

Basalt Elementary School



Parent-Student Handbook 2016-2017

Dear Parents,

Welcome to the 2016-2017 school year! We are very excited for the new year and all of the learning opportunities for each and every child in our school! This handbook outlines the policies and practices we are implementing at BES this school year. Our goal is to ensure that both students and parents understand and support the school expectations for the year. As always, if you have any questions please call, email or stop by our school. We wish you all a successful year at BES!

Basalt Elementary School Faculty, Staff and Administration

GENERAL INFORMATION

SCHOOL HOURS AND DAILY SCHEDULE

- The office will be open from 7:30 am to 4:00 pm.
- BES school instruction hours are from 8:00 am to 3:20 pm. 2nd, 3rd, and 4th grades have their first bell at 8:00am. Kindergarten and 1st grades have their first bell at 8:05 am.
- Student breakfast starts at 7:30 am in the cafeteria.
- Wednesday instruction will begin at 8:00 am and end at 1:50 pm.
- Students may wait in the link, on the playground, or in the cafeteria between 7:45am and when their first bell rings at 8:00 am. No students should be in the hallways before school except for during "I Love to Read" month in February.

BES EXPECTATIONS OF YOUR CHILD:

- Always walk
- Show respect for yourself, others, and our school
- Always do your best work

ACADEMIC ASSESSMENT

The state of Colorado requires that schools assess student progress using multiple methods. This includes formative and summative assessments. Data from assessments is used to drive instruction, including the district and state measures below as well as anecdotal observations, tickets out the door, 1-2-3-4 ratings for self evaluation, project-based assessments, KWL charts, and any other ways teachers use to find out what students know and need to learn.

District Measures: The DIBELS Next reading assessment is used for grades k-4 to measure progress in specific reading foundational skills. NWEA Measures of Academic Progress (MAP) online assessments are completed three times a year for all students to monitor student achievement and progress over time in math (K-4) and reading and language (3rd and 4th).

State Measures: The Colorado Measures of Academic Success (CMAS) which contains the PARCC assessments (a series of exams given in 23 states) for Reading, Language Arts and Mathematics for third and fourth-graders as well as the Colorado tests for Social Studies for fourth-graders will be administered in the spring. For students learning English, ACCESS is the state test that measures progress in acquiring academic English skills and is administered in January.

PARENT ENGAGEMENT GROUP

The BES Parent Engagement Group (PEG) is a group of teachers, parents, community members, and administrators that work in partnership as an advisory and recommending group to the staff and administration at BES. The committee meets once a month on Mondays at 5:30pm. If you are interested in joining this committee, please call Suzanne Wheeler-Del Piccolo at 384-5801.

ATTENDANCE

Regular attendance is important for a child to maintain academic growth and learning. Colorado law requires that all school-age children regularly attend school. At the same time, a sick child cannot learn well and may be contagious to his/her classmates. Please be considerate of others and keep your child home when he or she is ill. **Please call the attendance line at 384-5806 by 9:00 a.m. if your child will be absent.** The school office will attempt to call the parents of all absent students. This is to help ensure students safety and does not eliminate the need for a parent to call the office. Parents will be contacted in the event of excessive tardiness or absences. Missed schoolwork may be picked up when the child returns, or after school to avoid interrupting class. Please refer to Roaring Fork School District policy file JH "Student Absences and Excuses" for a complete explanation of the attendance policy and excused/unexcused absences. Extended absences, such as vacations, are highly discouraged and need to be arranged in advance with the principal.

EXCESSIVE ABSENCE

School attendance is compulsory in the State of Colorado. If your child shows an attendance rate 94% or lower, you will be contacted by your child's teacher or school administration to set-up a plan to improve your child's attendance.

TARDINESS

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that the school day begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, parents will be notified when their child is excessively tardy. Please make every possible effort to have your child at school in a timely manner.

2nd, 3rd, 4th Grade student are considered Tardy at 8:05am

Kindergarten and 1st grade students are considered Tardy at 8:10am

BEFORE AND AFTER SCHOOL

If your child walks or is driven to school, please plan to arrive **no** earlier than 7:45 a.m because that is when our duty teachers are stationed to supervise children. Children are to report directly to the playground, link, or cafeteria upon arrival. Teachers are involved in important preparation for classroom activities and are not available to supervise students in the classrooms or hallways. Students will play on the playground or sit in the link area until 8:00 a.m. where BES staff will supervise them. If your child walks or is driven home from school, please insist that he/she report home immediately following school for their own safety and well being. In the event of bad weather students will be supervised inside. Kindergarten students have their own playground in the courtyard of the building where they can play before the school day begins.

