

Springs Ranch Elementary School

Parent/Student Handbook (Updated 2019)

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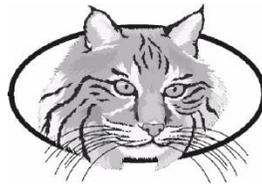
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ADMINISTRATORS' MESSAGE

Welcome to a new year at Springs Ranch Elementary! Our staff wants to make this a successful year for your child. Your active support and cooperation, combined with our best professional efforts, will ensure a good learning experience for all of the students. Please take some time to review these procedures and policies with your children. With parents and teachers working as a team, toward similar goals, every child will succeed.

We are proud of our staff and students and invite you to be involved at Springs Ranch Elementary School. Our focus is on children and learning first and we believe that every child can achieve academic success. To this end, every child will be provided with quality instructional experiences in a safe and nurturing atmosphere that supports and maintains high expectations for all students.

At Springs Ranch Elementary School, each staff member approaches their profession knowing that it is an honor to touch the future through our work with children. We appreciate your trust and do not take that for granted. Together we want to provide the best opportunities for learning to your children.

As your principals, we will give our best to ensure that each child is provided with a safe and positive learning experience. Communication is the best way to support your children as our students, so please do not hesitate to contact us, should you have questions.

Sincerely,
Mr. Jim Kyner Principal
Mrs. Carolyn Leyes, Assistant Principal

Springs Ranch Elementary School Mission Statement

At Springs Ranch Elementary, we dedicate ourselves to ensuring that we grow and learn socially, emotionally, and academically each day.

"Growing - Every Student, Every Teacher, Every Day"

Springs Ranch Elementary Staff 2019-2020

Principal
Assistant Principal
School Counselor

Jim Kyner
Carolyn Leyes
Nikki Harding

Administrative Secretary
Attendance Secretary

Robin Gaisford
Linda Shabeck

Kindergarten

Gayle Bowyer
Melinda Burnside
Nicole Juhl
Rachel Reinhard

First Grade

Christi Geertsema
Cindi Harper
Terri Armes
Carol Hoey

Second Grade

Jennifer Vanderhyde
Megan Neal
Tiffany Hemingway
Tanja Bower

Third Grade

Natalie Hale
Brian Hepperle

	Misty O'Connor
Fourth Grade	Raquel Bostwick Abby Calderini Amanda Wise Sheila Youngblood
Fifth Grade	Susan Beiner Lani Bryan Julie Jablonski Greg Moles
Art Education	Brooke Gumucio
Instructional Coach	Catherine Briggs-Hale
Physical Education	Jeff Ingram
Librarian	Erin Bedell
Music Education	Nancy Ehrhardt
RTI Interventionist	Stephanie Jack
General Education Paraprofessional	Maria Maldonado
Gifted and Talented	Kristen Billingsley
Special Education (Resource)	Teacher: Amy Hooper Paraprofessional: Valerie Lake Paraprofessional: Kathy Rahn
Special Education (Cognitive Program)	Teacher: Janet Griffith Teacher: Michelle Kelley-Davies Paraprofessional: Susan Olson Paraprofessional: Ann Covington Paraprofessional: Jamie Denton Paraprofessional: Cheryl Stabler Paraprofessional: Korrin Klimek Paraprofessional: Maria Frausto
School Psychologist	Barbara Hohner
Nurse	Anitra Ingram
Health Assistant	Vicki Frey
Speech	Teacher: TBD Paraprofessional: Annie Kurtz
English as a Second Language	Teacher: Linda Hagedorn Paraprofessional: Deanna Robison
Preschool	Teacher: Anne Flemke Teacher: Dawn Schoffstall Paraprofessionals: Sara MacDonald, Aurelia Waldron Paraprofessionals: Kelly Calloway, Nicole Eakin
Building Manager	Juan Mariscal
Custodians	Devin Massey, Daniel Kuzzara
Kitchen Manager:	Barb Leary
Kitchen Servers:	Diane Whitfield
Lunchroom/Playground Monitors	Lisa Polley Dan Bedell Melissa Griffin

ACADEMIC PROGRAM

Assessment

A wide variety of assessments are used throughout the year to form a “body of evidence” that indicates instructional growth. Assessment of student learning takes place for the following three



reasons.

Instructional Decisions: Assessment results inform teachers about the academic needs of students so that appropriate instructional decisions can be made. Screening instruments help teachers decide about a child’s readiness for advanced learning tasks or about a child’s need for additional support.

Monitoring Student Learning: Assessments are used in the classroom to show how well a child understands classroom lessons and tasks. Both formal and informal assessments are used on a regular basis along with teacher observation.

Program Evaluation and Student Achievement: Standardized and curriculum-based tests are used to consider schoolwide and grade level strengths and areas of need in specific curricular areas. Specific information about individual student achievement is also available from norm-referenced tests.



Colorado Measures of Academic Success (CMAS) CMAS is a state test given to 3rd – 12th grade students to test their knowledge of academic standards in English Language Arts, Math, and Science and Social studies. These types of tests are designed to show what a student knows, understands, or can do in relation to specific objectives. These tests identify strengths and weaknesses in a student’s knowledge and skills.

