

Stetson Elementary Family Handbook

Revised July 30, 2009



WELCOME

STETSON ELEMENTARY SCHOOL

4910 Jedediah Smith Road

Colorado Springs, CO 80922

Phone: (719) 495-5252

www.d49.org/schools/ses

STETSON ELEMENTARY'S MISSION

The Stetson Elementary community will focus on learning to ensure high levels of academic achievement and promote positive character development for all children. We will accomplish this through a collaborative effort, maintaining high expectations in a safe atmosphere of mutual dignity and respect.

STETSON ELEMENTARY'S VISION STATEMENT

Moving all students toward academic success every day in our school and in their lives

FALCON SCHOOL DISTRICT MISSION STATEMENT

Together we are committed to graduating and preparing all children for success in college and careers.

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Attention Parents!

Please take the time to read through the Stetson Elementary Family Handbook with your child/children. The handbook can be found on our school website at www.d49.org/schools/ses. If you prefer a hard copy, please contact Mrs. Kurak in our office and she will send a copy home. It is important that students and parents are informed about school guidelines and expectations. Some guidelines are new this year, so please read thoroughly. If you have any questions, please contact our Principal, Theresa Ritz at 495-5252.

Please detach and return to your child's teacher as soon as possible.

My family has reviewed this handbook and we understand the policies, procedures, and expectations of Stetson Elementary School.

Student Name

Grade/Teacher

Date

Student Signature

Parent Signature

Parent(s) Printed Name(s)

Parent(s) Signatures

SCHOOL DIRECTORY (2009-2010)

Principal	Mrs. Theresa Ritz	Literacy Coach	Mrs. Charlene Houtz
Asst. Principal	Mr. Mike Pickering	SOAR	Mrs. Janet Friedberg
Counselor	Ms. Stephanie Jannicola	SPED Secretary	Mrs. Cece Castro
Student Sec.	Mrs. Regina Kurak	SPED	Mrs. Jeri Lapp Saviano
Admin. Sec.	Mrs. Jerre Nakagawa	SPED	Mrs. Karen Bixler
Kindergarten	Mrs. Kylie Howard	SIED	Ms. Carol Lampe'
Kindergarten	Mrs. Debbie Lagle	SIED	Mrs. Pamela Liles
Kindergarten	Mrs. Angie Moore	SIED Aide	Mrs. Judy Bourdelais
Kindergarten	Mrs. Robin Pantusa	SIED Aide	Mrs. Dragana Keco
1 st Grade	Mrs. Robin Binkley	SIED Aide	Mr. Mark Ligtenberg
1 st Grade	Mrs. Angie Brittenham	ELL	Mrs. Margaret Hall
1 st Grade	Miss Amanda Bunkers	ELL Aide	Mrs. Linda Bason
1 st Grade	Miss Rachel Gordon	Classroom Aide	Mrs. Courtney Henderson
1 st Grade	Mrs. Suzanne Junk	Classroom Aide	Mrs. Karen Hewitt
2 nd Grade	Mrs. Debbie Ammons	Classroom Aide	Mrs. Jennifer Erickson
2 nd Grade	Mrs. Dawn Dieter	Speech/Lang. Path	Mrs. Carmen Winer
2 nd Grade	Mrs. Karin Hamilton	Speech Aide	Mrs. Melanie Harrington
2 nd Grade	Mrs. MaryJo Robertson	Preschool Teacher	Ms. Amanda Clauss
3rd Grade	Mrs. Kari Chagolla	Pre School Aide	Mrs. Silvia Burgess
3rd Grade	Mrs. Carlene Morgan	Pre School Aide	Mrs. Sheryl Dormagen
3rd Grade	Mrs. Meg Paitas	Pre School Aide	Mrs. Emily McMorran
3 rd Grade	Miss Casi Shaffer	Nurse	Ms. Janet Friend
3 rd Grade	Mrs. Kendra Spencer	Health Assistant	Mrs. Catherine Ortega
4th Grade	Ms. Christine Carrico	Lunch Monitor	Ms. Nicole Lira
4 th Grade	Miss Leah Ebel	Lunch Monitor	Mrs. Julie Fischer
4 th Grade	Mrs. Kecia Hodges	Lunch Monitor	Mrs. CaDonna Trujillo
4 th Grade	Miss Adrienne Ringer	Crossing Guard	Mrs. Julie Fischer
5th Grade	Mrs. Nicole Blanc	Crossing Guard	Mr. Mike Patterson
5 th Grade	Mrs. Pam Holloman	Crossing Guard	Mrs. CaDonna Trujillo
5 th Grade	Miss Kristan King	Crossing Guard	Mrs. Holly Cester
5 th Grade	Mr. Jeff Moulton	Crossing Guard	Ms. Nicole Lira
5 th Grade	Ms. Kathy Prichard	Crossing Guard	Mrs. Nicole Little
Gym	Mrs. Linda Ambard	Head Custodian	Mr. Ken Evans
Computer	Mr. John Sabell	Night Custodian	Mr. Elvis Lopar
Art	Mr. Mike Nowling	Night Custodian	Mrs. Lori Bishop
Music	Mrs. Melissa Whipp	Foods Manager	Mrs. Denise Pritchard
Spanish	Mrs. Kristen Raczuk	Foods Asst.	Mrs. Kathleen Hopson
Library	Mrs. Laurie Hildebrand	Foods Asst.	Mrs. Diane Castro
Counselor	Mrs. Stephanie Jannicola		

Staff E-mail Addresses (2009-2010)

Mrs. Theresa Ritz	tritz@d49.org	Mrs. Jeri Lapp-Saviano	jlapp@d49.org
Mr. Mike Pickering	mpickering@d49.org	Mrs. Karen Bixler	kbixler@d49.org
Mrs. Amanda Clauss	aclauss@d49.org	Mrs. Laurie Hildebrand	lhildebrand@d49.org
Mrs. Kylie Howard	khoward@d49.org	Mrs. Charlene Houtz	choutz@d49.org
Mrs. Debbie Lagle	dlagle@d49.org	Mrs. Margaret Hall	mhall@d49.org
Mrs. Angie Moore	amoore@d49.org	Mrs. Janet Friedberg	jfriedberg@d49.org
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Mrs. Debbie Ammons	dammmons@d49.org	Mrs. Dragana Keco	dkeco@d49.org
Mrs. Dawn Dieter	ddieter@d49.org	Mr. Mark Ligtenberg	mligtenberg@d49.org
Mrs. Karin Hamilton	khamilton@d49.org		
Mrs. MaryJo Robertson	mrobertson@d49.org	Mrs. Jerre Nakagawa	jnakagawa@d49.org
Mrs. Kari Chagolla	kchagolla@d49.org	Mrs. Regina Kurak	rkurak@d49.org
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Mrs. Carole Lampe	clampe@d49.org		
Mrs. Linda Ambard	lambard@d49.org		
Ms. Kristen Raczuk	krcox@d49.org		
Mr. Mike Nowling	mnowling@d49.org		
Mr. John Sabell	jsabell@d49.org		
Mrs. Melissa Whipp	mwhipp@d49.org		

MESSAGE FROM ADMINISTRATION

August 2009

Hello Stetson Elementary Families,

The 2009-10 academic year is off and running! The beginning of a new school year is always wonderfully energetic and productive. It is so fun to see our students arrive on these first days of school, filled with enthusiasm and excitement! One of our many goals is to keep that excitement for learning alive, throughout the school year, for each of our students. We want Stetson to be a place where kids love to learn!