BEHAVIOR EXPECTATIONS

BES follows the Capturing Kids Hearts model by creating and using a classroom Social Contract for expected behaviors. All students and teachers agree to follow this contract with clarified consequences when the contract is broken. Your child's teacher will send home a copy of the social contract in the first weeks of school. The focus of a social contract is on **teaching and noticing desired behavior** rather than noticing and punishing inappropriate behavior.

Some other important components of the Capturing Kids Hearts' model are:

- Handshake: Teachers greet their students at the beginning of their class with a handshake.
- Affirmations: Students and teachers share verbal and/or written affirmations with each other. This is a way to create a positive classroom environment and help develop a healthy self esteem.
- Non verbal signs: We use three different common hand signs in the classrooms and around the school to communicate some important messages.
 - Time out (for a quiet , focused environment)
 - Help (when a student is "off-task" and needs a reminder from a friend)
 - Foul (when a student has done something that might make another student feel uncomfortable or offended). When this sign is used, the student who had fouled the other, needs to come up with two "put-ups" about the offended student, as a way to help resolve the issue and restore the relationship.
- Social Contract Consequences: When students and teachers agree and sign their classroom "Social Contract" they also agree on some specific consequences to use when the contract is broken. Some of those are:
 - Completing a "Think-Sheet"
 - Call home
 - Apology note or affirmations to those who were offended
 - Office Referral (as a final classroom consequence)
- Four questions: When students are off-task or misbehaving in the classroom, teachers use the 4 questions to redirect them and help them refocus.
 - What are you doing?
 - What are you suppose to be doing?
 - Are you doing it?
 - What are you going to do about it?

Effective student discipline and management is important for productive learning. BES staff members work hard to provide clear boundaries, structure and consistency so students feel safe, cared for, and respected by children and adults alike. Differing levels of support and interventions using evidence-based strategies are provided for students based on their needs. Proactive teaching includes teaching expected and more socially acceptable behaviors and practicing them in the natural environment, followed by frequent positive reinforcement. Executive Skills, Perseverance, Enthusiasm, Compassion, and Teamwork, Habits of a Scholar that are taught and emphasized daily with students in all of their interactions at school. All adult employees work to teach and model expectations and guide students to their best behavior, as well as communicate and provide consistent consequences in a kind and firm way when student behaviors need redirection.

BATHROOM BEHAVIOR

- Use quiet voice
- 1 child per classroom
- Follow bathroom expectations (ie. Use one paper towel, Use correct gender specific bathroom, Clean up after yourself, Report messes or inappropriate behavior.)

HALLWAY BEHAVIOR

- Walk (on the right)
- Positive and kid-friendly silence
- Keep your hands to yourself (respect student work on walls)
- Be respectful and safe

PLAYGROUND RULES- STUDENTS WILL...

- Follow all directions of duty teachers
- Stay within the playground boundaries and only on playground areas
- Ask the teacher on duty for permission to leave the playground for any reason
- Show respect for others and follow instructions given by staff
- Be respectful to others and school property

Rules for Playground Structures (spinners, dome, monkey bars)--**Kinder Only-**

-can play on the brown ropes only on the dome structure

K-1 Only-

-cannot be on top of the monkey bars

All Students-

No climbing on the outside structures of the dome and its neighbor

For dome climbing--students must wear sturdy shoes

Sit on the colored spinners only

General Spinners-

- 2 only for the single
- 4 for the donuts

BATHROOM BEHAVIOR . . .

- Enforce students using a quiet voice
- Send 1 child at a time per classroom
- Monitor when sending groups or when there are transitions
- Enforce bathroom expectations (ie. Use one paper towel, Use correct gender specific bathroom.)

CAFETERIA EXPECTATIONS - STUDENTS WILL . . . (POSTED IN CAFETERIA)

- Eat
- Be kind to others in line (no cutting or letting others cut)
- Clean their area after eating
- Raise hand to be excused to go out to recess
- Ask to use the bathroom
- Walk
- Leave toys at home and outside toys in grade-level baskets

BICYCLES

Students may ride their bicycles to school and place them in the bike racks. They may not ride their bikes during the school day. Locks and chains are strongly encouraged as we cannot be responsible for security of bicycles. Bike racks are in front of the Red Brick building.

BIRTHDAYS

Birthdays will be recognized during snack time only. Parents are welcome to bring a healthy snack in honor of their child's birthday.