Assessment of Students’ Reading Ability: DIBELS is an individualized reading assessment administered to all K-5 grade students. Other standardized reading inventories, such as Fountas and Pinnell, or classroom assessments are used by classroom teachers and support staff to diagnose specific

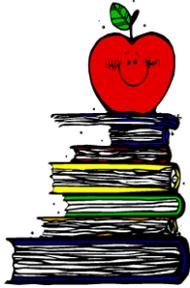
reading needs and prescribe appropriate follow-up instruction. They are administered to students when



additional data is needed for instruction.

Curriculum

Springs Ranch Elementary follows the curriculum approved by the Board of Education, Falcon School District 49 and the Colorado Department of Education. Copies of the Colorado State and Common Core Standards are available for parents to view at school or on-line at the Colorado Department of Education



Website.

Springs Ranch Elementary has a developmental preschool program. Kindergarten through fifth grade enrollment includes approximately 520 students. Teachers work together in “instructional teams,” at each grade level. Flexible groupings may be used during the day to provide instruction that closely matches the needs of students.

The elementary school curriculum promotes skill development in core academic areas. The development of language-related skills is emphasized. Students are provided many opportunities to apply learned skills through activities that require higher-level thinking such as creating projects, writing reports, and preparing presentations.

Music, physical education, art, library, and technology programs supplement the academic curriculum. Special education classes, counseling services, ELL (English Language Learners) classes and gifted and talented instruction add to the educational programs and are available for eligible students.

Field Trips

Field trips are educationally sound when they are planned using district and state standards. Such trips are encouraged as a means of expanding the educational opportunities of our students. All trips must be approved by the administration. Students participating in a field trip shall at all times be under the supervision of a teacher and acceptable classroom conduct shall be expected of the students at all times. All school regulations will be observed and enforced. Exclusions may be made for behavior concerns. **Per district procedures, siblings are not allowed on field trips.**

***Additionally, parents must be fingerprinted through Falcon District 49 to attend and chaperone school field trips.**

READ Plans

In Falcon School District 49, a READ Plan is written for students who are below grade level reading proficiencies in grades K-3. These are a part of the Colorado Read Act. While the classroom teacher initiates this plan, the READ Plan is developed and supported by a team—parents, teachers, and other staff as needed. Each member of the team has a role to play in supporting the student’s literacy success. By working together, we increase each student’s literacy achievement.

Promotion and Retention

Promotion and retention will be based on many factors that contribute to the benefit of the student. District and school administrators will take into consideration parent, teacher, and counselor recommendations when determining the need for retention or promotion of a student, as well as test results, maturity and daily classroom performance.

Standards and Proficiencies

Falcon School District 49 has written standards for each curricular area in accordance with the guidelines created for the state of Colorado. Standards are defined as specific statements about what students should know and be able to do. They are the essential knowledge and skills needed to obtain mastery in a specific subject area, and give teachers a sense of direction within the curriculum.

Technology and Computer Use

As a staff, we continue to develop ways to implement teaching and learning technology to enhance the learning of all our students. Our vision is for students to use technology:

- As a tool to direct their own learning
- To access information, apply it to solve problems, and create imaginative and innovative solutions to those problems
- As a communication tool within school and with home
- To access and to interact with worldwide information.

Through teaching students to use technology and thereby accessing the whole world of knowledge and learning, we provide additional supports for students, which enhance their academic achievement, motivation, and self-directed learning. Parents and students will be asked to sign the Falcon School District 49 Acceptable Use Agreement at the beginning of each school year.

ATTENDANCE



School Hours

Preschool A.M. -	8:40 - 11:40
Kindergarten	8:30 - 3:35
Grades 1-5	8:30 - 3:40
Office	7:45 - 4:15

Preschool P.M. - 12:20 - 3:20

Arrival and Dismissal

Arrival:

- Students should arrive at school at **8:15 a.m.** The doors open at 8:15 for students to enter the building. Instruction starts at **8:30 AM.**
- If you drop your child off in the morning, please do not leave your car unattended in the drop off zone in front of the building. **Parking in the fire lanes and handicapped spaces without a handicap sticker/license plate displayed, at any time, is prohibited.** Please park in the parking lot or on the street when coming into the school.
- **We ask that parents/guardians not accompany their child/children beyond the front doors,** and that they do not wait in the front hallway. We are working hard to make our students confident and responsible for their own routines and classroom responsibilities. If you must walk your child in to help carry a project, etc. you **must** sign in and put on a visitor's badge. This is for the children's safety, and is part of D49 procedures.
- If you are coming on campus once school has started, all doors are locked. Please buzz in and identify yourself at the front doors. We ask that you show ID, sign in and wear a visitor's name badge. Precautions are for the safety of the children.
- If your child forgets something necessary for the school day, it should be dropped off in the office and **NOT** in the classroom. Your child will be called to the office at an appropriate time to come and get it. We try hard not to interrupt instruction.