My name is Mrs. Ritz and I am beginning my fourth year as Principal at Stetson Elementary. In 2005-06 I served as the Assistant Principal at Woodmen Hills Elementary and prior to that I taught at Stetson for seven years. My experiences in education range from college observation hours in kindergarten to teaching Adult Basic Ed. at a correctional facility, with the bulk of my experience being at first and second grades and now in elementary school administration. I am delighted to be at Stetson working with teachers, staff, and parents, and most of all the students that make this school the *awesome* place it is! I am also pleased to work with our Assistant Principal, Mr. Mike Pickering. We are a team on everything that impacts Stetson Elementary and we work closely together to ensure a safe and effective academic environment for our students. Mr. Pickering and I are available to support students, teachers, staff and parents--so please communicate with us if you have any questions, comments, or concerns. We are here to help!

A primary goal of our school this year, is to further our work as a Professional Learning Community in our quest toward a Response to Intervention (RtI) model. A *Professional Learning Community* (PLC) as defined by Rick DuFour is a **group of educators committed to working collaboratively in ongoing processes of collective inquiry and action research in order to achieve better results for the students that they serve.** PLC's focus on learning for students and collaboration among educators guided by these questions: **What is it we expect students to learn at each grade level? How will we know when they have achieved these essential outcomes? How will we respond when they don't learn? How will we respond when they already know what we want them to learn?** The RtI model is a tiered model of instruction that guides interventions for students in a timely and systematic manner. So when our students need more time and support to learn, they get it! It is our commitment that, as a Professional Learning Community, we will achieve greater things for kids!

Another important goal for our school is to guide our students in character development that will support successful adult lives for each of them. We believe that intelligence, coupled with positive character, leads to success. Some of the strategies we use with our students come from a philosophy called "Love and Logic". Love & Logic strategies help kids to own and solve their own problems, and learn important life lessons from their mistakes. Consequences are meaningful, not simply prescribed, and are given with empathy. Above all else, Love & Logic is based on positive relationships between kids and adults. There will be opportunities this year for you to receive some Love & Logic parent training, if you are interested. Watch for more information to come! We are also a Positive Behavior Support (PBS) school. The major components of a school-wide PBS are as follows:

- common approach to discipline,
- positively stated expectations for all students and staff,
- procedures for teaching these expectations to students,
- a continuum of procedures for encouraging demonstration and maintenance of these expectations,
- a continuum of procedures for discouraging rule-violating behavior, and
- procedures for monitoring and evaluating the effectiveness of the discipline system on a regular and frequent basis.

Safety is always a goal for every school. When your children are in our care we want them to be in the absolute safest environment, without exception. That is why we are asking your help with certain items. First, please make sure that your children only cross at *designated* cross-walk areas on their way to and from school. Also, please do not send or drop off your children at school prior to our start time (8:20 a.m.) because we do not provide before-school supervision. When dropping off or picking up students please follow the established guidelines for doing so, found in this handbook. If you need more information about these guidelines please contact our office. In addition, students need to leave school grounds directly after school---there should not be children lingering to play on equipment or chat with friends, unless all students involved are supervised by their parents. Also, when visiting our school for any reason and at any time, even if it is before or after the student school day, you must check in at the office, sign-in, and wear a sticker badge to proceed to the classroom. If we can meet your needs without disrupting the classroom, that is best. Our teachers and staff have been instructed to question individuals in our building who are not wearing the appropriate badge and to direct those persons to the office immediately. For security reasons, there are absolutely NO exceptions to this policy. Thanks for your support!

We are looking forward to a fun and rewarding year, full of learning, for your children! We are also looking forward to a partnership with you in our focus on student achievement. Thank you for all of the support that you give us in the extremely important work that our teachers and staff do every day.

Warmly,

Theresa Ritz

Principal

Mike Pickering

Assistant Principal

ATTENDANCE

Student Attendance and Tardy Regulations:

Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. If your child is not at school he/she is missing learning essential to their school success! According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. The following information will help to further explain what is stated in the district policy:

Excused absences are defined as:

1. absences because of temporary illness or injury (the school reserves the right to request a written statement from a doctor)
2. a student who is absent for an extended period due to physical, mental, or emotional disability (again, a doctor's note may be requested)
3. a student who is pursuing a work-study program under the supervision and approval of the school
4. a student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration
5. absences by those who are in the custody of court or law enforcement authorities
6. those determined by school administration's discretion to be excusable, such as doctor's appointments or juvenile court appearances

Specific documentation may be required prior to excusing absences.

Prearranged absences:

Absences because of doctor's appointments, juvenile court appearances, or family trips scheduled during the year must be prearranged through the school administration. Vacations should be planned for times when school is not in session. Generally, family trips qualify as unexcused absences. A written note from the parent/guardian must accompany the student and should include the length of and the reason for the absence. A request for a prearranged absence should be made at least a period of time equal to the length of time the student will miss. Excused/prearranged absences in excess of district designated number of allowable absences may become unexcused.

Unexcused absences:

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified orally by phone or in writing via e-mail or note home by the school regarding the unexcused absence.

School sponsored activities:

Students who miss class because of participation in school field trips, musical performances, student conferences, or other school-related activities will not be considered absent.

Absence regulations:

Elementary students will be allowed 10 excused absences per semester. Absences will be documented in half or full day increments. Once students have exceeded the number of excused absences, an excuse issued by a medical doctor may be required for subsequent absences or the absence may be considered unexcused. After an accumulation of 7 days of unexcused absences for the elementary student, parents will receive a letter notifying them of the district's attendance concerns; and an administrative review of the student's attendance record will occur. An attendance contract may be written for the student. Students earning more than 4 unexcused absences per month or 10 unexcused absences during any school year may be referred for truancy. Elementary students with excessive absences may be considered for retention. Excessive absences, tardies, or "early outs" could lead to legal proceedings.