BREAKFAST AND LUNCH

Breakfast is available to students in the cafeteria at 7:30 a.m. for \$2.00 (\$3.00 for adults). All students will eat lunch in the lunchroom. If you feel you may qualify for a free or reduced priced lunch please contact the office to fill out an application.

Money may be put on your student's lunch card BEFORE school in the lunchroom. The price of a lunch is \$3.25 per day for grades k-4 (\$5.00 for adults). The price is the same even if students elect not to eat a portion of the lunch or drink the milk. If a student has dietary restrictions or has food allergies accommodations must be made with the lunchroom manager.

Students can purchase seconds if they would like. Entree purchases are \$1.50. Please know the regulations require all á la carte entree purchases to include both a grain and meat/meat alternate (formally known as a protein). For example; a student wants to purchase the entree, french toast sticks. The french toast sticks must be sold as a unit with the sausage.

BULLYING**Bullying is...**

Bullying is when someone is mean to you, on purpose, over and over again, creating an imbalance of power in the relationship. Bullying behavior can be direct or indirect and may take many forms, including, but not limited to: teasing, relational aggression, exclusion, harassment, verbal/ physical/emotional degradation and threats, name-calling, intimidation, public humiliation, and causing harm/violence. Behaving in such a manner through the use of technology (internet, cell phones, etc.) is also considered bully behavior.

Bullying is NOT...

Age appropriate conflict between peers is not considered bully behavior. Normal peer conflict: happens on occasion, is accidental, lacks seriousness, and displays equal power among disputants. "Not Bullying" may include: not liking someone, arguing, sharing unfavorable personal thoughts/feelings, and being bossy.

We employ a "Zero Tolerance" policy for bullying. This policy extends to all school environments, including school buildings, grounds, vehicles, bus stops, and school sponsored activities. Students who bully will be "subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities."

How to report bullying:

Students who witness bullying or are a target of bullying should notify a staff member immediately. Parents are also asked to notify their student's teacher immediately when their child discloses a bullying incident (regardless of role: target, bystander, or bully). All staff members shall document complaints pertaining to bullying and are to inform administration. Prompt notification ensures each incident will be handled in a timely manner. Once reported, administration will investigate the reported act and determine the validity of the allegations. At no time during the investigation will the bully, target, and/or bystander be interviewed together. Each interview will be conducted privately and separately and will remain confidential.

Resolutions for bullying may be conducted formally or informally. Informal resolutions are mutually agreed upon and will be conducted in the presence of an administrator. Administration will document the agreement and notify parent(s)/guardian(s) of each student involved. Parents will only be informed of their child's involvement and resolution agreements. Formal resolutions will be determined based on the frequency and seriousness of the incident. Formal resolutions will include appropriate disciplinary action, including suspension, expulsion, and/or referral to law enforcement. The school may also provide referrals and/or interventions: to address the bullying behavior, to provide assistance to the parents of the bully, to support the targets of bullying, and/or to empower the bystanders. Under no circumstances will retaliation be permitted in connection with an individual who reported bullying. If such an incident occurs, it shall be considered an additional act of bullying and appropriate consequences will ensue.

CAFETERIA REMINDERS

Once again the cafeteria will be using a "last lunch" stamp as a reminder for children when they are out of money on their lunch account in the cafeteria. Students can charge three lunches on their lunch accounts only before receiving a sandwich and milk, so please send money as soon as you see the stamp. If you don't want your child's hand stamped or you have any questions about our lunch program, please call our cafeteria manager at 384-5843. The monthly menu will be posted on the BES website in both English and Spanish and sent home in the school newsletter.

CLASSROOM VISITS AND VOLUNTEERS

We encourage you to visit your child's classroom. We request that you call the teacher first and schedule the visit. This enables the teacher to plan for the visit and minimize any interruption to the teaching-learning process. For safety reasons, please sign in at the office each day you are in the building and put on a BES Volunteer/Visitor badge while you are in the building/classroom. There are two guidelines we ask parents to follow as they volunteer in our school.

- **Do not interrupt during instruction.**
- **All student learning information is confidential.**

Roaring Fork School District has adopted a volunteer policy that requires all volunteers in the school to be fingerprinted if they volunteer three or more times during the school year or if they plan to participate in overnight activities with students. The intent of the policy is to protect the students in our schools by doing everything within our power to ensure that all adults with whom students come in contact on a regular basis have met the safety and compliance standards required of all school employees. Please contact the student secretary for information on completing this process.