“KISS AND DROP” PROCEDURES SPRINGS RANCH ELEMENTARY SCHOOL

Please read the list below and do your best to stay within these guidelines in order to create a smooth and safe “Kiss and Drop” and pick-up time for your children. (map is attached—see appendix)

- There are two “Kiss and Drop” zones – one directly in front of the school and one in the parking lot.
- In the “Kiss and Drop” zones, parents ***pull as far forward as possible***, stay in yours cars, allow the adults on the sidewalk to assist the children in getting out ***if needed***, and then **carefully** drive off. Note: students must get out on the **curbside** of the car. Please pull in and out of the “Kiss and Drop zone **slowly and with extreme care.**
- **NO PARKING** is allowed in the “Kiss and Drop” zones. **Do not get out of your car** and leave it unattended, as we want a smooth flow of traffic in and out of the zone. If you wish to get out of your car, you must park in the parking lot or on the street.
- Parking is limited in the parking lot, so if you need to park, you may have to find a spot on the street.
- The traffic flow is one-way only.
- There is one major crosswalk that is adjacent to the front door of the building. Please use this crosswalk when coming from the parking lot to the building and back again.
- Please pay attention to the children—nothing is more important than their safety (**no use of cell phones** in the drop zone please).
- Adults will be on duty to assist your children in and out of the building.

THANK YOU FOR YOUR HELP AND COOPERATION IN CREATING A SAFE ENVIRONMENT FOR OUR STUDENTS

Late Arrivals/Tardies:

- Students arriving late to school (after 8:30 a.m.) should enter the school through the front door and report to the main office.
- A student will be marked tardy if he/she misses any of the first hour of the day after the final bell rings at 8:30 a.m.
- Parents **MUST** come into the office with their child when they arrive after school has started to sign them in.

- Excused tardiness follow the same guidelines as excused absences (please see excused absences below). Other reasons will be considered unexcused.
- Students who are late due to busses or weather related traffic back up when the bell rings, will not be considered tardy.

Dismissal:

- Afternoon Announcements will be at 3:35pm daily.
- Dismissal time is 3:40 pm. Teachers will escort their students out the doors. Bus students will be escorted to their busses. Parents may meet their children at a designated spot outside the building, or children may go to their car in the Kiss and Drop zones. You must remain in your cars in the Kiss and Drop zone. Please pull forward to allow other cars to enter.
- Kindergarten is dismissed at 3:35pm and teachers escort their students out through the kindergarten playground to be dismissed to their parents outside of the playground gate.
- Adults should wait outside to meet their children, not inside the building.
- There are staff members on duty until 3:50 in front of the school to assist with safe pick-up of students after school. There is no playground supervision after school. Students must leave campus as soon as they are dismissed, unless they are attending a sponsored after school activity or Kid's Corner daycare program.
- If a student is not picked-up within 10 minutes of the last bell, the following procedures are followed:
 - Every attempt will be made to call parents/guardians/emergency contacts.
 - If we cannot get a hold of anyone on the emergency contact list, we must contact the police. (the office closes at 4:15)
 - Parents are welcome to make arrangements with Kid's Corner for drop-in care, but must be registered with them to use this arrangement.

Early Dismissals:

- Students will be called to the office upon your arrival.
- For security reasons, all staff members have been instructed NOT to release students from the classroom without notification from the office.
- The student **must be signed out at the office** by the parent/guardian. Please be prepared to show identification. Identification **must** be shown to check out your student.

Dogs/Pets on Campus: Due to health and safety concerns for the children we cannot allow any dogs or other pets on campus during drop off and pick up times. **Please keep pets at home. This is Falcon D49 policy.**

Absences due to illness:

Although regular attendance is essential to school success, **please do not send a child showing symptoms of an illness.** Such precautions greatly assist in controlling communicable diseases at school. **Please note: A student at school with a fever, vomiting or diarrhea will be sent home via the parent or guardian right away as per state health regulations, and must stay out of school for 24 hours.**

Student Attendance/Tardy Regulations—Board of Education Policy

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.

Each year the Board establishes the school attendance period by adopting a school calendar. Students are expected to be in attendance in accordance with the district-adopted calendar. Please refer to the Springs Ranch/Sand Creek Zone calendar for specific days.

The Board believes that a student must satisfy two basic requirements in order to earn full class credit:
 1) Satisfy all academic requirements, and 2) Exhibit good attendance habits as stated in this policy.

Excused absences are defined as:

1. Absences because of temporary illness or injury.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is pursuing a work-study program under the supervision 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 to be excusable, such as doctor's appointments or juvenile court appearances.

Elementary students will be allowed 10 absences per year. Absences will be documented in half or full day increments. Once students have exceeded the number of excused absences, a doctor/dentist, etc. excuse may be required for subsequent absences or the absence may be considered unexcused. After an accumulation of five days of absence for elementary students, parents will receive a letter notifying them of the district's attendance concerns, and an administrative review of the student's attendance record and/or attendance contract will be enacted. Our policy includes excessive tardiness also.

Attendance Table: "Days missed per year (Course of Action)

Unexcused	3	5	7	10
Excused or Combination of Excused and Unexcused.	7	10	12	14
	Phone call home/First Letter of Concern	Second Letter of Concern/Attendance Contract	Notice Letter of Non-Compliance	Truancy Petition

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified orally or in writing by the district of the unexcused absence whenever possible.

Students earning more than 10 unexcused absences during any school year may be referred for truancy. Elementary students may be considered for retention.

Make-up Work

Students are expected to make up work and will be allowed two school days to make up work for each day of absence. Out-of-school suspension will count as an excused absence and work may be made up according to Falcon District 49 Board of Education Policy.