Tardiness:

Tardiness is defined as the appearance of a student after the scheduled time that a class begins. Due to the traffic problems in the morning, Stetson Elementary School will allow an excused tardy until 8:30 a.m. **IF ARRIVING AFTER 8:30 AM, THE STUDENT IS WELCOME INTO THE BUILDING IF ACCOMPANIED BY A PARENT OR GUARDIAN, AND THE PARENT MUST SIGN THE CHILD IN AT THE FRONT OFFICE!** If a student arrives after 8:30 am without a parent/guardian, the student can remain in the office until a parent is contacted and the parent comes to the office to

sign the child in. Students with excessive tardies to class or who habitually leave school early for reasons other than those listed under reasons for excused absences, may be placed on an attendance contract or referred for truancy proceedings.

Please keep children at home if they have serious symptoms of illness, (i.e. fever, vomiting, diarrhea). This will assist us in preventing the spread of infectious and contagious diseases as well as help improve attendance in general. If you need support in determining whether or not to keep your child home, please call our health office.

School officials are to be notified prior to the absence, or by 8:30 a.m. on the day of absence by the student's parent/guardian. When children return to school after a period of absence, they need a note to the school giving their name, date, days of absence and reason for the absence.

If a student must leave school during school hours, he or she must check out through the office and check back in through the office when returning to school. *Only a parent, guardian, or other person listed on the child's contact list can sign a student out or in at Stetson.* Official identification may be requested. Taking a child out of school prior to the regularly scheduled dismissal time or early before weekends, holidays and the closing of school is discouraged.

Students will have 2 days for each excused absence in which to make up any missed work. The expectation is that all make-up work will be turned in. Make-up work and credit for that work does not have to be given to students for days they are absent "unexcused". Teacher discretion will be honored in this matter. In addition, teachers may choose not to give full credit for unexcused absence make-up work.

Out-of-school suspensions **do not** count as absences on a student's record. Work can be made up, but the due date is up to the discretion of the teacher and school administrators. Most likely, in the case of suspension, all work will be due one day after it is given.

BICYCLES/etc.

Students may ride their bicycles or non-motorized scooters to school. Each rider should have a padlock and chain for their bike. Bicycles and scooters need to be parked in the bike racks and locked. Please be aware that we have had bicycles stolen in the past. Scooters should not be brought into the school building. Students ride at their own risk. The school is not responsible for any stolen property, damage to property or injury to students. For safety reasons, wheelies (shoes with built in wheels), skateboards, and in-line skates are not permitted on school property. This rule applies to older siblings

BOARD OF EDUCATION REGULAR MEETING SCHEDULE

The regular meetings of the Falcon School District Forty-nine Board of Education are open to the public and are normally scheduled for the second Thursday of each month at 6:30 p.m. in the Board Room at the Central Office located at 10850 E. Woodmen Road, Falcon, CO 80831. Board work sessions, also open to the public, are normally scheduled for the fourth Wednesday of each month at 6:30 p.m. in the Board Room.

For further information, please call Loretta Branham at 719-495-1128 or email lbranham@d49.org.

SCHOOL DISTRICT #49, BOARD OF EDUCATION

The members of the Board of Education are:

Ms. Anna Bartha	President
Mr. Dave Martin	Vice-President
Mr. Dave Stark	Treasurer
Mr. Kent Clawson	Secretary
Mr. Mark Shook	Director

DISTRICT PERSONNEL- 495-1100

Dr. Bradley Schoeppey	Superintendent
Mrs. Becky Carter	Interim Assistant Superintendent
Mr. Mark McPherson	Executive Director of Human Resources
Ms. Joleen Schaake	Chief Financial Officer
Mrs. Becky Carter	Executive Director of Elementary Education
Mr. Phil Compton	Executive Director of Secondary Education

Mr. Christopher Trask	Executive Director of Curriculum/Instruction Assessment
Dr. Chad Wight	Director of Special Education Services
Mr. Steve Axford	Assistant Director of Special Services
Mrs. Sheri Lynn-McGrew	District Assessment Coordinator
Mrs. Kelly Warren	Professional Development Coordinator
Mr. David Bond	Chief Information Officer
Ms. Debbie Holt	School Support & Community Relations Coordinator
Mrs. Monica Deines	Food Service Supervisor
Mr. Michael Ingraham	Acting Director of Transportation
Ms. Cindy Hardin	Chief Operating Officer

CELEBRATIONS

Celebrations are an important aspect of social and emotional development. Teachers will use their discretion concerning the occasion warranting special arrangements. Our school will recognize various celebrations throughout the academic year.

Birthday celebrations are also permissible. Parents must make arrangements with teachers prior to sending treats to school. Party treats will be shared only at the end of the day and when the teacher can fit it into the schedule. In order to comply with our district's Wellness Policy, at the advanced level, party treats must be healthy in nature. Specifically, foods provided must not fall under the "Foods of Minimal Nutritional Value" (FMNV) as defined by federal regulations. For more information, visit: <http://www.cde.state.co.us/cdenutritran/download/pdf/SEC16.pdf>

FMNV (items not to bring), includes all soda water, water ices, sugared chewing gum, certain candies, hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy, and coated popcorn. In addition, please avoid any items with nuts because many children have nut allergies and we are a "peanut-protected environment". Stetson would also ask that items be finger-foods in nature and that drinks with red dye be

avoided. Staff members are happy to allow students to eat foods, at celebrations, that meet these guidelines.

A letter from administration specifically listing what is allowed on non-exempt party days will come home within the first week of school.

Please note: Birthday parties, or private parties of any nature, which do not include all children in the classroom should not be planned in school. Do not distribute invitations for outside parties at school unless all students in the class are invited!

CHILD ABUSE AND NEGLECT

Colorado Statute (19 10-102 to 115) requires the reporting of suspected child abuse or neglect to the appropriate county department or local law enforcement agency. It is the intent that, as a result of such reports, protective social services shall be made available in an effort to prevent further abuses, and to safeguard and enhance the welfare of such children.

In the Child Abuse Bill enacted in the 1976 session, the “school official or school employee” is listed as one of the persons required to report suspected abuse or neglect.

COMMUNICATION

Our newsletter will be posted on the Stetson website quarterly to keep parents informed concerning school events and academic information. Please let the office know if you would like a hard copy sent home. Other notices will be sent from the office or from individual teachers and also posted on our website to alert the school community about upcoming events. **Thursday packets will be used for these notices whenever possible.** Please make it a habit to check your child’s backpack daily for notes from the school, permission slips, homework, graded work, etc. Be sure to check our sign in front of the school for additional information. Also, please check our website regularly for updates. As always, if you need further clarification on any topic, please just give our office or your child’s teacher a call. We are here to help!