CLOTHING

Please use good judgment when dressing your child for school remembering that our weather can change quickly. Please provide appropriate warm clothing (hats, gloves, boots) for the cold weather. Students must wear sturdy shoes to play on the playground dome. Tennis shoes are required during physical education class. Wearing hats is not allowed in classrooms during school hours. Any clothing advertising or representing drugs or alcohol is against our school dress code. Students may express themselves through dress and personal appearance, however students shall not disrupt the classroom environment with their clothing or hair choices.

COMMUNICATION

BES will provide regular communication and updates through multiple channels of written and electronic media. Classroom teachers and grade level teams will provide regular and on-going monthly newsletters.

COUNSELING

BES is fortunate to have a caring, professional counselor who is attuned to the unique needs and emotions of elementary school students. If a specific need develops, the counselor may seek to remedy the situation as quickly as possible with parent permission. Call Lisa Lowsky, our school counselor at 384-6085 for more information.

CREW

Used to create a community of caring and respectful learners, students learn how to notice others and be noticed by others. They learn how to greet, listen, respond, and solve problems in a group. The structure includes four parts- 1- Greeting, 2- Sharing, 3- Group Activity, 4- Message/Closure. We believe in children's capacity to take care of themselves and each other as they learn social skills. We are starting slow to go fast later with this concept. To start with, we will use existing curriculum for the group activities within homeroom classes, including Mind Up, Bully Proofing, and Second Step (Leadership class) materials. Throughout the year, we will build up the program to include team level celebrations and activities as we learn more through professional development.

FIELD TRIPS

Field trips to sites away from school are important learning experiences. All field trips away from school will be approved by the administration. In order for your child to participate you must sign a permission slip and return it to school. This slip will explain the destination, purpose, date and time of the trip. It is the student's responsibility to return the form to the teacher.

Field trips within a walking distance of the school can be arranged after a yearly walking field trip permission form is signed. Parents will be notified when students will be taking a walking trip.

FIRST AID / INJURIES

We have a half-time school nurse's aide and a half-time registered nurse that we share time with the middle and high schools. It is critical that you designate some other adult for us to contact in case of an emergency or when we are unable to reach you. In the event of an injury we will administer minimal first aid. When phone numbers change, please let us know. If the injury is serious we will request assistance from an ambulance service and travel with the ambulance to the hospital. We also attempt to notify parents of minor injuries to let you make decisions about bumps and cuts, which may require stitches or attention from a physician.

HATS

Students are allowed to wear hats **on the playground only**. They are not to be worn in the classroom so as not to disrupt instruction.

HOMEWORK INFORMATION

Homework is . . .

- Practicing what a student learned in school to enforce newly learned skills
- Preparation activities to help a student get ready for the learning that will happen in school
- Extension activities that are longer or continuing projects that parallel the learning that is happening in school

HOMEWORK HELP SUGGESTIONS FOR PARENTS

- Encourage and praise your child for their hard work, effort and completion of their homework
- Have a specific time and place each day or night for doing homework
- Take advantage of the Basalt Regional Public Library homework help sessions and tutoring resources
- Call and ask to meet with the teacher when you have questions or concerns about your child's learning and/or homework
- Turn off TV, computers, or other distractions
- Don't allow phone use during homework time
- Always have supplies available-pens, pencils, paper, notebooks, books, dictionary, markers, crayons, colored pencils, etc
- Eat dinner or a healthy snack first - for energy!
- Drink water to improve cognitive functions

IMPORTANT THINGS TO REMEMBER WHEN WORKING WITH YOUR CHILD ON HOMEWORK

- Help your child by demonstrating a positive attitude
- Model or let your child see you using skills in reading, writing, and math
- Talk to your child about using these skills
- Look over your child's homework
- Don't do your child's homework for him or her
- Don't get angry over any homework assignment
- Contact your child's teacher with concerns

IMMUNIZATIONS

All students **must** comply with the Colorado Immunization Law. By law, students must meet the immunization requirements for DTP, Polio, HIB, MMR, hepatitis B, and chickenpox. Contact the school nurse (384-5860) for help and information concerning these requirements.

INSURANCE

Student insurance may be purchased any time during the school year or when they are registered as new students. All parents must fill out a form, stating that you carry your own insurance, are purchasing insurance through the school, or do not carry insurance at all.

LITERACY BOOKS

Literacy teachers will often send home a book with your child to read. If your child does not return the book sent home, there will be a \$25 charge to replace this book.

LOST AND FOUND

Please stop by Lost and Found, located under the stairs near the link. Please label all clothing items so we can help return them to your child. All unclaimed items will be donated to a local charity.

MEDICATION AT SCHOOL

Medicine will be given only with the parent, guardian, and a physician's written permission. Medicine must be in an individual pharmacy labeled bottle. The label must include the doctor's name, student's name, name and dosage of medicine and directions for giving the medication. Medication permission forms are available in the nurse's office.