Prearranged Absences

Absences because of doctor's appointments should be prearranged through the main office whenever possible. **Family vacations during school time are strongly discouraged, and are considered unexcused absences. A written notice of an extended absence may be submitted to administration for review before the time of the absence to be considered for excused absences.**

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. **Elementary students with excessive tardies to class or who habitually leave school early for reasons other than those listed under reasons for excused absence may be placed on an attendance contract or referred for truancy proceedings.**

Student absences must be excused by the parent or guardian, either in writing or by a telephone call to **494-8600**. Parents may access this number before, during, and after school hours. Unexcused absences may affect a child's report card grades and/or promotion.

Withdrawing and Enrolling

Enrollment takes place online at Falcon D49 website, www.d49.org. If you must withdraw your child from Springs Ranch, please visit the office to fill out the proper paperwork. Records will be sent upon request from the new school. On the day you withdraw your child, a parent/guardian should come to the office for final processing.



COMMUNICATION

Communication Between School & Parents

It is important for the school and parents to keep lines of communication open at all times. Parents are encouraged to contact teachers with concerns or questions. **Please make an appointment to visit with a classroom teacher so that instructional time is not interrupted.** Telephone and email are the best way to contact staff members. We always try to resolve issues at the source of the problem, so you will be redirected to speak to the teacher first to address any concerns that arise. If concerns cannot be resolved at this level you are welcome to talk to our counselor or an administrator.

Thursday Folders

Students will bring home reminders, school communications, and class work in folders every Thursday. Parents are asked to review contents and return the folder each Friday with their child.

***Additionally, Be on the lookout daily for student work sent home in a daily folder throughout the week.**

Website/Facebook

Please visit the Springs Ranch Elementary website at <http://www.d49.org/springsranch>, for calendars, schedules, our monthly newsletter, classroom news, PTO, SAC and other school information.



Parent/Teacher Conferences

Two conferences will be held during the school year. The first set of conferences will be in early October; and the second set of conferences will be the mid February. These conferences provide an individual opportunity to discuss your child's progress with the classroom teacher. **All parents are requested to attend.**

Report Cards

Report cards are available on Parent Portal at the end of each quarter. They will be available on Parent Portal, and can be printed by request.

Each quarter ends:

First quarter: September 30, 2019

Second quarter: December 20, 2019

Third quarter: March 6, 2020

Fourth quarter: May 22, 2020

Telephone System

In order to speak with a staff member at Springs Ranch Elementary, we ask that you call 495-1149, and use the teacher's extension, or call the office at 494-8600, and ask for their voicemail. When a teacher is instructing, or otherwise unable to take your call, you will be transferred to their voicemail. All staff members regularly check their messages and return phone calls in a timely manner.

Telephone Use by Students

Students may use a school telephone to contact parents/guardians with teacher permission or in case of an emergency. Please make sure that your child has homework, books, supplies, lunch, and special activity money, and has made after school plans before coming to school. In the event of early dismissal because of weather or other emergencies, the plans parents have designated for their child and that have been placed on file in the school will be followed. Arrangements for such emergency situations should be reviewed regularly at home with all children, as phone lines may be busy or unavailable during storms/emergencies.

If you need to get a message to your child, we will deliver the message to the teacher and your child may return your call during lunch, recess or an appropriate classroom time. Students may not use cell phones during school hours. If you send a phone to school with your child it must be turned off and in their backpacks until after school hours. If students use these during the day, they will be taken, placed in the office and parents must pick them up.

FUNCTIONS AND EVENTS

Classroom Parties

Room parties are scheduled at various times during the year. Please contact your child's classroom teacher if you are able to help in any way. If you would like to celebrate your child's birthday, please check with your child's teacher to make arrangements. Please follow both the D49 Wellness Plan (accessible at the D49 website) and the classroom policy when making arrangements. According to D49 Wellness Policy: **Foods offered during the school day, to include birthday celebrations, will be store bought items of 100 calories or less, 0 grams of trans fat with recommendations of less than 4 grams fat and less than 9 grams sugar with the exception of fresh fruit.**

***No candy or sodas will be allowed.**

***Items are to be store bought with Nutritional Information visible.**

***Food prepared in a private home may not be served at school to students because knowledge of ingredients, sanitation, preparation, and temperature of food in storage or transit is not available. In addition, quality and sanitation standards cannot be controlled.**

HEALTH SERVICES

Health Paraprofessional

Each elementary school has a health assistant in the office for seven hours a day. Health assistants are not nurses. They have received training in basic first aid, CPR, and medication administration only. Additionally, school secretaries provide first aid and care to sick and injured students when the health assistant is not in the building.

Registered Nurses

Nursing services are consultative. RNs are only in the buildings to provide health services mandated by the State of Colorado such as immunizations, special education assessments, and IEP meetings. They coordinate the vision and hearing screenings and are available to teachers, parents, and students when there are specific health concerns that require assistance. Nurses also strive to provide health education opportunities for students and parents as often as possible, through our newsletter and in classrooms.

Health Room

When students are sent to the health room, they will be evaluated. A decision shall be made as to whether the student will return to class or be picked up by a parent or emergency contact person. Please provide the school with current emergency phone numbers and update this information should it change throughout the school year.