CODE OF CONDUCT & DISCIPLINE CODE

At Stetson Elementary School, we believe in coupling logical consequences with empathy to support meaningful life lessons for our students. We approach discipline

situations as learning opportunities. Many of the strategies we use are based on “Love and Logic,” a philosophy that is built on positive relationships with children. We are also a Positive Behavior Support (PBS) school. Please read more about this in the “Message from Administration”. We consistently promote good choices through praise, prizes, and positive referrals. Tickets, called “Stingers”, are sometimes given when students show positive behaviors and these tickets can be used to “purchase” items or privileges from our PBS store, called “The Beehive”. There is no limit to the number of Stingers a child might earn. Positive referrals are given out once a month to two students, per staff member, for exceptional positive behaviors, character, work ethic or improvement. When needed, the consequences we employ vary and are supportive of consistent high expectations for each and every Stetson student. The premise for our school-wide expectations is simple:

“THE 4 B’S”

- BE RESPECTFUL
- BE RESPONSIBLE
- BE A GOOD LISTENER
- BE SAFE



If you (students) do anything that creates a problem for someone else, you will be asked to solve that problem. If you can't solve the problem, we will offer support. If the problem persists, your teachers and/or school administration will do something about it so that the learning of those around you can continue without interruption.

In addition, copies of the District Student Conduct and Discipline Code Book are available for viewing on our district web page at d49.org. This book will guide certain disciplinary decisions made by Stetson's administration. Certain choices result in somewhat pre-determined consequences, i.e. drugs, weapons, bullying, threats, physical aggression, harassment, of any kind, habitual disruptions, etc. These behaviors will not be tolerated. Other negative choices result in school administration or personnel determining consequences. Stetson administration, at our discretion, may enforce In-School-Suspension (ISS), Out-of-School Suspension (OSS), and/or expulsion if necessary. We will sometimes elect to take away certain privileges, (ie. Recess minutes and/or other social time). We also might have a student serve specific time period of “School Community Service” in which the child works at various tasks around the school, supervised by an adult.

We recognize the importance of communication with parents in disciplinary situations and we will contact you, if it is warranted, based on the intensity of the situation. Please note that there may be times when your child is corrected for something minor, or your child is spoken with as a witness to an occurrence, and you

might not be contacted. When parent communication regarding discipline is needed, we will do our best to contact you in a timely manner. Based upon other needs that arise, the parent contact may happen right away, it might happen after the school day has ended, or perhaps it might take place the next school day. Thank you for your understanding and patience.

CROSSING GUARDS

School crossing guards are available at the corners of Barnes and Pring Ranch Roads, Jedediah Smith and Pring Ranch Roads, Peterson and Jedediah Smith Roads and directly in front of the school before and after school. Please remind your child of the following safety rules:

- * Cross streets at corners and at designated crosswalks,**
- * cross streets only when traffic is clear and**
- * if riding a bicycle, walk it across the crosswalk.**

It is critical that students follow the directions of the crossing guards. School-wide discipline expectations apply to students while walking to and from our school. Students may be disciplined or receive positive praise for behavior while walking/riding bikes to and from school. Please note that skateboards, in-line skates, and "heelies" are not allowed on our school grounds.

DRESS CODE

Student Dress Code Policy Falcon District #49:

District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety.

Unacceptable Items of Dress:

The following items are not acceptable in school buildings, on school grounds, or at school activities:

1. shorts, dresses, skirts, or other similar clothing shorter than mid-thigh length
2. sunglasses, hats, or scarves (do-rags) on the head worn inside the building

3. inappropriately sheer, tight, or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh, or similar material; muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, chest, and breasts, or which permits undergarments to be exposed.
4. tank tops or other similar clothing with straps narrower than 2 inches in width
5. "sagging" pants, and/or wallet chains.
6. any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - refer to drugs, tobacco, alcohol, or weapons.
 - are of a sexual nature.
 - by virtue of color, arrangement, trademark, or other attribute, denote membership in gangs that advocate drug use, violence, or disruptive behavior.
 - are obscene, profane, vulgar, lewd, or legally libelous.
 - threaten the safety or welfare of any person.
 - promote any activity prohibited by the student code of conduct.
 - create a safety hazard for the student or others.
 - otherwise disrupt the teaching-learning process.

In addition, signage on vehicles or on non-students' clothing, which falls into the above categories, is not permitted on our school grounds.

Exceptions:

The district respects the diversity of its' students. Administration may make exceptions to this policy based on religious or medical grounds.

In Addition:

1. Children should dress appropriately for the weather conditions with common sense. Outdoor recess will occur unless it is extremely cold, when the temperature is less than 15 degrees with wind chill. All children must go out for recess unless there is a documented reason why they should not.
2. Please put name labels on all personal articles as many children have identical items (coats, hats, sweaters, jackets, mittens, lunch boxes, boots, etc.).

3. Valuables and toys of any kind are **NOT** to be brought to school (radios, baseball cards, expensive jewelry, Game Boys, I-pods, cell phones, etc.). These items will be held for parents to pick up. Some teachers choose to have a “May Box” for confiscated toys, etc., than can be picked up in May at the end of the academic year. Stetson is not responsible for damage or loss of any personal belonging brought to school. Teachers may elect to occasionally allow special items to be brought to school.

EMERGENCIES

In case of serious injury or illness of any student at school, the parent is called first. “911” may be called at any time school personnel deem it necessary—perhaps prior to the parent being notified, depending upon the situation. If a parent cannot be reached, the person listed on the emergency data form is called next. If there is no response at the number, the family physician is called. If the family physician cannot be reached, the child will be taken to the hospital emergency room of parents’ choice, as stated on health forms. Please complete the emergency/enrollment form very carefully. Complete and accurate information, including home and work phone numbers, is very important! It is very stressful when there is an urgent situation and parents cannot be reached. If there is a change of address or phone numbers, please inform the school promptly. Just give us a call and we will document the new information. In the event of any emergency, school personnel will do everything possible to best support our students.

ENTRANCE AGE

A child entering kindergarten must be five years of age on or before September 15th. A birth certificate proving date of birth is required. Children enrolling in first grade must be six on or before September 15th, of the school year of registration. There are no exceptions to this district policy.

Equal Educational Opportunities/ Non-Discrimination/ Non-Harassment of Students – File JB

The Board of Education is committed to providing and maintaining a safe learning environment for all students that is free from harassment. Further, the district affirms the right of all students to be treated with respect and protected from intimidation, discrimination, physical harm, and/or harassment. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies set forth by

the Board of Education and in the adherence to and enforcement of those policies by the administration.

Therefore, every student of this school district shall have equal educational opportunities through programs offered in the school district. This concept of equal educational opportunity shall guide the Board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum and regulations effecting students.