MESSAGE AND TELEPHONE USE

Cell phones are easily lost, misplaced or broken and they are disruptive to the learning process, therefore their use is discouraged. **Please make after-school plans prior to coming to school.** Student telephone use is for emergency situations and not for last minute social plans. In emergency situations you may call the office at 384-5800 and leave a message for your child prior to the end of school. We will make every effort to ensure that students get a message. This may not occur in every situation. Do not call and leave a message with your child's teacher. They are teaching and many do not check their messages until after school.

MIND UP

MindUP is an approach to teaching and a framework for the following student learning goals:

1. Developing self-awareness and confidence
2. Using acquired skills to direct attention
3. Learning to appreciate how the brain works and its role in thought, emotion, and action
4. Preparing the mind for learning and assuming increasingly more responsibility in his/her education
5. Working toward maintaining an optimistic attitude while trying to achieve challenging personal goals
6. Strengthening positive human qualities, including empathy and kindness
7. Recognizing and respecting others' points of view and feelings to maintain positive relationships with peers and adults
8. Employing effective communication and social skills to interact constructively with others
9. Demonstrating positive decision-making skills and responsible behaviors to prevent, manage, and resolve interpersonal conflicts to achieve constructive outcomes
10. Helping to foster a cohesive, caring learning environment in the classroom and contributing to the well being of his/her school, family, and community

NEWSLETTER

To keep parents informed, we send home a monthly newsletter with a list of events, lunch menus, and information about our school. This information may also be received electronically. Please contact the office if you are not receiving this on a regular basis or if you would prefer to receive this in electronic form. Additionally, teachers and grade-level teaching teams are expected to regularly send home news of upcoming classroom activities and learning standards so that parents may support their child's learning.

PARENT/TEACHER CONFERENCES

Scheduled Parent/Teacher conference days are in early November, and in mid-February. More information will be shared about specific dates and times in upcoming school newsletters. Other conference times may be arranged by contacting the classroom teacher. Teachers have some conference and planning time set aside each day and parents are encouraged to contact teachers as deemed appropriate.

PARKING LOT

Because of the exponential growth of our school over the last several years, teachers are encouraged to park off campus to provide more room for our families. This year since all of our preschool and toddler-age students will need to be walked into their classrooms for both drop off and pick up we are going to ask all parents of older students to either have your child take the bus, walk from downtown Basalt or only drop off and pick up in our drop off and pick up zone. Parking and walking your older children into school is no longer an available option due to parking

constraints on our campus. We need to prioritize parking safety for our youngest students and hope you can join in and help to keep those parking spaces open for these families. To ensure our drop off and pick up times are safe, follow these explicit drop off and pick up procedures:

1. DO make every effort to arrive at school 10 minutes before the 8am bell rings. Plan ahead for clothing choices, lunch preparation, and getting homework ready. Your child will be supervised and have inside access in the link or cafeteria prior to the start of school.
2. DO be patient, wait your turn, and always pull to the FRONT of the drop-off lane. NEVER leave your vehicle unattended.
3. DO stay in car in drop zone.
4. DO NOT drive around other cars into oncoming traffic on Cottonwood Dr.
5. DO carpool with other families, park off campus and walk your child to school, or have your child ride the bus due to the limited capacity of our parking lot.
6. DO NOT drop off students behind the school where there is no supervision. The small parking lot is used by district vehicles who are not expecting children outside of the fenced playground area.
7. DO let your children out on the passenger side of the car.
8. DO be courteous to the staff directing traffic and follow their directions. They are looking out for your child's safety and welfare and have a long day of teaching ahead.
9. DO be alert for pedestrians, but watch for indications from the crossing guard. Staff will try to get the drop-off lane filled before allowing pedestrians to cross to keep traffic on Cottonwood Dr. flowing.
10. DO yield the right of way to the inside lane of traffic to keep it moving along as quickly as possible.
11. DO only turn right out of the west exit from the parking lot to keep that crosswalk free. If you need to turn left, exit out of the farther east exit.
12. DO leave handicapped spots for those with handicaps.

PEDESTRIANS

1. ALWAYS use the crosswalk when you need to cross the lanes of traffic.
2. Don't assume that cars are going to stop for you. Please, WAIT for the crossing guard to ask you to cross.
3. Say goodbyes and make after school plans on the way to school and gear up with backpacks, coats and hats at home so the drop off is efficient. The drop zone has a posted time limit of 2 minutes, it would be ideal if you could limit your drop off time to less than 30 seconds.

