Read, understand and adhere to, and help my child to understand and adhere to the items in the CES Student/Parent Handbook

### **Student Responsibilities**

**As a student, I agree to accept responsibility for my own learning. I agree to:**

- Do my homework every day
- Ask for help when I need it
- Listen to and follow my teacher's instruction
- Stay on task during work time
- Read or listen to my parents read a minimum of 15 minutes or more every day outside of school time
- Give my parents or guardian all notices and information I receive from school every day