In order to ensure that district programs are in compliance with applicable laws and regulations, the Board directs the superintendent or designee(s) to periodically monitor the following areas:

1. Review curriculum guides, textbooks and supplemental materials for discriminatory bias
2. Provide training for students and staff to identify and alleviate problems of discrimination
3. Review student programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation
4. Ensure that district resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment and related matters
5. Review student evaluation instruments, testing procedures and guidelines and counseling materials for stereotyping and discrimination

Student harassment will be regarded as a violation of this policy when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a student's education;
2. submission to, or rejection of, such conduct is used as the basis for educational decisions affecting the student;
3. such conduct has the purpose or effect of adversely affecting a student's ability to participate in, or benefit from district program(s), or of creating an intimidating, hostile, or offensive educational environment.

Harassment can include, but is not limited to, unwelcome, hostile and offensive verbal, non-verbal, written, or physical conduct based on, or directed at, the

Characteristics of a person's:

- race or color,
- religion or creed,
- national origin,
- disability,
- religious tradition or religious clothing as well as religious slurs and/or graffiti,
- manner of speaking or accent,
- customs,
- language,
- status as an immigrant,
- imitating mannerism of speech, movement,
- and/or interference with movement or access to necessary equipment.

Complaint and Investigation Procedure

All district employees and students share the responsibility to ensure that discrimination and harassment does not occur on any school district property, at any district or school-sanctioned activities or events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school, or any district curricular or non-curricular activity or event. Toward that end:

- **All students who believe they have been victims** of such harassment shall immediately report it to an administrator or teacher at their school. If the harassment is being committed by the principal or another administrator in the building, the report shall be made to the elementary or secondary executive director or their designee.
- **All students who witness** such harassment shall immediately report it to a building or district level teacher or administrator at their school. If the harassment is being committed by the principal or another administrator in the building, the report shall be made to the elementary or secondary executive director or their designee.
- **All administrators and teachers who have such harassment reported** to them shall promptly forward the report(s) to the principal or principal's designee or the elementary or secondary executive director or their designee for appropriate action. The principal or his/her designee or the elementary or secondary executive director or their designee may request a written complaint. If the harassment is being committed by the principal or another administrator in the building, the report(s) shall be forwarded to the elementary or secondary executive director or their designee.
- **All district employees who witness** such harassment shall take prompt action

to stop it, as prescribed by the district and the building principal, and shall promptly report the harassment to the principal or principal's designee or the elementary or secondary executive director or their designee. If the harassment is being committed by the principal or another administrator in the building, the report shall be made to the elementary or secondary executive director or their designee.

- **Each building principal or principal's designee or the elementary or secondary executive director or their designee** shall ensure that all reports of such harassment are promptly and thoroughly investigated, and that effective action is taken.

Informal Resolution Procedure

It may be possible to resolve a complaint through a voluntary conversation between the complaining student and the alleged harasser which is facilitated by a building level administrator or designee. Both the complaining student and the alleged harasser may be accompanied by another student, parent or guardian of their choice for support or guidance. If the complaining student and the alleged harasser feel that a resolution has been achieved, then the conversation may remain confidential and no further action needs to be taken. The results of an informal resolution shall be reported by the facilitator in writing to the principal and the elementary or secondary executive director or their designee. If the complaining student, the alleged harasser, or the building level administrator chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, s/he may proceed to the formal procedure. Any complaint against a school employee shall be handled through the formal grievance procedure.

Formal Resolution Procedure

Any student or person(s) complaining of harassment should always be informed by the building or district level administrator or their designee receiving the complaint about the complaint procedures and encouraged to file a formal complaint if the informal process is not agreed to or not appropriate under the circumstances. Persons interested in filing a formal complaint shall be given assistance in completing the necessary statement or form. Even if a formal complaint is not filed, the District may choose to use the specific investigatory procedures set forth in this policy.

Formal complaints of harassment, whether verbal or in writing, should be directed to the building or district level administrator or their designee.

Any student who engages in harassment of another student shall be required to attend a meeting with his or her parent(s) or guardian and the principal or principal's designee and or the elementary or secondary executive director or their designee; be subject to appropriate education and disciplinary action up to and including

suspension or expulsion. Guidelines for dealing with students who engage in the harassment of other students are:

FIRST OFFENSE

1. The student and parent(s) or guardian will meet with the principal or principal's designee.
2. Information on available cultural diversity and/or relevant counseling programs will be given to student and parent(s) or guardian.
3. Depending on the seriousness of the offense, the principal may request that the student be expelled and/or may contact law enforcement authorities.

SECOND OFFENSE

1. The student shall be suspended.
2. A meeting of the parent(s) or guardian and the principal or principal's designee will be scheduled prior to re-admittance to school.
3. The student, accompanied by a parent or guardian, will be required to participate in counseling or attend a cultural diversity program.
4. Depending on the seriousness of the offense, the principal may request that the student be expelled and may contact law enforcement authorities.

THIRD OFFENSE

1. A recommendation for expulsion shall be made. Depending on the seriousness of the offense, law enforcement authorities may be contacted. These guidelines for progressive discipline shall not preclude the principal or principal's designee from eliminating any of the steps in the process if in his or her judgment the misconduct by the student warrants more severe action. Any District employee who engages in harassment of a student shall be required to participate in appropriate training, education or counseling; as well as disciplinary action, including but not limited to warning, reprimand, transfer, suspension or termination of employment.

The above stated actions are measures designed to stop the harassment, correct its negative impact on the affected student, and ensure that habitual harassment does not recur. In good faith, steps shall also be taken to ensure that victims of and witnesses to harassment are protected from retaliation.

To the extent possible no student shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy. To the extent possible, all reports of harassment will be kept confidential. In a good faith

effort and upon determining that incidents of harassment are occurring in particular District settings or activities, the District shall implement measures designed to remedy or extinguish any adverse treatment in retaliation of a student's willingness to report such incidents of harassment.

The District shall provide counseling resources to student victims where necessary.

The District shall train and educate District employees to recognize and effectively deal with incidents of harassment.

The District shall regularly review its compliance with this policy on the harassment of students and take necessary action where deficiencies are noted.

A copy of this policy shall be published annually in the Student Conduct and Discipline Code booklet.

Complaints of discrimination or harassment may also be directed to the Denver Office for Civil Rights of the United States Department of Education, 1244 Speer Boulevard, Suite 310, Denver, Colorado 80204, Telephone Number: (303) 844-5695.

Current practice codified: 1980.

Adopted: date of manual adoption.

Revised to conform with practice: date of manual revision.

Reviewed: August 10, 2000.