PETS

School board policy is that no pets are allowed onto school property. Please refrain from walking pets onto school grounds. This is a safety concern and Basalt Animal Control will be contacted in all cases.

PLAYS AND PERFORMANCE EXPECTATIONS

Student Expectations for Play:

- * Students will wear tennis shoes for all practices and performances on the stage.
- * On play day, students will be at school all day for dress rehearsals, and will return in the evening for the performance.

Audience Expectations for plays:

There is a certain etiquette that is appropriate for theatrical performances that is different from other events. It is important for young children to learn how to behave in the theater. It is even more important for adults to reinforce this behavior by setting a good example, and requiring older students to behave appropriately too. The following are some guidelines for attending a performance at BES:

- * Set cell phones and/or electronic devices to silent mode
- * Please arrive on time for performances and do not block passageways or safety exits. If you arrive late, wait until an applause break before you enter the theater to find a seat.
- * Do not talk while someone is on stage.
- * No flash photography.
- * Stay in your seat during the performance.
- * Promptly remove any crying or disruptive children.
- * Wait until intermission (or an applause break) to get up, move around, or leave the theater.
- * Do not call out people on stage. While this is encouraged at sporting events, in the theater it is *not appropriate*.
- * **Show support for actors by applauding at the end of a scene or musical number.**

PLEDGE OF ALLEGIANCE

Saying the Pledge of Allegiance daily is voluntary for students. To opt out, your child should notify the teacher. All staff is knowledgeable about these procedures.

PROBLEM SOLVING PROCESS FOR STUDENTS

The universal problem solving steps we are using with students are:

1. Use my words
2. Walk away or ignore
3. Get help

RELEASING A CHILD FROM SCHOOL

When you need to pick up your child, call or go to the office. The office staff will call the classroom to have your child sent up to the office with their things. Unfortunately, the teacher will not be able to release your child without notification from the office. This procedure is strictly for the safety of your child. If a parent or legal guardian wants their child picked up at school by another person the school must have written notice concerning to whom their child may be released. By law, we cannot release a child to anyone other than a legal guardian. The law is to protect the students' rights and welfare. It is our recommendation that you, as parents, send a letter to school releasing your child to another parent. This relieves the school of liability. Extended absences, such as vacations, are highly discouraged and need to be arranged in advance with the principal. Please provide the school with legal documentation of any custody agreements or restraining orders concerning your child.

ROARING FORK SCHOOL DISTRICT ON THE WORLD WIDE WEB

The Roaring Fork School District web site is www.rfsd.org. This site provides valuable information about our school district. This site has links to additional parent resources including the Parent Portal. On the Parent Portal, parents can change their settings to receive email, text, and phone messages from the school as well as view their child's grades.

SCHOOL SAFETY--PARENT INFORMATION

The safety of your child while at school is extremely important to us. When there is any danger, even in the vicinity of the school, law enforcement may request that schools be locked down depending on the nature of the incident. This means that any access to the school will be prohibited and students are required to remain in their classrooms with a teacher or other responsible adult. If the threat to student safety does not directly involve the school, you can call the school office for information.

In the event of an incident at one of the schools that could be dangerous to the children in the school either externally or internally, it is unlikely that you will be able to contact anyone through the school office. Because we understand the anxiety that parents will experience if we have a lockdown event in a school that requires a response from law enforcement, the following information will allow you to get any information we have in a timely manner. Please know that if there is a direct threat to the safety of the students and staff in a school that law enforcement will be setting up a perimeter around the school and will not allow any traffic into the area, either by automobile or on foot. To keep you informed regarding the incident please note the following:

You can call 384-6075 for a recorded update of the most current information. You can also call the main number at the district office at 384-6000.

For an ongoing lockdown incident please note the locations in each community for communications centers providing up to date information, as well as evacuation and reunification of students with their parents/guardians.

Glenwood Springs

- Communications Center - City Hall - 101 West 8th Street
- Evacuation Center - Glenwood Community Center - 100 Wulfsohn Road
- Reunification Location - Glenwood Community Center

Carbondale

- Communication Center - Town Hall - 511 Colorado Ave.
- Evacuation - River Valley Ranch Club House
- Reunification Location - Town Hall

Basalt

- Communication Center - Town Hall - 101 Midland Avenue
- Evacuation - High School - Roaring Fork Club - Altamira Ranch Road
- Evacuation - Elementary and Middle School - 100 Elk Run - River Plaza
- Reunification - Town Hall

SCHOOL CELEBRATIONS

BES encourages healthy nutritional choices. Please consider nutritional snacks in lieu of candy and sweets. Halloween, Winter holidays and Valentine's Day will be observed during school time. Other activities will be available for students who do not wish to participate in classroom or school parties due to religious beliefs or personal circumstances. Please send a note to your child's teacher if you choose for your child to opt out of these celebrations. Activities will be held either the day of or the last day of school preceding the holiday and will be about 45 minutes in length. Parents are encouraged to help organize these celebrations.