Here are a few guidelines to help you determine whether or not to send your child to school:

- Do not send your child to school if his/her temperature reaches 100 degrees Fahrenheit or above (even if you have given your child medication to bring the fever down) or if they have experienced vomiting or diarrhea in the previous 24 hours; they must be sent home if these symptoms occur at school.
- Do not send your child to school with cold symptoms, such as constant runny nose, congestion, coughing, or sneezing (other than allergy-related symptoms).
- Do not send your child to school who has a suspected or confirmed communicable disease, such as:
 - A sore throat lasting longer than 3 days (a child diagnosed with strep throat must stay home for 24 hours after antibiotic treatment has been started).
 - Red, inflamed, swollen, or discharging eyes (not related to allergies).
 - Weeping cold sores or other lesions (such as impetigo) until under treatment.

- Rashes that are not yet diagnosed.
- Head lice.
- Flu symptoms (headache, fever, nausea, fatigue).



Medications

Please be aware that Colorado state law mandates our medication policy. If your child must take medication during school hours, you must provide the following before we can administer it:

1. A written doctor's order (including drug name, dose, time, duration of treatment, and doctor's signature). The order may be faxed to the school by the physician (fax # 494-8612). PLEASE NOTE: The pharmacy label applied to the medication bottle will NOT suffice for a doctor's order.
2. Written permission from a parent or legal guardian. A form that may be completed by both physician and parent is available from the health room.
3. Medication must be in the original pharmacy bottle, complete with label. Medication cannot be given if it comes in a baggie, envelope, plain bottle, etc.

All medications must be kept in a locked cabinet in the health room. Our medication policy applies to ALL medications, including over-the-counter medicines (Tylenol, cough syrups, decongestants, etc.) and inhalers, EpiPens, etc. The only exception to this is cough drops, which require only written permission from a parent, and these will be kept in the health room. Students are not allowed to carry any type of medication with them or in their backpack at any time.

Injuries

If a student is injured, it shall be his/her responsibility to inform a teacher or the office of the injury as soon as it occurs. All head injuries and serious illness at school will be reported to parents. An attempt to contact parents/guardians will be made first. If there is no response, the emergency number will be called, followed by the hospital if necessary. Please ensure expedient and proper care for your child by keeping your telephone numbers current in the school office.

If you have any questions regarding these policies, please contact the health room at 494-8604 between 8:30 a.m. and 3:30 p.m.

PARENT/GUARDIAN PARTICIPATION

Parents are our greatest assets! We are fortunate to have an active and supportive volunteer community. Students do better in school when parents are involved. Please consider how you might be more involved.

School Accountability Committee (SAC)

Our SAC is a group of parents, staff members, and community members who represent the community's point of view for our school. The SAC concerns itself with the improvement of education at SRES in general, studies the educational needs of our school, monitors the implementation of our School Improvement Plan, and advises the school administrators. The SAC works with the school administrators and staff members to achieve excellence in education for all our children. SAC meetings will be held at least once per quarter. Let us know if you are interested. Your involvement is encouraged and

welcomed.



Parent/Teacher Organization (PTO)

The Springs Ranch PTO promotes parent and family involvement in the education of children and a close relationship between families and the school. Your membership supports not only the school but also your own children. The PTO meets monthly, and sponsors many fund-raising activities and special events. For membership information, please come by the school office. Look for additional information



that will come home with your children.

Visitors

In order to protect the safety of all Springs Ranch students, visitors must sign in at the office immediately upon entering the building and pick up a visitor's badge. All visitors must provide identification and will be screened by the Raptor electronic system. If you are visiting without a badge, you will be re-directed to the office, even if we know you. Doors are locked during school hours.

If you would like to eat lunch with your child, please notify the office in advance so that you may be included in our morning lunch count. You are also invited to bring friends or relatives to visit our school. Children not enrolled at Springs Ranch Elementary may not visit the school unless accompanied by an adult. Since small children, particularly infants and toddlers tend to distract students; we ask that parents/guardians not bring them while visiting classrooms or volunteering. When you are in a classroom observing, please do not hold a conference with the teacher about your child. This interrupts instructional time. Make an appointment to confer before or after school.

Volunteer Program

We welcome and appreciate volunteers at Springs Ranch. If you are interested, please contact your child's teacher or the school office, or our PTO. We ask that all volunteers' sign in at the office upon entering the building, wear a badge, and check out upon leaving.

Fingerprinting

In 2015, District 49 implemented a new security measure regarding classroom volunteers and field trip chaperones.

Anyone wishing to volunteer in the classroom or on a field trip must have an application and background check by District 49's Human Resource Office.

Any prior fingerprint done by another school district, military, police station, or any other government-affiliated location cannot be used in lieu of D49 fingerprinting.

If you would like to volunteer your time in a classroom at Springs Ranch Elementary school or attend any of the school field trips, please visit the [District 49 Volunteer Opportunities webpage](#) for information and to submit a volunteer application.

Once you have completed your background check and approved as a volunteer, you will be notified by the district or you may call the school office to confirm your status. You will need to reapply each year.

If you were fingerprinted before the 2018-2019 school year by D49's Human Resource office and are already in the system as a D49 approved volunteer, you are grandfathered in and you do not need to reapply or get fingerprinted again.

Smoking

Smoking is not permitted anywhere in the building or on the school grounds.

DISTRICT POLICIES AND INFORMATION

Board of Education

The Falcon School District 49 Board of Education meets on a monthly basis. Please check the District 49 website if you would like information regarding dates, times and topics to be addressed.