Revised: July 10, 2008

LEGAL REF.: Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681

29 U.S.C. §701 *et seq.* (*Section 504 of the Rehabilitation Act of 1973*)

Equal Educational Opportunities Act of 1974, 20 U.S.C. §§1701-

1758

CROSS REF.: ACA, Nondiscrimination on the Basis of Sex

ACE, Nondiscrimination on the Basis of Handicap/Disability

FIELD TRIPS

Field trips are both permissible and encouraged as a valuable supplement to classroom experiences. In accordance with board policy, a nominal fee will be required for students to participate in co-curricular activities (ie. Field Trips). This fee will reflect "actual costs" of field trips to include cost of the facility being visited, fuel for the bus, insurance and maintenance costs for the bus, and the driver's wages. A signed permission form from the parent or guardian is required for a child to participate. **We**

look forward to taking your child on field trips as long as he/she turns in the permission forms and fees on time. If this fails to happen, alternate arrangements will be made for your child on our school grounds. **If needed, due to behavioral factors, a parent may be asked to attend a field trip with their child.** If the parent cannot attend and the child's behavior has been unsafe or harmful to the learning of others, the child will remain at Stetson with alternate assignments. Class t-shirts are to be worn on all field trips. Each student will have a T-shirt of a particular color identifying his or her grade level. Order forms for t-shirts will be sent home.

FORMAL COMPLAINT FORM - EMPLOYEE/STUDENT

When an employee or student (or the parent and/or guardian jointly with the student) feels that he/she has a basis for a complaint concerning an alleged violation of Title IX of the Educational Amendment of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, or Title II of the American Disabilities Act, he/she may file a written complaint with her/his principal or supervisor. **(Duplicate form as needed)**

Name of Complaint: _____

Date alleged violation occurred: _____

Statement of Complaint: (Please describe the nature of the complaint and identify the particular section of the law and/or the policies and procedures alleged to have been violated).

Relief requested:

Date

Signature of Complainant

Signature of parent/guardian

FUNDRAISING

Fundraising is essential in allowing us to purchase additional resources to support the work we do with our students. Some fundraisers are school-sponsored, some are PTA-sponsored, and some are sponsored by both. Regardless, the funds profited all go to a great cause which is supporting our kids! Watch for a year-long fundraising calendar to come home early in the academic year. Thank you for helping us with fundraising!

HEALTH SCREENINGS

All children will receive a hearing screening. Problems are reported to parents. No report is made if hearing is normal. All children receive Visual Acuity Tests each year. Again, problems are reported to parents, and no report is made if vision is normal. Screenings generally occur early in the academic year.

HOMEWORK

While the assignment of extended hours of homework does not occur at the elementary level, children are expected to complete some assignments outside of class on their own time. These assignments are in the nature of review, additional practice, test preparation, recreational reading, special projects, etc. Homework provides students with the opportunities to improve school achievement and to develop responsibility. Parental interest and guidance are encouraged, as is an established study/quiet time each evening. Parental involvement in homework shows kids that parents care and are involved in their academic achievement.

Daily reading is **essential** practice for young readers! Please have your children read at least 20 minutes per evening. Daily practice of sight words and math facts are also very important.

IMMUNIZATIONS

In accordance with the Colorado School Entry Immunization Law CRS 1989, 25-4-904(1) all children are required to have proof of immunization or exemption prior to school enrollment. Children will not be enrolled without this information. **If your child**

has been attending school without this documentation, he/she will no longer be allowed attendance until we have immunization proof. Please contact our nurse, Janet Friend, if you have any questions or concerns about this.

LOST & FOUND

Please check LOST AND FOUND located by the cafeteria for missing articles. Watches and jewelry will not be put in the box but will be held in the office. A description of these articles will be necessary. Unclaimed items are given to charity at the end of each quarter. Parents can help by labeling all student items.

LUNCH PROGRAMS-PEANUT ALLERGIES

A hot lunch program is available to all students. Regular lunch prices are \$1.60, and include milk; reduced lunch prices are \$0.40. In addition, milk can be purchased separately for \$0.40. Checks should be made out to "Falcon Food Service". Free and reduced lunch applications will be sent home with all students and are available in the school office. Students may bring their own sack lunch if they desire. Microwaves are not available for student use. All students are required to eat in the cafeteria where there is supervision. Drinks with red dye are strongly discouraged. Any items with peanuts or other nuts should be saved for home.

The children are to visit using "indoor" voices, and have good table manners and consideration for others, in order to provide a pleasant lunchroom atmosphere. The rules for our lunchroom are consistent with the rules utilized in most homes at the dinner table. We also ask that students NOT take food from the cafeteria, NOT share food with others, and stay seated during the lunch time. The following are behavior guidelines that should be adhered to daily:

- Don't do anything that will create a problem for another person.
- Use inside voices at all times.
- If you need something and need to leave your table, raise your hand first and ask an adult.
- Walk at all times.
- Keep your hands and feet to yourself.
- Hold on to the tray with both hands to avoid dropping food.
- Use good manners while eating.
- No saving seats, unless the adults on duty give special permission, and sit with your class unless alternate directions are given.
- Clean up after yourself and throw away all trash.

- Stay in your seat until you are dismissed.
- If you spill and it requires a mop, raise your hand for an adult's assistance.
- Pretend your mom or teacher is watching! 😊

Please be aware that we have many students with peanut allergies and some of these allergies are quite severe. We are a peanut-protected environment which means we strongly discourage peanut products. Please save peanut-ingredient foods, especially peanut butter sandwiches, for home. We encourage you to be sensitive to the well-being of all Stetson students! Thank you, in advance, for your help with this very important matter.

MEDICATIONS AT SCHOOL

NO medications, including over-the-counter and/or prescription medications, can be given by school personnel without an order signed by both parents and a doctor. ****Cough drops require only written parent permission, and must be kept in the school's Health Office.****

When it is necessary for a student to receive medication at school, the parent must ask the doctor to write a request (*forms are available in the office*) with the following information included:

- a. The dosage
- b. The time of day the medication is to be given
- c. Anticipated length of time it needs to be given at school
- d. Any side effects
- e. Parent and Doctor Signatures
- f. All medications **MUST** be in the original container... **MEDICATION WILL NOT BE ACCEPTED IN BAGGIES OR ENVELOPES, ETC.**

All medications are kept, and must be taken, in the school's health office.

If a child has medication on his/her person, or in a backpack, serious disciplinary action, possibly suspension or expulsion, will be taken since this poses a threat to the safety of other children.