SEXUAL HARASSMENT

Civil Rights Act of 1984 protects all individuals from sexually harassing behavior. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sex based on verbal or physical conduct where such conduct has the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, or offensive work or learning environment. Sexual harassment is not condoned or acceptable in any form at Basalt Elementary School.

SNACKS

Students are given time during the day to eat a healthy snack. Teachers shall not provide sweets, candy, and non-nutritional snacks. Student snacks should be of a reasonable size.

SNOW DAY CANCELLATIONS

Parents call a central phone line 384-6075 after 6am to hear a recorded message in both English and Spanish to see if school is cancelled. A notice also will be posted at 6 am on the school district website at www.rfsd.org and an email will be sent through Infinite Campus Messenger system to all parents who have an email address on file with the school. School district administration officials will notify the following media outlets by 5:45am on snow days, including local radio stations KDNK, KSPN, KMTS/KGLN, KJAX, KSNO, The River and Radio Tri-Color (Spanish). Denver radio station KOA 850AM; and Denver television channels WB2, KCNC-4, KUSA-9 and KBDI-12. Any decisions to cancel school are made based on student safety.

STAFF AVAILABILITY

Staff attend trainings and meetings each Wednesday afternoon between 1:45 and 4:15. Please schedule appointments with teachers on other weekdays. Teachers are involved in important preparation for classroom activities before and after school and prefer to have appointments set up in advance.

STUDENT PICK-UP / WAIT AREA

For the safety of our students, all parents and visitors are expected to wait **outside the building** at the front of school until the dismissal bell. Waiting outside classrooms is not permitted as it is a disruption to student learning and makes it hard to monitor student safety. Your understanding in this matter is appreciated.

STUDENT RECORDS

Parents may request inspection and review of their child's educational records, or have copies made. The building principal is the custodian of the records of all students in the building. These records are confidential in nature and are not released to parents when transferring a child to another school. The new school must officially request these records.

STUDENT SUPPLY FEES

Fees and supply lists are to benefit the instructional program. Basalt Elementary School asks for \$85.00 that includes paying for student supplies, field trips, technology needs and our ACES program with the exception of an overnight program for the 4th grade.

Families experiencing financial hardship should contact the school office or principal to discuss scholarships or options for payment of fees over time. Students shall not be excluded from activities or courses for nonpayment. We will do our BEST to ensure that every student participates in all programming that requires additional fees.

Parents may request a detailed accounting of fee expenditures. You need to contact our principal, Suzanne Wheeler-Del Piccolo at 384-5801 for this information.

UNAUTHORIZED COMPUTER USE

Students may only use school district computer equipment for educational purposes specifically authorized by the student's teacher or instructor. Students and parents must sign the RFSD *Acceptable use Policy* before using the Internet. This document is in the registration folder.

WEEKLY FOLDERS

Teachers will send a work folder home with each student on either Monday or Friday. The folders will hold your child's work, the monthly newsletter, notes and letters to you, etc.

RULES AND REGULATIONS For Riding the BUS**GOVERNING STUDENT RIDERSHIP ON
ROARING FORK SCHOOL DISTRICT RE-1 SCHOOL BUSES**

Parent or Guardian:

These rules are designed for and will be enforced to help ensure the safety of all students and the driver while they are on the school bus and at the bus stop. Please take a few minutes to read and understand these rules with your children. If you have any questions please call Roaring Fork School District RE-1 Transportation Department at 384-5780.

RIDING THE BUS IS A PRIVILEGE NOT A RIGHT

Should a student's behavior cause a problem on the bus that places the passengers and the driver in an unsafe situation, the driver will talk to the student. The student may be assigned to a front seat. The driver keeps a student log recording the actions of the students. If the student continues to ignore the rules, the driver will fill out a bus referral form and give it to the student's principal. The principal will have a conference with the student and a letter explaining the incident will be sent to the parent or guardian. This will be the **FIRST NOTICE** of misbehavior.

SECOND NOTICE: This notice will result in the student being suspended from all buses for 5 school days. During this suspension period, a meeting must be set up with the student, parent/guardian, bus driver, transportation supervisor, & building principal. This meeting must take place before the student is allowed back on the bus. The parent will also receive a copy of the infraction and the action taken.