Child Abuse

Any school employee who has reasonable cause to suspect child abuse or neglect is obligated by law to report this immediately to the El Paso County Department of Social Services. The school is barred from contacting the parents before the authorities are called. 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.

Custodial and Non-custodial Parent Rights and Responsibilities (policy KBBA)

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless the school has a copy of a court order that specifies otherwise, either parent, upon request, shall be given access to all of the student's educational records including, but not limited to the student's cumulative file, the student's grades and attendance. Either parent may pick up their children unless there is a court order specifying otherwise.

Inclement Weather

School Cancellation: If the decision is made to cancel school, local TV and radio stations will be asked to announce that the district will be closed. Local stations will be informed of this decision by 5:30 a.m.



Two-hour Delayed Start (start time 10:30a.m.): If adverse weather conditions appear to be developing during the 5:30 a.m. decision time frame, the superintendent may delay the start of school for two hours. Please confirm with d49.org, or local TV and radio stations. There will be no a.m. preschool on delayed start days. The lunch schedule will run as usual.

If you'd like to get school closure information via e-mail, go to the Falcon School District 49 website to sign up for this "Flash Alert" option.

Early Release: If school is in session and a storm develops during the day, a decision may be made to send students home early. Colorado Springs radio stations will broadcast early dismissals. Please make prior arrangements for your child's care if you will not be at home. Students will be released at any time to parents who feel the weather conditions warrant that their child should be taken home.

Lightning & Thunder: If a lightning/thunder storm develops during school or at dismissal time, we will follow the “30-30 Rule.” It works like this: If the time between seeing lightning and hearing thunder is less than 30 seconds, there is a danger and students must be kept inside for safety purposes. This means that students may be held at dismissal time until the danger subsides.

Students will be held in their classroom until it is safe to dismiss. However, at their own discretion, parents may come into the building to retrieve their children, and will check their student out with the classroom teacher. Parents will not be allowed back to the classrooms until after the dismissal bell. At dismissal time, the yellow flag will be outside, and this will indicate this procedure. Students who walk home will be held until it is safe to walk home. Kindergarten parents may pick up their students at the exterior **kindergarten** door and playground.

Playing outside

As per district policy, students will be sent outside for outdoor play at recess times when the temperature is at or above 15 degrees. Please have your child come dressed appropriately for Colorado’s changing weather. Many students keep an extra hat and gloves in their backpacks at all times.

Non-Discrimination

The Board of Education is committed to a policy of nondiscrimination in relation to race, religion, national background, age, marital status, and disability. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies by the Board and in the administration of those policies by the administration. Please see policy File AC and File JB for more in depth information about D49’s Inclusivity policies.

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 space 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.



Entrance Age: The Sand Creek Zone in Falcon School District 49 provides full day kindergarten for all children who have reached the age of five years on or before August 15th. Students who have not attended kindergarten are eligible for first grade if they reach six years of age, on or before August 15th.

School Records

Records for each student enrolled at Springs Ranch Elementary are maintained in the school office. These confidential records contain test data, and achievement test results. They are open to a child’s parents and are regularly updated. **IT IS CRITICAL THAT WE HAVE CORRECT HOMEWORK, AND EMERGENCY CONTACT TELEPHONE NUMBERS ON FILE.**

Transportation

Safety is the primary concern of the Falcon School District Transportation Department. When an incident occurs and distracts a driver's attention from the road, the safety of the driver and each student is jeopardized. Rules of conduct for students in transit minimize the risk of harm or injury to them and their driver.

Bus drivers are empowered to suspend the riding privileges of any student who violates the rules of conduct. The period of suspension varies with the nature of the infraction, but range from two days to one year. Parents will be notified before the suspension starts.

If students need to ride a bus and are not regular passengers of that particular bus, they must bring a bus pass that parents or guardians can obtain by contacting the Transportation Department Office before boarding the bus after school. The parents of students who miss the bus, for any reason, must make arrangements for transportation. Buses do not rerun routes or return to the school.

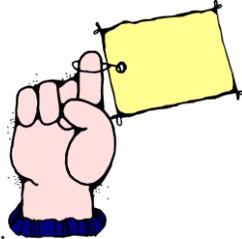
The Transportation Department will provide a School Bus Rules and Regulations Form to every bus-riding student. You are asked to read this document carefully with your child. Their contact number is 495-1159.

SPRINGS RANCH ELEMENTARY PROCEDURES

SAFETY

Address, Phone, & Other Emergency Information

It is vital that every child have on file current emergency phone numbers where parents can be reached. Please designate an emergency contact for the school to call in the event of an emergency if a parent cannot be reached. Contact the school office if your address, phone, or emergency information changes during the school year, or you may update in Parent Portal. We need updated information in our



system for your child's safety.

Fire Drills/Tornado Drills/Evacuation and Lockdown

Safety drills will be conducted throughout the school year. Please remind your child that the purpose of these drills is to ensure the safety of all students, staff, and visitors, and appropriate behavior is expected at all times. We practice knowing what to do in emergency situations as a preventive measure.