PARENTAL GUIDANCE

As parents, you can support your child's achievement in school in the following ways:

1. If your child is in childcare, seek out the best learning environment for him/her.
2. On weekends, evenings, and breaks visit the library frequently and read books to/with your child each day.
3. Model a love of reading for your child by allowing him/her to see you reading books, magazines, and newspapers.
4. When you have time off, take your child to a playground, the zoo, a museum, etc. and take advantage of teachable moments.
5. Model enthusiasm and excitement for the learning experience your child is privileged to have and support decisions made by school staff.
6. Take advantage of opportunities to visit with your child's teacher.
7. Make sure your child has a healthy breakfast and a packed or purchased lunch each school day.
8. Set and adhere to a firm bedtime schedule so your child gets nine to eleven hours of sleep each night.
9. Question your child about his/her school experience each day and show an interest for what he/she is learning.
10. Have academic resources and materials available at home—a dictionary, thesaurus, encyclopedias, pencils, paper, crayons, academic software, etc.
11. Know what topics your child is studying, what his/her assignments are, and whether or not he/she has completed required work.
12. Monitor the number of hours your child uses the television, i-pod, video games, phone, etc. and limit these hours. Monitor all of their internet, e-mail, and texting activity.

PETS

Pets may only be brought to school for “show and tell” purposes if the Classroom teacher has given prior permission. Teachers may or may not allow this, depending on allergies in the Classroom and various factors. Pets cannot be left at school for a long period of time. Parents should bring the pet for showing and then take it immediately home.

Other than the prior mentioned, pets are not allowed on Stetson’s school grounds. Arrival and dismissal are very busy times and we have experienced unsafe incidences when pets are present. We love pets too, but please enjoy them off of school grounds!

PHONES

Children are not permitted to use the office telephones unless an unusual circumstance exists. Arrangements for after school activities need to be made in advance. Lunch money, packed lunches, homework, permission slips, etc. need to be handled before school starts. If plans change and you need us to get a message to your child we can certainly do that. We will not, however, send phone calls to the Classroom during instructional time. Thank you for your support with this.

PLAYGROUND BEHAVIOR EXPECTATIONS

Recess is a fun and important part of our school day! Our goal is for your children to have fun, get some exercise, and practice social skills.

Please review these specifics playground rules on a regular basis with your child:

- Don’t do anything that will create a problem for someone else.
- Keep your hands and feet to yourself - always.
- Take turns while playing games.
- Use playground equipment properly.
- Line up promptly when the bell rings or whistle blows.

- Play safely.
- Use appropriate language.
- Always be respectful and listen to and obey the playground monitors.
- Return all equipment (balls, jump ropes, etc) to the correct place.
- Do not leave the playground unless permission is given.
- Rocks, sticks and snow stay on the ground!
- Bullying or harassment of any kind will NOT BE TOLERATED!

Additional playground expectations may be added at a later time as needs arise.

REPORTING TO PARENTS

Report cards will be issued quarterly. Also, progress reports will be sent home periodically, as needed, based on performance. Parent/Teacher Conferences are held twice a year during the first and third quarters. In addition, parents are encouraged to make an appointment with teachers any time they feel a conference is needed. Please contact the teacher directly to make appointments. Parents may also visit their child's classroom periodically provided that prior arrangements have been made with the teacher. Prior arrangements help us to minimize disruptions. Communication between home and school is encouraged and important for student learning. Our staff tries to return all e-mails and phone calls within 24 hours.

Stetson publishes a quarterly newsletter which will be posted on our website. In addition, students will bring home various notes, etc. in their folders weekly.

SAAC - STUDENT ACCOUNTABILITY ADVISORY COMMITTEE

Stetson Elementary School is privileged to have a dedicated group of parents and teachers committed to the implementation of state improvement goals and excellence in education through the implementation of effective school beliefs. The **Student Accountability Advisory Committee (SAAC)** meets monthly. All meetings are open to the public. Interested patrons are always welcome. Please contact Mr. Pickering for more information regarding this committee or if you would like to be a committee member.

SCHOOL CLOSINGS

When it becomes necessary to close the school because of severe weather conditions, the announcement will be made over the radio as early as possible. The report will be posted on the Falcon District 49 website (www.d49.org) and announced on the following radio stations: 92.9 – FM, 94.3 – FM, 95.1 – FM, 98.1 – FM, 103.9 – FM, 105.5 FM, 740 – AM, 1300 – AM and 1460 – AM. The report will also be on TV channels 5/30, 11/10,13/12, CBS, ABC, and NBC.

In the event of an early dismissal, arrangements should be made for your child. The child should be fully informed by the parents as to where he/she should go in the case of early dismissal. **Early dismissal can occur due to various reasons, not just the weather, so please rehearse these instructions periodically with your child from the very beginning of the year.** Please be aware that because we are a large school, it is impossible for all of our students to use the phone at such a time. Also, phone lines need to be kept open for incoming calls from our parents and community.

You, as parents, are ultimately responsible for the final decision on whether or not to send your children to school on inclement weather days. You may also pick your children up early if you determine the weather is extreme.

If a late start is called for, school will start at 10:20 a.m. (2 hours late). There will be no morning kindergarten for ½ day AM kindergarten students.

SCHOOL HOURS

First bell rings at 8:20 am and the tardy bell rings at 8:30 am. You **MUST** sign your students in any time they arrive after 8:30 am. No exceptions!

Office:		7:30 am – 4:00 pm
Kindergarten:	AM	8:20 am – 11:10 am
	PM	12:30 pm – 3:20 pm
Grades Full Day K, 1 – 5:		8:20 am – 3:20 pm
Two hour late start:		10:20 a.m. (no AM Kindergarten)
Early release time varies:		No PM Kindergarten

Students should line up outside grade level wings at 8:20 a.m. Parents are asked to see that their children DO NOT arrive at school prior to 8:20 a.m. Scheduled supervision of students begins at 8:20 a.m. and ends at 3:20 p.m.

SCHOOL PROPERTY, TEXTBOOKS AND MATERIALS

The school provides textbooks and other materials for student use and normal wear and tear is expected. Families will be asked to pay for Classroom or library materials that are lost or damaged beyond expected wear. Families might also be asked to pay for any damage to school property or materials that results from a student's inappropriate choices. Report cards and other school records can be withheld if money is owed to the school.

Each grade level suggests additional supplies, which would be helpful for children to have. There are also costs associated with supplemental materials. Please see our supply lists on the website or in our office. Please continue to furnish pencils, crayons, glue, etc. throughout the year, at the request of the classroom teacher.

Children should not bring toys, electronic equipment, baseball cards, sports equipment, or any unnecessary items to school unless requested by teachers for study purposes. In addition, skateboards, wheelies and in-line skates are not allowed at school. These items will be held until parents are able to pick them up, or in a teacher's "May Box" for pick up at the end of the academic year.