THIRD NOTICE: The third infraction will result in the suspension of the student from riding all school buses for the remainder of the school year or 6 months, whichever is greater. The parent/guardian will be notified by phone and will receive a copy of the infraction.

In the event a student causes an incident that is very severe and results in a very serious and dangerous situation, they may be suspended from the bus immediately without the issuance of a first or second notice.

When a student is under bus ridership suspension, they will not be allowed to ride any bus at any time. This will include activity trips.

Roaring Fork School District RE-1 Transportation Department strives to provide all students with a safe and enjoyable bus ride to and from school each day. It is the responsibility of everyone involved to help make this possible.

PREVIOUS TO LOADING – AT STOP OR SCHOOL

1. Students should be at designated bus stop 5 minutes before pick up time.
2. Stay off the roadway at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop and the brakes are set before attempting to board.
4. If students must cross the road to board the bus, they need to wait for the bus driver to signal that it is safe to do so. The signal the driver will use is to point at the students and then point to the other side of the road. After the drivers' signal, the students will cross at least 10 feet in front of the bus. This way the driver can see the student at all times.
5. No pushing, shoving, or other behavior that endangers others will be tolerated.

WHILE ON THE BUS

1. THE DRIVER IS IN CHARGE. Students will obey the driver's instructions promptly and respectfully.
2. Standing, changing seats, or moving while the bus is in motion places the student in an unsafe situation and will not be allowed.
3. Head and arms are to be kept inside the bus. Throwing objects in the bus or out of the bus windows is dangerous to passengers, pedestrians, and other vehicles and is not allowed.
4. Large objects such as band instruments or class projects need to be placed under the seat or in the student's lap. If items are too large to hold, other arrangements to transport should be made.
5. Glass and heavy objects can cause serious injury and will not be allowed on the bus. This includes skateboards, ski equipment, and any other objects considered unsafe to transport.
6. Animals, weapons or replicas of weapons are not permitted. This is to include laser pointers.
7. The use of any form of tobacco, alcohol, or drugs is not permitted.
8. Eating or drinking will not be permitted on any bus. Choking may occur.
9. Vandalism to the bus will be repaired and the cost of repairs billed to the parties involved.
10. Profane language or gestures have no place on a school bus and will not be tolerated.
11. Yelling or loud talking is very disruptive. Students need to be quiet while the bus is stopped at or crossing railroad tracks.
12. Students shall board and depart from the bus only at their OWN school or at their designated stop unless written permission from the parent/guardian is given to the office staff. The bus driver will only accept notes that have come from the student's school office.
13. Students shall sit in their seats facing forward. The aisle and emergency exit need to be clear at all times.
14. The driver may assign any or all students a designated seat.
15. Radios, stereos, tape decks and similar devices are not to be played while on the bus.
16. Any activity or behavior not listed but which endangers the bus or its passengers may result in a misconduct notice or suspension.
17. Failure by a student to follow these rules may result in the suspension of bus riding privileges.

AFTER LEAVING THE BUS

1. Cross the road (when necessary) at least 10 feet in front of the bus after receiving a signal from the driver that it is safe to proceed.

2. Students should not walk alongside the bus. Move at least 10 feet from the side of the bus.
3. Be alert for a danger signal from the driver. This signal will be the bus horn honking. If you hear this signal immediately stop and return to the area you left.

EXTRA-CURRICULAR/FIELD TRIPS

The same rules will apply as when riding regular route buses.

BOARD POLICY

Transportation will not be provided for out of center students. If you live outside the learning center your students are attending, school transportation will not be provided. It will be the parent's responsibility to transport their students to and from school. Transportation will not be provided for after school activities such as scout meetings, gymnastics, non-school sports, sleepovers, etc.

VIDEO CAMERAS

After having weighed carefully and balanced the rights of privacy of students with the district's duty to maintain and insure discipline, health, welfare and safety of staff and students on school transportation vehicles, the Board of Education supports the use of video cameras on its transportation vehicles. Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Video surveillance shall be used only to promote the order, safety and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

If you have other questions or concerns regarding the policies and procedures at Basalt Elementary School please call our office at 384-5800 between 8am and 4pm.
We will do our best to direct your call to the appropriate staff member.

The Roaring Fork School District is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may referred to Rob Stein, Superintendent, 1405 Grand Avenue, Glenwood Springs, Colorado 81601, 970-384-6000 or to the Office for Civil Rights, U.S. Department of Education, Region V111, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204.