STUDENT RESPONSIBILITY

The Positive Behavior Support (PBS) Program and Capturing Kids Hearts:

In developing self-responsibility, we aim to give students the following:

- A clear understanding of what is expected of them (see PBS matrix attached)
- Specific feedback when behavior is and is not appropriate
- An opportunity to apply problem solving skills and correct an unwise choice related to a specific situation

- A clear understanding of the consequences of a given choice

Clear expectations serve as “anchors” in guiding students in developing self-responsibility. Springs Ranch student expectations are to demonstrate:



RESPECT FOR ONESELF, OTHERS, AND PROPERTY: Respect is defined as feeling or showing honor, politeness, concern, or consideration. It means that we show high regard for ourselves, others, and property. We behave in a courteous and respectful fashion toward all people at all times.

RESPONSIBILITY: Responsibility means that we are all accountable for our own behavior and the well being of the school. It also means that we all have choices in behavior, but with such choices, there are always consequences for our behaviors. Responsibility means that students are expected to be aware of and follow school rules and procedures and to behave in accordance with expectations and rules set up in the classroom and in the school.

SAFETY: Safety means being free from danger, damage, or injury. All students are expected to make school a safe place for themselves and others and to avoid putting another person in jeopardy of being hurt physically or emotionally.

The staff of Springs Ranch Elementary is dedicated to positive and consistent discipline. Behavior problems are handled with dignity and tact and in a manner which does not create problems for others in the school. Most behavioral problems that develop are minor in nature and can be dealt with best by the classroom teacher. Consequences are imposed in order to teach students self-discipline and problem solving skills.

There is a strong connection between appropriate school behavior and the quality of the partnership between staff members, students, and parents/guardians. Thus, staff members will involve parents/guardians immediately if student’s behavioral problems either in or out of the classroom begin escalating or are continuously troublesome.

Although behaviors are dealt with in the classroom as much as possible, students will be referred to the administrative team if a pattern of misbehavior or classroom disruption is demonstrated despite the best ongoing, cooperative efforts of the teacher and parents/guardians. Students will also be referred to the administrative team for further action should a sudden serious infraction occur.

We ask that every parent/guardian review in detail the PBS Matrices included in this handbook—sample included below, and the Falcon District 49 Student Conduct and Discipline Code Booklet (families may pick up a copy of this booklet at the office or can access the booklet on-line).

PBS Playground Expectations

	Respectful	Responsible	Safe
Playground	<ul style="list-style-type: none"> • Share/Take Turns 	<ul style="list-style-type: none"> • Follow Playground Rules 	<ul style="list-style-type: none"> • Use Equipment Appropriately

	<ul style="list-style-type: none"> • Be Kind • Use Appropriate Language 	<ul style="list-style-type: none"> • Line up Quickly & Quietly • Remember Weather Appropriate Clothing 	<ul style="list-style-type: none"> • Play Appropriate Games • Hands/Feet to Yourself
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Activities prohibited on the playground for safety reasons are:

- Fighting—either “play” or “real.”
- Deliberate injury to another.
- Throwing objects other than balls, including sand, rocks, ice, and snowballs.
- Leaving the designated playground area.
- Unsafe use of playground equipment.
- Improper language, name calling, or harassing.
- Rough play, such as pushing, shoving, tackling, pulling on clothing.
- Eating food while playing.
- Sliding on ice or snow, or throwing ice or snow.
- Play that involves guns (toys and imaginary, included)

Bullying

Bullying behaviors will not be tolerated at Springs Ranch. Adults and students are expected to treat each other with respect and follow our PBS Guidelines. Students are trained to identify bully behaviors and strategies to stop those behaviors. **Bullying is defined as when someone keeps hurting, frightening, threatening or leaving someone out, on purpose, and does this over and over again.** Bullying can be psychological, physical or social, done by an individual or a group, and usually involves power over another as a root cause.

Bullying does not include occasional mean behavior that a child might exhibit. Although this is not acceptable behavior, it is not “bullying,” by definition.

If bullying does occur, steps will be taken to correct the behavior, notify parents and create individual behavior plans as necessary. If bullying behavior continues after appropriate interventions, suspension or expulsion from school may be the consequence. Students are trained in reporting procedures and alternative conflict resolution strategies. Stopping bully behavior is the responsibility of all of us.

Conflict Resolution

Conflict resolution is a process of finding peaceful solutions to problems that arise. Conflict is a normal natural process for all human beings. Conflict resolution will be taught at a basic level to all students in the classrooms. Basic steps include listening to each side of the story for understanding and brainstorming resolutions to the situation.

Care of Property

Students are held responsible for the loss of or damage to textbooks, library books, and school property. Fines will be charged to cover cost of replacement and/or students will be involved in restitution.

Cafeteria Procedures

Hot lunch and milk are available to all students, or children may bring lunch from home, purchasing milk at school if desired. Menus are published and sent home each month. The current daily lunch charge for students is \$2.35 with milk. The cost of Milk only is \$.60. A child may purchase lunch on a daily basis or bring in extra money and set up an account in the lunchroom. If a child has forgotten money he/she may charge lunch one time. If a child has charged his/her lunch, the lunch supervisor will stamp your child’s

hand to remind you to send in money. If a child has charged three lunches, the lunch supervisor will call home to inform parents.

Parents/guardians wishing to eat with their children may also purchase a hot lunch. Please call ahead to the attendance secretary at 494-8600 so she can include you in the lunch count. A lunch for adults is \$3.25 without milk. Milk is \$.60. You may also pay for lunch or review your child's account over the Internet by logging in to www.payforit.net.