SCHOOL RECORDS

The school office keeps an up-to-date enrollment form on file for each child. **IT IS ESSENTIAL THAT WE HAVE CURRENT TELEPHONE NUMBERS WHERE PARENTS CAN BE REACHED, AT ALL TIMES, IN CASE OF AN EMERGENCY AND THE PHONE NUMBER OF A RESPONSIBLE PERSON DESIGNATED BY THE PARENT/GUARDIAN. WE ALSO REQUEST THE NAME OF THE CHILD'S DOCTOR AND PREFERRED HOSPITAL, SHOULD THE NEED ARISE.**

SEXUAL HARASSMENT- Policy ACCAA/GBAA/JBB

Sexual Harassment

Sexual harassment is recognized as a form of sex discrimination and this is a violation of the laws which prohibit sex discrimination. A learning and working environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any school district employee to harass another staff member or student or for students to harass other students or an employee through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting the individual.
3. such conduct has the purpose or effect of unreasonable interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment as defined above may include but is not limited to:

1. sex-oriented verbal "kidding," abuse, or harassment.
2. pressure for sexual activity.
3. repeated remarks to a person with sexual or demeaning implications.
4. unwelcome touching, such as patting, pinching, or brushing against another's body.
5. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.
6. hostile environment harassment as occurring where sexual conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

File: ~~ACA~~/~~GBAA~~/~~JBB~~

Students and employees may file a formal grievance of sexual harassment through the use of policy ~~ACA-R~~, Complaint Procedure. If the alleged harasser is the immediate supervisor or principal with whom a grievance routinely would be filed, the student or employee may file the grievance with the district's compliance officer. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment, work assignments or grades. Notice of this policy shall be circulated to all district schools and departments and

incorporated in employee and student handbooks.

STUDENT AWARDS

Your child will have lots of opportunities to shine and earn recognition this year at Stetson! We will have many school-wide awards as described below. These awards will be presented near the end of each semester at an assembly with peers and families. Please talk to your child about each of the described awards and help him/her to set goals in these areas. Many of the awards can be achieved by an unlimited number of students who work hard toward the given goal! In addition to these school-wide awards, teachers may elect to give additional awards within their own classrooms.

EXCELLENT ATTENDANCE AWARD --- K-5TH, 3 or fewer absences and 3 or fewer tardies/early outs

WORKER BEE AWARD --- K-5th, each classroom teacher chooses 3 students per semester, based on data, indicating improvement and on overall high assessment of work ethic

KINDNESS AWARD --- K-5th, 2 per classroom teacher (one boy and one girl) per semester to overall kindest students

OUTSTANDING STINGER AWARD --- K-5th, 2 per teacher per semester (one boy and one girl) to students who best follow our 4 B's consistently and serve as outstanding models for others in citizenship and character--- Be responsible, be respectful, be safe, be a good listener

SIGHT WORDS ACHIEVEMENT --- K-2nd, 100% of the grade level list and all prior lists

LETTER NAMES/SOUNDS ACHIEVEMENT --- Kindergarten, 100% of letter names and sounds

RADICAL READER --- 3rd- 5th, one per classroom teacher per semester to overall outstanding reading student based on reading performance data and love of reading

AWESOME AUTHOR --- 3rd-5th, one per classroom teacher per semester to overall outstanding writing student based on writing performance data and love of writing

READING COUNTS --- all grade levels, as determined by Library/Media Specialist

COUNTING ACHIEVEMENT --- Kindergarten--- counts to 100 by 1's

1st--- counts proficiently by 2's, 5's and 10's (one award for accomplishing all)

MATH FACTS ACHIEVEMENT --- 2nd/3rd --- proficiency in addition and/or subtractions facts (separate awards for each)

4th/5th --- proficiency in multiplication and/or division facts

OUTSTANDING ART STUDENT

OUTSTANDING P.E. STUDENT

OUTSTANDING TECHNOLOGY STUDENT

OUTSTANDING SPANISH STUDENT

OUTSTANDING MUSIC STUDENT

All specials awards determined by specials teachers... Two per grade level (one boy and one girl) will be selected for the awards.

TRAFFIC FLOW

In order to improve the parking lot conditions, we have moved the bus drop off and pick up area to the top of the park. Please note the "no parking" signs there during the times of arrival and dismissal. We now have two bays for parents to drop-off/pick-up students. For this to be effective, we have included a map with drop-off/pick-up routines. Please let your child know in which line they should wait. If you park your car and walk your child to the building, please make sure that you **ONLY** park in designated parking spaces. There are **NO EXCEPTIONS** regarding illegal parking! Cars that are parked illegally are subject to being ticketed and/or towed.



[<<< CLICK HERE FOR A MAP OF PARKING PROCEDURES!](#)

VISITATIONS

Visitors are always welcome before, after, or during school hours, but **MUST CHECK IN AT THE OFFICE** before entering any area of our school. A sticker badge, displaying the date and time, must be worn. For safety reasons, there will be absolutely **NO** exceptions to this policy! Visitors wishing to observe a specific subject area should consult with the teacher, in advance, regarding the class schedule. It is best to keep classroom disruptions to a minimum, since our focus at Stetson is uninterrupted learning!

Children who are not enrolled at Stetson Elementary are not permitted to visit school classrooms unless a special event, (i.e. class party or performance) is occurring which would warrant their presence, in which case the attending child would be accompanied by an adult.

Visitors must also sign out at the office upon leaving. This helps us to accurately track who is in the building in the event of an emergency. Students will be taught to inform the nearest school employee regarding any non-identified person in the school. All staff members are instructed to send visitors, without a sticker badge, immediately to the office.

VOLUNTEERING/PTA

There are several interesting and flexible opportunities for volunteering in our school. The library is always looking for volunteers and PTA volunteers are also needed for many different activities. Check with your child's teacher about volunteering in the classroom or for ways to help out from home. Please remember to follow our sign-in/out procedures when entering the building at any time, for any reason. Name badges must be worn by all visitors to our building at all times, with no exceptions. If you are interested in joining Stetson's Parent Teacher Association (PTA), please contact PTA President Terry Brungardt at t.brunngardt@att.net. PTA coordinates various activities during the school year and meets regularly throughout the year.

Our literacy coach, Charlene Houtz, is seeking literacy tutor volunteers. Please consider donating a small chunk of time each week to make a difference for a child! Call Charlene at 495-5252, or email her at choutz@d49.org.

WITHDRAWALS

Children transferring or withdrawing from our school must be cleared through the school office. Parents can either send a note with their child or telephone the school stating the date they will be withdrawing. They will be given a checkout sheet which must be signed by their teacher. All texts and other materials belonging to the school district must be checked in before they leave and fees must be paid. We will gladly send all records to the new school, upon request of that school, as long as all materials and fees have been taken care of at Stetson.