Free and reduced-price lunches are provided to children whose families meet federal guidelines. Children who receive free/reduced lunches are not identified, and all information provided is confidential. If you think that you might qualify, you may pick up an application in the lunchroom or in the school office. Families must reapply each year.

PBS Cafeteria Expectations

	Respect	Responsible	Safe
Cafeteria	<ul style="list-style-type: none"> • Use Appropriate Voice Level • Use Your Manners 	<ul style="list-style-type: none"> • Know Lunch Choice and ID # • Keep it Clean • Choose Wisely 	<ul style="list-style-type: none"> • Walk • Eat Your Own Food • Stay Seated

Dress Code

We encourage our students to dress in a clean and neat manner that reflects pride in themselves and their school. We feel that the primary responsibility for dress belongs with parents/guardians and children. We do ask your cooperation in compliance with a few student dress guidelines:

1. Weather conditions should determine a child's apparel. Please be sure your child dresses adequately for the weather (layers are always wise in Colorado).
2. Apparel that is excessively short, tight, revealing or low/high cut may not be worn.
3. Apparel that has writing or pictures that display alcoholic beverages, drugs, suggestive or obscene language or violent acts, or are suggestive of gang affiliation may not be worn.
4. When children will be in PE class, they need to wear tennis shoes. Flip flops should never be worn for running (almost daily in a child's world at school).

School Supplies

A list of suggested school supplies for students is available in the school office and on our school website. These supplies are listed by grade level. Individual teachers may have additional items needed for their respective classes throughout the school year. Money needed for field trips and donations for specific projects may not be included on this list.

Homework

Springs Ranch views homework as an integral part of the school experience. Regular homework assignments help students learn good study habits such as responsibility, perseverance, self-discipline, and time management. Through frequent and successful participation in homework, children discover that learning takes place all the time, in school and at home. Homework also supports our emphasis on home-



school collaboration and partnership.

There are three basic types of homework; *Daily reading* - may include silent, oral, or shared family reading, *Daily practice and review* - may include drill, practice and review in spelling, math, or other content area and *Assignments and projects* - may include a variety of assignments by the classroom teacher in addition to the completion of unfinished regular classroom work.

Springs Ranch Elementary recommends the following:

- Kindergarten - Second Grade: 15-30 minutes per day
- Third - Fifth Grade: 30-60 minutes per day

**Time allotments are averages only.

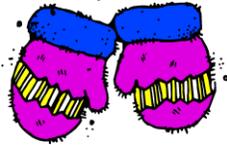
Please check with your child's teacher for grade level homework policies.

Recess

Children will go outdoors for recess, which is necessary for a variety of reasons. It allows the children a break in the day, an opportunity for informal play, and a release of energy in a positive way. All recesses are formally supervised by adults. Unless the weather is EXTREMELY COLD (15°F or below) or it is raining, children will go outdoors. FOR THIS REASON, PLEASE ENSURE THEY ARE ADEQUATELY DRESSED FOR COLD WEATHER.

Lost And Found

Please clearly label all items of clothing, lunch boxes, backpacks, and school supplies. A lost and found box is kept in the front hallway. Small items such as glasses, keys, jewelry, etc. are kept with the office secretary. Unclaimed items are donated to a charitable organization at the end of each quarter.



Electronics/Cell phones

Please leave electronic devices (i.e., iPods, cell phones, computer games, etc.) AT HOME. **If students bring these items to school, the items must remain in the student's backpack and turned off.** Personal electronic devices MAY NOT be used during school hours. The school is not responsible for loss or damage to items such as these. If they are lost or stolen there is no recourse. Electronic devices are solely the student's responsibility and are best left at home. **If found in use at school, they will be**



turned in to the office and must be retrieved by the parent.

Pets

For safety reasons, animals are not permitted on school grounds.

Dogs and other small animals may be gentle at home but unpredictable at school when confronted by a large number of unfamiliar children. Please do not bring pets during arrival, dismissal, or during the day.

Textbooks

Textbooks are furnished by the school district. It is the responsibility of the student to take good care of these books. Fines will be assessed for lost or unreasonably damaged books.

Toys and Personal Items

Students should not bring toys, trading cards, or other personal items to school; playground balls are the exception. Toys and trading cards will be taken from students at school, as will other items causing a

problem or distracting students from their educational program. These items will be held by the teacher or the front office staff, until picked up by a parent.

Rolling shoes, skateboards, etc.

For the safety of all of our students, Heelys, rolling shoes, skateboards; scooters, etc. are not permitted on school grounds during school hours. Skateboards, bikes and scooters may be ridden to school but need to be walked/carried on school grounds.

Bikes

Bicycles may be ridden to and from school. Please walk bikes to and from the bike rack once on school grounds and for your protection, always wear a helmet. Bikes should be locked to prevent theft.

**VERIFICATION THAT ATTENDANCE AND
BEHAVIOR POLICIES HAVE BEEN**

RECEIVED, READ, AND UNDERSTOOD

The Parent Handbook may be viewed if you go to <http://www.d49.org/springsranch>. If you prefer a paper copy, please contact the office, and we will provide one for you.

Student Name

We have received notification of the Falcon School District 49 and the Springs Ranch Elementary School expectations. We have read and understand the contents of the summaries and policies listed in this handbook.

Student Signature

Date

Parent/Guardian Signature

Date

Contact Telephone Number _____

Please return this form to your child's teacher